

November 21, 2011

Pursuant to adjournment comes now the Starke County Board of Commissioners and meet in regular session at 7:00pm, in the Annex meeting room, Knox, Indiana and the following proceedings were held to wit:

The meeting was called to order by President Dan Bridegroom.

In attendance at the meeting were Council members Dave Pearman, Marvin McLaughlin, Bob Sims, and Tony Radkiewicz. Jail Advisory Committee members in attendance were Commissioner Norem, Councilman Pearman, Sheriff Oscar Cowen, Chief Deputy Bill Dulin, Ted Hayes of WKVI, and County Attorney Marty Lucas.

RE: PRESENTATION FROM THE SKILLMAN CO.

President Bridegroom turned the floor over to Commissioner Norem, who is the Chairperson of the Jail Advisory Committee. Commissioner Norem stated at the last meeting of the Jail Advisory Committee, State Senator, Jim Arnold, addressed the Committee and spoke of his experience as the LaPorte County Sheriff. During his term as Sheriff, major changes were made to the LaPorte County Jail. He stated the importance on having a Project Manager throughout the process, and to have a Project Manager that works for you, the county. Commissioner Norem stated it was obvious to the Committee the importance of having a consultant at the beginning of the project. She advised the Committee had heard from two companies in regard to obtaining a project manager: Jack Krause of CCI, and Scott Cherry of the Skillman Company. Norem stated it was a unanimous decision of the Committee to recommend to the Board of Commissioners the Skillman Company to provide the services of a project manager.

Scott Cherry, of the Skillman Company, appeared before the Board to give a brief presentation of the services they could provide. He advised their Company would assist the County in all phases of the project and gave an explanation of the billing process. He advised the Company does not charge for the beginning phases and if the county decides not to proceed with the project there is no charges for their services. If the project does proceed, he would like the County to allow the transition of the Project Manager into a Construction Manager, and at that time the fees to the County would begin. The total cost of their services is typically 2 ½ to 3% of the total cost of the project. They would also provide a Site Manager that would be performed by Starke County resident, Bob Chorba, and as a company they would provide their services for all phases of the project.

Commissioner Norem stated they could assist with the writing of the RFP needs assessment, as well as drafting scoring sheets and assisting in the evaluations. She advised they would become an extension of the Commissioners.

Committee Members Cowen, Hayes, and Dulin all agreed that they are impressed with the company and would be satisfied with their services.

Commissioner Davis inquired if they could provide more references from other jail projects they have completed. Mr. Cherry advised some of the other jails included Johnson County and Sullivan County. Attorney Lucas stated that Sullivan County's population is similar to Starke County's. Their population is 21,000. Commissioner Davis then inquired as to what the time line would be. Norem stated once the references have been thoroughly checked, after that the Commissioner's could sign a Letter of Agreement with Skillman, and following that the Jail Advisory Committee would meet again. Commissioner Davis inquired if the Commissioners would be meeting earlier than their regularly scheduled December meetings, and was reminded of the meeting they have scheduled for Thursday, December 1st at 2:00PM.

RE: VENDOR & PAYROLL CLAIMS

Commissioner Norem made a motion to approve the pay claims for the period ending 11/12/11, in the amount of \$165,328.51, seconded by Commissioner Davis. The motion passed with all ayes.

Commissioner Davis made a motion to approve the vendor claims of 11/21/11, in the amount of \$260,150.39, seconded by Commissioner Norem. The motion passed with all ayes.

RE: HEALTH DEPT./FOOD INSPECTION CONTRACT/LIABILITY INSURANCE

County Health Officer, Dr. Alexander, and County Health Nurse, Frank Lynch, appeared before the Board to present the 2012 contract for food inspections and also the details of their liability insurance renewal. Dr. Alexander stated the preliminary price they received from the insurance company was showing a 10% increase in the premiums, but she was able to negotiate a slight decrease over the 2011 costs. They will actually be saving a total of forty five dollars, making the total cost in 2012 approximately \$1750.00. She advised they will be taking this to the Health Board for approval, and then return to the Board for their signature of approval.

RE: IT DEPARTMENT PRICE QUOTES

IT Director, Joe Short, appeared before the Board with price quotes for difference issues facing the IT Department. The first issue involved the air conditioning not functioning properly in the server/equipment room at the jail. He advised he would like the temperature to remain at a constant 60-65 degrees, so that the equipment can function properly, and will not overheat. With the AC not functioning properly the temperature is not remaining constant. He advised, at times when the AC was not working, the temperature of the room reached 100 degrees, and was dangerous to the

equipment. He stated he has received a price quote from McGrath Refrigeration and then received a quote from Jackson Refrigeration who offered two different options. He stated he has contacted McGrath to quote on the other option also. He is waiting on the price quotes from the other companies he contacted: NJ Mechanical, and Ken Wagner. He stated Arctic Air declined to submit a price quote.. He advised he will forward them on to the Commissioners when all the price quotes are received.

The second issue and the second set of price quotes was in regard to obtaining software that would act as a web filter. This would allow access to different sites on the internet based on departmental usage and block certain internet sites from other departments. The price quotes received was for the Baracuda software, at a price of \$13,397.00 per year; and the other quote was the Astaro software, which has a cost of \$3,253.00 per year. Director Short advised the Astaro software, in addition to the web filter, would also contain firewalls, a spam filter and an anti-virus filter. He stated his biggest concern, at this point, was to install a good anti-virus program on the county's computer systems. He advised he has dealt with two different viruses, on two different county computers, in the last couple of weeks. He believes those viruses were triggered by e-mail issues. He also advised the social websites, such as MySpace are noted for infecting the user's computer with viruses. He presented two price quotes he had received that were specifically anti-virus software. The first quote was from the Trend-Micro Company, at a price of \$1,200.00/year. He added it was difficult to receive any additional responses from that company. The other company that had supplied a quote was from AVG. and their price quote was \$1,104.00/year, but only \$2,373.00 for a three year time frame. Short advised that software would work on a centralized system, and could stop a virus before it spreads to other departments. Commissioner Bridegroom stated the primary issue to be addressed should be the anti-virus software. Commissioner Norem made a motion to approve the purchase of the AVG software, seconded by Commissioner Davis. The motion passed with all ayes. Director Short advised he could pay for the cost of the software from the telephone line item of the IT budget. Commissioner Norem also advised he will have a balance remaining at the end of the year, in the Quest long distance line item. Short advised he will work with the Auditor's office to proceed with the possible transfer within his budget.

A discussion then followed in regard to the use of the Spark program throughout and within the county offices. Director Short advised he was not a user of Spark but could see how it could be beneficial for some departments. He also advised the Spark program could be blocked, or shut off, in some departments, if the department head elects that option. Auditor Chaffins advised at one point, Spark was shut off in the Auditor's office, when she felt it was being abused within the office, and not being used for the original intent of the program. It currently is being used by that department once again, but she still feels it is not always used, throughout the county, for the original intent of the program.

The next issue Director Short addressed was the updating of the CAD system of the laptops in the county's three ambulances with a GPS system. He advised the EMA Director was able to save some money on the purchase of some computers, which had been funded by a grant. The remainder of the grant proceeds could be used to upgrade the EMS laptops. He advised the expense would be the cost of the air card for each of the three laptops. He stated the monthly access fee for the service on the three lines would be \$29.99 per line. He presented a "GSA-Federal Supply Schedule Purchase Order" that had been prepared in the amount for the setup of four lines. Attorney Lucas advised to cross out the \$119.96 total monthly fee, and write in \$89.97. Director Short advised the service would be through Verizon, instead of AT&T, since AT&T no longer provides that service.

Director Short requested permission to hold a meeting in the Annex Meeting room, with the personnel of the fire departments and the EMS department, to do training on that software package. The permission was granted.

RE: ANTI-NEPOTISM ORDINANCE

Commissioner Bridegroom announced at the last meeting the Commissioners had asked Attorney Lucas to draw up an ordinance addressing the issue of nepotism in the hiring of county personnel. Attorney Lucas stated he has a completed ordinance, and that pursuant to IC 36-2-4.8 the ordinance does not require a public hearing since the Commissioners have a clear jurisdiction in the management of the county's workforce. Attorney Lucas then read the proposed ordinance, Starke County Commissioners Ordinance 2011-08, Ethics: Anti-Nepotism Ordinance. Councilman Pearman inquired if this ordinance is consistent to the proposed state house bill. Attorney Lucas advised he believed the state's legislation would extend to county boards also, and Starke County's ordinance is much narrower. Commissioner Norem made a motion to approve the ordinance as written, seconded by Commissioner Davis. The motion passed and Starke County Ordinance 2011-08 was signed by the Board. Attorney Lucas stated the ordinance does not apply to the county boards, and also will not apply to any board appointments, but if a board appointment is in any way related to the Board members authorizing the appointments, the relative of the appointee should abstain from voting on the appointment. He advised the current employees are all grandfathered in. Also, the ordinance states that there can't be two related employees working in the same department, but they could work in separate departments within the county. Commissioner Norem stated this ordinance would help in addressing some of the complaints from the public. Commissioner Bridegroom stated this ordinance could help in receiving more trust from the public. The ordinance is on file in the Auditor's office and will be posted on the county's website.

IN OTHER BUSINESS:

Highway Department Bids

Auditor Chaffins inquired as to the procedure of the follow up in regard to the County Highway Department bids that were opened at the November 7th meeting, and then were taken under advisement. Commissioner Bridegroom stated he will be calling a meeting with Steve Siddall, the Highway Superintendent, and the Auditor to discuss the bids. Commissioner Norem stated she would like to see the information presented back in front of the Board once a decision has been made, since that was never done in the past. She inquired if the Highway Department Clerk could compile the bid information into a spreadsheet; the Auditor advised the Highway Department had received a copy of the bids.

Juvenile Detention Contract

Commissioner Norem stated they had received the 2012 renewal contract with the Cedarbridge Youth Center. She stated they had contracted for 185 days in the 2011 contract and should have 71 days that will carry over into 2012. The rate in 2011 is \$89.00 a day, and the 2012 rate will be \$99.00 a day. She advised she has spoken with Judge Hall and he advised they would need to contract, for an additional 89 days, which would be a cost of \$8,811.00. That would secure for the county a total of 160 days in 2012. She also advised the Commissioners had budgeted \$25,000.00 for that line item in 2011, and also will have \$25,000.00 in the 2012 budget. Attorney Lucas reviewed the contract and stated it was basically the same contract as last year. He also advised the contract states that they don't guarantee that beds will be available which was also stated in the 2011 contract. That didn't create an issue so far in 2011. Commissioner Davis made a motion to approve the contract using the number of days the Judge requested, seconded by Commissioner Norem. The motion passed with all ayes, and the contract was signed.

Emergency Declaration Ordinance

EMA Director, Ted Bombagetti, appeared before the Board with a proposed ordinance to standardize the warning levels throughout the state. He advised that several EMA Directors are presenting the same ordinance to their Board of Commissioners for approval, so that all advisory levels would be consistent throughout the state. Commissioner Norem made a motion to approve the ordinance as written, seconded by Commissioner Davis. The motion passed and the ordinance was signed. The ordinance is officially: Starke County Disaster Emergency Declaration Ordinance, 2011-09. The ordinance is on file in the Auditor's office and will be posted on the county's website.

Commissioner Davis inquired as to where the county stands with the codification process. Auditor Chaffins advised them that her Deputy Auditor, Suzanne McCarty has submitted the ordinances that were on file in the Auditor's office, to the company. Commissioner Davis is requesting a time line as to the status of the project. Commissioner Bridegroom also advised the company would be codifying all of the county's ordinances including the planning commission's.

MINUTES

Commissioner Norem stated she would like to clarify the minutes of the November 7th meeting in respect to the discussion regarding the closing of the county bridge in North Bend Township. She stated she had listened to a recording of the minutes from that meeting and it is not very clear as to what is being said when everyone is speaking at the same time. She wanted to clarify when they were discussing the North Bend township bridge, that Commission Davis proposed proceeding with the bid process in looking for a new engineering company to do that bridge project, and that the Highway Superintendent Siddall should work up a bid package looking for a new engineer.

Auditor Chaffins inquired as to what distinguishes between the use of the County's Cumulative Bridge Fund and the bridge portion of the CEDIT Fund, when funding a bridge project. Siddall advised he would see what the money has been earmarked for. Commissioner Norem stated there is a balance of \$1,035,765.30 in the CEDIT Fund, and \$748,000.00 in the Cumulative Bridge Fund. She stated maybe the county should get back on a schedule to repair the county's bridges instead of waiting for the state to close down bridges and then be forced to fix them. Commissioner Bridegroom stated the county should be able to complete all three bridge projects next year: bridges 9, 62, and 151. Siddall reported that Bridge 156 was open for traffic on Monday, November 14, and it's repair costs totaled more than they were expecting. He also advised they are awaiting word on federal funding for future bridge projects. Commissioner Norem requested Siddall present a newly revised schedule of bridges for repair at the next meeting of the Board.

Commissioner Davis made a motion to approve the minutes of the Nov. 7th meeting with the clarification as stated, seconded by Commissioner Norem. The motion passed with all ayes. Commissioner Norem made a motion to approve the minutes of the Nov. 9th meeting, with the hospital representatives in regard to their contract for ALS/BLS transfers. Commissioner Bridegroom seconded the motion, since Commissioner Davis was absent from that meeting. The motion passed with two ayes.

Commissioner Bridegroom stated the Starke County Drainage Board had received the paperwork on the OCRA grant that will provide the funding for the debris blockage cleanup work on the Yellow River in Starke County. Commissioner Norem made a motion to approve the grant as presented, seconded by Commissioner Davis. The motion passed with all ayes. Commissioner Bridegroom stated the County Surveyor Dennis Estok, would like to see the project begin this fall.

NAC MEMBERSHIP RENEWAL

Commissioner Bridegroom advised they had received the billing for the renewal of their membership in the National Association of Counties, with a cost of \$481.00. Commissioner Norem made a motion to submit this billing for payment, seconded by Commissioner Davis. The motion passed with all ayes.

RESOLUTION OF STARKE COUNTY INTERSECTION IMPROVEMENT AUTHORIZATION

Commissioner Norem read the Resolution of Starke County, IN authorizing For the Starke County Knox Industrial Park Intersection Improvement Project Application to the US Department of Commerce, Economic Development Administration. The resolution authorizes the Board of Commissioners to sign and execute documents on behalf of Starke County relating to the application to the US Department off Commerce, Economic Development administration for a grant to assist with the county's Knox Industrial Park Intersection Improvement project. Commissioner Norem made a motion to approve the resolution as read, seconded by Commissioner Davis. The motion passed with all ayes. A copy of the resolution is on file in the Auditor's Office.

SIMPLEX GRINNELL

Commissioner Bridegroom reported the receipt of a bill from the Simplex Grinnell Company in regard to the repairs to the courthouse elevator. He stated since it had to do with the additional inspection, he believed the Oracle Company should be responsible for the payment of the Simplex invoice.

County Annex Custodian James Coad appeared the Board to discuss the receipt of a Proposal & Agreement for Deficiency Repair Service for the Annex building, in the amount of \$670.00. He advised Simplex discovered problems during their inspection, which will need to be addressed. He also stated both the Highway Department and the Jail have also received the same repair service reports. Commissioner Norem made a motion to approve the repairs following the inspections, seconded by Commissioner Davis. The motion passed with all ayes.

CATASTROPHIC INMATE INSURANCE

Commissioner Norem reviewed the Jail Nurse contract, and advised how it is structured so that they pay the first five thousand of any inmate's hospital billing, but anything above and beyond that the Sheriff/County has to pay. The expense has been incorporated into that line item of the jail budget. She advised she has contacted 1st Source Insurance and they advised there is such a thing as a Catastrophic Coverage Correctional Savings Plan, which is endorsed by the Indiana Association of Counties. The coverage has a \$10,000.00 deductible per inmate. The cost of an annual premium is \$15,330.00 and could be paid out of that same line item of the jail budget. There are enough funds left in the 2011 budget to cover the cost of the premium, there will be enough also in the 2012 budget and then it can be incorporated into the future years' budgets. She stated the coverage would be for twelve calendar months. She asked the Auditor to put that on the Dec. 5th meeting agenda.

BUDGET STATUS REPORTS, BUDGET TRANSFERS & EMS EQUIPMENT

Commissioner Norem stated as part of the claims process she has been studying the budget status reports for all departments in the county general fund, on a bi-monthly basis. She has been observing some line items that will be needing additional funding before the end of the year, including the county attorney, and the PERF line item, of the commissioner's budgets. She also advised there are some line items which will appear to have a substantial unexpended budget balance at year end, such as the commissioner's health insurance line item. Attorney Lucas stated, in regard to the unexpended balance of the legal fee line item, the attorney, representing the county in the class action lawsuit that has been filed against them, could charge the county for a retainer fee. That attorney would put that retainer in a trust fund and then draw from it as it is expended. The council had previously this year, approved the transfer of \$100,000.00 from the health insurance line item into the legal fees line item of the commissioner's budget to cover the legal cost of that class action lawsuit. But so far this year there is still a large balance of the unexpended budget and if it is not spent for the legal fees before the end of the year, or have not received a billing in the month of December, none of the budgeted amount could be spent, or encumbered. The budget balance will not carry over into the new year.

Commissioner Norem stated she would like to see the savings that will be realized in this year's budget for the health insurance line item of the commissioner's budget, which could amount to as much as \$250,000.00 be partially used to pay for the equipment to upgrade an ambulance with ALS equipment. The equipment would cost approximately \$25,000.00. The transfer would need to be approved by the County Council, at their meeting in December. She would also like the Board to consider the transfer of the monies needed to purchase an additional ambulance for the EMS Department. The County has not purchased a new ambulance since Kris Rannells was the EMS Director. She stated the county currently has two ambulances with over 75,000 miles and one ambulance with over 125,000 miles. There are two 1999 models and one 2003 model. Commissioner Bridegroom added the ambulances have recently had their share of maintenance problems, experiencing two down at the same time during one weekend. If the county were to purchase an additional ambulance, the county could establish a regular maintenance schedule. Commissioner Norem advised if the county were to purchase a new ambulance, which could cost approximately \$130,000.00 they would need to receive sealed bids. Attorney Lucas stated the process could take at least three weeks, the notice for bids needs to be published for two weeks, and the meeting to open the bids could be held the following week. The next Council meeting will be held on Monday, December 16th, as to when the Council will be able to transfer the funding.

Councilman Pearman advised other departments around the country have been downsizing their EMS departments and he believes the county could find a good buy on a used ambulance. Commissioner Davis made a motion to have Councilman Pearman work on the search for one or two used vehicles, to have the EMA Director, Ted Bombagetti prepare the specs for receiving bids, and get the information to the Auditor to forward to the newspaper for publication, and to have the EMS Director write a RFQ to obtain the necessary ALS equipment, the two heart monitors and two laryngoscopes. The motion was seconded by Commissioner Norem and passed with all ayes.

Commissioner Norem inquired of Councilman Pearman as to what other funds, besides the Rainy Day Fund, could a portion of the unexpended balance of the County General Fund be put into. Also she would like information of what funds a portion of the unexpended budget balance of the County Highway Department Fund, could be transferred to. Councilman Pearman advised he will check with the AIC. Commissioner Davis advised she will speak with Todd Samuelson of Umbaugh, as to what he advises.

REQUEST BY SHERIFF COWEN FOR AN ADDITIONAL SQUAD CAR

County Sheriff, Oscar Cowen appeared before the Board with his request to purchase an additional squad car, which had been tabled twice at previous Board meetings. The Sheriff advised the Indiana Sheriff's Association is no longer requiring the two tone paint scheme on the county police vehicle. He stated the vehicle could either be the two tone brown color, plain brown, or plain white, but the vehicle will have the county police emblem. He advised the county currently has thirteen squad cars and one transport van for a total of fourteen police vehicles. The Sheriff advised the County has twelve men on the road, and one vehicle as a spare, in case a vehicle is down for maintenance. Councilman Pearman advised the Sheriff that the Council would like to see the inventory of the police vehicles. Pearman also inquired if the local Ford and Chevy dealers will be given an opportunity to give a price quote for the new vehicle. The Sheriff stated he usually goes through the state bid process which normally reduces the price of the vehicle, but he doesn't have a problem with getting those additional quotes. The Sheriff advised the county had received approximately \$8,000.00 from the insurance company when one of the vehicles had been damaged, and those proceeds could be applied towards the new vehicle. A discussion followed as to how to fund the purchase of the new vehicle, the Commissioner's CEDIT Fund, or the Cumulative Capital Fund. The Sheriff advised the worst vehicle from his department is put back into the county's use for the next department who is requesting a vehicle. The EMA Director stated he would be interested in such a vehicle. Commissioner Davis requested the Sheriff prepare a replacement schedule. The Commissioners requested the Sheriff obtain some price quotes for the purchase of a new squad car, and then present them to the Commissioners at their next meeting. The Sheriff requested the Auditor place him on the agenda for the next Commissioner Meeting on December 5th.

There being no further business, Commissioner Davis made a motion to adjourn the meeting, seconded by Commissioner Norem. The meeting was adjourned at 9:58PM.

November 21, 2011

Dan Bridegroom, President

Kathy Norem, Vice-President

Jennifer Davis, Secretary

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