

Monday, December 2, 2013

MEETING OF THE STARKE COUNTY BUILDING CORPORATION

The meeting was called to order by President, Kathy Norem at 8:50AM. She stated this portion of the meeting will be a combined meeting between the Starke County Board of Commissioners and the Starke County Building Corporation. The following Directors of the Building Corporation were in attendance: Kathy Norem and Ron Henigsmith. Chairman Norem advised Director Osinski was not available to attend this meeting, but will be available in the future for 8:30AM meetings. Director Henigsmith made a motion to approve the minutes of the October 7th meeting, seconded by Director Norem. The motion passed with all ayes. Auditor Chaffins gave a brief financial report, stating the present balance of the CEDIT Special Legislation Fund as of 11/30/13 was \$922,054.45 after sending \$1,067,500.00 to the Bond Trustee Bank at the jail bond closing; the balance of the Jail Project Expense Fund was \$185.51 and they are awaiting the 1.2 million dollar reimbursement from the bond proceeds.

Chairman Norem explained the process of the vendor claims to be submitted in regard to the jail construction, noting the Skillman Company has a schedule for claims, and the Board will have them submitted to them by the last day of the month, for their approval. She also stated there has been an issue with the Corporation's appointment of a Lessor Representative. The Bond Trustee is requiring it be stated in the form of a Resolution as the minutes of the meeting was not sufficient. Chairman Norem read into record the Resolution as was prepared by Attorney Lucas. The Resolution names Chairman Kathryn Norem as the Lessor Representative and Auditor Katherine Chaffins as the Alternative Lessor Representative. Director Henigsmith made a motion to approve the Resolution, seconded by Chairman Norem. The motion passed with all ayes and the Resolution was signed.

Dion Katsouros gave a brief update on the Jail Project. He advised in the past few weeks trees have been removed and they are stripping and moving the top soil behind the existing building. He advised the interior of the existing building is being demolished, with the removal of duct work, light fixtures and carpeting. He noted the project is on schedule and he will be submitting regular reports along with photos of the completed work. He advised any visitors to the construction site need to check in with the on-site guys and the visitors must wear hard hats while there. He stated the daily work schedule is 7AM-3:30PM.

Chairman Norem stated the future meetings of the Building Corporation will be held at 8:30AM from now on instead of the 1:00PM meetings, and therefore, will eliminate the repeating of all the same information from one meeting to the next, from one Board to the other. Attorney Lucas noted it is optional for the Board of Commissioners to attend the earlier meeting. With there being no further business, Director Henigsmith made a motion to adjourn the meeting, seconded by Chairman Norem. The motion passed with all ayes and the meeting was adjourned at 9:05AM.

MEETING OF THE STARKE COUNTY BOARD OF COMMISSIONERS

Pursuant to adjournment comes now the Starke County Board of Commissioners and meet in regular session at 9:05AM in the Annex meeting room, Knox, Indiana, with Kathy Norem, Kent Danford and Jennifer Davis present and the following proceedings were held to wit:

President Norem called the meeting to order and inquired if there were any additions or corrections to the posted agenda. None was received and she inquired if the Nepotism Certifications will be addressed at this meeting. Auditor Chaffins advised the Certifications are required to be filed annually. She will be sending out the certification forms to the Department Heads, and will submit them to the Boards at the next Council/Commissioner meetings on December 16th.

RE: AMUBLANCE PRICE QUOTES AND EMS DEPARTMENT MONTHLY REPORT

President Norem advised the first item on the agenda was the opening of the submitted price quotes on the pricing of an ambulance. Attorney Lucas stated he was in receipt of two price quotes. He opened the first quote, from Fire Services, St. John, IN. The quote was in the amount of \$115,750.00 for a 2013 Chevrolet, Diesel, T450 Type 3 Ambulance, a Demonstrator model, with 1,432 miles, and after subtracting the GM discount of \$2500.00, would leave a final price quote of \$113,250.00. He advised there was also an addendum to the quote, an optional inverter charger installed at an additional cost of \$1,450.00.

Attorney Lucas advised the seconded price quote was from MEDIX Specialty Vehicles of Elkhart, IN for a 2013 Ford, Diesel, E450 Super Duty, Type 3 Ambulance in the total price of \$112,753.00. President Norem suggested the Board take the quotes under advisement and have EMS Director Paul Mathewson, County Council President Dave Pearman, and Commissioner Danford review the quotes and compare them to the posted required specifications. Commissioner Danford made a motion to take the quotes under advisement, seconded by Commissioner Davis. The motion passed with all ayes. Attorney Lucas stated since this was an equipment purchase and not a public works project, in his opinion, they have more flexibility in accepting a price quote, noting they are not required to go with the lowest bidder and they can compare the quotes, and look for the best value to the County.

In regard to the garage door quotes, Director Mathewson advised the door at the North Judson Base is large enough for the ambulance and will not need to be widened. President Norem stated that was a problem since she thought the price quote for widening the garage door was for the Grovertown Base since that was where the ambulance was going. She noted that issue was never discussed by the Board of Commissioners and would like to be able to look at the options and see the numbers of calls handled by base before deciding where paramedic services will be expanded in the County, in the Grovertown area or in the North Judson area. She noted the new

ambulance will go to the EMS Base in Knox since it handles the most calls and is also used as a chase vehicle. She also noted their original plan was to be able to turn over an ambulance every six years. Director Mathewson advised his plan was for the new ambulance to be placed at Knox, which is Medic 3, the new ambulance, Medic 1 that was purchased last year was to be placed in North Judson and then Medic 5 be placed in Grovertown. He noted the North Judson Base was busier than the Grovertown Base. President Norem stated she thought it was pretty even with Knox receiving 50% of the calls and the North Judson Base and the Grovertown Base both were receiving 25% each, and noted she obviously needs updated information on the number of runs handled at each base. She asked the statistics be prepared and ready for presentation at the December 16th meeting. Council President Dave Pearman advised he thought the County would be able to pay for the new ambulance out of the unexpended portion of the County General Fund 2013 budget, instead of transferring that portion to the Rainy Day Fund as they did at the end of 2012. He also inquired as to the amount the County will be receiving from the Medicaid reimbursement. EMS Clerk MaryLynn Ritchie advised the County will be receiving the reimbursement of approximately \$60,000.00 for each year in 18 to 24 months after the paperwork has been reviewed, so it could be quite a while before the County sees the reimbursement for the years 2011 and 2102.

Clerk Ritchie presented the monthly report of the number of runs for the month of November and the financial information advising the EMS revenue for 2013 is presently totaling \$595,811.77.

Director Mathewson stated he is presently working on a personnel matrix showing open spots in listed available personnel and to show a pool in which to draw from in order to control the amount of overtime paid. President Norem advised the past overtime was scheduled and not just because someone failed to show for work. She also pointed out the fact the EMS Department was no longer following the County's Policy that was created and went into effect on July 1, 2013, which defines a part time employee as one working 130 hours per month, or less. She noted they currently have nine part time EMTs who are actually working full time. Director Mathewson noted the Federal Government had pushed back the required reporting of part time employees and the accessed fee per employee. President Norem noted though, the County still has a policy in effect that defines a part time employee as one who works 130 hours or less. Any employee who works more than 130 hours per month is considered full time and would be eligible for full time benefits. President Norem advised she had asked the Director to prepare such a matrix showing the open positions and inquired as to how Director Mathewson was able to arrive at the number of open spots on his matrix. He advised he had reviewed his data and had calculated what was needed to keep part time employees working less than 130 employees per month.

Clerk Ritchie stated the Department had received a total of \$135.00 from the Starke County Clerk from Small Claims Court payments during the month of November.

Commissioner Danford made a motion to approve the presented matrix, seconded by Commissioner Davis. The motion passed with all ayes.

RE: HIGHWAY DEPARTMENT MONTHLY REPORT

County Highway Superintendent Rik Ritzler appeared before the Board to present his monthly report. He presented to them a listing of the preliminary road projects for next year, sorted by driver, and asked for the Board to review. He advised he will be presenting the finalized listing in January. He also advised the road treatment that is documented could change depending on the funding. Superintendent Ritzler advised he has received five responses on the bridge inspector position, and four responses on the design of the Bridge 154 replacement. He advised he will score these submittals and will make a recommendation at their next meeting on his selection. He will also provide a copy of the score sheet he will compile.

Superintendent Ritzler advised they have converted an old ambulance into a mobile sign shop and are now in the process of converting an old pick-up truck into a bridge maintenance truck with a mounted welder and air compressor on the bed which will be dedicated to bridge maintenance. He also stated he is currently working with Attorney Lucas on the job description of bridge inspector.

RE: PROSECUTOR REQUEST TO KEEP EMPLOYEE POSITION OPEN

Prosecutor Nick Bourff and part time employee, Sherry Derrickson, appeared before the Board. Prosecutor Bourff advised his Department presently has three employees who work with the Title IVD child support program, two full time and one part time position. He advised when his full time employee, Judy Jones, retired after approximating thirty years, he moved Chevonne Burger from part time position to that full time slot, and hired Ms. Derrickson to work in the part time position. He advised Ms. Derrickson will be having surgery in December, and will not be able to return to work until January 9th. He noted Judy Jones is willing to work as a sub during Ms. Derrickson's absence. He stated he was now requesting Ms. Derrickson's position to be held open for her upon her return to work. President Norem advised it is an unpaid leave, and as long as the employee's supervisor approves they had no problem with it. The Prosecutor advised the temporary position had been posted and President Norem reminded him Judy Jones will be required to go through the pre-employment screening as any new employee would.

RE: AUDITOR BUSINESS

Commissioner Danford made a motion to approve the minutes of the November 18th meeting, seconded by Commissioner Davis. The motion passed with all ayes. Commissioner Danford made a motion to approve the payroll claim for the pay period ending on November 23rd with a pay date of November 27th, in the total gross amount of \$182,923.58. Commissioner Davis seconded the motion and it passed with all ayes. Commissioner Danford made a motion to approve the vendor claims, as presented, with a total gross amount of \$299,450.79. Commissioner Davis seconded the motion, and it passed with all ayes. President Norem noted she will need to meet with the Auditor to review and verify budget balances before the end of the year. Auditor Chaffins gave a

financial report on the status of the misc. estimated revenue for the County General Fund, advising they were presently at 96% collected of the amount estimated in the preparation of the 2013 County General Fund budget. She noted they were on target for the projection. Auditor Chaffins also advised she will be sending out the annual certifications via emails to all Department Heads either Elected or Appointed to complete and show they are in compliance with the Nepotism Ordinance passed by the County. She advised she will have the forms for the Councilmen and Commissioners to complete at their next meeting, as well as a status report of the compliance by the Department Heads.

Since Building Administrator, Terry Stephenson, returned to work on Monday, December 2nd, Planning Commission Clerk, Pam Starkey, cancelled her request to appear before the Board to discuss her vacation time.

In regard to the Board approving the Inmate Healthcare for 2014, it was unknown if the Sheriff had been in contact with the current healthcare provider. Commissioner Davis contacted the Sheriff and asked him to join the meeting before a decision was made on the 2014 inmate healthcare coverage.

RE: PROPOSED UTV ORDINANCE

Attorney Lucas requested this issue be tabled until the next meeting noting it is a tough issue because the County can't exceed the State's guidelines in this situation. President Norem asked Attorney Lucas to research it further, and reminded the Board that at the end of the day, public safety is the main purpose for establishing this ordinance.

RE: 2014 INMATE HEALTHCARE COVERAGE

Sheriff Oscar Cowen appeared before the Board and advised he did send a letter to the present inmate healthcare vendor, but has not received a response from them. Commissioner Davis requested she be provided with a copy of that letter. President Norem stated she did have a question in regard to the contract that had been presented by Quality Correctional Care. She noted the talk about peer review reports and she wondered who that applies to, who are they reviewing?—the jail staff, the nursing staff? Commissioner Davis stated she she believed it was a review of the nursing staff and not on the jail staff. President Norem also advised she did not see a clause stating there was an automatic renewal with a possible price increase. She also suggested she would like the contract to be for at least a two year agreement, January 2, 2014 through December 31, 2015. Commissioner Danford made a motion to approve the contract with Quality Correctional Care for a two year term. Commissioner Davis seconded the motion, and it passed with all ayes.

IN OTHER BUSINESS:

President Norem inquired, in regard to the opening on the Starke County Community Corrections Board due to the resignation of Annette Zupin, if either Commissioner had anyone interested in serving on that Board. There being none, President Norem advised she will add this to the other open positions that are to be appointed at the beginning of 2014. She noted she has compiled a listing of the available openings and will be emailing out the list, and the requirements for each Board position, so it can be advertised. She advised she would like to see the letters from interested applicants be submitted to the Auditor's Office by Friday, December 27th.

President Norem advised they have received the 2014 contract proposal from Weaver & Boos. She noted it is a routine contract with the standard fees. Attorney Lucas stated the contract was fine, and noted they are a good company to work with. Commissioner Danford made a motion to approve the contract renewal, seconded by Commissioner Davis. The motion passed with all ayes. Commissioner Danford advised the last report received from Weaver & Boos showed no gas emitted from the old landfill site.

President Norem advised she was in the receipt of documents requesting her signature in regard to the grant for the CR300E & SR8 Project. She stated she would like to table this signing until the Economic Development Director, Charlie Weaver, would have a chance to review documents and verify the grant numbers and project cost.

President Norem advised the County's liability insurance carrier, Bliss McKnight, is providing an Employment Practices training class. She would like to see the class be attended by the Department Heads and Elected Officials and proposed it take place during a monthly Department Head meeting. She advised the Safety Committee will be composing a calendar of training classes throughout next year which are offered through Bliss McKnight.

President Norem advised the County has received a notice from Kone in regard to invoices that are past due. She noted their statement was showing a total of \$1,110.86 was owed but of the three invoices posted on the statement the last two were invoices for the monthly service contract of \$288.58 a month, and those have been paid. The only outstanding invoice is the invoice in the amount of \$533.70 which was the expense occurred when the Courthouse Custodian called the wrong company to address the elevator cylinder leaking hydraulic fluid instead of calling the company who had repaired the elevator. Attorney Lucas advised he has tried several times to communicate with them, and to attempt to get Starke County out of their annual service contract, but can never get a response from them. Commissioner Davis suggested the County pays the outstanding invoice and then reviews their contract for an out phrase. Attorney Lucas suggested they present the case to a Judge in Small

Claims Court, to file for a declaratory judgment, and the Judge can arbitrate the amount. Commissioner Danford made a motion to proceed in that fashion, seconded by Commissioner Davis. The motion passed with all ayes.

Starke County Treasurer, Kasey Clark, appeared before the Board to discuss the Resolution to Sell Tax Sale Certificates. She proposed selling property that has not previously sold at tax sales and then placed in the name of the Commissioners. The Treasurer proposed selling those parcels, which were largely Monterey resort parcels at \$35.00 each, and the listed railroad properties at \$100.00 each. Commissioner Davis made a motion to approve the resolution, seconded by Commissioner Danford. The motion passed with all ayes.

In regard to the Dental Service Agreement, the contract with Professional Claims Management, Attorney Lucas suggested they table this agreement and take it under advisement until more research could be completed as to where the funding comes from for their services.

PUBLIC COMMENT

Betty Dotlich inquired if the County has received any applicants interested in the part time Building Inspector position. Auditor Chaffins advised not yet. President Norem gave an update of the status of the Building Inspector. She advised Terry Stephenson had been ill and off from work and the number of pending building inspections was increasing. She advised they had gotten Ron Werner to complete some of the electrical inspections and Phil Johanon to complete some of the other inspections. She noted Bruce Williams did complete one inspection and only requested his mileage be reimbursed. President Norem advised she would like to see the building inspector position be structured exactly the same as the food inspector and they would be able to receive a portion of their inspections. She noted they could also structure it to give the part time inspector a percentage or allowance for their liability insurance.

Jerry Frost of Frost Engineering Company advised he wanted to introduce himself to the Board since he had bid on the engineering job on the replacement of Bridge 154. President Norem advised him to speak with the Highway Superintendent.

Jim Strong stated he had been asked by some County Sheriff Deputies for his help in seeing if they could receive their pay for their participation in the OPO (Operation Pull Over) during the year. He stated OPO is a program of the Criminal Justice Institute. He was advised the County had received the funding but someone was not submitting the proper pay claim to pay the Officers for their participation in the program.

Daniel McBride inquired about the process to be reimbursed for the loss of 42 chickens killed on his property. President Norem advised his claim was included in the vendor claims that were approved at today's meeting, and the check will be processed either this afternoon or tomorrow morning.

Frank Lynch, the County Health Nurse, appeared before the Board to advise Dr. Brown has agreed to serve as the County Health Officer for the next four years. Commissioner Davis made a motion to appoint Dr. Brown as the Starke County Health Officer, seconded by Commissioner Danford. The motion passed with all ayes. Nurse Lynch next presented the renewal contract for the County Food Inspector, with no changes from the 2013 contract. Commissioner Davis made a motion to approve the 2014 Food Inspector contract, seconded by Commissioner Danford. The motion passed with all ayes.

Commissioner Davis presented a brief report of the Financial Committee that had met to discuss the investments of the jail bond proceeds. She advised it is the recommendation of the committee for Umbaugh Financial to handle those investments. Attorney Lucas advised he will prepare the two Council resolutions and the ordinance for the Commissioners for their next meetings.

There being no further comment, Commissioner Danford made a motion to adjourn the meeting, seconded by Commissioner Davis. The motion passed with all ayes, and the meeting was adjourned at 10:50AM.

December 2, 2013

Kathy Norem, President

Jennifer Davis, Vice-President

Kent Danford

Katherine Chaffins, Auditor &
Secretary to the Board of Commissioners