

## **MONDAY, DECEMBER 3, 2018**

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 Kathy Norem, Don Binkley 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.

### **EMS MONTHLY REPORT**

EMS Director Travis Clary and EMS Clerk MaryLynn Richie appeared before the Board to present their monthly departmental report. Clerk Richie stated she had collected \$69.87 from Small Claims Court and \$1,689.48 from Collections Attorney Jonathan O'Hara. She advised the number of runs were slightly down but the EMS revenue is almost up to the 2017 revenue. She noted the number of transfers were 35% of the total runs.

Director Clary advised they have completed four transfers using the newly purchased ventilators and five transfers using the bi-pap machine which paid for those two types of equipment.

He noted they continue working on the new report writing system. They were scheduled to go live on December 1<sup>st</sup> but that was delayed and are now planning to go live on December 17<sup>th</sup>.

In regard to Personnel, Director Clary advised the new full time staff that started last month is working out well. He advised it helped him balance their budget and it will be a great asset to the community by using familiar staffing.

In regard to Training, Director Clary noted they are no longer using the expensive epipen and are instead using the medicine out of vials at a much better cost. He advised they held their yearly skills session for the Basic EMTs and invited local firefighters to the training also. They are preparing the staff and first responders for the new protocols that will be coming out next month. Director Clary noted he had the staff working on suicide prevention through the Indiana Department of Homeland Security as it is required they complete an online course before their bi-annual recertification.

In regard to Safety, the Director noted they had another injury free month.

In regard to ambulance maintenance, Director Clary stated 3308 is now back in service after a month of front end and engine repairs; 0085 received an oil change, received warranted DEF repairs, and rear brakes and rotors replaced; 0514 had warranted DEF repairs and also received an oil change.

In regard to base maintenance he reported they were no base issues last month.

### **COUNTY HIGHWAY MONTHLY REPORT**

Rik Ritzler, Superintendent of the County Highway Department, appeared before the Board to present his monthly departmental report. He advised they have five snow/ice events in November which was good job training for their newest drivers. They also continued to haul in material for next year's road improvements when the weather is good.

In regard to road assessment, he stated they have begun the assessments and are beginning to form the road improvement list for next summer. They have received a request to convert a gravel road into a paved road, on CR150E, between CR400S and CR500S. He noted the assessment is based on traffic, accident, and resident data and funding availability.

In regard to the Community Crossing Grant Projects the Superintendent advised two of their Community Crossings grant applications were approved by INDOT. A resurfacing on CR25N between CR600E to SR23 and an intersection improvement at CR210 at Bass Lake are scheduled.

In regard to Bridges, he advised the replacement of Bridge 154 will begin soon.

He also noted they have repaired the guard rail at four more bridges last month. He added they also fixed the approaches to Bridge 38 on CR800E and are working on the approach to Bridge 52 on CR850S.

Superintendent Ritzler advised he had attended the 811/Midwest Damage Prevention Conference and eight employees attended the LTAP Road Scholar Class.

In regard to vehicles, he advised he has the opportunity to purchase from Marshall County a used chipper and distributor for \$60,000.00. He advised Marshall County will be purchasing new equipment that will cost them \$425,000.00. He asked Attorney Lucas about getting price quotes if they are required. Attorney Lucas advised he will research that question. The Superintendent also noted they are looking at purchasing an International dump/plow truck for \$126,000.00. The truck is a demo and they had bid out for a new truck and the prices ranged from \$145,000.00 to \$160,000.00. In regard to Personnel, he advised the filling of the two office positions has been temporarily held up while they

were waiting for the drug tests to be returned to them. He noted they are currently looking for a new drug testing company that would be quicker and more efficient.

## **PUBLIC HEARING, BROADBAND GRANT**

Edwin Buswell, of KIRPC, appeared before the Board to present the Public Hearing of the Broadband Planning Grant. Commissioner Binkley opened the public hearing at 6:14PM. Mr. Buswell advised this is a pilot program and a consultant will need to write up the plan. Jessica Craig of the Starke County Chamber of Commerce appeared before the Board and explained the grant project would be to provide internet coverage throughout the County. Mr. Buswell advised the grant will have a \$5,000.00 match if approved. Ms. Craig advised the money will come from the Chamber with either money received from the Starke County Economic Development Foundation or the Community Foundation. Mr. Buswell noted this grant is a planning grant only. The public hearing was closed at 6:19PM. Commissioner Norem made a motion to approve the grant. Commissioner Chesak seconded the motion and it passed with all ayes. Commissioner Binkley signed the paperwork for KIRPC. Mr. Buswell advised he will provide copies of the signed paperwork.

## **IT DEPARTMENT UPDATE AND EMPLOYEE EVALUATIONS**

The IT Director Richard Franks appeared before the Board. He gave a brief update of the IT Department showing them what assets are backed up by the new backup server. He showed the difference the County will be seeing in the phone bill because of the new telephone system that will be installed in a few days. He stated the phone costs from CenturyLink could be cut in half. He also advised the new telephone system will allow for fax calls over the phone system and will be cheaper than the current way faxes are sent. He also presented to the Board copies of Service Survey Responses he had received. The results showed that out of 59 responses of overall service experience 96.6% were rated a 5 and 3.4% were rated a 4. Commissioner Norem stated they were very good returns he received.

Director Franks then presented an employee evaluation on his assistant Juliana Budd which was good and also advised he was also due for a pay increase after working 6 months. Commissioner Norem made a motion for approval of the \$1,000.00 raise for both employees effective 12/03/18.

Commissioner Chesak seconded the motion and it passed with all ayes. Commissioner Norem thanked Director Franks for doing a nice job.

## **ANNEX BUILDING SECURITY**

Courthouse Security Officer Larry Keiser appeared before the Board to discuss building security for the Annex 1 Building. Sheriff Bill Dulin recently purchased a new security scanner, from his Commissary, to be used in that building. This evening those attending the meeting had to go through the security scanner and it will be that way from tonight on. The Board would like to establish every day building security beginning January 1, 2019. The second floor door will be locked for visitors to enter through the first floor entrance and then go through the security scanner on their entrance to the building. Officer Keiser advised it costs approximately \$28,000.00 per Officer and they currently are using two Officers at the Courthouse. It will cost the County approximately \$28,000.00 for a third Officer to be hired. He advised the workers will be rotated for lunch time. He suggested the County have a full time person to do scheduling, training, etc. Sheriff Dulin advised he is responsible for the payment of the Security Officers and advised he is ready with whatever way the Commissioners would like to establish the building's security. The Sheriff suggested purchasing cameras with audio in the meeting room, entrance, and upstairs lobby. IT Director Franks advised they had one camera remaining from the Old Jail but it does not have audio. Officer Keiser stated cameras are not preventive maintenance; they just record what was done. Officer Keiser stated the County's Restricted Handgun Ordinance's verbiage doesn't pertain to other governmental buildings other than the Courthouse and therefore does not include the Annex Building. Attorney Lucas advised he will revise the Ordinance prior to the next meeting. Commissioner Norem made a motion to ask the County Council to approve the funding for the Security Officer, approximately \$28,000.00 to be paid out of the Regular CREDIT Fund, # 1112. Commissioner Chesak seconded the motion and it passed with all ayes. Commissioner Norem advised they will focus on this Annex Building for now. They will have security for all public meetings and trainings in this building for now until the first of 2019.

## **AUDITOR'S BUSINESS: MINUTES, VENDOR CLAIMS DOCKET, PAYROLL DOCKET**

Commissioner Chesak made a motion to approve the minutes of the November 19<sup>th</sup> meeting. Commissioner Norem seconded the motion and it passed with all ayes. Commissioner Norem made a motion to approve the Vendor Claims Docket in the total gross amount of \$219,711.76. Commissioner Chesak seconded the motion and it passed with all ayes. Commissioner Norem made a motion to approve the Payroll Claims Docket for the pay period ending on 11/17/18 with a pay date of 11/21/18, in the total gross amount of \$251,255.33. Commissioner Chesak seconded the motion and it passed with all ayes.

### **IN OTHER BUSINESS TO COME BEFORE THE BOARD**

Commissioner Binkley advised they have the 2019 Food Inspector Contract to approve. Attorney Lucas reviewed the contract and advised it was similar to previous year's contracts with the food inspection to cost \$32.00. Commissioner Norem made a motion to approve the contract. Commissioner Chesak seconded the motion and it passed with all ayes.

Commissioner Norem advised she had listed the appointment positions that will be open in 2019. She stated people can apply for the position they are interested in by December 28, 2018 at the close of the day. She noted the appointments will be made at their January 7<sup>th</sup> meeting. Auditor Chaffins noted there also was an opening on the Park Board for a Republican, named by the County Council. Commissioner Norem stated she would add that to the listing and distribute it to the Media.

Commissioner Norem advised she would like to see an orientation held for the newly elected officials either on Dec. 10<sup>th</sup> or 17<sup>th</sup>. She would rather not schedule until Councilman Dave Pearman was back in town.

Attorney Lucas advised he was notified that the Opioid Lawsuit was filed today. He also noted that this was the 2<sup>nd</sup> reading of the Onsite Septic Systems Ordinance.

### **PUBLIC COMMENT**

Anita Goodan, of WKVI, inquired if the repairs on the Courthouse elevator had begun yet. Commissioner Norem advised no it hasn't. She stated the Judge had to choose paint colors for the inside of the cab but the repair work should begin soon.

Commissioner Norem asked if the next Commissioner meeting on Dec. 17<sup>th</sup> could begin at 7PM as she had another function to attend first. Commissioner Chesak made a motion to approve the new beginning time for that meeting. Commissioner Norem seconded the motion and it passed with all ayes.

Commissioner Norem thanked Commissioner Binkley for the great job he had completed as a Commissioner. She stated in her time as a Commissioner, and now she is the senior member of the Board, she has worked with many good people. She advised Commissioner Binkley was the best partner for her. Commissioner Norem stated he knew how to take care of things and he will be missed. She advised Commissioner Elect Bryan Cavender that he had big shoes to fill.

There being no further public comments and no further business, Commissioner Chesak made a motion to adjourn the meeting. Commissioner Norem seconded the motion and it passed with all ayes. The meeting was adjourned at 6:54PM.

**DECEMBER 3, 2018**

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Don Binkley, President

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Kathryn Norem, Vice-President

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Charles Chesak

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