

MONDAY, MAY 4, 2015

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

The meeting was called to order by Commissioner President Kent Danford.

RE: EMS DEPARTMENT MONTHLY REPORT

EMS Assistant Director Travis Clary and Clerk MaryLynn Richie appeared before the Board. They advised Director Keith Emigh was on vacation. Clerk Richie presented the Runs Report for the month of April, noting the number of runs decreased from the month of March having a total of 151 billed runs. She advised a total of \$994.43 was collected from Collection Attorney, Jonathan O'Hara, and a total of \$3,102.38 was received from the County Clerk, through Small Claims Court. EMS2 Clary reported the Department has been re-certified by the State. He advised Director Emigh and he had been working on the certification application, which also involved the Medical Director, and the hospital, had it completed and ready to submit to the State. Their EMS State Field Representative, Steve Gressmier, stopped in, reviewed the application and re-certified them that day, taking the original application with him back to the State. Assistant Director Clary advised the whole process was completed two months ahead of schedule. Once they received the copy of the new certification from the State, Clerk Richie will send it on to Medicare and Medicaid to re-certify with them for the next two years as well. He also noted as part of the recertification process they updated their policies and procedures. Commissioner Norem stated it was noteworthy that they were re-certified on the spot.

Asst. Director Clary noted the staff is now using new forms in an attempt to reduce errors. He stated he along with Director Emigh, Clerk Richie, and the IT Department have participated in two different webinars on a new reporting system the State is recommending. He advised there is no cost for the reporting side of the software, but there is a fee for the billing portion. He advised they are currently using the DataMed program but have encountered many problems with that software and they been looking for a new program. However, this new software would cost \$14,000.00 to purchase it, along with an annual fee to maintain the program. He noted they are only paying \$850.00 per year currently for the existing software, which is paid for out of the IT Department budget. He stated since the IT Department does not have extra in their 2015 budget, either additional appropriations would need to be requested, or they will have to incorporate it into their 2016 budget.

EMS2 Clary advised the scheduling program they purchased is working well; it is cutting down on the miscommunications between availability and scheduling.

He also advised the Department has been holding training for the staff, and the next training will be on May 18th at the Knox Fire Station in regard to "Crude Oil Transport by Rail".

In regard to mechanical repairs on the rigs, there were no major repairs done last month, and they have been working with the Highway Department in keeping up with the routine oil changes and maintenance.

In regard to base maintenance, they have installed a new door at Medic 3, and also have painted the inside of Medic 3 to freshen up the interior of the base.

In regard to Safety, there were no accidents reported in the month of April. He noted there was one employee who received an injury in transporting an obese patient but they were back to work within the week.

EMS2 Clary advised they had been contacted in regard to having a rig at a rodeo event which mandates the rig stay at the event the entire time. He noted they would have their 4th rig stationed there during the rodeo. He asked the Board to set the fees for this type of situation. Following a brief discussion, Commissioner Binkley made a motion to set the fee for coverage at this type of event at \$500.00. Commissioner Norem seconded the motion and it passed with all ayes.

He advised the Board that Commissioner Danford had requested a breakdown by base of all runs since the first of the year. The breakdown by base for the first four months of 2015 is as follows: Medic 3, Knox: 389; Medic 1, North Judson: 168; and Medic 5, Grovertown 156, for a total of 713 runs.

In regard to the Department's vehicle, they have been working with Kenny Pfof in locating the correct lights to use and to be reasonably priced. He noted they also have contacted the person about painting the vehicle and they are getting back to them with a date to paint it.

RE: COUNTY HIGHWAY DEPARTMENT REPORT

Superintendent Ritzler appeared before the Board to present his departmental monthly report. The Superintendent advised they had begun asphalt production last month, making over 3,000 tons of asphalt thus far. He noted it takes 577 tons to pave one centerline mile of roadway. He stated they plan on making 8-10,000 tons in the month of May. He advised it takes about one month for the pug asphalt to cure before they can use. Beginning in June they plan on paving about 16.7 miles of roadway, in Phase One. Phase Two is planned for August, and they plan on paving an additional 13 miles at that time. He noted, in preparation for paving, they have been "berming" roadways throughout the county. He advised the "berming" helps with drainage and allows for more even paving. He noted the cost of one centerline mile of patch/wedge asphalt is approximately \$19,219.23 and the cost of one centerline mile of pug asphalt is approximately \$19,001.85. He stated the only factor limiting their paving totals in the amount of oil they can purchase. He stated as federal and state funding is becoming more difficult to obtain, they may need to look at alternate sources of funding such as LOHUT, heavy hauling fees, etc. He advised in the future the State may require local agencies to bear more of the burden before becoming eligible for State and Federal funding.

Superintendent Ritzler noted they will also be doing chip and crack sealing during their summer road improvement program. They are crack-sealing Toto Road between US35 and SR39 beginning around May 20th. He noted they recently purchased a distributor truck that will allow them to chip seal without being dependent upon borrowed or rented equipment, and will also allow them more flexibility in the scheduling of their chip seals.

He also noted they have implemented a texting/email distribution list that is used to notify the relevant agencies of the roads which will be closed for paving, maintenance, and bridge replacements.

Superintendent Ritzler advised the drivers have been patching their areas. They are also doing other various maintenance activities such as brush control, trash pickup, and drainage control. He also advised during the next two months they will be correcting some draining problems around the County that affect the roadways.

In regard to mowing: Superintendent Ritzler advised they had a mower out since April 27th. The other four tractor mowers will be mowing beginning May 11th. He noted the primary purpose of their mowing operations is to clear sight distance on County roadways and at intersections. He noted they will be mowing five feet of the right of way on the roadways and at least fifteen feet back at intersections. He advised they will work with local farmers to limit the amount of crops they have to mow down without compromising the public safety.

In regard to the local bridge replacements: Superintendent Ritzler advised Bridge 70 (on CR50E over the Smith Ditch, .1 mile south of CR500S) is 95% complete and should be reopened in the next week or so; Bridge 79 (on CR450S over Smith Ditch, .2 mile west of Range Road), LaPorte Construction has just begun construction of this bridge and CR450S will be closed for a portion of the Summer from Range Road to CR100W; Bridge # 1 (on CR700N over the Robbins ditch, .3 miles west of CR500E, is currently being designed and construction should begin this summer; Bridge 71 (on CR100E over the Smith Ditch .5 miles south of CR500S) is currently being designed and construction should begin this summer.

Superintendent Ritzler advised the biennial bridge inspections are being performed by USI Consultants and they should be done with their first round of inspections by June 1st.

He advised they have replaced 7 of their 585 pipes/culverts so far this year and plan on replacing about 10 to 15 more by the end of the summer.

The Superintendent noted they have continued their weekly safety and training meetings and some of the drivers attended a traffic control workshop in anticipation of this summer's road improvement operations. A chain saw and bucket truck safety training will be held this week in Michigan City. He also noted the Operations Foreman received his winter maintenance supervisor certification and the Superintendent was re-certified.

He also stated in addition to the distributor truck they also purchased equipment that will allow them to create a new sprayer truck using a chassis from one of their older trucks with a damaged dump bed. The "new" truck will serve three purposes: a brine sprayer in the winter, a water tanker during paving operations, and as a dust control sprayer in the spring and summer.

In regard to their third mechanic position, the Superintendent advised the new mechanic will begin work on June 1st.

Superintendent Ritzler then advised two years ago he had asked the hours worked by the department's administrative assistant be reduced from an eight hour workday to a seven hour workday, but now because of an increase in workload, he would like to see the number of daily work hours be changed back to eight. He advised the work day will be from 6AM-2:30PM. He also noted he has the funding within his budget; it will just require a transfer approval by the Council. Commissioner Norem made a motion to approve his request, seconded by Commissioner Binkley. The motion passed with all ayes.

COUNTY CORRECTIONS WEEK PROCLAMATION

Shawn Matraw, of Starke County Community Corrections, appeared before the Board. He advised he was representing the SCCC since Director Bob Hinojosa could not appear. He stated he was there for the County Correctional Employees' Week. Commissioner Norem read aloud the Proclamation declaring the Week of May 3-May 9, 2015 as Correctional Employees Week in Starke County. The Proclamation was signed and sealed by the Board. Those in attendance from Community Corrections beside Officer Matraw, were Brian Davidson, Jordan Morris, Kevin Kotras, and Scott Dickson, and also in attendance for the proclamation was the County Sheriff Bill Dulin.

IT DIRECTOR ELECTRONIC MAP DATA APPLICATION AGREEMENT

Director Joe Short advised he had received a request from Jeffrey Rhodes of Mapping Solutions, a company that develops the County's plat book, asking for permission to receive a one time delivery of the County's non-photo electronic map data layers. Director Short noted the fee for that information is \$750.00. Commissioner Norem made a motion to approve the request, seconded by Commissioner Binkley. The motion passed with all ayes.

CEDAR POINTE PARK REPLAT

County Building Commissioner Terry Stephenson and Planning Commission Attorney Marty Bedrock appeared before the Board to request the Board's approval of the proposed Cedar Pointe Park Re-plat. Attorney Bedrock advised the issue, the fact that in the original plans the drive was a Cul-de-Sac and was now requested to be changed into a Circle Drive had come before the Planning Commission who had approved the request and was now presenting the documents to the Board of Commissioners for their certification. Attorney Lucas inquired if it was Attorney Bedrock's understanding that there were no additional factual basis and the Board of Commissioners is only being asked to certify the actions of the Planning Commission. Attorney Bedrock stated they are only to certify the action of the Planning Commission. Commissioner Norem stated she was accepting

the recommendation of the Planning Commission and made a motion to approve the re-plat of the Cedar Pointe Park, seconded by Commissioner Binkley. The motion passed with all ayes.

EMA DIRECTOR REQUEST FOR GRANT APPROVAL

EMA Director, Ted Bombagetti appeared before the Board and advised he had received word the IDHS will be offering grant funding to be available for the purchase of County equipment. He advised it will be a short window of opportunity and he would like to receive pre-approval from the Board to apply for a grant up to the amount of \$25,000.00 when the IDHS opens the grant. He noted the grant will be completely reimbursable with no expense to the County. The County after purchasing the equipment and paying for the purchase would send a copy of both the invoice and the check to the IDHS for reimbursement. He also noted if the County's grant proposal is not approved they won't be purchasing the requested equipment. Following a brief discussion, Commissioner Norem made a motion to pre-approve the Director for a grant application as long as he notify at least two out of the three Commissioner before sending in the application and then present it to the Board at their next meeting. Commissioner Binkley seconded the motion and it passed with all ayes. Director Bombagetti advised he will get with Sheriff Dulin and the EMS Director Emigh to get their list of requested equipment and then see if the equipment fits in the various federal grant category numbers.

SCEDF DIRECTOR'S MONTHLY REPORT

Starke County Economic Development Foundation Director Charlie Weaver along with SCEDF Board President Diane Thalman appeared before the Board to submit the SCEDF Monthly Report, entitled SCEDF April 2015 Activity Highlights. Director Weaver advised he has spoken in the past six months to six existing businesses in regard to potential expansions; has hired two summer interns; is presently updating the SCEDF's Five Year Plan; On June 10th there will be a press conference held at Kemin, in North Judson in regard to a "Call for Innovators"; and has set October 8th as Manufacturing Day which is a joint effort with all the Starke County school systems. Director Weaver advised the status of current projects: In regard to the Shell Building in the Knox Industrial Park, will be built on a parcel in that park with 52,500 square feet, with an estimated construction cost of \$1.335 million, to be paid from the following sources: \$1. Million loan from USDA/REMC; \$200,000.00 from the Knox CREDIT Fund; and the balance from the SCEDF; CR300E Project: The final paving will take place during the 3rd week of May, painting and striping during the 4th week of May, with a ribbon cutting ceremony in early June; CR300 & SR8 Intersection Project: Intersection upgrade to be completed in June; US30 Corridor Project: met with Conexus (consultant) & officials from participating counties with the construction targeted to begin in 2023; Knox "Pocket Park": a public park is being made on the site of the old SCEDF property, working with Knox High School students and Don White volunteering and supervising. They are constructing a gazebo on the site. In regard to Building Relationships, Supporting the Community and Promoting the County, Director Weaver advised they have worked with the Town of North Judson in creation of a revolving loan to assist with the purchase of the only grocery store in North Judson; partnered with the NWI Form and IN ECON DEV Corp (IDEC) in presenting the ED101 at the Knox Community Center on April 23rd; Spoke with Tom Condon, Colliers International in regard to the Stelerema Building; working with the City of Knox on the potential creation of an additional TIF area in the area west of US35; working with the County, the Town of North Judson, and the City of Knox in regard to GPS truck routes; met with Commissioner Danford with Board Members Diane Thalman (current SCEDF president, Larry Wickert (the next SCEDF President), and Bill Sonnemaker (former President). In regard to the SCEDF Marketing, he advised MJ Bendt is writing a press release, beginning in July WKVI will be running five-5 minute radio programs with Ted Hayes as the moderator, and the SCEDF is now on Facebook and Twitter. Commissioner Norem advised she had attended the presentation on April 23rd and advised the Speaker stated the county income tax is a good indicator; a measure of success. Attorney Lucas noted in a lot of cases they cite unemployment rate as a good indicator but he stated he felt that a better indicator of success would be the actual county employment rate.

RE: CREATION OF NEW EMPLOYMENT POSITION, DIRECTOR OF MAINTENANCE

Commissioner Norem advised since Jim Coad, the Annex Building Maintenance/Custodian has been asked to be the back-up to the new County Jail Part Time Maintenance Person and has already been attending the maintenance trainings at that facility, and since Carl Goodrich, Courthouse Maintenance/Custodian, is retiring the beginning of June and a person will be hired with little experience with the Courthouse, Jim will be supervising that new maintenance person also. She said the Board would like to promote Jim from the Annex Building Maintenance/Custodian to be the over-all Director of Maintenance position. She advised the job description for the new position was created from the Annex Building Maintenance/Custodian job description plus the addition the new responsibilities Jim is being asked to complete. She noted before the Board could promote Jim, the new position would need to be officially created. Attorney Lucas advised he had reviewed the proposed job description and it looked good to him. Commissioner Norem made a motion to approve the creation of the Director of Maintenance employment position. Commissioner Binkley seconded the motion and it passed with all ayes. Commissioner Norem stated they are proposing to increase Jim's current pay by an additional amount of \$2,000.00 for all the added responsibilities. She noted it would not require an additional appropriation to the budget as she is proposing reducing the pay of the Courthouse Custodian by the same \$2,000.00 and transfer that appropriation to the new position. She advised that would leave the pay for the new Courthouse Custodian set at \$35,750.00, but start the new hire out at \$33,750.00, following a favorable employment performance review at the end of 90 days they could receive an additional \$1,000.00 pay, and following a favorable employment performance review at the end of 6 months at that position, they could receive the additional \$1,000.00 increase

taking that person to the full appropriation for that position. Commissioner Norem made a motion to approve the salary stipulations for that position, as stated, seconded by Commissioner Binkley. The motion passed with all ayes. Commissioner Norem advised she will write up their recommendation for presentation to the County Council at their next meeting, and for the amendment to the County's Salary Ordinance. Commissioner Norem advised presently Jim Coad is the head of the County's Safety Committee and under his leadership there has been a decline in the numbers of accidents and work related injuries involving County employees which has decreased the County's insurance premiums and medical expenses.

IN OTHER BUSINESS

President Danford advised Jim Coad had presented the Authorization for an Annex Building Key in regard to EMS2, Travis Clary. Jim advised he wanted the authorization approved so that EMS2 Clary would be given a key to the Annex Building Meeting Room on the evenings when EMS Trainings are being held, with the key to be returned to Jim the next day. Commissioner Binkley made a motion to approve the key authorization, seconded by Commissioner Norem. The motion passed with all ayes.

Jim Coad then asked the Board to set the date for the 2015 County Auction. He advised he was looking at the date of July 29th. The Board advised the 29th of July would work and President Danford asked Commissioner Binkley to oversee the Auction as the President will be out of town that day. The Board asked Jim to check with three Auctioneers within the County to see if they are available on that day, and compare their commission rates and fees.

The next issue to be discussed by the Board was in regard to the moving of the Coroner cooler, and various boxes of Coroner supplies and records from the former Coroner's business to the County's warehouse for storage. Kris Rannells, the former Coroner, had requested the items be moved out of his garage since prior to the end of 2014. President Danford advised he had spoken with the present Coroner, Adam Gray last week and the Coroner had stated he would get it taken care of. Commissioner Norem noted no action has yet taken place. Jim stated he had made room in the warehouse for the equipment and boxes. Commissioner Norem stated it was disappointing the Coroner hasn't coordinated the move but now the County should just get it done already. She asked Commissioner Danford to call Rik, the Highway Superintendent to coordinate with Jim and Kris Rannells for the move.

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

Commissioner Norem made a motion to approve the payroll claim for the pay period ending on April 25th with a pay date of May 1st, in the total gross amount of \$195,760.17. The motion was seconded by Commissioner Binkley and passed with all ayes. Commissioner Norem made a motion to approve the vendor claims docket in the total gross amount of \$207,231.39. Commissioner Binkley seconded the motion and it passed with all ayes. Commissioner Binkley made a motion to approve the Building Corporation claims, (which were approved by the Building Corporation that morning), in the total gross amount of \$424,858.66. Commissioner Norem seconded the motion and it passed with all ayes. Commissioner Binkley made a motion to approve the minutes of the April 20th meeting seconded by Commissioner Danford as Commissioner Norem was absent from that meeting. The motion passed with all ayes.

Commissioner Norem advised the Board Auditor Chaffins had provided them a report of the Fund Balances of all the funds in the County. She advised they should review the report and look at the fund balances for the source of the EMA grant funding. Following a brief discussion, Commissioner Norem made a motion to authorize the EMA grant funding to be paid out of the Cumulative Capital Development Fund, advising it will be a reimbursable grant and the State's reimbursement to be receipted back into the Cum Cap Dev Fund when received. Commissioner Binkley seconded the motion and it passed with all ayes.

Auditor Chaffins advised in regard to the American Legion Posts and the Memorial Day Flags, she had received a call from the Knox American Legion Post Commander, John Everage. He advised they have purchased their flags and the original \$2,000.00 they had received earlier in the year was more than enough to cover those flags. He also stated they do not have a list for the veterans' gravesites in Washington and California Townships since they usually walk the cemetery looking for the veteran gravesites. She also advised they have been working with the Hamlet and North Judson posts and the payment for their orders was included in the vendor claims that were approved tonight.

PUBLIC COMMENT

Kenny Wallace inquired if the Jail Open House is by invitation only. Commissioner Norem advised the Jail Open House, which will be held on Friday, May 22nd is open to the public. She noted there will be an ad on the front page of next week's Market newspaper inviting the public to the event.

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 7:50PM.

MAY 4, 2015

Kent Danford, President

Kathryn Norem

Donald Binkley

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