

STARKE COUNTY BOARD OF COMMISSIONERS
MINUTES
MONDAY, MAY 16, 2022

Pursuant to adjournment comes now the Starke County Board of Commissioners and meet in Regular Session at 9:30 AM, in person at the Starke County Annex Building, Knox, Indiana, with Mark Gourley and Bryan Cavender, present and the following proceedings were held to wit:

The meeting of the Board of Commissioners was called to order by Commissioner Vice President Mark Gourley directly at 9:30 AM.

SHERIFF 911 FUND

Sheriff Bill Dulin and Matron Pam McDonald came before the Board of Commissioners to discuss the shortage in the 911 fund. Matron McDonald explained that they are going to fall about \$44,000 to \$45,000 short in the 911 budget this year. They currently bring in about \$31,500 from the State of Indiana. This is not enough to cover the dispatchers alone, they are requesting to pay 3 dispatchers from the APRA fund for the remainder of the year which will cover about \$78,400. This will not be fixed next year, during budget season this year something will have to be fixed. Auditor Oesterreich advised they have been living off the cash balance for the past few years and it's finally to the point to where it is gone. Commissioner Cavender made a motion to use ARPA for a total of 3 dispatchers pay for the remainder of the year. Commissioner Gourley seconded the motion and the motion was approved with all ayes.

BASS LAKE EASEMENT CONCERN

David and Rhonda Toth came before the Board of Commissioners to discuss an easement concern they have with Bass Lake. They provided the Board of Commissioners with pictures of two easements they are discussing and stated that it seems like over the years the adjoining property owners seem to use the public access for their wood piles and docks. These easements are located at 450S & CR210 and also 500S & CR210. They would like to get clarification on what is public access and what is not. Commissioner Gourley advised they are having problems with easements at both lakes and he would like it to come to the point where there are signs on both sides of the easements eventually. After further discussion Attorney Schramm advised he will send a letter to the adjourning property owner about placing their items on the county easement. He will send it to the address that they had presented in the email. Rhonda Toth stated they would also like some of the easements to be marked whether or not they are public access. Commissioner Gourley asked the Highway Superintendent if he could take care of that part, marking the easements around the lakes. Attorney Schramm advised anyone who sees that public access or public easements that are being encroached upon to come forward and let the Board of Commissioners know.

EMS MONTHLY REPORT

Nancy Coad, EMS Clerk, came before the Board of Commissioners to present their monthly financial report. Commissioner Gourley reported the amount received from small claims as \$25.00 and from Johnathan O'Hara is \$860.12. Eric Wood Starke County EMS Director came before the Board of Commissioners to present his monthly report. He advised they are up to fill staff with EMT's but they are short three Paramedics right now. They have provided CPR training to the community through the library. They have also provided CPR and First Aid training for OD school system. He advised they do have one EMT-A out with a back injury, he has a follow up tomorrow. The power supply for medic 5 base radio quit working. Thanks to Matt Noonan it is currently working but he will be looking into purchasing a new power supply. Director Wood presented an account summary for their account performance with AccuMed since October of 2021. He explained in April they had 192 calls with gross charges being \$182,008.02. They brought in \$68,925.23 in payments. He also explained that March was the busiest of call volume being 243 calls and the gross charges being \$242,912.00 and they have recouped \$48,601.83 in March. Commissioner Gourley asked when they would be recouping the rest of those charges. Director Wood advised they are having issues with some of the transports and the paperwork. He advised that as far as he knows though they are all caught up on any paperwork that needed completed and this would be more on AccuMed's end. Commissioner Gourley asked Director Wood to follow up with AccuMed.

Director Wood advised that two months ago they talked about sick and vacation days. He presented the Board of Commissioners with a breakdown of what he is requesting for sick and vacation time:

<u>Years of Service</u>	<u>Vacation Days</u>	<u>Sick Days</u>
After 1st year	2	2
2 to 6	4	4
7 to 10	6	6
11+	8	8

Vacation days do not roll over. Sick time you can bank up to 15 days.

Attorney Schramm advised that the county handbook talks about the accrual rate but it does not specify and is spelled out that an EMS employee is scheduled 2 days per week and if they take their vacation days Monday and Tuesday they cannot then be called in for duty the remainder of that week. This needs to be codified for their protection. The accrual time would also need to run at a greater rate than the 35 hour employees. After further discussion Commissioner Gourley asked that these items be updated in the employee handbook for the Board of Commissioners review. Commissioner Cavender asked if this is the same set up the Sheriff's Department has. Attorney Schramm explained they are a little different because their employees are classified as 7K employees. Director Wood then stated that back in 2020 the Board of Commissioners approved a change in holidays for the Sheriff's Department. For example if an employee were to work the actual holiday on a Saturday or Sunday the employee would receive holiday pay for the actual holiday not for the day that holiday may be observed through the government. Commissioner Gourley asked to see documentation relating to this before they take it to a vote. Director Wood will forward the minutes from the meeting that it was approved for the Sheriff's Department.

HWY MONTHLY REPORT

Dan Dipert, Starke County Highway Superintendent came before the Board of Commissioners to present his monthly report and other items. He advised that they has 12 full time CDL drivers and just recently had one driver go from full time to part time mower. They have 4 positions open for full time driver. They are down to 3 part time CDL driver, 2 mechanics and 1 employee going to get tested for CDL within 2 weeks. They did hire 5 people for the mowing crew and still have 1 position open there. He advised that their asset manager turned her notice in so this Friday will be her last day. Superintendent Dipert presented the Board the new job descriptions to reflect the discussion that were held last meeting about the mechanics and their titles. Commissioner Cavender made a motion to approve the Lead Mechanic and Mechanic job description. Commissioner Gourley seconded the motion and the motion was approved with all ayes. Superintendent Dipert stated that Community Crossing 2022-1, they are in the process of advertising the paving project. He does not have confirmation when the advertising date will be listed but it is in the works. Community Crossings 2021-2, this is the paving project on 700E from SR8 to 625S. This project is just a couple weeks away, it should be started by June 1st.

Commissioner Gourley asked with the leave of his asset manager and that of the EMA Director how this affects his grant funding as far as all the necessary ADA Paperwork being submitted. Superintendent Dipert is not entirely certain and he needs to find out where they are at with INDOT and he will follow up on that. Superintendent Dipert present the Annual Highway Operations Report to the Board of Commissioners. Commissioner Cavender made a motion to approve the Annual Highway Operations Report as presented. Commissioner Gourley seconded the motion and the motion was approved with all ayes. Superintendent Dipert presented photos of the used service truck they bought last month and then a photo of a total patcher which is a mini chip seal machine. He also presented photos of what the patching process looks like. He is renting this machine at the moment for the month for \$4,200. He can purchase this machine for \$20,000 and they will take the rental price off of the payment. For \$2,000 more they can put a crack seal hose on this. Commissioner Cavender asked how old this machine is. Superintendent Dipert advised it has 1900 hours on it and goes for \$60,000 to \$70,000 brand new. The Commissioners agreed with this purchase.

Superintendent Dipert advised last week they spent \$20,000 in transmissions on dump trucks. He handed out information on being able to purchase a new dump truck. The International Tandem would be \$210,679 and a Freightliner would be \$223,717. He has an option to lease 2 tandems trucks for \$93,376 per year for the next five years. He currently has 12 single axles and 4 tandems and his goal is to get up to 12 tandem trucks. Attorney Schramm advised he believes this process still need to go through the fair

bidding practices in Indiana. Commissioner Cavender asked about getting mowers. Superintendent Dipert advised he has not priced tractors yet. Commissioner Cavender asked Superintendent Dipert to price some tractors for his department. After further discussion Commissioner Gourley suggested Attorney Schramm and Superintendent Dipert working together to see if this needs to go through the formal bidding process. Superintendent Dipert present the land acquisitions paperwork for the Bridge #7 project. Approval for these land acquisitions have already been completed in a prior Commissioner Meeting. Superintendent Dipert advised that they are finishing up the second go around of grading the gravel roads and they have organized more of their stone yard at the Highway Department. He advised they are cutting brush back in Oregon Township and they are patching holes all over. Next week they are going to replace 6 culverts. Mowing crews are going out on the roads now and they will be mixing pug all day tomorrow.

Superintendent Dipert presented the goal he has in mind for the ten year plan, with 640 miles of roadway we should cover 64 miles of road every year. The projection for 2022 is that we will complete 5.25 miles of Hot Mix Asphalt and 25 miles of Chip Seal which gives us a total of 30.25 miles. This is less than half of what we should be doing to keep up. He advised the chip seal pricing has went up since 2021 being \$8,465 in 2021 and \$11,537 in 2022. He would like to ask the Board of Commissioners to consider giving the highway department an extra \$200,000 per year for the next 3 years out of the ARPA funds. Commissioner Gourley advised they are working on several different things with the ARPA money. Councilman Pearman advised that it could go on the wish list for the ARPA money. Superintendent Dipert advised they had 6 hours of training last week by LTAP. He advised he has been working with Mammoth on various different items but he stated they have been very good to work with so far and reacting to any concerns he might have. He advised Mammoth is moving on the west side of US35 now. Next Era has completed the road and culvert evaluation so he is just waiting to get back with them on that.

SCEDF – ADDITIONAL FUNDING REQUEST

Lisa Dan, Director of the Economic Development Foundation came before the Board of Commissioners to request additional funding. She is requesting a total of \$8,699. She advised she is requesting \$5,000 for Starke Tank. The SCEDF Board said if they are going to be involved in the Starke Tank it needs to be a county wide effort. That's what they are going to do. They are going to set up a sponsorship committee to help secure funding for that event. Commissioner Gourley asked what last year's funding was. Director Dan advised it was \$11,000. This year is could be co-sponsored between Starke County Government and the Economic Development Foundation. This event will promote small businesses. It is for businesses that are small and located in Starke County and want to expand. She advised they are also asking for \$699 to redesign their website. Lastly, they are working on a marketing video for Starke County and they are asking for \$3,000 for that was well. Commissioner Cavender made a motion to approve an additional \$8,699 to the Starke County Economic Development Foundation. Commissioner Gourley seconded the motion and the motion was approved with all ayes. Director Dan advised that Saber does have a prospect that is interested in the entire property. They are supposed to be going to the redevelopment commission Thursday for that. Toll Brothers are expected to close on a prospect but she is not sure who that is. She is working with a local couple who wants to open a small machine shop. She is looking for land for them. She advised that Norton is expected to close on their option to purchase by the end of June. Norton did ask about the Fire Well, and how it is managed. Director a suggested to speak with the county about the Fire Well and what could be agreed upon in the future.

BZA – FULL TIME EMPLOYEE REQUEST

Bob Troike, BZA President and Mary, BZA Secretary came before the Board of Commissioners to request that the secretary position become full time. Commissioner Cavender advised that the health insurance plays a big factor in this consideration as this will make a big dent in the budget. He advised that at one time he was told that she was going to do Robby's job too but he believes that is out of the question now. Boz, Starke County Planning/Zoning administrator agreed. Mary advised what she is asking from the Board of Commissioners is that she has invested 8 years here and she has gained a lot of knowledge on this job and she is asking that they invest the knowledge gained back into the county. She feels she would be a good investment for the county long term. Mr. Troike advised Mary is the third secretary they have had since he has been on the BZA Board and replacing people is going to be harder even now, especially to get qualified people. Mr. Troike went on to explain the many duties that Mary takes on. Commissioner Cavender agrees that Mary does a good job and is very knowledgeable in everything she does. Attorney Schramm also expressed his approval for the work that Mary does. Councilman Pearman advised that he had a meeting on Friday with the BZA/Planning Commission. He

suggested putting more hours in for the part time for fiscal 2023 and then he will personally advocate that they do have a full time for that position starting in 2024. After further discussion Commissioner Cavender made a motion to table this discussion pending the council's decision. Commissioner Gourley seconded the motion and the motion was approved with all ayes.

AUDITOR BUSINESS

OTHER BUSINESS

Commissioner Cavender made a motion to approve the Ordinance Adopting the Starke County American Rescue Plan Act (ARPA) Approved Expenditure Plan. Commissioner Gourley seconded the motion and the motion was approved with all ayes.

Commissioner Cavender made a motion to approve the request for Warehouse Key made by Surveyor Bill Crase. Commissioner Gourley seconded the motion and the motion was approved with all ayes.

AUDITOR BUSINESS

Commissioner Cavender made a motion to approve the minutes for May 2, 2022. Commissioner Gourley seconded the motion and the motion was approved with all ayes. Commissioner Cavender made a motion to approve the vendor claims docket for a total in the amount of \$218,662.80. Commissioner Gourley seconded the motion and the motion was approved with all ayes. Commissioner Cavender made a motion to approve the payroll claims in the amount of \$275,398.41 including deductions in the amount of \$79,996.60 for pay period ending 04/30/2022 and payroll date of 05/06/2022. Commissioner Gourley seconded the motion and the motion was approved with all ayes.

IT-DIRECTOR FRANKS

Richard Franks, IT Director came before the Board of Commissioners to talk about the domain change. He advised that our county will be going from co.starke.in.us and getting issued domains and certificates and will be more compliant with the state when it comes to applying for grants. We will become starke.in.gov. The co.starke.in.us will be held until May of 2023 but we will be transitioning over to starke.in.gov prior to May of 2023.

PUBLIC COMMENT

With there being no further public comments and no further business, Commissioner Gourley made a motion to adjourn the meeting. Commissioner Cavender seconded the motion and the motion was approved with all ayes. The meeting was adjourned at 11:05 AM.

MONDAY, MAY 16, 2022

Charlie Chesak, President

Mark Gourley, Vice-President

Bryan Cavender, Member

Rachel Oesterreich, Auditor and Secretary to
the Board of Commissioners