

DEKALB COUNTY COMMISSIONERS' MEETING

August 23, 2021

Commissioners Present: President William L. Hartman
Vice President Michael Watson
Vice President Todd Sanderson

Others Present: Auditor Jan Bauman
Attorney James P McCanna

MATTER OF HUMAN RESOURCES

Dotty Miller briefly discussed the following topics with the Commissioners: employee parking, Soil & Water finding the money to fund the new position soon; open and filled positions; and upcoming retirements in the Sheriff's Department.

The Commissioners told Ms. Miller that the windows will be replaced in the Annex Building soon. She politely asked for advanced notice so that employees could make sure they have time to clear the window area of each office for the work that needs to be done.

MATTER OF PAYROLL

Michael Watson made a motion to approve payroll for the period August 1-14, 2021. Todd Sanderson seconded, and all approved.

MATTER OF MINUTES

Todd Sanderson made the motion to approve the minutes from August 16, 2021, as presented. Michael Watson seconded, and all approved.

MATTER OF TRAVEL REQUESTS

Michael Watson made a motion to approve travel as submitted.

- 1) Dotty Miller (HR) to travel to Fort Wayne for the NIHRA Meeting on September 13. Estimated cost of \$17.34 to be paid from Commissioners' travel.
- 2) Mathew Haber (Sheriff) to travel to Plainfield September 6-9 for training at the Indiana Law Enforcement Academy. Estimated cost of \$413 to be paid from Commissioners' travel.
- 3) Greg McClure (Sheriff) to travel to Plainfield for Guest Firearm Instructor training August 23-26. Estimated cost of \$322 to be paid from Commissioners' travel.
- 4) Cheryl Lynch, Debra Krafft, Carma Johnson, and Emily Engel (Health Dept) to travel to Wabash on August 26 for a Public Health Nurse meeting. No expenses will be claimed.
- 5) Cheryl Lynch, Debra Krafft, Carma Johnson, and Emily Engel (Health Dept) to travel to Indianapolis on September 23-24 for the IHEPS Preparedness conference. Estimated cost of \$1,604 to be paid from department travel.

Todd Sanderson seconded, and all approved.

MATTER OF ENGAGEMENT LETTER WITH BAKER TILLY FOR ARP SUPPORT

Todd Sanderson made a motion to accept the engagement letter from Baker Tilly for the American Rescue Plan Fiscal Recovery Fund Program Support. Michael Watson seconded, and all approved. The fee for services will not exceed \$25,000.

MATTER OF QUOTES FOR PAINT AND OPENERS FOR POLE BUILDING

Todd Sanderson made a motion to accept the quote of \$11,460 from Derrick Weimer to paint the pole building on East 7th Street. Michael Watson seconded, and all approved.

Michael Watson made a motion to accept the quote from Auburn Door in the amount of \$646.50 for openers and receivers plus \$80 if another receiver needs to be installed. Todd Sanderson seconded, and all approved.

MATTER OF COST PER COPY AGREEMENT FOR RECORDER'S PRINTER

Todd Sanderson made a motion for President Hartman to sign the Cost Per Copy Agreement with Business Impressions for the Recorder's Office printer. Michael Watson seconded, and all approved. The Commissioners would like for the Recorder to continue to pay this on a monthly basis out of her budget.

MATTER OF CONSENSUS FOR SPENDING FROM THE ARP FUND

Commissioners Watson asked whether there would be consensus of the Commissioners to submit a request to Council to appropriate \$21,667 for the sewer and water feasibility study the Town of Ashley is having done. This amount represents 1/3 of the cost of the study. The Town of Ashley and Steuben County would be paying the other 2/3 of the cost. The feasibility study is for a \$300,000 project just over the line in Steuben County. Looping the water and sewer south of the line into DeKalb County will open up approximately 250 acres for development. Auditor Bauman asked questions about this request since it will be the first one subject to all of the ARP reporting requirements. We will need assurances from recipients that they comply with all ARP requirements. Commissioner Watson assured her that Baker Tilly will be assisting with that process and also in this case the recipient will be the Town of Ashley which is already aware of ARP requirements. Educating them will not be an issue. Todd Sanderson made a motion that the Commissioners give consensus to spend \$21,667 of ARP money for the sewer and water feasibility study pending Baker Tilly's approval and Council's approval of the additional appropriation request. Michael Watson seconded, and all approved. Ms. Bauman will submit the additional appropriation request for advertisement for the September 13 Council meeting.

MATTER OF 2022 BUDGET PROJECTION FOR HIGHWAY BUILDINGS, OTHER FUNDS

Auditor Bauman distributed a breakdown of how the Commissioners intend to pay for the Henderson property in Waterloo in 2021. The bottom portion was an itemization of the costs to develop the property as well as a list of all the properties being sold in 2021 that were intended to help fund the development in 2022. The list also included other budget sources that altogether will pay for the expected costs of the project. Then, Ms. Bauman distributed a detailed list of what she projects to be unspent appropriations for the end of 2021 in the LITED Fund 1112. She went through each line item and explained how the values were derived. On the projector in Commissioners Court, the budget projection spreadsheet she does create annually was presented, and the LOW Budget Projection software showing 2022 budget entries was also presented. She showed the Commissioners how the numbers are tied together, how they flow, and what they mean. She wanted them to know this is what will be presented to Council during the budget hearings. This was for informational purposes only. No action was taken.

MATTER OF FOLDER-SEALER MACHINE IN AUDITOR'S OFFICE

The folder-sealer machine located in the Auditor's Office has been there for over 20 years. It costs \$975 annually to maintain the machine. The machine used to be used throughout the year by several offices. However, the needs for the machine have waned over the years. Now, the main office that uses it is the Assessor's Office. The Surveyor's Office used it once recently. The Commissioners asked if the machine requires maintenance because that is a lot of money to pay for the machine to sit most of the year. The Auditor asked if the Commissioners would mind if the machine were offered to the Assessor to take to her office if she wants to continue using it and to take over the cost of the maintenance if she does want the machine. The Commissioners said they thought that was a good idea and to go forward with it.

MATTER OF HIGHWAY

Ben Parker said that he has submitted all required documentation for the covered bridge grant. We should receive our \$50,000 grant reimbursement very soon.

Michael Watson made a motion to pay the ForeSight wetland delineation bill for \$4,180 out of LITED #24. Todd Sanderson seconded, and all approved.

Holiday Lakes is all paved, and the people there are very pleased.

INDOT will be replacing a small structure on State Route 8 carrying Wingard Ditch, 4.9 miles east of I-69. Mr. Parker has set an unofficial detour for road closure as North on County Road 41 to East on County Road 40-A to South on County Road 43, returning to State Road 8. Todd Sanderson made a motion to sign the INDOT Letter of Understanding/Unofficial Detour for Contract R-42152, Des No 1701387. Michael Watson seconded, and all approved.

MATTER OF UPDATE ON COMMUNITY CORRECTIONS COMMISSARY

Director Kellie Knauer and Sheriff Cserep updated the Commissioners on the status of the Commissary at Community Corrections and how the administration of it is transitioning over to the Sheriff. State Board of Accounts recently weighed in and advised Community Corrections that this needed to happen because of how statute reads. Also, the debit cards attached to her commissary checking account were destroyed since those should not have been in use. Ms. Knauer talked about a Keefe Kiosk that will have products for residents. She said Community Corrections will act solely as a distribution agent. Also, she would like Attorney McCanna to look into guidelines on vending machines and whether Community Corrections can have one and if her department would be able to keep the proceeds. There was discussion about restricted versus public vending machines. Also, monies cannot be mixed between the Sheriff's commissary and Community Corrections' monies. The Sheriff will be providing "welcome kits" for each residential facility participant. Ms. Knauer spoke about HEA 1068 which seeks to clarify the Indiana Code regarding Community Corrections. She explained that until the Sheriff is ready to completely take over the administration of commissary, her department will continue to use Brownie Bucks and operate a checking account. The goal is to have the transition in place by October 15, 2021. There was disagreement between Ms. Knauer and Sheriff Cserep with how to motivate the people in Community Corrections. She doesn't think they should be treated as inmates or prisoners would be. Auditor Bauman said that State Board of Accounts Auditor Joshua Schmitt advised that the Memorandum of Understanding (MOU) should be re-written to detail out each side's responsibilities; this is in reference to item #16, administration of the commissary by the Sheriff. Then, once it is complete, the Commissioners will also need to approve the MOU.

Before Ms. Knauer left the meeting, the Commissioners talked to her about touring Community Corrections after the showers are complete. This should be after Labor Day but no later than October 1st. All punch list items should be done by the beginning of October.

MATTER OF OTHER DISCUSSION

Other discussion topics included: signs for County parking lots; new guardrails for pole building; DART title work documents signed for van (approved in prior meeting); getting quote to paint I.S. Department at same time as Auditor's Office; broadband grant submission; and Environmental Restrictive Covenant recorded.

William L. Hartman – President

Michael Watson – Vice President

Todd Sanderson – Vice President

Attest:

Jan Bauman, Auditor