

**Monday, December 19th, 2011**

Pursuant to adjournment comes now the Starke County Board of Commissioners and meet in regular session at 7:08PM in the Annex meeting room, Knox, Indiana, with Dan Bridegroom, Kathy Norem, and Jennifer Davis present and the following proceedings were held to wit:

The meeting was called to order by President, Dan Bridegroom.

**RE: PAYROLL AND VENDOR CLAIMS, MINUTES**

President Bridegroom stated he had a question in regard to the payroll claim for the pay period ending 12/10/11. He advised he did not believe that the part time help was being used properly in the Recorder's office, and parameters should be set on the use of part time help. He stated he felt part time help was only to be used if the office holder or deputy would be attending state called meetings. He stated he felt the Recorder was just using up the remainder of the part time help budgeted. Recorder Lisa Minix was in attendance, and appeared before the Board and explained her use of part time help. Commissioner Norem stated she felt it should be up to the office holder as to how to use their part time help, and made a motion to approve the payroll claim for the pay period ending 12/20/11, in the amount of \$170,586.51. The motion was seconded by Commissioner Davis and passed with all ayes.

Commissioner Norem then made a motion to approve the vendor claims as presented, with no exceptions, in the amount of \$457,565.73. Commissioner Davis seconded the motion, and it passed with all ayes.

The Auditor was advised the Deputy Auditor, needs to submit all claims to the Commissioners for approval but note when the payment of that claim would result in that the department who submitted the claim for payment overextending their budgeted line item amount. Commissioner Norem made a motion to transfer monies within their budget, \$ 300.00 from line item, 025-3000.13 to line item, 025-3000.18, and \$129.26 from line item, 025-3000.02 to line item, 025-3000.30. Commissioner Davis seconded the motion, and it passed with all ayes.

Commissioner Norem made a motion to approve the minutes of the Dec. 1<sup>st</sup>, Dec. 5<sup>th</sup>, and Dec. 8<sup>th</sup> meetings, seconded by President Bridegroom, since Commissioner Davis was absent from two of the meetings. The motion passed with all ayes.

**RE: WTH CONTRACT**

IT Director, Joe Short, appeared before the Board with a proposal to purchase software from the WTH Technology Co. The proposed software purchase would include Think AVL Software, Think AVL Client Licenses, Think AVL Client App for Droid, Think GIS Crime Mapper Software, and WTH Event manager Enterprise License, and Client Support. The proposed cost of the software is \$23,167.00 and would be used by the police department, EMS department, and also the area fire departments. Commissioner Norem made a motion to approve the purchase of the software, seconded by Commissioner Davis. The motion passed with all ayes. Director Short advised he had the money in his budget, in the telephone line item, that could be transferred into the appropriate line item, to cover the cost of the software. County Attorney, Marty Lucas, advised he had reviewed the contract and stated it was an acceptable agreement.

**RE: COUNTY HEALTH INSURANCE, 2012 UPDATE**

1<sup>st</sup> Source Insurance Representative, Miquel Salazar, appeared before the Board to present a report of the insurance coverage for 2012. The report is on file in the Auditor's office. He did advise the cost of the dental coverage would be increasing from \$2.00 to \$2.25 for single coverage, and from \$4.00 to \$4.50 for family coverage, and would be for a two year period. Commissioner Davis made a motion to accept the amendment to the dental coverage, seconded by Commissioner Norem. The motion passed with all ayes.

**RE: STARKE COUNTY COMMUNITY CORRECTIONS' STATE GRANT**

SCCC Director, Robert Hinojosa, appeared before the Board to request their signature on a letter to be submitted with his annual grant application, in the amount of \$183,718.00 for the 2012-2013 fiscal year. Director Hinojosa gave a brief summary of the work of the SCCC. Commissioner Norem made a motion to approve the submission of the letter, seconded by Commissioner Davis. The motion passed with all ayes, and the letter was signed. A copy of the letter and the grant application is on file in the Auditor's Office.

**RE: JAIL ADVISORY COMMITTEE REPORT**

Commissioner Norem reported, besides herself, five members of the Jail Advisory Committee were in attendance: Ted Hayes, Ron Heningsmith, Marty Lucas, Oscar Cowen, and Dave Pearman. She advised the Committee last met on Tuesday, December 13, and had completed the work on the RFP, Request for Proposals-Needs Assessment Study. The Needs Assessment Study will help determine current and future adult and juvenile capacity requirements and costs associated with the construction of a new facility. She advised the study will be sent to qualifying firms, with a request to have them returned to the Skillman Corp. by January 25, 2012. The Committee was asking for the Commissioner's approval to proceed with the study. President Bridegroom made a motion to approve to proceed with the study, seconded by Commissioner Davis. The motion passed with all ayes. Commissioner Norem advised the Committee is proposing the postponing of the public education meetings until the first week of February. She stated Representative Gutwein is advising the public meetings be held before Feb. 14<sup>th</sup>. Commissioner Norem stated she had received the agreement from Umbaugh & Associates for their financial advisory services in the legislation for a local income tax. The total cost of the agreement is \$6500.00, with 50% due at signing, \$3250.00. Commissioner Davis made a motion to approve the agreement, seconded by Commissioner Norem. The motion passed with all ayes.

**RE: THE OPENING OF AMBULANCE BIDS**

Attorney Lucas stated one bid had been received, and verified the bid had been received in a timely manner. He opened the sealed bids and announced the bid received was from Marque Ambulance of Elkhart, IN. The bid was for a 2011 G4500 Chevrolet ambulance, fully loaded, for a total cost of \$129,270.00. Councilman Pearman inquired if there is a problem when only one bid is received and Attorney Lucas stated it is not a problem. The only issue to guard against is the narrowing of the specs of a bid, so it only applies to a specific bidder. He advised in the further reading of the bid the company is offering two other options. A discussion followed regarding the purchasing of used vs new, the timing of the purchase, and the funds that are available in 2011. Commissioner Norem stated the Commissioners were meeting in an Executive Session on December 28, and following that meeting a Special Meeting could be held so that Director Mathewson could present a spreadsheet to them at that time showing the various options and prices. Commissioner Norem made a motion to take the issue under advisement until the EMS Director could present the information at the Dec. 28<sup>th</sup> meeting, seconded by Commissioner Davis. The motion passed with all ayes.

**IN OTHER BUSINESS:**

**Jack Haut v Starke County Sheriff and Starke County Commissioners:**

Attorney Lucas stated he had received a proposal from the attorney representing the county in the class action lawsuit against the county, Mark Boveri. The proposal would call for the creation of a trust account with the legal firm of Boveri, Murphy & Rice, from which the attorney's legal expenses will be paid. Auditor Chaffins advised the remaining balance in the legal line item of the Commissioner's budget, following the payment of the claims that had been approved at that meeting, was \$57,337.60. Commissioner Davis made a motion to submit that amount into a trust to cover the cost of the litigation, seconded by Commissioner Norem. The motion passed with all ayes.

**Co. Highway Department Bids:**

President Bridegroom advised, in regard to the sealed bids received by the Co. Highway Dept. in November, that the bids were not bids per se. They are actually a request for vendors. Attorney Lucas stated they should change the terminology in the request next year, and saw no need to request sealed bids.

**Amendment to Extension Contractual Services Agreement between Purdue University and the Government of Starke County:**

President Bridegroom advised he had received the agreement for the Extension Office which required his signature. He stated the agreement was for the period of Jan. 1, 2012 through Dec. 31, 2012, in the amount of \$39,783.00. Commissioner Davis made a motion to approve the signing of the agreement, seconded by commissioner Norem. The motion passed with all ayes.

**Cell Phone Contract:**

President Bridegroom advised he has reworked the county's cell phone contract with A,T&T. He stated the Auditor's office would be in control of the account. EMS Director Mathewson requested the use of cell phones, in the communication between the hospital and the ambulance instead of the radio communication. The Board requested Director Mathewson obtain more information in regard to his request and present it to them at the Dec. 28<sup>th</sup> meeting.

**Report from Starke County Clerk, Evelyn Skronski:**

County Clerk Skronski appeared before the Board to advise, as a result of the last state redistricting, Starke County now has splits on the senate and house districts. She had submitted the request to the State in October, and the State had approved the request. She now is requesting the Board approve the request. Commissioner Norem made a motion to approve the request, seconded by Commissioner Davis. The motion passed with all ayes. A copy of the EC-8 form is on file in the Auditor's Office.

Clerk Skronski also advised at the State Election Conference that she attended in mid December, Starke County election board members, Pat Mitchell and James Henriott had both been presented with awards with both receiving desktop pens and clocks. Clerk Skronski had been awarded a Lifetime Achievement For Elections Award, an acrylic plaque. The Board congratulated her on a job well done.

**Association of Indiana counties Invoice:**

Commissioner Norem made a motion to approve the submission for payment of the invoice received from the Association of Indiana Counties in the amount of \$1676.85. Commissioner Davis seconded the motion and it passed with all ayes.

**PUBLIC BUSINESS:**

Mr. & Mrs. Dotlich appeared before the Board to give an update of the complaint they had filed against a permit that was issued by the County. Commissioner Norem advised of an email communication they had received from the Planning Commissioner President, Butch Ritchie, which gave a step by step process of the action that has been taken thus far in regard to this issue, advising the homeowners had received a stop work order on Dec. 13<sup>th</sup>. If they fail to regard the order the issue will go before the planning commissioner at their Jan. meeting. Mr. & Mrs. Dotlich stated they are concerned the county will issue a new permit to the homeowners before the planning commission's Jan. meeting. A discussion of the situation followed. Commissioner Davis advised the Dotlichs' to look into the possibility of receiving a refund of their \$200.00 BZA fee. Commissioner Norem stated she appreciated the communication from Mr. Richie and she felt the initial permit had been issued in error. Commissioner Davis stated they should

address the idea of why the permit was issued incorrectly. President Bridegroom advised Mr. & Mrs. Dotlich to attend the Planning Commission meeting on Jan. 18.

There being no further business, Commissioner Davis made a motion to adjourn the meeting, seconded by President Bridegroom. The motion passed and the meeting was adjourned at 9:52PM.

**December 19, 2011**

\_\_\_\_\_  
Dan Bridegroom, President

\_\_\_\_\_  
Kathy Norem, Vice-President

\_\_\_\_\_  
Jennifer Davis

\_\_\_\_\_  
Katherine Chaffins, Auditor &  
Secretary to the Board of Commissioners