

DEKALB COUNTY COMMISSIONERS' MEETING
March 25, 2019

Commissioners Present: President Donald D Grogg
 Vice President Jacqueline Rowan
 Vice President William Hartman

Others Present: Acting Auditor Susan Sleeper
 Attorney James P McCanna

MATTER OF HUMAN RESOURCES

Dotty Miller handed out the Bereavement Leave and Workplace Smoking, Vaping and Tobacco Use Policy that the task force put together and the labor law attorney has reviewed. Dotty also explained the task force is still working on leave policies, and the labor law attorney suggests the Military Leave policy be shorter than longer, as there is a difference between 'procedure' and 'policy'. Dotty also asked the Commissioners if they had made a decision on the PTO Policy, Don Grogg is still working through it, Bill Hartman suggested including PTO in figuring overtime pay for the week. Dotty explained the Lauren is doing audits for the County for Hep B forms, Insurance forms for ACA Reporting and Motor Vehicle reports for County drivers.

MATTER OF SUNNY MEADOWS: UNITED WAY DAY OF CARING

Jacqueline Rowan made a motion to approve the **"Project Release of Liability Waiver"** for the United Way Day of Caring for Sunny Meadows, William Hartman seconded and all approved.

MATTER OF DRUG FREE DEKALB: CO-COORDINATOR PAY

Bonnie Emerson was in to talk about the Coordinator pay. Bonnie had a conversation with State Board on how to handle the pay, according to her conversation with State Board the Coordinator pay would be a supplement to the pay. Bonnie Emerson wants the Commissioners to make a motion to approve the pay and amend the handbook to allow an employee to work in different departments. Don Grogg expressed that the Commissioners want to keep the duties as separate as possible and our current handbook does not allow an employee to work in multiple departments and he is not sure that the new handbook will allow that either. The Commissioners are still working on how they want to handle this situation.

MATTER OF DRUG FREE HAPPENINGS:

Bonnie Emerson gave an update on different things that the Drug Free Coalition is working on and setting up in the community.

MATTER OF COMMUNITY CORRECTIONS

Steve Fetters said the Geiger wants more retainage paid, but both Steve Fetters and Ben Parker walked the road and none of Geiger's punch list items have been completed, Steve Fetters want no retainage paid until Geiger takes care of their punch list items. Steve Fetters is disappointed in the work that Brooks did on the concrete work.

Drywall is 75% done on the ceiling. The building is continuing as planned with no other issues at this point. Monday March 18th they started talking about door security and a plan on the logistics; Kellie

Knauer is pleased with the plan. Tim has obtained some preliminary numbers on the mowing and weed control at the facility and along the roadway.

Bonnie Emerson attended the IDOC Directors meeting with Kellie Knauer and there has been a huge push to move their budget to a calendar year basis. The logistics will all play out as more information comes available and Community Corrections will keep in touch with the Auditors office.

Workplace Solutions has been great to work with and has provided samples of different items. Jim McCanna will review the document sent to work with Workplace Solutions for next meeting. Bassett's have not submitted a quote yet. Bonnie went to the Gordon's Food Safety show; she met with the Chemical people and reported there are a lot of neat items to prevent chemical mixing, with pre-measured calibration, etc.

Progress meeting Thursday March 28th at 10:00 a.m.

MATTER OF NIRCC

Don Grogg had Dan Avery come in to explain more in detail on the round-a-bout. Dan Avery said that Ben Parker did a traffic study and the findings for the east side were measured in Levels A-F and found in the morning peak hours the level of service was a level D and in the evening peak hours the level of service was a level C. (A=free flow to F=lots of congestion) The free flow north and south bound level of service was a level A. The average delay is 28 seconds with an average volume of 9,000-10,000 vehicles per day. Based on the study, the intersection of County Rd 11A and County Road 427 will likely meet primary signal warrants within the next few years and NIRCC would recommend the installation of a traffic signal. In lieu of a traffic signal, a roundabout would be an acceptable alternative and may provide for safer intersections. Dan Avery does not feel a traffic light or multiple stop would be a wise decision to put in that area. Traffic circles and round-a-bouts are totally different, in round-a-bouts there would not be parking allowed within it as there would be in a traffic circle. Round-a-bouts are built with the parameters of eliminating obstructions like parking inside.

Don Grogg asked Dan Avery if the round-a-bout would be a one or two-lane, Dan would let that up to the designers, and that certain things should be addressed in the design like the Emergency Route for I69 and for the increase of traffic during Labor Day. Dan Avery does not feel the north access to the residential homes is ideal, and would feel better if the access was not directly connected to the round-a-bout.

A speed study was completed Dan Avery's team for County Road 11A east of I-69. The general guidance dictates speed limits should be set at or below the 85th percentile, with the majority of speed limits set approximately 5-10 miles below the 85th percentile speed. The study found the average speed to be 39.2 mph for both east and west bound traffic, the 85th percentile of 43.0 mph out of a total of 407 total counts. With the results of the study Dan Avery feels that a 40 mph speed limit is reasonable and would also suggest an advisory speed of 35 mph be posted for east bound traffic west of the intersection of CR 23.

MATTER OF HIGHWAY

Ben Parker has quotes on pipe for small structure #295 on CR 45 from Hixsons for \$13,646.75 and from St. Regis for \$13,699.50 and he obtained the Commissioners approval to go with the lower quote as this is in his budget.

Overweight bridge permit for Hanson Meyer was approved by USI Consultants and Jim McCanna has reviewed. Restrictions from USI: vehicle must pass by itself, center of bridge no more than 10 mph, Jim would like Ben to add a piece to the liability standpoint to cover the County more.

Ben Parker is having some soil core testing done on CR 71 by Alt & Witzig and they are also working up a scope of work with an estimate of \$7,000-\$8,000, Ben has that in his budget. The estimate \$235,000 to redo the entire road with a 12 inch till, and then the County will have to double seal on top. Ben is waiting on Pierceton to get the quotes back out, because the oil prices have come down. Ben is waiting on getting all the numbers together to present the scope of work.

Heron Lake Driveway Permits, Ben Parker received an email from Steven Brown that they did not know their letter of credit was such a short duration. Wayne Asphalt is having their Letter of Credit reinstated and should have it by end of the week. Don Grogg agreed that Ben should not be giving out any more driveway permits until we have the reinstated letter of credit. Jim suggests that the letter of credit starts with when the last one expired, so that we have continuous coverage.

Ben is working on getting things lined up for 2019 projects. Ben has reached out to Pavement Solutions on the micro seal on Auburn drive to city limits, and Pavement Solutions said they will honor our bid price from last year because it is so close to all the supplies needed. There is a law that allows for the price to be extended without having to go through the rebidding process.

Ben has submitted all the necessary documents for the Community Crossings Road Project.

MATTER OF MINUTES

Jacqueline Rowan made a motion to approve minutes dated March 18, 2019. William Hartman seconded, and all approved.

MATTER OF CLAIMS

William Hartman made a motion to approve Special Claims for March 20, 2019 consisting of warrant #'s 128479 through #128486 in the amount of \$4,933.81 and wire transfer #'s 11526 through #11527 in the amount of \$30,696.18 and General Claims for March 25, 2019 consisting of warrant #'s 128489 through # 128518 in the amount of \$12,561.91 and wire transfer #'s 11528 through # 11619 in the amount of \$775,328.92 Jacqueline Rowan seconded, and all approved.

MATTER OF TRAVEL REQUESTS

Jacqueline Rowan made a motion to approve the following travel requests:

- 1) Mark Olivero to travel to Indianapolis on March 20th to attend Chief Quarterly Meeting. Estimated cost of \$155.96 to be paid for by Commissioner Travel.
- 2) Michael Lapham to Indianapolis on April 12th to attend Chief Probation Officer Summit. Estimated cost of \$178.36 to be paid for by department travel.
- 3) Michelle Hausbach, Susie Branscum, Kristina Thomas & Caeli Hixson to travel to Plymouth, IN on April 16th to attend 2019 Regional Child Support Meeting. Estimated cost of \$57.00 to be paid for my department travel.
- 4) Kurt Grimm, Monte Brown & Kevin Wallace to travel to Indiana Convention Center on May 1st -3rd to attend the Annual Juvenile Judicial Conference. Estimated cost of \$552.92 to be paid for by Commissioners Travel.
- 5) Susan Sleeper & Carla Winebrenner to travel to French Lick, IN on May 20th -24th to attend the State Called 2019 Spring Auditor's Conference. Estimated cost of \$1,970.20 to be paid for by Commissioner Travel.

6) *Amended* Ryan Hull to travel to National Harbor, MD on July 14-17 to attend NADCP National Conference. Estimated cost of \$2,475.59 (\$2,081.91 approved 3/18/19) to be paid for by department travel and possible grant.
William Hartman seconded, and all approved.

MATTER OF PAYROLL

Jacqueline Rowan motioned to approve payroll for the period March 5 – March 18, 2019 William Hartman seconded, and all approved.

**MATTER OF CHANGE IN POLLING LOCATION FOR PRECINCTS:
WILMINGTON 1, 2, 3, 4 AND STAFFORD AND TROY**

Jacqueline Rowan made a motion to make the precinct changes for WILMINGTON 1, 2, 3, 4 AND STAFFORD AND TROY, William Hartman seconded and all approved.

MATTER OF MEMORANDUM OF UNDERSTANDING WITH FAIR BOARD

Commissioners are willing to give a one year trial on the MOU with the Fair Board on the use of the Annex basement during fair activities with the knowledge that Pete Hathaway will be present to keep a tighter control on the use of the basement.

MATTER OF GENERATOR CONTRACT

Larry has quotes from Williams Electric for \$4,678 and from Evapar for \$2,790.

William Hartman made a motion to go with Evapar for generator maintenance to start on April 1st, and Jacqueline Rowan seconded and all approve.

MATTER OF OTHER DISCUSSION

Other discussion included the following topics: Fair issues, generators, tree removal, Campaign Finance Fund 1111 and hearing, Bennett Case, Mr. Ramon issue, septic issue on CR 52 and CR 29, STD quote, Doc Coleman Landing, and food inspections.

Donald D. Grogg - President

Jacqueline R. Rowan – Vice President

William L. Hartman – Vice President

Attest: _____

Jan Bauman, Auditor

Susan Sleeper, Acting Auditor