

DEKALB COUNTY COMMISSIONERS' MEETING

June 17, 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 informed the Commissioners that one of our Community Corrections officers was shot this morning, more details will be coming as they are available.

Today is the day insurance forms are due and the open enrollment is moving along fairly well and Lauren has done an excellent job getting the information from the employees and to payroll in a timely manner. Next, HR will inform employees on how to cancel their own STD policies if they wish.

The Central Dispatch Director position has been posted and some resumes have been coming in. The Homeland Security position has not been posted yet.

Handbook is still coming along; Shane has been very busy with everything we have sent for his review.

Background checks are well liked by some departments, but could have helped on an instance that arose at Sunny Meadows. William Hartman asked if applicants are informed they will be undergoing a background check, and when this practice starts the applicant will be given authorization forms to acknowledge and accept that the background checks will take place.

Discussion took place on Highway time keeping system and calculating OT, the need to finalize PTO, and Homeland Security Director.

MATTER OF HOMELAND SECURITY INTERIM

William Hartman made a motion to appoint Jason Meek as Interim Director of Homeland Security, Jacqueline Rowan seconded and all approved.

MATTER OF DEVELOPMENT SERVICES

Mick Cseri stated that the Town of Waterloo has just joined the COGiSIS and therefore the agreements need updated. Mick discussed each agreement with the Commissioners and explained the differences between LIDAR and GIS fly over data. Mick also informed the Commissioner that the annual price for the partners has went down by \$2,715.94 by adding the Town of Waterloo to the group.

MATTER OF ESRI AGREEMENT (RG1)

Jacqueline Rowan made a motion for the president to sign the Environmental Systems Research Institute, Inc (ESRI) Regional Government Enterprise Agreement (RG1) as an Authorized Entity for a term period of 3 years (October 16, 2018-October 15, 2021), William Hartman seconded and all approved.

MATTER OF INTER-LOCAL AGREEMENT #3 (2019-2021 REVISION)

William Hartman made a motion for all three to sign the Inter-Local Agreement #3 (2019-2021 revision) of the County-City Geographic Information System Inter-Local Data Sharing Partnership between DeKalb County and the cities of Auburn, Garrett, Butler and the Town of Waterloo. Seconded by Jacqueline Rowan and all approved.

MATTER OF INTER-LOCAL AGREEMENT WITH TOWN OF WATERLOO

William Hartman made a motion for all three to sign the Inter-Local Memorandum of Understanding between DeKalb County and the Town of Waterloo Geographic Information Systems Inter-Local Partnership to establish a general framework of goals and expectations of a joint Geographic Information Systems (GIS) project. Seconded by Jacqueline Rowan and all approved.

MATTER OF INTER-LOCAL AGREEMENT #2C:

William Hartman made a motion for all three to sign the Inter-Local Agreement #2c: County-City Geographic Information Systems Inter-Local Data Sharing Partnership for the Digital Cadastral Data Conversion between DeKalb County and the Town of Waterloo. Seconded by Jacqueline Rowan and all approved.

MATTER OF INTER-LOCAL AGREEMENT #1C:

William Hartman made a motion for all three to sign the Inter-Local Agreement #1c: County-City Geographic Information Systems Inter-Local Data Sharing Partnership for the Digital Orthophotography Procurement Project between DeKalb County and the Town of Waterloo. Seconded by Jacqueline Rowan and all approved.

MATTER OF COMMUNITY CORRECTIONS UPDATE

Steve Feters said progress is slow moving because some of the sub-contractors have moved on to other jobs. Steve stated there are still unanswered questions and that Elevatus needs to get moving. The ball is being dropped between Elevatus and Mosaic. There is an issue with the showers having a two inch step because there is a bottom in the shower that is not set deep enough and it is not meeting ADA standards. Discussion took place on miscellaneous outstanding items. Kellie has a couple furniture quotes coming in and is trying to get them compared for the Commissioners to review.

MATTER OF SECOND DRIVEWAY REQUEST: 07-05-25-100-020

Mike Stitt is asking for approval for a second driveway at 2014 County Rd 40 with the second drive on County Rd 19. He has built a barn to be able to drive in one door and out the other side. Mike Stitt also said with the home being new construction that the second driveway would be used for multiple aspects with the new build. There was a temporary driveway approved previously and discussion took place on the feelings of allowing more than one driveway. Ben Parker does not feel a second driveway is a huge issue in most cases.

William Hartman made a motion to approve the second drive at 2014 County Rd 40, Jacqueline Rowan seconded and all approved.

MATTER OF HIGHWAY

Ben brought in a new bid document for the Full Depth Reclamation with cement on CR 71 that he wanted to add some specifications to and would like the Commissioners to rescind the bid document approved on 6/10/19, and approve the new bid document that he has today.

William Hartman made a motion to rescind the bid document for the Full Depth Reclamation with cement on CR 71 approved on June 10, 2019 and approve the new bid document, Jacqueline Rowan seconded and all approved.

Ben received an email about the Maintenance Bond with Bear Creek Estates that is getting ready to expire. Ben would like to put some restrictions on an extension or new maintenance bond. Jim would like to know when the expiration has expired before he could suggest an avenue to proceed.

Ben also received a request from Fawn Creek to start the 3 year maintenance bond and since not everything with the infrastructure has been completed then the performance bond should not be released, but the expiration date should be checked on and a maintenance bond should not be issued yet either.

Ben received an email from City of Auburn on four projects and will send on to Butler, Fairman & Seifert to review.

Ben informed the Commissioners that he has found a replacement for Diane Shockney, and would like to get the new person in so that Diane has time to train her. The Commissioners told Ben to move forward.

William Hartman explained how the measurements for the Covered Bridge flooring that he originally gave to Rocky Squires was misinformation and the new measurements quote comes in around \$21,433. William Hartman spoke with Ben Beer and Ben said that even twice that amount would be less than the quote from USI.

Jacqueline Rowan made a motion to rescind the not to exceed amount from \$6,000 up to not to exceed \$25,000 for the covered bridge decking, William Hartman seconded and all approved.

Discussion took place on the 2020 Budgeting issues for the Highway on the restricted funds that State is requiring certain expenses from.

MATTER OF MINUTES

Jacqueline Rowan made a motion to approve minutes with the change dated June 10, 2019. William Hartman seconded, and all approved.

MATTER OF CLAIMS

William Hartman made a motion to approve Special claims consisting of warrant #'s 128951 thru 128956 in the amount of \$8,065.99 and wire transfer # 12202 in the amount of \$730.06 and General claims consisting of warrant #'s 128961 thru 128968 in the amount of \$189,409.02 and wire transfer #12238 thru 12305 in the amount of \$322,828.28. Jacqueline Rowan seconded and all approved.

MATTER OF TRAVEL REQUESTS

William Hartman made a motion to approve the following travel requests:

- 1) Mark Pomeroy to travel to Noble County Jail on June 6th for a PSI Interview. Estimated cost of \$15.96 to be paid for by departmental travel.

Seconded by Jacqueline Rowan and all approved.

MATTER OF PAYROLL

Jacqueline Rowan made a motion to approve payroll for the period May 28– June 10, 2019 William Hartman seconded, and all approved.

MATTER OF JAIL SYSTEMS UPGRADE PAY APP #3

Jacqueline Rowan made a motion to approve the Pay Application #3 in the amount of \$21,688.50 for Security Automation Systems, Inc. for work completed on the jail systems upgrade, William Hartman seconded and all approved.

MATTER OF SIGNING CLAIM FORMS AND PAYROLL IN THE SURVEYORS ABSENCE

William Hartman made a motion to approve the request from Surveyor Michael Kline to allow his First Deputy Nathan Frye to sign claims and payroll while Michael Kline is on medical leave for about 3 weeks, Jacqueline Rowan seconded and all approved.

MATTER OF DRUG FREE DEKALB LETTER

William Hartman made a motion to deny the request from Drug Free DeKalb to pay Bonnie Emerson, Jacqueline Rowan seconded and all approved.

MATTER OF KNOWINK MASTER AGREEMENT

Jacqueline Rowan made a motion for the president to sign the Knowink Master Software License and Services Agreement for the installation and set-up of electronic poll books and Poll Pad system, William Hartman seconded and all approved.

MATTER OF 2020 HOLIDAY SCHEDULE

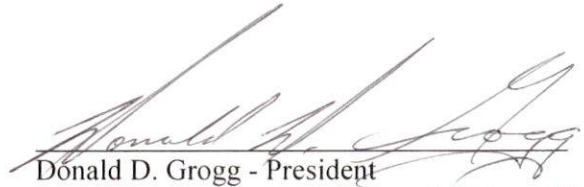
William Hartman made a motion to approve the 2020 Holiday Schedule to include the following holidays: (Election Days have been removed)


New Year's Day (1/1/20), President's Day (2/17/20), Good Friday (4/10/20), Memorial Day (5/25/20), Independence Day (7/3/19), Labor Day (10/2/20), Fair Day (10/2/20) in place of Columbus Day, Veterans Day (11/11/20), Thanksgiving (11/26-27/20), and Christmas (12/24-25/20) the 24th in place of Martin Luther King Jr. Day. Seconded by Jacqueline Rowan and all approved.

Discussion took place on Election Days when voting centers take place and also there is statute that a uniformed officer within 50 feet of polling place and Fair Friday.

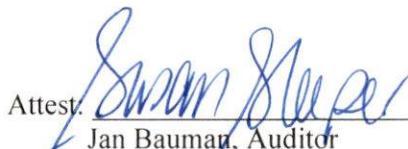
MATTER OF OTHER DISCUSSION

Other discussion included the following topics: outdoor light posts, east door usage, card swipes and key fobs, storage building for Community Corrections, Covered Bridge Donations with the Community Foundation, PTO and budgets.


Donald D. Grogg - President


Jacqueline R. Rowan - Vice President


William L. Hartman - Vice President

Attest: 
Jan Bauman, Auditor
Susan Sleeper, Acting Auditor