

# ATTN: THIS IS A DRAFT--NOT YET APPROVED BY COMMISSIONERS

December 6<sup>th</sup>, 2010

Pursuant to adjournment comes now the Starke County Board of Commissioners and meet in regular session at 9:00 a.m. in the Annex meeting room, Knox, Indiana, with all members present and the following proceedings were held to wit:

The meeting was called to order.

## **IN RE: MINUTES**

Jennifer Davis moved to approve the Nov. 15, Nov. 16 and Nov. 30, 2010, minutes seconded by Kathy Norem with 3 ayes.

## **IN RE: PAYROLL AND VENDOR CLAIMS**

Jennifer Davis moved to approve payrolls ending Nov. 13 and Nov. 27, 2010, seconded by Kathy Norem with 3 ayes.

Jennifer Davis moved to disallow the claim for the electric grant at this time as the work is not complete.

Dan Bridegroom and Kathy Norem questioned the pre trial diversion fund expenditures and the Title IV-D child support incentive fund expenditures. The claim is actually a little over \$2,000 less for Enterprise Technologies that is being paid out of incentive funds as at the time it was turned in, there wasn't an exact amount.

Kathy Norem moved to approve all claims except the one for the electric grant and approving the claim for Enterprise Technologies contingent on a letter from the Prosecutor that the E-Ticket system is an allowable expense from Incentive funds, seconded by Jennifer Davis with 3 ayes.

## **IN RE: COUNTY HEALTH OFFICER**

Dr. Theresa Alexander appeared at the commissioners' meeting at the request of the commissioners regarding her upcoming position as the new county health officer due to the resignation of Dr. Walter Fritz effective Dec. 31<sup>st</sup>, 2010.

She informed the commissioners that she has researched the requirements for a county health officer on line. She also wanted to clarify that she would not be going into the jail to examine inmates.

The auditor is to send a letter to the Indiana State Board of Health informing them of Dr. Alexander's appointment and the commissioners' approval of this appointment.

## **IN RE: E.M.S.**

Mary Lynn Ritchie informed the commissioners that Lisa Burger, E.M.S. Director was at a fatal house fire last night and the hospital and filling out paperwork regarding this, and that this is why Lisa is not at the meeting.

Mary Lynn submitted receipts of \$1,106 from small claims and \$586.87 from the collection agency.

She also informed the commissioners that she has a new computer and is finally set up with Medicare to bill and receive EFT payments.

She then informed the commissioners that the new rig is at the highway garage getting the lettering done.

She also stated that Lisa got a copy of the liability insurance recommendations and has done what she was required to do.

# **ATTN: THIS IS A DRAFT--NOT YET APPROVED BY COMMISSIONERS**

## **IN RE: HIGHWAY**

Steve Siddall, Highway Superintendent and Laura Slusher from L.T.A.P. reported that there is a sign grant for the new state requirements that all signs have to be replaced by 2015, 2018 for some information signs, as they have to now be reflective. She explained that the county would have to have a 10% match, which would be about \$55,000. She is leaving a draft of the application for the commissioners to review. She explained the process and informed them that the \$55,000 would be due around mid 2012. The grant requires that it has to go to a contractor and it has to be bid out. She will adjust everything when the final application comes out.

Kathy Norem asked if this would affect any of our other grants and Laura said that it would not.

Laura informed the commissioners that these types of signs have a longer life as well. Steve informed the commissioners that he has already been purchasing materials for this update.

Steve needs the commissioners' signatures on a contract to proceed with bridge inspections. This was approved at a previous meeting and the commissioners signed the contract.

## **IN RE: CANNABINOIDS ORDINANCE**

Kathy Norem moved to open the hearing on the Cannabinoids Ordinance seconded by Jennifer Davis with 3 ayes. The commissioners asked the public if there were any questions, comments or objections. There were none.

Jennifer Davis moved to close the hearing seconded by Kathy Norem with 3 ayes. Kathy Norem moved to adopt the ordinance as written and published seconded by Jennifer Davis with 3 ayes.

## **IN RE: JAIL CAMERA SYSTEM**

Kathy Norem asked Bob Smith, IT Director about references for Vermillion for the Jail Camera System as they were the newest company as well as the lowest bidder. Murray Jain uses Vermillion as the company that provides his cameras and service. He is very satisfied with their service and offers a favorable recommendation.

Paul Kennedy with New/Era Sales, Inc. was here to answer questions.

Martin Lucas, County Attorney, found nothing negative on them at all.

Kathy Norem asked if there were any ongoing fees and was told there were not.

The two companies under consideration are Communications Co. Option 2 for \$93,980 and Vermillion for \$77,001 with updated camera count. Kathy Norem moved to accept Vermillion's bid seconded by Jennifer Davis with 3 ayes. They assured the commissioners that this is a priority job and they will start within 3 weeks with completion within 60 days. They are to keep Bob advised and need to coordinate with the jail.

## **IN RE: NEW COPY MACHINE FOR ASSESSOR**

The assessor purchased a new copier with a one year maintenance agreement. Bob Smith had the maintenance agreement for the commissioners' approval. Kathy Norem moved to approve seconded by Jennifer Davis with 3 ayes.

## **IN RE: I.D.A.C.S. NETWORK AT SHERIFF'S DEPARTMENT**

Bob Smith had a quote from INDigital Telecom for an upgrade to the I.D.A.C.S. network. The quote is for \$1000 for a one time set up fee and a recurring monthly charge of \$300. The Sheriff's Department stated that the E-911 maintenance account had more than enough to cover these charges which the commissioners received assurance of from the Sheriff's clerk. Jennifer Davis moved to approve seconded by Kathy Norem with 3 ayes.

## **IN RE: E-911 SYSTEM UPGRADE**

# **ATTN: THIS IS A DRAFT--NOT YET APPROVED BY COMMISSIONERS**

The commissioners have received several quotes for the E-911 system upgrade. All are under \$75,000, so they do not need to be bid out.

## **IN RE: COUNTY CLERK'S DIGITAL IMAGING SYSTEM REQUEST**

Evelyn Skronski, Clerk, requested \$10,000 in Cum. Capital Development funds to purchase a digital imaging system and a couple of scanners in order to reduce paper in her office. Jennifer asked if everything is compatible with what we already have and Evelyn and Bob Smith assured her that it was to the best of their knowledge. The system was discussed and questions answered.

Dan Bridegroom asked how much this will save us. Evelyn stated that it would save a lot of work time on searching for files and would eventually save money on paper and filing cabinets. If approved she can then contact the State Records Commission in order to get rid of some of the paperwork.

The commissioners informed her that ongoing fees should not come out of Cum. Cap. Bob stated that maintenance fees would come out of the I.T. budget.

Jennifer Davis moved to approve the initial purchase and the initial training in the amount of \$10,000 seconded by Kathy Norem with 3 ayes.

## **IN RE: HOLIDAYS FOR OFFICES THAT ARE OPEN 24/7**

Dawn Bau, Chief E-911 Dispatcher, asked about being paid for Christmas Day. She doesn't get paid for the two designated holidays as she isn't scheduled to work. The commissioners stated that those offices who work 24/7 such as E-911, Sheriff's Dept., Jail, and E.M.T.s should get paid time and a half for the actual holiday and not the designated holiday. The handbook does not include the Sheriff's department but it does include E.M.S. The county attorney, Martin Lucas, is going to add this to the Sheriff's handbook that he is working on and do an amendment for the E.M.T.s in the regular county handbook.

## **IN RE: COMMUNITY CORRECTIONS ACHIEVEMENT AWARDS**

Bob Hinojosa, Director of Community Corrections, reported that special achievement awards for Kim Kennedy and Shawn Matraw were awarded in Indianapolis on November 18<sup>th</sup>. Bob read excerpts from the nominations for both. Bob just wanted to share the good news with the commissioners. Jennifer Davis stated that Bob Hinojosa was also recognized at that meeting and that leadership starts with him. The commissioners congratulated all three of them.

## **IN RE: EMPLOYEE HEALTH INSURANCE**

Dan Bridegroom discussed all the work the commissioners have done in reviewing the quotes for the employee health insurance. Last year, with some slight modifications the rate went down approximately \$400,000 from the \$1.6 million paid the prior year. This year, there are again rate reductions. TCU/Consumers Life offers approximately a \$45,000 decrease. 1<sup>st</sup> Source/CIGNA offers up to 13% reduction in current rates. Dan feels that employees are going to have to take a bigger interest in health insurance.

Kathy Norem moved to accept 1<sup>st</sup> Source's CIGNA plan and if a spouse has an alternate insurance available, they must take the alternate insurance seconded by Jennifer Davis with 3 ayes.

The commissioners will fine tune the details at a later meeting as it is supposed to be the same coverage as we have now. The only thing voted on that is different, is the company and the agent—there will be the same coverage.

## **IN RE: CHANGE ORDER # 2 FOR RAILS TO TRAILS PROJECT**

Change order # 2 for the Rails to Trails project is another reduction in the amount of \$1,160.32. The first change order was a reduction of \$1,408.90. Kathy Norem moved to approve the change order seconded by Jennifer Davis with 3 ayes.

# ATTN: THIS IS A DRAFT--NOT YET APPROVED BY COMMISSIONERS

## **IN RE: F.M.L.A.**

The commissioners approved an F.M.L.A. for Ed Truty.

## **IN RE: SAFE BURNING ORDINANCE**

The burn ordinance requested adopts the current state law and sets forth penalties for violations. It is no more and no less than the laws the State already has in place. Dan Bridegroom discussed the reasons for this.

Kathy Norem asked why we were doing this as we already had one in effect. Ted Bombagetti with Emergency Management had stated at a previous meeting that it might not be enforceable.

Martin Lucas stated that the philosophy of both ordinances are the same—the new one specifically adheres to state law and any amendments that the state makes would automatically be incorporated into ours.

There was more discussion on the ordinance. Generally, in unincorporated areas, leaf, brush, paper and recreational fires are acceptable. Large clearing of woods, etc. would need a permit.

Kathy wants the ordinance posted prominently on the web site and advertised for public hearing for January 17<sup>th</sup> at 7 pm. It is to be sent to the media and the fire departments.

## **IN RE: COUNTY EMPLOYEE CHRISTMAS PARTY**

Kathy Norem moved to approve closing the offices at 2 pm, Monday, December 20<sup>th</sup>, for the employee Christmas party seconded by Jennifer Davis with 3 ayes.

## **IN RE: LIABILITY INSURANCE CARRIER'S RECOMMENDATIONS**

The commissioners are in receipt of recommendations from their liability insurance carrier regarding driver's licenses being reviewed on a regular basis. The list is on file in the Auditor's office.

## **IN RE: ENVIRONMENTAL MANAGEMENT COMPUTERS**

Carrie Trent, Environmental Management Director, reported that she had received quotes for new computers. She gave the quotes to Bob Smith to see if he can get better prices. The quote she received was from Dell and would be \$5,207.49 for everything.

## **IN RE: ENCUMBRANCE OF LEGAL FEES**

The commissioners want to make sure the legal fees get encumbered forward for the appeals that Martin Lucas is working on. He will submit the bill by December 30<sup>th</sup>.

## **IN RE: "BOOK AND RELEASE" PLAN**

Kathy Norem received a memo from Judge Kim Hall about a "book and release" plan effective December 1<sup>st</sup>. This would be for misdemeanors or victimless crimes and is to help reduce the jail population. Kathy listed some of the types of crimes that would fall into this category.

Judge Hall has agreed to this, but they have not received approval from City Judge, Charles Hasnerl at this time.

## **IN RE: HANDICAP ACCESS AT THE COURTHOUSE**

Dan Bridegroom reported that the elevator at the courthouse complies with all state and federal laws for a historical building. He stated that there should be 3 handicap parking spots and he further stated that the city is working on this as the city streets belong to the city not the county.

## **IN RE: BOARD MEMBERS**

# ATTN: THIS IS A DRAFT--NOT YET APPROVED BY COMMISSIONERS

Pat Zobrist resigned from the Library Board due to the time of the meetings and would like to be considered for the Health Board.

John Simmons does not wish to be reappointed to the K.I.R.P.C. board but is interested in a more local board.

## IN RE: ABATE PROGRAM

Jennifer Davis reported that she ran into some ABATE members and that they had collected \$10,000 for Toys for Tots and were distributing toys to over 200 kids (90 families). Jennifer wanted to publicly thank them for their hard work.

There being no further business to come before the board, Jennifer Davis moved to adjourn seconded by Kathy Norem with 3 ayes.

---

Dan Bridegroom, President

---

Kathy Norem, Vice President

---

Jennifer Davis

---

Dona Hoban, Auditor Pro Tem

DRAFT