

**DEKALB COUNTY COMMISSIONERS' MEETING**  
October 21, 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 reported there are rumors of PHP not being accepted at Parkview DeKalb once the transition from DeKalb Health occurs. Dotty did reach out to her Parkview DeKalb contact and it was found that the rumor is just that and not true. Dotty reported that both AFLAC and Boston Mutual held an open enrollment to allow current employees make changes or ask questions concerning their policies, each vendor only had one employee reach out with questions.

**MATTER OF COMPENSATORY TIME POLICY DECISION**

William Hartman made a motion to discontinue Compensatory Time for all departments with the exception of the Sheriff's Department who will be allowed up to 20 hours beginning 1/1/2020 that will follow the Compensatory Time Policy as spelled out in the new handbook and to rescind DeKalb County Commissioners Resolution 2017-R-23 that modified the County Policy on Compensatory Time and all prior departmental policies on compensatory time. Don Grogg seconded and all approved.

**MATTER OF PAID TIME OF POLICY DECISION**

Jacqueline Rowan made a motion to approve the Paid Time off Policy as written effective January 1, 2020 and to rescind all prior policies and/or arrangements dealing with Vacation and Sick Time earning, usage and carryover. Seconded by William Hartman and all approved.

**MATTER OF EMERGENCY CLOSURES**

Discussion took place and all Commissioners agree that our current policy is fine and will remain in place. The emergency closure day will not be paid and it will be at the discretion of the employee to either take the day as unpaid OR use a PTO (paid time off) day. The Commissioners also agree that if a catastrophic event would occur the Commissioners will review the event and modify if needed.

William Hartman made a motion to approve the Emergency Closure policy as written. Jacqueline Rowan seconded and all approved.

#### **MATTER OF COUNCIL ON AGING QUARTERLY REPORT**

William Hartman made a motion for the president to sign the 3<sup>rd</sup> Quarter Operations Voucher for 2019 in the amount of \$81,000.00 from INDOT (State Share: \$21,000 and Federal Share: \$60,000).

Jacqueline Rowan seconded and all approved.

#### **MATTER OF AIRPORT AUTHORITY APPOINTMENT INTERVIEW: Bob Patterson**

Don Grogg requested Bob Patterson to attend the meeting and discussed the Commissioners' yearly appointment to the Airport Authority Board to see if he would be interested. Bob is the president of TFC Canopy and has been for 27 years, he has excellent business experience that would be valuable to the board. He is involved in yearly budgets and all aspects that come with running a successful business. Bob does community work with local schools and sports leagues. He is on the board at County Line Church of God as well as an active member. Don Grogg explained the Airport Board is a four year term that the Commissioners appoint with an unlimited number of terms that could be served. Bob does not have any aviation background and William Hartman feels that could be beneficial and allow for an open mind and focus on the financial side of operations. William Hartman explained that there has been talk about the Airport being a self-funded operation and asked if Bob would go in with the thought that self-funding is possible. Bob responded as he doesn't have any prior knowledge, but would go in with his mindset that 'anything is possible'.

#### **MATTER OF BUTLER PUBLIC LIBRARY APPOINTMENT**

William Hartman made a motion to approve the Butler Public Library Appointment to re-appoint Melinda Kitchen to a four year term beginning January 1, 2020 and ending December 31, 2023.

Jacqueline Rowan seconded and all approved.

#### **MATTER OF COURTHOUSE SECURITY FROM DEKALB COUNTY TREASURER**

Sandi Wilcox was in to talk about the most recent phase of the Security that has been put in place. She stated that she consulted a retired attorney because she feels it is close to harassment in the searching of all employees' belongings. Sandi feels that all statutory employees which include Elected Officials should be exempted from the searches and system. Don Grogg explained that the Commissioners are in charge of the Courthouse but the Sheriff has the ultimate decision on the sensitivity of the security system. The Commissioners will meet with the Sheriff to discuss.

#### **MATTER OF COURTHOUSE SECURITY DISCUSSION WITH THE SHERIFF**

The Commissioners discussed with the Sheriff the complaints they have received on the security system. Don Grogg explained that he had expressed that the statute gives the discretion to the Sheriff. The Sheriff said that he will continue to do his due diligence on the standard operating procedures and adjust as needed. The security tightening came about because the system was being 'tested' and procedures needed to be ramped up to take care of the situation.

## **MATTER OF COMMUNITY CORRECTIONS**

Tim Baker stated that the Postal Service wants Community Corrections to put up their mailbox on the south side of State Road 8. All present were in agreement that would not be safe for our employees. Tim Baker reported that the first interviewing event went very well and had 16 applicants attend. Tim said the parking lot should have the final sealing layer on around October 28<sup>th</sup>. Tim said that changes are being made daily and it is really coming along. They have 2 of the 3 HVAC units up and running and are waiting for the vendor to return to start the 3<sup>rd</sup> unit.

## **MATTER OF COMMUNITY CORRECTIONS FURNITURE RFP**

Discussion took place about the information supplied at the 10/14/19 meeting. Don Grogg stated that the furniture request was sent out to three vendors and asked Jim McCanna if there was anything else needed so that there was not a possibility of error in the awarding of the bid. Jim McCanna stated that if the Commissioners are going to award the vendor that does NOT have the lowest bid they would need to verbally give reasons why.

**William Hartman made a motion to award Workspace Solutions the Furniture Contract in the amount of \$142,971.37. Jacqueline Rowan seconded and all approved.**

## **IC:5-22-9-7**

**Award is made to the responsible offeror whose proposal is determined in writing to be the most advantageous to the governmental body, taking into consideration price and the other evaluation factors set forth in the request for proposals.**

Dave Bassett stated that he feels because the finishes were already decided with Workspace Solutions that it was already a done deal. Dave Bassett also feels he was lower than Workspace Solutions last week. Don Grogg explained that Workspace Solutions was lower after taking into consideration some differences in chairs, countertops and gun safes. Dave Bassett asked the Commissioners what 'buying local' means to them, and Don stated that the County does purchase local when we can, but also need to be good stewards to the taxpayers' dollars.

*(from 10/14 meeting)*

*Tony Vie was in to present the recommendation on the Furniture Proposal RFP for the Community Corrections Facility. The three vendors that the RFP was sent out to included: Workspace Solutions, Bassett's Office Supply, and 111 Design. Tony provided a summary sheet that explained some differences between what the three vendors have submitted. 111 Design was missing a T-7 piece of furniture and the CH-3 chair needed to be a high back chair. Workspace Solutions package included gun safes that Elevatus added to the other two vendors because the assumption is the other two vendors would be able to get gun safes if needed. Elevatus did this adjustment to get more of an apples to apples comparison in the three vendors' quotes. Workspace solutions has all the finishes that were selected due to Workspace Solutions involvement with Kellie early on, and those decisions would affect the pricing. Tony Vie said that the margin of difference between the two quotes of Workspace Solutions and Bassett's Office Supply is so little that he recommends going with Workspace Solutions because of all the close involvement they have had with Kellie and Tim on the project. Tony Vie recommends to eliminate the 111 Design due to a number of things that were not included in their quote. Don Grogg would like to make the decision on the furniture vendor at the 10/21/19 meeting to allow time to be sure everything is kosher and another snafu does not happen. Workspace Solutions said he feels they worked very well with Kellie and has all their decisions made with about a 3-4 week delivery time. Dave Bassett stated that he has worked on the plan quite a bit with multiple quotes with the different information going back and forth and he did his initial quote off of workspace solutions drawings, he said colors and fabrics would not take long on their side and would do anything to speed the process along and Dave would like to reiterate that steel is used from SDI and that would support the County. Workspace Solutions said that their All Steel company uses SDI steel as well. The Commissioners will readdress next Monday and hopefully make a decision.*

**MATTER OF WEIGHTS AND MEASURES TRAILER**

Discussion took place on whether the trailer was fixable, or if it needed to be totaled. Dave Swogger feels that the trailer is fixable. Jim McCanna will pursue and discuss with Selective Insurance what options there are if the County would like to keep ownership of the trailer. The Commissioners are having the Sheriff run the plate before instructing Mr. Swogger on how to proceed.

**MATTER OF LICENSE TO ENCROACH: FINANCIAL BUILDING LLC**

Ben received a license to encroach request from Joel Grimm at 4571 Cr 35, Financial Building LLC for their parking lot.

William Hartman made a motion for the president to sign the Encroachment License Agreement with Financial Building, LLC to pave part of the right of way for parking lot (approx. 9.5'W x 75'L along CR 35). Jacqueline Rowan seconded and all approved.

**MATTER OF HIGHWAY**

Ben Parker received an email from Ben Beer on how the Commissioners are wanting to handle the bidding process for the Covered Bridge. Ben Beer feels we should wait for the John Bry grant funding results and then bid the project. Ben Parker stated there is a federal aid project that opened up and the Covered Bridge would qualify however, the federal aid would not happen until 2025. Ben Beer does not want to jeopardize the grant funding that John Bry is pursuing and feels the County should hold off. Ben Parker feels that it will be hard for vendors to bid without a date to proceed, so the vendors would know when the work would actually happen. The Commissioners will have Ben Parker discuss with Ben Beer on bidding the decking process and hold off on the bids for the construction repair portion.

Discussion took place on multiple road statuses, culvert pipes on the Matson Drain and funding, and the railroad bridge.

**MATTER OF HIGHWAY TRUCK TRADE-IN**

Jacqueline Rowan made a motion to trade in the Highway's 2010 Chevy Silverado RED Truck for a 2019 Ford F-250 Super Duty SILVER truck through Max Platt in Kendallville for an amount of \$26,283.00 after the trade-in value of \$12,000.00 is taken into account. Seconded by William Hartman and all approved.

**MATTER OF MINUTES**

William Hartman made a motion to approve minutes with corrections dated October 14, 2019. Jacqueline Rowan seconded and all approved.

**MATTER OF CLAIMS**

Jacqueline Rowan made a motion to approve Special claims consisting of warrant #'s 129482 thru 129504 in the amount of \$20,686.66 and wire transfers #'s 13198 thru 13202 in the amount of \$50,157.69 for the October 16, 2019 claim run and General claims consisting of warrant #'s 129505 thru 129575 in the amount of \$14,225.60 and wire transfer #'s 13203 thru 13287 in the amount of \$243,907.48 for the October 21, 2019 claim run. William Hartman seconded and all approved.

### **MATTER OF TRAVEL REQUESTS**

William Hartman made a motion to approve travel request for the following:

- 1) Susan Sleeper, Carla Winebrenner, Teresa Collins & Carla Alford to travel to Plainfield on Nov. 14<sup>th</sup> to attend End of Year LOW Financial/Tax Meeting. Estimated cost of \$0.00 to be paid for by Commissioners travel.
- 2) Dotty Miller to travel to Fort Wayne on Nov. 14<sup>th</sup> to attend Diversity/Inclusion Workshop. Estimated cost of \$10.72 to be paid for by Commissioners travel. (event is on the south side of Fort Wayne, Dotty will leave from home and only charge mileage from workshop to work)

Seconded by Jacqueline Rowan and all approved.

### **MATTER OF PAYROLL**

Jacqueline Rowan made a motion to approve payroll for the period October 1-14, 2019. William Hartman seconded, and all approved.

### **MATTER OF CEMENT SLAB FOR COMMUNITY CORRECTIONS BUILDING**

Jacqueline Rowan made a motion for the president to sign the estimate in the amount of \$4,890.00 for Webb Concrete Construction, INC (WCCI) to pour the concrete slab for the maintenance building at Community Corrections. Seconded by William Hartman and all approved.

### **MATTER OF OTHER DISCUSSION**

Other discussion included the following topics: DART Compliance Review, DART Bash Party, Sheriff Car deer crash, drainage bonding project, Community Corrections building, Terry Rayle property and County property for restrooms in downtown Auburn.

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Donald D. Grogg - President

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Jacqueline R. Rowan – Vice President

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William L. Hartman – Vice President

Attest: \_\_\_\_\_

Jan Bauman, Auditor

Susan Sleeper, Acting Auditor