

**DEKALB COUNTY COMMISSIONERS' MEETING**  
January 21, 2019

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

Others Present:                   Auditor Jan Bauman  
  Attorney James P McCanna

**MATTER OF HUMAN RESOURCES**

The Hand Book Task Force has made some progress with a proposal for Paid Time Off (PTO). First, apart from PTO, sick time that an employee has accrued at the time of the change to the new policy would stay in a repository and would need to be used within 5 years. A new schedule for earned days was also explained which would be the PTO. It was recommended that at each employee's anniversary date, it would be a "use it or lose it" policy. It was asked whether the new policy could be rolled out soon and be retroactive to January 1<sup>st</sup>, 2019. The Commissioners are considering this.

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 since 2009 was not correct. The grandfathering in of the five employees would only be until they have reached their one year of employment. Dotty Miller recommends that the current, corrected interpretation be used for these employees rather than allowing the employees to be grandfathered in to the way the policy had been misinterpreted but has since been corrected. The Attorney has not had a chance to work on this. No action was taken.

**MATTER OF COMMUNITY CORRECTIONS JUVENILE GRANT REQUEST**

Kellie Knauer requested that her Fiscal Year 19/20 Juvenile Grant Application be approved by the Commissioners so she can submit it to the Indiana Criminal Justice Institute. No significant changes were made from last year's budget. No raises were included. The total amount of the grant is the same amount as last year. The Advisory Board approved it on Friday. Jacqueline Rowan made a motion to approve the FY 19/20 Juvenile Grant Application. William Hartman seconded, and all approved.

Ms. Knauer also brought the 2019 Firearms Training Agreement with the City of Auburn. The cost has been reduced to \$80 per person. William Hartman made a motion for Kellie Knauer to contract with the City of Auburn for Firearms Training. Jacqueline Rowan seconded, and all approved.

**MATTER OF DRUG FREE DEKALB CONTRACTS FOR APPROVAL**

Bonnie Emerson brought all but one of the contracts between grant recipients and the Commissioners for the Commissioners to sign. The comprehensive plan and ICJI approval have not been submitted to the Commissioners for approval yet. The Commissioners want Ms. Emerson to return next week with all of the documents. By then, the final contract may also be ready for approval. No action was taken.

**MATTER OF MINUTES**

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

### **MATTER OF CLAIMS**

William Hartman made a motion to approve Special Claims for the week of January 21, 2019, and General Claims consisting of warrant #128149 through 128169 in the amount of \$23,483.18, and wire transfer #11034 through 11107 in the amount of \$136,535.82. Jacqueline Rowan seconded, and all approved.

### **MATTER OF TRAVEL**

Jacqueline Rowan made a motion to approve travel requests as written.

- 1) Amy Demske (Council) to travel to Indianapolis February 5-6 for the AIC Legislative Conference. Estimated cost of \$442.78 to be paid from the Commissioners' budget.
- 2) Johanna Scott (Probation) to travel to Indianapolis on March 14 for A&D Staff Orientation. Estimated cost of \$122.92 to be paid from department travel.
- 3) Johanna Scott (Probation) to travel to Indianapolis on February 7 for the CSAMS Exam. Estimated cost of \$172.92 to be paid from department travel.
- 4) Jonnie Barth (Probation) to travel to Indianapolis on February 7 for the CSAMS Exam. Estimated cost of \$203.20 to be paid from department travel.
- 5) Ryan Hull (Probation) to travel to Indianapolis on March 13 for Problem Solving Courts Staff Orientation. Estimated cost of \$338.20 to be paid from department travel.
- 6) Kurt Grimm (Circuit Court) to travel to Indianapolis February 14-15 for a DR Committee Meeting. Estimated cost of \$332.16 to be paid from the Commissioners' budget.

William Hartman seconded, and all approved.

### **MATTER OF 2019 CERTIFICATE SALE DOCUMENTATION**

Jacqueline Rowan made a motion to approve the Certificate Sale calendar, Resolution No. 2019-R-2, and the contract for SRI for the 2019 Certificate Sale. William Hartman seconded, and all approved.

### **MATTER OF TOTALID SOLUTIONS INVOICE FOR ID BADGES**

William Hartman made a motion to pay for the ID badge card stock out of Courthouse Security LITED #17. Jacqueline Rowan seconded, and all approved.

### **MATTER OF 2019 MICROVOTE ANNUAL MAINTENANCE AGREEMENT**

Jacqueline Rowan made a motion for the 2019 Infinity Voting System Annual Maintenance Agreement to be approved and to be paid out of the Clerk's Elections budget and for the President to sign. William Hartman seconded, and all approved.

### **MATTER OF COMMUNITY CORRECTIONS**

The framing, all weight-bearing walls, and trusses are up. Lights are on. An infrared camera has been installed. Potter Drive has not been plowed.

A \$41,533.87 change order was submitted for approval. William Hartman made a motion to approve Change Order #4 for the Community Corrections building project and for the President to sign. Jacqueline Rowan seconded, and all approved. This is for an extra charge of \$44,628.87 for electrical and a credit of \$3,095.00 for a change in sealers, for a net total of \$41,533.87.

The gas line is being trenched. The grass "is a mess." A backhoe was used to trench the line.

Steve Feters is preparing a scope sheet for the proposed out building. It is not a pole building and should not be quoted as a pole building. It will have footers and a slab and will be heated.

### **MATTER OF JAIL ROOF**

Wade Steifken from Hydrotech and Steve Park met last week and went through the credit due the County. More revisions have been made, but Steve Feters and Steve Park believe the credit of \$8,823 is not as high as they think is appropriate. Steve Feters asked whether the invoice from November that is being held can be released. The Commissioners agree and would like it paid as a special claim this week. They do not want any more payments to Hydrotech to be released until the change order has been agreed upon.

### **MATTER OF BOARD OF FINANCE MEETING**

Board President Jacqueline Rowan called the meeting to order at 10:32 a.m. Donald Grogg made a motion to approve the minutes from January 22, 2018. William Hartman seconded, and all approved.

Donald Grogg made a motion to retain Jacqueline Rowan as President. William Hartman seconded, and all approved. Donald Grogg made a motion to retain Sandi Wilcox as the Secretary. William Hartman seconded, and all approved.

Treasurer Sandi Wilcox went over cash and investments and interest earned. Interest has increased significantly due to the Treasurer aggressively investing monies. William Hartman moved to approve the 2018 Cash and Investment Report. Donald Grogg seconded, and all approved.

Donald Grogg made a motion to approve Warrants Outstanding & Unpaid for a Period of Two or More Years as of December 31, 2018 and for the monies to be returned to the funds from which they were originally paid. William Hartman seconded, and all approved.

Donald Grogg made a motion to approve the Investment Policy and for all three to sign. William Hartman seconded, and all approved.

William Hartman made a motion to approve the Board of Finance Annual Report. Donald Grogg seconded, and all approved.

Treasurer Wilcox then detailed her office's achievements of 2018 and goals for 2019. Achievements include: remote deposit of incoming checks, tax bills printed and mailed by outside vendor, imaging of tax billings, bankruptcy database, database created for government employee management, alcohol permit controls implemented, streamlined mobile home transfer process, tax collection sites implemented CSB and Horizon, implementation of GovTech for Escrow companies, operating account changed from PNC to CSB, rollout of TRECS for 2019, retired PATI and rolled out Beacon GIS-Tax. Goals include: generate more than \$600,000 in interest revenue without CDs or bond interest, improve collection rate from 15.4% to 12%, TRECS implementation, expansion of GovTech to all banks, unknown parcel property cleanup, revamp Treasurer's web site, research and implement payment plan, and public tax payment kiosk.

The next meeting will be January 20, 2020 at 9:15 a.m.

President Rowan closed the meeting at 11:03 a.m.

### **MATTER OF HIGHWAY**

The Commissioners and Ben Parker talked about the winter storm over the past weekend.

Jacqueline Rowan made a motion to approve the contract with Butler Fariman and Seufert for Construction Engineering Services for DeKalb County for Bridge #90 on North Center Street and for

the President to sign. William Hartman seconded, and all approved. The work for construction inspection will be on an hourly basis for a not-to-exceed amount of \$41,400.

Chad Fox is now requesting the speed limit to be lowered on CR 34. This would give him the sight distance he needs. Mr. Parker told him that speed studies would need to be done as well as ordinances written. Mr. Parker does not believe a lower speed limit is warranted because there really isn't a crash history that raises a red flag. The Commissioners can make a special exception to allow him access but make him liable if there is ever an accident at the point of access. Attorney McCanna said if such an agreement is made, it would need to be recorded to put all future property owners on notice of the agreement. The Commissioners want Mr. Parker to run this option by Mr. Fox before pursuing it. The developer at Fawn Creek does not want to provide a performance bond. He believes a maintenance bond should be sufficient to be able to sell lots. The maintenance bond is based on the total of the cost of the finished road. The performance bond would cover such things as the top coat of the road and damage to base of road from construction traffic. A performance bond protects the County. Mr. Parker would like the Attorney to begin communicating with the developer now.

Fawn Creek established a sign out front. Right now it is not a problem, but it will be in the future after the development is complete. Mr. Parker would like the developer to complete and submit a Permission to Encroach now to avoid future issues.

There was discussion about the proposed roundabout for County Road 11-A and County Road 427.

#### **MATTER OF COUNCIL ON AGING**

Director Meg Zenk brought the 4<sup>th</sup> Quarter 2018 Invoice-Voucher to the Commissioners for approval. Jacqueline Rowan motioned to approve the INDOT Contract Invoice-Voucher for DART Operating expenses in the amount of \$64,403 and to be signed by the President. William Hartman seconded, and all approved.

Ms. Zenk is preparing for a comprehensive compliance review. INDOT wants to make sure the Commissioners are as informed as possible. They would like representation by the Commissioners. They would also want to make sure the Commissioners are completely comfortable with the things Ms. Zenk brings to them for discussion.

The new storage building for vehicles has been very appreciated. It can keep up to 17 vehicles out of the elements.

DART is in need of drivers and a billing person.

#### **MATTER OF CHILLER FURNACES**

The chiller that cools the courthouse in the summer has oil running out of the heat exchanger. The end of the barrel is rusted to the point of disrepair. That piece is obsolete. To have one made is \$18,500. That chiller is 42 years old. Would the Commissioners like to put that amount toward a new chiller? The other issue is that due to building code, there should be a detection system for the refrigerant. A new chiller can be purchased and installed outside the building. Something can be added so the liquid doesn't freeze. It would protect the piping. The two units could be removed that are outside and replaced with the new chiller. The new chiller will be smaller but a little taller. York's quote was \$113,000. Train has not provided a quote yet. The new chiller would be more efficient. The R22 could be replaced. It would have ozone friendly refrigerant that is less expensive, and the refrigerant would be outside the building so there wouldn't be leaks to contend with. The new chiller could be installed in April. A repair part if chosen would have a lead time of about 4 weeks.

The Commissioners think it is time to replace the old chiller. They will bring it up in their discussion with the Council on February 4<sup>th</sup>.

There is also a big tank (air separator) in the basement that is very rusty and very old. A new tank will cost \$9,175. The Commissioners will bring this up to Council on February 4<sup>th</sup> as well.

#### **MATTER OF USE OF COUNTY BUILDINGS DURING DEKALB COUNTY FAIR**

There was discussion about how difficult a time there is monitoring the use of the Annex Building during the DeKalb County Fair. It is a liability. William Hartman made a motion to no longer allow access to any of the County buildings during the DeKalb County Fair. Jacqueline Rowan seconded, and all approved.

#### **MATTER OF COURTHOUSE SECURITY**

The person who installs card readers on doors looked at the doors on the courthouse. He recommends that if card readers are to be installed the courthouse doors be replaced. The reason is that power would have to be run to the doors, and three wires would need to be run to the readers. If new doors are installed, wireless card readers can be installed, and power would not need to be run to them. There was a recommendation that if doors are replaced, they are replaced with a single door with glass on either side instead of double doors. The Commissioners need to find out if that would meet fire code. No estimate was given for the cost to do this. No action was taken.

The Commissioners' meeting temporarily moved to the 1<sup>st</sup> floor so better measurements of the area could be taken and so the Commissioners could better visualize what they would like to see in the entrance for security. After 10 minutes, everyone returned to Commissioners Court. It was decided that Larry Lane is going to contact Mark Barklay about the updated plan so an accurate quote can be calculated for the security equipment.

#### **MATTER OF 2018 ANNUAL JAIL REPORT**

The Commissioners acknowledge receipt of the 2018 Annual Jail Report.

#### **MATTER OF NO PARKING ORDINANCE FOR POTTER DRIVE**

Jacqueline Rowan motioned to approve Ordinance No. 2019-R-1, DeKalb County Code 9-1-4-2, an Ordinance to Establish a No Parking, Standing, or Stopping Zone along the Entire Length of Potter Drive from its Intersection on the North Side of State Road 8 to the Entrance to the New Community Corrections Facility on the second and third readings, and for all three to sign. William Hartman seconded, and all approved.

#### **MATTER OF BIKE TRAIL**

Dick Shankle last week asked whether the Commissioners will contribute toward the bike trail and whether the Commissioners will have someone serve on their board. President Grogg will serve on the board. Jacqueline Rowan made a motion to contribute \$500 toward the bike trail. William Hartman seconded, and all approved.

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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