

MONDAY, DECEMBER 5, 2016

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 and Donald Binkley present and the following proceedings were held to wit:

The meeting of the Board of Commissioners was called to order by Commissioner Vice-President Don Binkley at 6:00PM. Commissioner President Kent Danford was absent.

EMS DEPARTMENT REPORT

EMS Director Keith Emigh and Clerk MaryLynn Richie appeared before Board. Clerk Richie presented \$1,119.11 collected from Collections Attorney, Jonathan O'Hara and a total of \$49.80 from Small Claims Court. She noted the amount of transfers increased to 33% of the total runs. She also noted the total accounts receivable plus the total amount received from the Medicare reimbursements is almost equal to their 2016 EMS Department budget and they still have the one month to go. She noted that is the first time that has ever happened. She also advised they are still waiting on DATAMEDs update to move forward with the new billing software. Clerk Richie advised she completed a class through WPS Medicare: WPS GHA New Website and C-Snap Merge. She noted they are combining their two websites into one portal and the class was about how it will work.

Operation Procedure: Director Emigh stated he had spent most of his time getting the new rig ready for service. He advised he stocked the rig with supplies and medications, installed the cot, and worked with Deputy Pfof getting the radios installed and programmed. The new ambulance is at Medic 5, replacing 0514 and is in service. He stated he has notified the State and their representative from the State who will be inspecting it and certifying it. That needs to be completed within 30 days of putting it in service.

Director Emigh advised he submitted the application for the new AFG grant. The grant application is for a new monitor and power cots for their rigs. The total amount applied for is \$130,910.00 and there is a 10% match from the County. He stated the reason they had previously not been awarded the grant is because the State considered their budget to weak. They stated because the budget had been cut it was determined they couldn't fulfill the financial liability connected to last year's grant. Personnel: Director Emigh stated he had a part time paramedic resign during her shift. He advised she walked out and the Director went into cover so the rig could stay in service until someone could be called in.

Education: He advised he had attended a DPC meeting in Plymouth. There was no other training but he did work with all employees to ensure that paperwork was being filled in correctly for the hospital and for billing purposes.

Rig Maintenance: Director Emigh advised that Medic 3, 0085, is going to Fire Services in order to have the safety net installed. He stated he had taken it to the County Highway Garage but they were too busy to install it. The installation of the net has been required by the Insurance Company. Medic 1, 3308, is going to get new cot mounts installed as soon as Medic 3 is back in service. Medic 4, 0086, is now the backup truck for the service. This is the truck with the new engine. Medic 2, 0084, is the backup truck to 0086. He stated they are retiring the blue and white rig, old 0514. Commissioner Norem reminded the Director that he needs to take the retired rig out to the Highway Garage.

Base Maintenance: Fritz Fire Equipment inspected and recertified their fire extinguishers at all three bases.

Safety and Cost Savings: Director Emigh stated he had no injuries reported during the month of November and he is constantly looking for ways to save money of their supplies and services.

Director Emigh stated he would like to make a permanent transfer rig. Commissioner Norem stated they would need to see a pro forma work study on that. Commissioner Binkley inquired as to how they were doing with their medicines received from the hospital. Director Emigh stated they are required to fax in a report each day and it is filled the next day. They have increased their stock and their decisions on how much of each medicine changes daily.

COUNTY HIGHWAY DEPARTMENT REPORT

County Highway Superintendent Rik Ritzler appeared before the Board to present his monthly departmental report.

Winter Operations: He advised since they had a mild November they held a dress rehearsal plow day in which the drivers would put the snow plows on their trucks and they would run through their areas at plowing speed looking for areas that need plow markers. He advised while it is relatively mild they will continue to stockpile stone for next summer's road improvements. He is expecting stone prices to increase by about a dollar a ton next year.

Current Bridge Replacement Projects: County Bridge # 78, located on CR250W, .5 mile south of Toto Road, was opened for traffic that afternoon. County Bridge # 50, located on CR1150E, .9 miles south of SR10, was awarded to Northern Indiana Construction in September. The selected bid was \$270,531.00 which was almost \$46,000.00 less than the engineer's estimate. County Bridge 46, located on CR900E, .8 miles south of SR10, has a completed design. The bid opening was held on November 21st and Northern Indiana Construction was awarded the contract with a bid of \$263,747.13. Construction will begin during April of 2017. County Bridge 47, located on CR625S, just west of CR875E, has a completed design. The bid opening was held on November 21st. Northern Indiana Construction was awarded the contract with a bid of \$274,747.13. Construction will begin during the month of April, 2017. County Bridge 7, located on CR1200E, 1.1 miles south of SR8: Starke County was awarded \$1,080,000.00 in matching funds for this bridge replacement which will take place in 2019. The RFP for design has been advertised by INDOT. The due date for those proposals for the design of the bridge is January 16, 2017. All submitted proposals will be scored by both INDOT and Starke County and the contract will be awarded after that scoring is complete.

In regard to the Starke County Highway history project they contacted Work One last week and they may be able to provide the Highway Department with a worker to help complete the organization of their historical records.

In regard to the Road Inventory Changes Superintendent Ritzler is recommending East Maple St. at Bass Lake to be deleted; to delete 200E, north of 50S; delete Division Road, west of 200E; add Woodlawn Road at Koontz Lake; and delete 700N west of 50E. He advised they are attempting to contact the residents affected by the proposed changes. It appears so far they are recommending # 3, 4, & 5 and are stating # 1 & 2 to be removed from their list.

Safety: Superintendent Ritzler stated last week an inspector from Bitco Insurance performed a safety inspection of their highway facility. He was checking to verify they made the necessary changes from the last inspection (which were installing safety stickers on a few trucks and replacing a burned out bulb on their loader). The inspector also completed a surprise inspection of some of their trucks, looking for equipment, cleanliness, and verifying the drivers wore their seat belts and

exited their trucks properly. The trucks and drivers passed in each instance. The inspector also checked their chainsaws and their bucket truck procedures. Both received his approval. The only mark they received was that their eye wash station was cracked beyond repair and was leaking water. To solve the solution they ordered a new eye wash station.

Training: The Superintendent and three of the drivers attended a road scholar course at the IACC Conference. He supplied the status of the employees and their Road Scholar training. (It is recorded in his written report.) He also noted that two of their employees also passed one of the INDOT construction inspector exams last month. They are hoping they can get one more employee to pass all six exams and to be certified for Construction Inspection.

Superintendent Ritzler also stated he had attended asset management lectures at the conference and learned about requirement the State may have for future road and bridge funding. They stressed the need for an asset management plan that includes the following asset categories:

Road, bridge, culverts, signs, vehicles, heavy equipment, other equipment and parts, and personnel. Superintendent Ritzler advised they have a plan in place that includes those assets and he will outline the plan during his January report. It will include their goals for 2017 and beyond.

PRESENTATION BY 1ST SOURCE INSURANCE OF 2017 HEALTH INSURANCE

Holly Horan and Debbie Rykovich appeared before the Board to discuss the renewal of the health insurance policy for 2017. They presented a chart of difference options and the percentage of increase each option represents. The Board reviewed the options and decided to go with Plan 28 RXAE, which is a flat renewal of what the County has this year. The cost of that renewal will be a 7.08% more than the amount of health insurance premiums paid in 2016. Commissioner Norem made a motion to approve the renewal of the insurance policy. Commissioner Binkley seconded the motion and it passed with all ayes. Commissioner Norem advised the County will begin early in 2017 completely reviewing the health insurance for the County which will be effective in 2018.

PARK BOARD'S REQUEST FOR ADDITIONAL FUNDING

Park Board's President, Roger Chaffins appeared before the Board. He advised the Park Board had only one company still in the running to compile the Board's 5 Year Plan and that is the Troyer Group. He advised they had met with the Troyer Group and was informed that the plan would cost \$21,000.00 but they were able to negotiate it down to \$18,000.00. He advised he would need an additional \$3,000.00 to cover the cost of that plan agreement. County Attorney Marty Lucas advised the plan will include Bass Lake, Koontz Lake, the Trail Area, the Range Road Crossing, and the Starke County Forest. Commissioner Norem stated she appreciated the Park Board's negotiation of the reduction in the cost and advised the Troyer Group has a good reputation and they have completed work in the area. Commissioner Norem made a motion to approve the additional \$3,000.00 appropriation. Commissioner Binkley seconded the motion and it passed with all ayes. Commissioner Norem stated the \$3,000.00 and the original \$15,000.00 will be paid from the County's Cumulative Capital Development Fund. Park President Chaffins inquired as to the existing pile of inventory sitting at the Bass Lake Beach in one of the Park buildings. He inquired if the equipment is actually Callahan's or if it was originally there when the County received the property from the State. That is something that will need to be looked into.

RADIO UPDATE; KOONTZ LAKE RADIO RECEPTION

EMA Director, Jacob Lippner and J & K Communication Representative Ted Hurley appeared before the Board. Director Lippner advised they have been experiencing issues with the radio reception of the Koontz Lake Fire Department. He advised the radio antenna and transmitter posted on the tower at Starke County Coop in Hamlet is picking up interference from the RTK transmitter guiding the tractors in the fields. He stated it is not allowing communication with Koontz Lake. They asked the Coop about the situation and were advised RTK pays monthly rent and the County does not. They discussed the possibility of setting up a receiver at Koontz Lake which would have a 95% guarantee to work properly. J & K advised the cost of the installation and the equipment would be \$13,969.00. Attorney Lucas inquired if there wasn't another tower that could be used, but no one could think of an option. Mr. Hurley advised the J & K invoice would not be payable until thirty days following installation and only be payable if it is working properly. They are asking the Koontz Lake Fire Department to report any problems ASAP and if it doesn't work J & K will take it back. Commissioner Norem made a motion to approve the invoice pending in the amount of \$13,969.00 to be paid from the Cumulative Capital Development Fund. Commissioner Binkley seconded the motion and it passed with all ayes. Mr. Hurley advised it could possibly be completed in two to three weeks. The first motion was rescinded by Commissioner Norem. She advised she would like to make a motion that they approve the project and accept the price but want it installed expeditiously prior to Christmas and if it doesn't work after thirty day they will not pay. Attorney Lucas noted the equipment will be returned to J & K if it is not working. Commissioner Binkley seconded the motion and it passed with all ayes. Commissioner Norem reminded the Fire Department that they need to report any radio problems.

EMA Director Lippner advised he is working on updating the new flash codes on the existing County radios. He advised he is currently working on the Motorola radios the police departments have. He advised he has completed 33 radios already and it's establishing a schedule with the Sheriff to update the mobile radios that are in the patrol cars. All the hand held radios are finished including the EF Johnson radios. He advised the radio updates will cost approximately \$4,000.00 and he could pay that out of his EMA Grant Fund. Auditor Chaffins advised the balance in that Fund is currently \$22,977.94. Commissioner Norem made a motion to approve the radio updates and to pay that amount out of the EMA Grant Fund and also to pay for the radio antenna/receiver, the \$13,969.09 out of that Fund also. Commissioner Binkley seconded the motion and it passed with all ayes. EMA Director Lippner advised that money is needed to pay for reimbursable grants. He also asked about his pay increase that was advised when he was hired over a year ago, and he has completed his degree. Commissioner Norem asked that he compose a listing of the grants he has received and stated they would meet in an Executive Session to discuss it.

AUDITOR'S BUSINESS: MINUTES, PAYROLL CLAIM, VENDOR CLAIMS

Commissioner Norem made a motion to approve the payroll claims docket for the pay period ending on November 19th, with a pay date of November 23, in the total gross amount of \$228,770.95. Commissioner Binkley 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 \$271,669.30.

Commissioner Binkley seconded the motion and it passed with all ayes. Commissioner Norem made a motion to approve the minutes of the November 21st meeting. Commissioner Binkley seconded the motion and it passed with all ayes.

Attorney Lucas will check out what they can do with the minutes of the October 3rd meeting. The minutes can't be approved since Commissioners Danford and Binkley were present only and Commissioner Danford has not been present since then.

IN OTHER BUSINESS

Health Department Agreement

Commissioner Norem made a motion to approve the Health Department's Agreement for Services pertaining to the Food Inspector for 2017. Commissioner Binkley seconded the motion and it passed with all ayes. Frank Lynch advised it was the same contract as last year's with a new date on it. Attorney Lucas agreed with the contract also. Commissioner Binkley signed the agreement.

Weaver Agreement

Commissioner Norem made a motion to approve the Weaver Consultants Group agreement for 2017 in the total amount of \$8,500.00. Commissioner Binkley seconded the motion and it passed with all ayes. Attorney Lucas advised he had reviewed the agreement and did approve it. He stated it may be the last year Weaver has to complete any monitoring of the old County landfill. Commissioner Binkley signed this agreement.

Starke County Economic Development Foundation Contract

Commissioner Norem advised she had spoken to SCEDF Director Charlie Weaver about negotiating a new contract with the Foundation. She stated he is agreeable to that. She advised it would be best to establish a committee along with the County Council at their next meeting on the 19th, and work on how best to obtain the results that they need.

GIS Access for the Troyer Group

The Troyer Group had addressed the IT Department in regard to obtaining information through the County's GIS System. Normally there is a fee for the information. Commissioner Norem made a motion to approve the Troyer Group to obtain the information needed for the business with the Park Board at no cost. Commissioner Binkley seconded the motion and it passed with all ayes.

Sheriff's Vehicle

Auditor Chaffins advised the Sheriff had recently purchased a vehicle from Porter County using his Commissary Fund. Porter County will only complete the paperwork in the Sheriff's name not the Board of Commissioners. Commissioner Norem advised to check with the insurance company to see if there is an issue with getting insurance on that vehicle. She also noted when the vehicle is sold by Starke County the proceeds will be deposited back into the Commissary Fund.

PUBLIC COMMENT

Commissioner Norem congratulated Nancy Dembowski for her recent appointment to the County Council.

There being no public comment and no further business, Commissioner Norem made a motion to adjourn the meeting. Commissioner Binkley seconded the motion and it passed with all ayes. The meeting adjourned at 7:20PM.

DECEMBER 5, 2016

ABSENT

Kent Danford, President

Donald Binkley, Vice President

Kathy Norem

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