

DEKALB COUNTY COMMISSIONERS' MEETING
January 14, 2019

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

Others Present: Auditor Jan Bauman
 First Deputy Auditor Susan Sleeper

Absent: Attorney James P McCanna

MATTER OF HUMAN RESOURCES

Dotty Miller's Administrative Assistant will be starting January 22nd. Her name is Lauren Deutch. Pay will begin at \$15.50 per hour.

The Handbook Task Force is making progress toward a proposal regarding PTO day accumulation, carry over, and so on.

MATTER OF REPORT ON BIKE TRAIL

Richard Shankle, President of the Bike Trail Committee gave a report on the bike trail to the Commissioners. There was a dedication of the dog statue on Labor Day Weekend. Seiss Concrete donated \$4,800 of labor and materials for the statue to have a base. By December 31, 2018, \$1,000 in matching funds were donated by seven individuals to the endowment fund. Mr. Shankle distributed a proposed budget. Gifts in-kind have been donated which keep the budget lower than it would otherwise need to be. Mr. Shankle would appreciate having Commissioner representation on the Steering Committee. A short video was shown that is available on Facebook. It reviewed some of the things that have been done on the bike trail. Mr. Shankle asked if the Commissioners would be willing to donate to the trail. Mr. Shankle also said that there is \$70-\$90 million in State Funds available for bike trails in Indiana, but the grant application is quite detailed. He wondered if DeKalb County would be willing to apply for grant dollars. President Grogg had talked with Rick Ring who will look into peopleforbikes.com, which has avenues for funding. Mr. Shankle recommends that the width of a bike trail be a minimum of 8-10 feet.

MATTER OF CENTRAL COMMUNICATIONS' P/L DAYS BEGINNING 1-1-19

Bill Hunter is proposing that his employees should earn a day for what was accrued the last quarter of 2018. President Grogg's opinion is that Central did not have an approved policy—only the policy that was changed from what was a stem of the Sheriff's dept. Bill Hunter disagrees. Bill states that in absence of a county policy, their department enacted their own. Commissioner Hartman suggested compromising with something in between. Dotty Miller suggests they allow to earn the day but must use by a certain timeframe. Jacqueline Rowan made a motion to approve earning the day and that it be use by the end of the first quarter, not paid out, and after that the department will be on the Sheriff's policy until new handbook is complete. William Hartman seconded and all approved.

MATTER OF COMMUNITY CORRECTIONS

Kellie Knauer would like to be able to “grandfather” in her five employees to the way the vacation time had been interpreted according to the employee handbook. We have since learned that the way it had been interpreted was not correct. It would only be for those 5 employees until they have reached their one year of employment. The Commissioner are going to discuss with Attorney McCanna on his thoughts.

Tony Vie presented the constructions costs and the status of the contingency monies built into the contract. Mr. Vie handed out a spreadsheet showing change orders received so far. A new change order #4 will be coming regarding the electrical utility infrastructure for the change to the way the electrical is to be hooked up. After change order #4 the anticipated contingency balance will be approximately \$70,000.

President Grogg announced that as of January 11, 2019, there is \$4.5 million in builders risk insurance.

Tim Baker said with the street lights being on, it has improved the ambient light for viewing purposes.

Kellie Knauer said there will be a progress meeting on Thursday at 10:00 a.m. at the site.

MATTER OF JAIL ROOF

Hydrotech never replied to Steve Park about the credit. Steve Feters put the ball in Hydrotech’s court to remedy the situation.

MATTER OF NEW HIRE FOR PROBATION DEPARTMENT

Michael Lapham was in to discuss a new employee; Marlene Morr will be retiring on March 4th. Mr. Lapham’s plan is to move an existing employee into Ms. Morr’s position. When the existing employee moves into Ms. Morr’s open position, a new person will need to be hired. Mr. Lapham would appreciate being able to hire an employee two weeks before Ms. Morr leaves so adequate training can take place. The Commissioners want Mr. Lapham to cover the wages for the overlap period through his user fee monies through the Supplemental Adult Probation Fund; the Commissioners will pay the benefits. The Commissioners agree that a 2-week overlap is very reasonable. William Hartman made a motion to approve a 2-week overlap in employees for the Probation Department. Jacqueline Rowan seconded, and all approved.

MATTER OF CERTIFICATE SALE

Commissioners had Treasurer Wilcox come to the meeting and discuss how to set minimum bids. Jacqueline Rowan made a motion to set minimum bids at \$25.00 for vacant or residential properties, and \$100.00 for residential or commercial properties. William Hartman seconded and all approved.

MATTER OF HIGHWAY

Ben Parker received certified mail on a corrective action plan from INDOT for the [old] gasoline spill. It will be forwarded to Barnes and Thornburg and Jim McCanna.

Ceres Solutions’ firm price for fuel is \$2.5556, and current market price is \$2.1895. Ceres Solutions suggested that the County use the open market from now until March 2019, and then lock the price from March 2019 to year end. William Hartman made a motion to lock the rate at \$2.5556 with Ceres solutions. Jacqueline Rowan seconded and all approved.

For street striping bids, Mr. Parker had sent a question to Attorney McCanna who confirmed that the County could accept all bids and therefore have the options. Jacqueline Rowan made a motion to lock in all 3 of the pavement markings #9 bids. William Hartman seconded and all approved.

William Hartman made a motion to accept all #1, #3, #4, #5, #6, #7 & #8 bids. Jacqueline Rowan seconded and all approved.

Mr. Parker would like to ask the Council for an additional for 5% contingency money for Bridge #90. The Commissioners agree that Ben can submit letter to the Council.

Chad Fox purchased property on CR 34. He has deeded off his driveway to another parcel. Mr. Fox has come to Mr. Parker on where to place his new driveway. Mr. Fox's proposal would not meet the footage guidelines for site requirements. Mr. Fox wanted Mr. Parker to ask the Commissioners for a special exemption to waive the minimum site requirement. The Commissioners want Mr. Fox to go back to the new owner for a right-of-way to the old driveway.

Toby Steffen brought the contract for the proposal submitted with dollar amount and not-to-exceed amount of the service agreement already accepted. The commissioners are tabling until Jim McCanna can review the contract to sign.

MATTER OF CITY OF BUTLER REQUEST TO OBTAIN 325 S. BROADWAY, BUTLER

Steve Bingham handed out a one page summary of their proposal and read it aloud. Jacqueline Rowan made a motion to assign the Tax Sale certificate to the City of Butler, Bill Hartman seconded and all approved. This is for parcel #23-07-12-109-001 located at 325 South Broadway, Butler.

MATTER OF COURTHOUSE SECURITY

The Commissioners moved their meeting to Judge Monte Brown's Superior Court 2 conference room on the third floor. The press was invited and also attended. President Grogg asked about extending the walls to the vestibule to allow for more people to get in the door out of the weather, and yes, they can put bullet proof glass from the doorway to the scanning unit. There was discussion about allowing certain people to have a key fob to be able to go in a different entry, such as judicial officers, the Prosecutor and law enforcement. President Grogg asked Mark Barklay to send in a final proposal and design. Judge Brown asked Mr. Barklay to send possible protocols to him, so the County can begin to create protocols for DeKalb County. The Commissioners' meeting was then moved to the first floor to the north door where discussion and measurements were taken. The press was present for the entire discussion.

MATTER OF CLAIMS

Jacqueline Rowan made a motion to approve Special Claims for the weeks of January 14, 2019. William Hartman seconded, and all approved.

MATTER OF TRAVEL AND TRAINING REQUESTS

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

- 1) Dotty Miller (HR) to purchase webinar class on 2019 Institute for Excellence-HR on February 5. Estimated cost of \$60 to be paid from Commissioners' budget.
- 2) Mick Cseri (GIS) to travel to Huntington on January 31 for the Northeast Indiana GIS Council meeting. Estimated cost of \$35.72 to be paid from department travel.
- 3) Kellie Knauer (Community Corrections) to travel to Hamilton County for the IACCAC Board of Directors meeting. Estimated cost of \$15 to be paid from department travel.

- 4) Mike Kline (Surveyor) to travel to Lafayette on February 7 for the 2019 Stormwater Drainage Conference. Estimated cost of \$184.12 to be paid from the County Elected Officials Training Fund.
 - 5) Nathan Frye (Surveyor) to travel to Lafayette on February 7 for the 2019 Stormwater Drainage Conference. Estimated cost of \$75 to be paid from the Commissioners' budget.
 - 6) Martha Grimm (Council) to travel to Indianapolis February 5-6 for the AIC Legislative Conference. Estimated cost of \$432.76 to be paid from the Commissioners' budget.
- William Hartman seconded, and all approved.

MATTER OF PAYROLL

William Hartman made a motion to approve payroll for the period December 25, 2018 – January 7, 2019. Jacqueline Rowan seconded, and all approved.

MATTER OF COUNTY HOME REPORT

The Commissioners acknowledge receipt of the December 2018 County Home Report.

MATTER OF ORDERS TO REVISE PRECINCT BOUNDARIES

Clerk Holly Albright submitted two orders to revise precinct boundaries due to annexations. The first Order Establishing Precincts is to change the voting precinct from Keyser 5 to Keyser 6. The second Order Establishing Precincts is to change the voting precinct from Keyser 5 to Keyser 4. Jacqueline Rowan made a motion to approve the precinct lines for the county and for all 3 to sign on the two orders. William Hartman seconded and all approved.

MATTER OF COMMISSIONER MISC. DISCUSSION

Commissioner Hartman had spoken to Representative Ben Smaltz about a possible new jail in the future. Representative Smaltz suggested starting a Cumulative Jail Fund to set monies aside. The Commissioners asked Susan Sleeper to run the idea past financial advisor Jeff Peters.

Donald D. Grogg - President

Jacqueline R. Rowan – Vice President

William L. Hartman – Vice President

Attest: _____
Jan Bauman, Auditor