

MONDAY, JUNE 1, 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 Director Keith Emigh and Clerk MaryLynn Richie appeared before the Board to present their monthly departmental report. Clerk Richie presented the monthly runs report noting the number of runs had increased in the month of May. She advised a total of \$492.86 was collected from Small Claims Court and \$1,654.01 was collected from Collections Attorney Jonathan O'Hara. Director Emigh advised they have received their Certification Certificates from the State and Clerk Richie has sent copies to Medicare and Medicaid. Director Emigh stated he has developed a new form to track call offs, the number and frequency of call offs. He also advised they are still looking at purchasing new billing software for the department, as they have been experiencing problems with the server and their DataMed program. The cost of the software is \$14,000.00 with \$6,000.00 in annual maintenance fees. Director Emigh advised he did not hire any new employees during the last month but is still looking for available paramedics. He advised the department held a Med Flight training last week, and have two more additional trainings planned for June. He noted they had no major repairs of the rigs only the routine oil changes. Director Emigh stated he did get his vehicle painted one solid color and purchased a new set of tires for Medic 3. In regard to base maintenance, he advised they needed to replace a water heater, replaced one of the garage doors, replaced windows on the bay doors, replaced a door at Medic 3 and replaced a refrigerator at one of the bases. He noted they have so far saved a total of \$800.00 due to changing their oxygen vendors and the savings will help his budget especially with base maintenance. In regard to grants he advised he is currently working on two different grants, one to replace cots and the other to purchase five new suction units. He will advise if the grant applications are successful. Following a brief discussion in regard to the cost of the software purchase, Commissioner Norem made a motion for the EMS Department to move forward with the purchase of the software and set up in their 2016 budgets (either the EMS or IT budgets) to cover the cost of the maintenance fees. Commissioner Binkley seconded the motion and it passed with all ayes. Commissioner Binkley inquired if there possibly was a grant available to cover the cost of the software. Director Emigh stated he would check into it but noted there are more grant possibilities for the fire departments rather than for the EMS departments.

RE: COUNTY HIGHWAY DEPARTMENT REPORT

Highway Department Superintendent Ritzler appeared before the Board to present his department's monthly report. He advised in regard to the Road Improvement Program: Phase 1 of their summer road improvement is more than 50% complete, noting of the proposed road repairs the roads east of US35 are complete. He advised their crack sealing will begin on June 2nd, working on Range and Toto Roads. He stated Phase 2 of their paving projects would begin in August. He provided a spreadsheet of their 2015 asphalt production by date, time, gallons, and costs. In regard to their spring roadway maintenance he advised with the recent rains they have only experienced one minor flooding problem and have closed the road due to high water; (CR900E from SR10 to CR625S). He also noted they have corrected a drainage problem on CR700S, just west of CR1000E. He advised the drivers will continue patching their areas.

In regard to mowing, Superintendent Ritzler advised their mowers have been active since May 1st and are finishing their first circuit of the County. He noted the rain has slowed down the mowing progress. In regard to the local bridge replacements he advised Bridge 70 is complete and now open. LaPorte Construction has begun construction on Bridge 79 and is about 50% complete. Bridges 1 and 71 are both currently being designed. Construction on both of those bridges should begin this summer. In regard to bridge inspections Phase 1 is now complete. He noted no new bridges were found to be structurally deficient. Three years ago the County had 17 deficient bridges, and at the end of this year the number of deficient bridges will be at 10.

In regard to safety and training their weekly safety meetings have continued. The drivers completed a bucket truck safety and chainsaw safety classes which were presented by Purdue University/LTAP. He noted three of their drivers are going through training to be state certified construction technicians. In regard to their 3rd mechanic position, Superintendent Ritzler advised their new mechanic began that day. He advised he has been working with Auditor Chaffins in regard to billing the other departments for their vehicle repair labor. He stated there was a discussion in regard to the hourly rate to be charged for the labor and Auditor Chaffins received a response from the SBOA stating either the Highway Department bills other departments for the actual cost of their labor or else they should discontinue working on other department's vehicle. He noted the reason for the SBOA policy is due to the fact the highway department's funding is from MVH revenue and not property taxes like the other departments.

Commissioner Norem made a motion, following the SBOA response in regard to other department's vehicle repairs the billing policy is to begin that day, June 1st. Commissioner Binkley seconded the motion and it passed with all ayes. Superintendent Ritzler noted the billing time for a repair will be following the book hourly time per repair job.

President Danford advised he had received a call in regard to there being a problem with water flow in the ditch just south of the Yellow River, in English Lake, on CR650W, on the west side of the road. He stated when he

went out to investigate the problem it appears to be quite a way off the road, noting something is plugging up the flow of the water. Superintendent Ritzler advised they would look into the situation.

(Copies of both the EMS and the Highway Department's monthly reports are on file in the Auditor's Office.)

EMERGENCY ACTION TO SEAL BUILDINGS

Building Commissioner Terry Stephenson appeared before the Board to request approval of a policy, Emergency Actions to Seal Buildings. He advised the policy was created to protect a building following a fire. He noted the reason for sealing the building was to allow for secure investigations and for safety reasons. He stated they will be giving a listing of contractors to the County Dispatchers and as fire departments request a contractor they will be called on a rotating basis similar to the county's towing truck calls. Commissioner Stephenson advised the Planning Commission has already approved this policy. Commissioner Norem made a motion to approve the Emergency Action to Seal Buildings Policy, seconded by Commissioner Binkley. The motion passed with all ayes.

SHERIFF DULIN'S REQUESTS

Sheriff Bill Dulin appeared before the Board and advised he was present to discuss the Jail Commander position. He advised due to personal reasons the current Jail Commander is stepping down from his position and the Sheriff will now need to post the employment opening. The Sheriff stated he would like to see that position be entitled to an increase in pay making the annual salary between \$40,000.00 and \$42,000.00. The Sheriff stated he would pay the increase out of the County Misdemeanor Fund. The Board advised the Sheriff his request would need to be presented to the County Council and suggested the Sheriff post the position opening with the job description without listing the salary.

The Sheriff also requested the Board approve the filing of a COPS Grant application. He advised the COPS Grant would cover the cost of a new officer for a period of three years. He said the grant application process has already been opened and will be closing on June 16th. Commissioner Norem advised the Sheriff he would need County Council approval before applying as it was not certain if the grant covers 100% of the pay and also if it covers the corresponding employee benefits. She noted if the Sheriff presented it to the Council at their June 15th meeting he would still be able to submit the grant before the grant closes. She also noted following the three years the County will need to be able to pick up the full expense of that position. The Board asked the Sheriff to provide more information on the grant and exactly what expenses it would cover and send it to both boards via email prior to their next meetings on June 15th.

IN OTHER BUSINESS

County Attorney Marty Lucas advised he was contacted by IU Health-Starke in regard to attending a meeting. He advised the meeting was in regard to the costs involved when a person is involved in a personal injury accident and there was reason to believe their condition was impaired by alcohol and or drugs. Attorney Lucas stated Attorney Marty Bedrock doesn't like his clients being charged for the costs of the blood work done at the hospital. Attorney Bedrock feels the costs of those tests should be paid for by the County. Sheriff Dulin stated the driver isn't taken into custody for DUI until they get the results of the blood tests. The Sheriff noted blood tests are required when there is a personal injury accident but it does not state who is responsible for the cost. There was a brief discussion in regard to the number of times this procedure has been occurring and how it is handled by other cities and towns' police departments and by the Indiana State Police. Attorney Lucas inquired of the Board if he should attend the called meeting and if so what position should he take. He noted he would like to see a Commissioner attend the meeting with him as he is representing his client, the County, and he is not sure exactly what their stand is. There was a brief discussion in regard to how Attorney Lucas was advised of the meeting and it not being clear as to what they were asking. Commissioner Norem stated she would like to see an official formal request from the Hospital. She advised the Sheriff if she were the Sheriff she wouldn't attend the meeting either until they clarify the issue and when the County's positions are clear but he could do whatever he wants. Attorney Lucas noted he could convey their position in a letter which could be better action than a personal meeting.

In regard to the July County Auction Commissioner Norem advised the Board has reviewed the proposals received from Osinski Auctions and from D & N Auctions. She noted both businesses have handled County auctions in the past and she believes they should be done on a rotating basis. She noted D & N held the 2013 auction and proposed Osinski Auctions handle this year's auction and then the next one could be handled by D & N. Commissioner Binkley made a motion to have Osinski Auctions handle the July auction, seconded by Commissioner Norem. The motion passed with all ayes.

In regard to TIF Districts and the County's Redevelopment Commission Attorney Lucas gave a brief presentation on TIF Districts and a history of the County's only TIF District, Sysco. Attorney Lucas noted TIF Districts only pertain to commercial or industrial developments. He advised the County created a Redevelopment Commission and an Economic Development Commission (SCDED) in March, 2006 when it appeared the Sysco Project was going to happen. He noted the RDC Board only had one meeting in 2006 and then never met again after the Sysco Project was cancelled. Attorney Lucas stated the RDC is required to file an annual report to the Boards and as the County's Fiscal Officer, the County Auditor serves as the Treasurer of the Redevelopment Commission. He advised the Auditor is required to report to the Council by April 1st of each year. There was a brief discussion

in regard as to where the revenue generated from the TIF had been disbursed. Auditor Chaffins advised prior to her first term the TIF revenue was paid to the SCEDF. During her first year she advised Director Charlie Weaver had returned a couple of the TIF checks back to the County as he didn't feel they belonged to the Foundation. Auditor Chaffins advised since then the TIF revenue has been receipted into the County General Fund since the project it was created for never happened. She noted the amount of revenue was minor. Auditor Chaffins was asked to compile information for presentation to both boards in regard to the TIF Sysco District, the parcels involved, the base assessment versus the incremental increase in assessment, the amount of revenue generated by the TIF and any expenses. Commissioner Norem made a motion to approve the presentation of the TIF information in order for the Boards to decide if they should continue with that TIF district or if it should be disbanded. Commissioner Binkley seconded the motion and it passed with all ayes.

President Danford advised he had received an agreement with the Community Services of Starke County in the amount of \$10,000.00. Commissioner Binkley made a motion to approve the agreement seconded by Commissioner Norem. The motion passed with all ayes.

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

Commissioner Norem made a motion to approve the vendor claims docket which was approved by the Building Corporation that morning in regard to the construction of the new County Justice Center in the amount of \$261,737.49. Commissioner Binkley seconded the motion and it passed with all ayes.

Commissioner Binkley made a motion to approve the minutes of the May 18th meeting seconded by Commissioner Norem. The motion passed with all ayes.

Commissioner Norem made a motion to approve the vendor claims in the amount of \$189,137.56. She advised that was the net amount after subtracting the Sheriff's submitted claim to be paid out of the Cumulative Capital Fund in paying for the new kennel for the County's K-9. Commissioner Binkley seconded the motion and it passed with all ayes. Sheriff Dulin was advised it had been stated in the minutes of a previous Board meeting he was to pay for the new kennel out of the Sheriff's Commissary Fund.

Commissioner Binkley made a motion to approve the payroll claim for the pay period ending on May 23rd with a pay date of May 29th in the total gross amount of \$200,458.47. Commissioner Norem seconded the motion and it passed with all ayes.

Auditor Chaffins advised she had distributed copies of the County's Report of Miscellaneous Revenue and a Report Showing the Fund Balances as of May 31st. She also noted the Auditor of the State, Suzanne Crouch, will be visiting the Auditor's Office on Wednesday, June 3rd. Auditor Chaffins also noted the Spring Tax Settlement was completed on Wednesday, May 27th, and received State approval of the settlement on that same day. She also noted the tax disbursements have been made to all of the County's Taxing Units.

PUBLIC COMMENT

In regard to the Memorial Day Veteran's flags Mark Gourley advised the process worked out great this year and hopes the County continues this same process in future years. He advised he had received a lot of positive responses. President Danford also complemented the North Judson American Legion for covering the Round Lake Veteran's graves after having little notice. He noted there are approximately 90 Veteran's Grave sites at that Cemetery.

With there being no other public comment and no further business Commissioner Norem made a motion to adjourn the meeting, seconded by Commissioner Binkley. The motion passed with all ayes and the meeting adjourned at 7:23PM.

JUNE 1, 2015

Kent Danford, President

Kathryn Norem

Donald Binkley

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