

## **DEKALB COUNTY COMMISSIONERS' MEETING**

March 27, 2023

Commissioners Present: President William L Hartman  
Vice President Michael Watson  
Vice President Todd Sanderson, via Zoom

Others Present: Auditor Susan Sleeper  
Attorney Andrew Kruse, absent

### **MATTER OF HUMAN RESOURCES**

Dotty had provided a conversation piece to help employees understand what it means to be self-insured, she does have a few changes she wants to make prior to sending out to employees and will provide to Commissioners for approval. Dotty also announced the next Department Head is April 5<sup>th</sup> at 8:00. Next, recruitment around the County was reviewed. Dotty discussed the doors of the Annex Building that face 10<sup>th</sup> street and had requested them to be locked due to patrons coming in and using the basement restrooms for personal showers a few years back, then the problem started with the front doors. Dotty has asked the Sheriff and Security Team if cameras could be added to the Annex building to increase security. Todd feels our badges could be used for access to different locations, both Commissioner Watson and Hartman agree. Further discussion took place. Todd feels it would be a good idea to have cameras on the building that record 24/7 for a more secure building. Commissioners asked Dotty to get some quotes on cameras for the front and back doors of the Annex Building and then they will make a decision.

### **MATTER OF KNOWBe4 POLICY**

The KnowBe4 policy was discussed with the changes Dotty had made and verified if the Commissioners had any changes. Dotty read the policy into the minutes with the changes made.

Michael Watson made a motion to approve the updated policy and to have it put into the Employee Handbook. Todd Sanderson seconded and motion passed:

Todd Sanderson: aye  
Michael Watson: aye  
William Hartman: aye

### **MATTER OF TITLE VI PROGRAM AND IMPLEMENTATION: 2023**

Dotty explained what the program is all about and the need to update signatures for the Non-discrimination Statement of Policy that is included in the Plan.

Michael Watson made a motion to approve and all to sign the Non-discrimination Statement of Policy. Todd Sanderson seconded and motion passed:

Todd Sanderson: aye  
Michael Watson: aye  
William Hartman: aye

### **MATTER OF RESOLUTION 2023-R-5: APPOINTING THE TITLE VI COORDINATOR**

Michael Watson made a motion to approve and all to sign Resolution 2023-R-5: Appointing Dotty Miller as the Title VI Coordinator for DeKalb County. Todd Sanderson seconded and motion passed:

Todd Sanderson: aye  
Michael Watson: aye  
William Hartman: aye

### **MATTER OF BUTLER PARCEL REASSIGNMENTS**

Attorney Cedric Hollabaugh, the City of Butler's attorney contacted Auditor Sleeper explaining that the City is interested in requesting the Commissioners to assign the Tax Sale Certificates for the following tax id #'s:

23-07-01-359-014 and 23-07-01-359-017

He states the property has been listed on tax sale for quite some time now, and the City has completed a Phase I and Phase II Environmental Assessment on the site. The results indicated there is some contamination on the site and that the City has been working with the Indiana Brownfields Program to obtain a comfort letter for the property. The City is interested in acquiring title to the property to continue the clean-up process.

Auditor Sleeper confirmed the properties have been listed on tax sale for many years now and explained that when the properties were listed for the 2022 Tax Sale the County listed and advertised four parcels that were to be sold and redeemed together, tax id #'s are listed below:

23-07-01-359-013, 23-07-01-359-014, 23-07-01-359-015 and 23-07-01-359-017

Auditor Sleeper contacted SRI and their attorney and it is highly recommended to not re-assign two of the four parcels. Attorney Hollabaugh clarified that they do want all four, and that if the City does not receive a comfort letter for the property then the City will not finish the re-assignment process and the four parcels will remain delinquent with the County.

Michael Watson made a motion to re-assign Tax Sale Certificates/Tax Id # as listed below to the City of Butler as of 3/27/2023.

172200064: 23-07-01-359-013 | 172200065: 23-07-01-359-014

172200066: 23-07-01-359-015 | 172200067: 23-07-01-359-017

Todd Sanderson seconded and motion passed:

Todd Sanderson: aye

Michael Watson: aye

William Hartman: aye

### **MATTER OF HEAVY DUTY PERMIT | PRESTRESS SERVICES INDUSTRIES, LLC**

Prestress Services Industries, LLC submitted a Special Extra Heavy Duty Vehicle Permit from March 31<sup>st</sup> – April 7<sup>th</sup>, 2023 to travel from I-69 and County Road 11-A, West on County Road 11-A to County Road 69, East on County Road 60 to Bridge #9 over Cedar Creek to move a 48 Hybrid Beam on a 10-axel truck with a net load weight of 124,000 pounds.

Michael Watson motion to approve the Special Extra Heavy Duty Vehicle Permit for Prestress Services as described above. Todd Sanderson seconded and motion passed:

Todd Sanderson: aye

Michael Watson: aye

William Hartman: aye

### **MATTER OF PERFORMANCE AND PAYMENT BONDS FOR 2023 CCMG PROJECTS**

Michael Watson made a motion to accept the Performance and Payment Bonds in the amount of \$1,275,386.61 from Brooks Construction for the 2023 CCMG projects, effective March 13, 2023

William Hartman seconded and motion passed:

Todd Sanderson: aye

Michael Watson: aye

William Hartman: aye

**MATTER OF RULE 5- NOTICE OF INTENT FOR DES. #1702950-COUNTY RD 56 RECON.**

Michael Watson made a motion to accept and the president to sign the Initial Submittal of Rule 5-Notice of Intent for the County Rd 56 Federal Project. Todd Sanderson second and motion passed:

Todd Sanderson: aye  
Michael Watson: aye  
William Hartman: aye

**MATTER OF MINUTES**

Todd Sanderson made the motion to approve the minutes as dated March 20, 2023. Michael Watson seconded and motion passed:

Todd Sanderson: aye  
Michael Watson: aye  
William Hartman: aye

**MATTER OF CLAIMS**

Todd Sanderson made a motion to approve Special claims in the amount of \$1,855.55 consisting of warrant #'s 134096 and wire transfer #'s 24024 thru 24027 that were processed on March 21, 2023 and General claims processed on March 27, 2023 in the amount of \$695,163.48 consisting of warrant #'s 134100 thru 134105 and wire transfer #'s 24028 thru 24151. Michael Watson seconded and motion passed:

Todd Sanderson: aye  
Michael Watson: aye  
William Hartman: aye

**MATTER OF TRAVEL REQUESTS**

Michael Watson made a motion to approve the following travel requests:

- 1) Michael Watson to meet with the House Committee Chairs at the Statehouse on March 29, 2023. Estimated cost of \$174.00 paid by department travel.
- 2) Johanna Scott, Jonnie LaRowe & Michael Lewis to attend Lion Shield: Shakedown: The Search for Contraband/Characteristics of Armed Individuals on April 3, 2023 held at the Wells County CC in Bluffton. Estimated cost of \$0.00.
- 3) Judge Monte Brown to attend the 2023 Spring Judicial Conference held April 18-20, 2023 at Marriott East Hotel in Indianapolis. Estimated cost of \$517.00 paid by department travel.

Todd Sanderson seconded and motion passed:

Todd Sanderson: aye  
Michael Watson: aye  
William Hartman: aye

**MATTER OF DCCC FIRE INSPECTION AGREEMENT**

DeKalb County Community Corrections has guidelines that must be followed according to the Indiana Association of Community Corrections Act Counties by the Residential Advisory Committee Guidelines for Community Corrections Adult Residential Service Providers. In these guidelines is states:

“A qualified person conducts fire inspections at least quarterly or at intervals approved by the fire authority having jurisdiction, following the procedures stated for variances, exceptions, or equivalences. Equipment is tested as specified by the manufacturer or the fire authority, whichever is more frequent.”

The process indicators that would show our facility is compliant with the guidelines include: copies of completed internal inspections, records of equipment testing and documentation of qualifications of person who conducts fire inspections. The 'qualifications' are not listed anywhere in the guidelines, but is something the Commissioners questioned. Michelle Fosnaugh spoke with IDOC Residential Program Director and confirmed that our Residential Director can do the quarterly inspections, for example checking the fire extinguisher levels, after training, which we have in place now. However, the S-9 (3) requirements for equipment tested as specified by the manufacturer or the fire authority... is Johnson Controls, Koorsen, or an equivalent certified inspector. She stated that because we are a public building and because we house people this is a requirement. She is going to contact the IDOC jail standards inspector and the IDOC Hazard Controls person to see if she can get us documentation of these requirements that may be helpful.

Auditor Sleeper explained the jail uses Koorsen and has requested Shannon Talley from DCCC to reach out to the jail and then Koorsen to see if they would give us a deal if both departments use them.

DCCC received quotes from Johnson Controls that came in at \$1,170 for a one-year contract. Koorsen revised their quote after DCCC contacted them again and theirs came in at \$2,864.11 for a one-year contract.

Todd would like to see if Koorsen would make a deal if both DCCC and Sheriff's Office use their services. Auditor Sleeper will work on getting the information and return to the Commissioners.

#### **MATTER OF PUBLIC WORKS CAMPUS (HIGHWAY) PROJECT EASEMENT AGREEMENT**

Todd Sanderson made a motion to approve and for the president to sign the Easement Agreement between DeKalb County and GM Development Companies for the Public Works Campus Project (Highway).

Michael Watson seconded and motion passed:

Todd Sanderson: aye  
Michael Watson: aye  
William Hartman: aye

#### **MATTER OF WARRANTY DEED OF US 6 HUMANE SHELTER PROPERTY TO CITY OF BUTLER**

Michael Watson made a motion for the President Hartman to sign the Warranty Deed that conveys and warrants the commonly known property of 5221 U.S. 6, Butler, the old Humane Shelter to the City of Butler. Todd Sanderson seconded and motion passed:

Todd Sanderson: aye  
Michael Watson: aye  
William Hartman: aye

#### **MATTER OF HORSE DRAWN VEHICLE PENALTY**


Todd Sanderson made a motion to extend the late fee penalty date to April 15<sup>th</sup> and that is the final extension. Michael Watson seconded and motion passed:

Todd Sanderson: aye  
Michael Watson: aye  
William Hartman: aye

**MATTER OF OTHER DISCUSSION**

Topics Include: Economic Development, showers at Sunny Meadows, Travel Policy updates & HB1411 is in Senate.

  
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William L. Hartman – President

  
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Michael Watson – Vice President

  
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Todd Sanderson – Vice President

Attest:

  
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Susan Sleeper, Auditor