

**STARKE COUNTY BOARD OF COMMISSIONERS  
MINUTES  
MONDAY, DECEMBER 18, 2023**

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 Charles Chesak, Mark Gourley, and Don Binkley, present and the following proceedings were held to wit:

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

**HIGHWAY – BID OPENING**

Commissioner Chesak advised they will open the bid received for the 2023-002 CCMG chip seal project. Attorney Schramm advised one bid was received from Central Paving. The total bid amount is \$293,564.65. With everything in order Jessica White, Starke County Highway Department Office Manager and Tim from VS Engineering took the bid to review the specifications of the bid.

**EMS MONTHLY REPORT**

Nancy Coad, Starke County EMS Clerk, came before the Board of Commissioners to hand out the monthly financial report. Commissioner Chesak advised that EMS has received \$192.00 from Johnathan O’Hara. Also, \$606.49 from Merchants and Medical. Jim Garner, Starke County EMS Director, came before the Board of Commissioners to present his monthly report as follows:

Operations: Director Garner advised they are currently operating 3 out of 6 ambulances at certain intervals 3 at ALS level, when ALS staffing permits as well. 1 out of service again for emissions issue awaiting on current diagnoses in-service time was total of 1 hour. Minimum of 1 ALS staff member at all time scheduled at Medic 3, Knox Base, 40% of October staffing is 2 ALS staffed ambulances. 9% coverage all bases had 3 paramedics. ALS ambulances 100% is minimum staffing of 1 paramedic at Knox bas, he stated he is operating ALS non-transport vehicle on a 24-hour bases as needed to supplement staffing. NW Starke was contacted and advised of emergent and non-emergent transfers have resumed.

Transfers: NW Starke – 51 out of 51 requests completed.

SB Memorial – 1 out of 1 completed.

St Vincent Indy – 1 out of 1 request completed.

Total of 53 transfers since last report.

Personnel: Director Garner advised they have no full-time openings for EMT’s (12 on schedule) with 2 new part time employees hired 2 additional applications received, 2 new applicants received applications, 4 current full-time paramedics as well as 5 paramedic full time openings and 1 new part time paramedic hired, 3 past paramedics currently returning part time.

Training: Original training listed for November was winter operations and cold weather emergencies on November 28. 2023 which was postponed until 2024.

Safety: Last injury reported was on 8/5/2023.

Ambulance Maintenance:

3308-North Judson M1 2021 Ford Gas, current mileage 106,758, up to date.

4925 – Knox M2 2014 F450 Gas, into service 11/20/23, needs supplies current mileage 126,899

4926 – Knox base M3 2024 F350 in service, current mileage 1,924

0514 – Unassigned 2015 Ford Diesel current mileage 201,638 out of service at Magnum returning 11/18/2024

0085 – unassigned Base M5 2013 Diesel current mileage 199,569 currently out of service needs a rear step replaced, current step rusted and repaired with new step being built.

0084 – Grovertown base M5 2012 Chevy Diesel current mileage 121,899 currently in service.

4149- Medic 41 Paramedic Chase 2013 Ford Exploror current mileage 129,686 New tires and serviced. Exploror is currently being restocked as a functioning ALS non-transport vehicle as registered with state EMS and being used as a paramedic supervisor addition to our current paramedic staffing. In service December 1, 2023.

4747 – EMS 1 2019 Chevy Tahoe current mileage 70,498, currently in service as of 11/10/2023 as certified ALS non-transport vehicle and utilized daily basis as needed to supplement ALS staffing.

Base Maintenance: 2 outside outlets to be installed at all medic bases for spare ambulance to be plugged in. New door entry system (key card entry) in progress. New already owned interior doors were hung in bathroom and laundry room.

Grants: Still awaiting further discussion from the opioid abatement committee for the ambulance power load system for the 2 ambulances without the system 0084, 0514. Received a grant from IDHS for training (awaiting award letter for official approval amount). This grant will allow us to send out 4 employees, possible more to take them to the next level of certification. (2 EMT's and 2 Paramedics will be trained). Still no new development on the Indiana Senate bill 169 which establishes the rural community ambulance grant starter program and fund. However, IDHS has opened up other grants for the application process which are to be applied for such as equipment, supplies. As always searching for grants and donations have become a part of daily routine.

Donations: \$1000 Donation from Northern Indiana Community Foundation

PPE: Winter coats ordered via grants/donations

Director Garner advised the transfer truck is going to need restocked. He will need about \$132,000 to restock the truck but he is going to be asking for transfer tonight to help get that stocked. He has the money in his budget its just needs transferred. He advised of the three power load cots systems he is wanting to purchase, he said he will be able to purchase this with the transfer he is requesting from the council tonight.

### **SURVEYOR – PLOTTER EQUIPMENT**

Tom Schouten, Starke County Surveyor, came before the Board of Commissioners to discuss the plotter equipment he is wanting to purchase. He advised Mr. Jim Scott is with him from Eastern Engineer. That is who currently has the maintenance contract on the existing plotter. If they wanted to purchase a new one outright it would be \$7109.00. However, Mr. Scott advised they may want to consider the 36-month rental for \$149 per month plus .30 cents per square foot printing. He also advised Recorder Thomason got two other quotes for Plotter equipment from Kemps Office City. One was for a T5470M for \$9845.75 and the 2<sup>nd</sup> quote was for DJ T2600 MFP for \$13,367.99. Mr. Scott advised the \$149 covers the service and maintenance on the machine as well while renting the equipment. Surveyor Schouten advised they don't have this money budgeted for 2024 so he is asking for help paying this for 2024 and then they can budget it in their budgets for 2025. After further discussion Commissioner Gourley made a motion to approve the 36-month contract rental for the Plotters, to be paid for from Cumulative Capital Development Fund, pending the review of the contract by Attorney Schramm. Commissioner Binkley seconded the motion and the motion was approved with all ayes.

### **SHERIFF – JOB DESCRIPTION**

Jack Rosa, Starke County Sheriff, came before the Board of Commissioners to get permission to switch a Road Sargent spot and a Deputy spot into Corporal positions. One of the main reasons for doing this is to have more supervision on the night shift. He advised there would be no additional cost to the county for doing this. Commissioner Binkley made a motion to approve the job description change as presented. Commissioner Gourley seconded the motion and the motion was approved with all ayes.

### **SCEDF – LISA DAN**

Lisa Dan, Director of the Starke County Economic Development Foundation, came before the Board of Commissioners to discuss current happenings. Director spoke about the Ready 2 Grant and stated the projects they are looking into with this grant including the hotel project. Director Dan is working with a gentleman from the IDEC who says this could be a great portion of the destination development of the Ready 2 Grant. She advised she is also working on a housing development project in North Judson. There is a tax credit from the State in which four counties qualified for, Starke County being one of them. Director Dan also advised that they are working on additional kayak launches, two of them have already been funded. Mary Perren advised that she has been working with the Park Board for several years now trying to get a total of five kayak launches up and funded. She advised that two of the launches have already been funded by the CVC Board.

Ms. Perren advised that those two kayak launches will be constructed in the Spring. She stated that she is working with the Ready 2 Grant to get the remaining 3 launches funded. Those sites are located at 1100 E, SR 23, and 700 N. The total estimated cost would be \$143,000. They are asking for an available source of funding for this grant match in 2025. They are asking for \$25,000 in 2025. Commissioner Gourley made a motion to pledge \$25,000 toward this project in 2025, with the primary source of funding being the solar money if that is being received by 2025. Commissioner Binkley seconded the motion and the motion was approved with all ayes. Further discussion was held regarding the process and land acquirement for the kayak launches. Director Dan advised that both she and Mary Perren were

awarded Small Business Advocate of the Year. She then introduced Jim Morris from Surf Internet. Mr. Morris advised he just wanted to introduce himself and then ask for a meeting after the holidays to discuss further were they are going to be expanding in Starke County. Director Dan made a statement about her resignation as Director of the Starke County Economic Development Foundation.

#### **ORC/JESICA WATSON/LEASE AGREEMENT**

Jesica Watson from ORC came before the Board of Commissioners to request a Lease Agreement for the property listed under 75-03-20-300-061.000-009. She advised that Wabash Valley Power will be paying Starke County Government \$1,500 per month for the next year to lease the property. Commissioner Binkley made a motion to approve the lease as presented. Commissioner Gourley seconded the motion and the motion was approved with all ayes.

#### **HIGHWAY DEPARTMENT BIDS CCMG 2023-002**

Tim from VS Engineering advised he has gone through the bid that was received by Central Paving. He advised that the bids were approximately \$33,000 over what was originally approved. He would like the Board of Commissioners to take this under advisement and table until their next meeting to do further research. Commissioner Binkley made a motion to table the approval of bids for the CCMG 2023-002. Commissioner Gourley seconded the motion and the motion was approved with all ayes.

#### **AUDITOR BUSINESS**

Commissioner Binkley made a motion to approve the vendor claims docket for a total in the amount of \$310,832.48. Commissioner Gourley seconded the motion and the motion was approved with all ayes. Commissioner Binkley made a motion to approve the payroll claims in the amount of \$287,024.08 including deductions in the amount of \$74,536.94 for pay period ending 12/09/2023 and payroll date of 12/15/2023. Commissioner Gourley seconded the motion and the motion was approved with all ayes. Commissioner Binkley made a motion to approve the minutes for December 4, 2023. Commissioner Gourley seconded the motion and the motion was approved with all ayes.

#### **OTHER BUSINESS**

Commissioner Binkley made a motion to table the job descriptions until their next meeting. Commissioner Gourley seconded the motion and the motion was approved with all ayes.

Commissioner Binkley made a motion to purchase a 2014 F250 Pick Up from the county highway department in the amount of \$5,000. Commissioner Gourley seconded the motion and the motion was approved with all ayes.

#### **PUBLIC COMMENT**

With there being no further public comments and no further business, Commissioner Binkley made a motion to adjourn the meeting. Commissioner Gourley seconded the motion and the motion was approved with all ayes. The meeting was adjourned at 11:00 AM.

**MONDAY, DECEMBER 18, 2023**

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Charles Chesak, President

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Mark Gourley, Vice-President

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Don Binkley, Member

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Sara Dingman, Deputy Auditor