

**DEKALB COUNTY COMMISSIONERS' MEETING**  
July 29, 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 brought a suggestion to the Commissioners from the Handbook Taskforce meeting suggesting a Community Service Leave Day Policy. Discussion took place on the complexity of tracking and auditing the days and the many issues that may arise. Dotty attended a handbook seminar in Fort Wayne put on by Beckman Lawson that was very well attended and included great information, there will be a second meeting to finish all the information that was not able to be covered in the time allotted. Dotty and Shane are going back and forth on policies that he has under review, the current hot topic is weapons on the County grounds/vehicles. Dotty sent the revised PTO policy out to Shane for review and also spoke with fellow HR departments who feel our policy is very generous. A short discussion took place on the courthouse hours.

**MATTER OF CONTRACTOR REGISTRATION ORDINANCE**

Chris Gaumer brought in the proposed changes for the Contractor Registration Ordinance. The changes include the update of the departments' name, and the contractors/subcontractors will be required to provide proof of licensure if required by State Law, and requires all plumbing contractors to register as a contractor and provide proof of their current and valid state plumber contractor license. Mark Hensinger attended and spoke on his feelings of the proposed ordinance, Mark feels it is only one sided and states the biggest issue is the non-licensed plumbers that are doing business and getting away with it. Chris pointed out that on the ordinance 6-4, a fine can be assessed for intentional continual violation. Mark stated that a year ago he walked into a building site and a non-licensed plumber was doing work, but was unable to get someone to get help in getting the issues stopped. Mark is wanting to know how and who is going to be able to stop this issue as it is happening not waiting for after the fact. Chris explained that the County can only do so much and can issue a stop order for violations that are brought to his attention under the counties jurisdiction. Mark Hensinger is now saying that he will go to the Attorney General to get more resolution. Revisions will be made to the Ordinance and come back in front of the Commissioners for approval.

## **UPDATE ON COMMUNITY CORRECTIONS**

According to Steve Feters, work is coming along but is going slow. The Electrician was fired last week by his own company, so a new Electrician will need hired. The mason contractor hasn't started as of yet, but should be there no later than Wednesday. Neil is back and will stay until the project is complete and estimated finish date of October at this time. The pipe insulator is on the job site but works very slowly. Tim Baker stated they are working on trying to get the Part-Time Maintenance position hired to have a smooth transition from construction to finished product. Tim Baker said they are looking at how soon they can start on furniture to keep the process rolling. Steve stated the gas company was out and did a nice job at taking care of the issue on Potter Road and that it looks very nice. Steve talked with Scott Karst last week on Potter Drive and their seems to be something going on between Engineering Resources and Geiger (different project lawsuit) that he feels they are bringing the Community Corrections project into the issue, William Hartman will contact Karst and find out the issue in order to cut Geiger for Potter Drive completion.

## **MATTER OF COMMUNITY CORRECTIONS FURNITURE**

William Hartman made a motion to approve the furniture quote to Workspace Solutions in the amount of \$135,200.65 by excluding the purchase of the boardroom furniture of \$6,947.68 at this time to help with the storage area needs for the time being. Seconded by Jacqueline Rowan and all approved.

The Commissioners would like to have additional quotes for the window treatments before making a decision on where to purchase.

Kellie Knauer and Tim Baker spoke with the Commissioners on 8/1/19, while Commissioners were in session for Drainage Board. They brought up many concerns on the decision the Commissioners had made to exclude the boardroom furniture, Kellie explained that the boardroom is a common place for meetings, training and other events that offenders cannot over hear what is being discussed. Kellie also explained that she is held by strict expectations and guidelines to meet in order to continue to receive grant dollars to fund the Community Corrections Department/Program. The customer service difference between Workspace Solutions and Bassett's Office was also discussed.

Bill Hartman explained to Kellie and Tim that he personally was not ready to put up an outbuilding on the property due to the quotes that have come in and also the location of where to build it, Jackie and Don agreed. Bill asked if a 15'X40' temporary storage building would be acceptable for the time being. Tim questioned on whether the maintenance person would be able to have electricity and a work space inside the temporary unit, Bill did not think that would be an issue. Kellie expressed that she wasn't happy about it, especially because she has already had to condense the building but she would agree as long as her maintenance person had a place to do work.

The Commissioners would like to put a temporary building for a few years and then possibly build one large building when the Jail site is determined that could house both Community Correction needs and Sheriff needs and would be able to get a better quote for one large building vs. two smaller buildings.

The topics will continue being discussed at the 8/5/19 meeting.

## **MATTER OF JUDGE GRIMM'S WORKSPACE**

Jacqueline Rowan made a motion to approve and the president to sign the Workspace Solutions proposal #25704 dated 7/25/19 for Project 1-1172 for Judge Grimm's work area in the amount of \$730.80 to be paid for from LITED #24. Seconded by William Hartman and all approved.

## **MATTER OF STONE BRIDGE ESTATES**

Chris was in to discuss the decision to have the subdivision and villas caring for their own snow removal, Chris received a call from Jeremy Henney after the meeting wanting to request the County to maintain the snow removal and maintenance for the main road (not the villa area). The Commissioners would like to talk with Ben Parker on his opinion of the proposed change from Henney's on the winter maintenance before making a decision.

*(From 7/22/19 meeting)*

*Sauer Land Surveying, Henney Builders, Development Services and the Highway were all present to discuss the Stone Bridge Estates plans for the Villa's road plans. Henney Builders agreed to take care all the winter maintenance, but in the end the road would be dedicated to the County. Jim McCanna would like to see an agreement put together that is recorded for future homeowners that may purchase and also have it noted on the secondary plat. The rest of the addition would be plowed like the county roads are and the snow will just be pushed to the sides of the road, there is not an area to pile the snow up. Don Grogg suggested that possibly the contractor who takes care of villa's snow removal would also want to take care of the rest of the area.*

*Jacqueline Rowan made a motion to accept the Stone Bridge Estates plan with the understanding that the Stone Bridge Estates will take care of all Winter Maintenance for the entire addition. William Hartman seconded and all approved.*

## **MATTER OF MINUTES**

Jacqueline Rowan made a motion to approve minutes as written dated July 22, 2019. William Hartman seconded and all approved.

## **MATTER OF CLAIMS**

William Hartman made a motion to approve Special claims as written for the week of July 29<sup>th</sup>. Jacqueline Rowan seconded and all approved.

## **MATTER OF PAYROLL**

William Hartman made a motion to approve payroll for the period July 9 – July 22, 2019. Jacqueline Rowan seconded, and all approved.

## **MATTER OF TRAVEL REQUESTS**

William Hartman made a motion to approve travel request for the following:

- 1) Kurt Grimm to travel to Indianapolis on July 19<sup>th</sup> to attend Domestic Relations Committee Meeting. Estimated cost of \$55.00 to be paid for from Commissioners travel.
- 2) Kurt Grimm to travel to Indianapolis on August 16<sup>th</sup> to attend Domestic Relations Committee Meeting. Estimated cost of \$55.00 to be paid for from Commissioners travel.
- 3) Dotty Miller to travel to Fort Wayne on August 20<sup>th</sup> to attend Hands-on Handbooks Seminar, Part II. Estimated cost of \$23.62 to be paid for from Commissioners travel.
- 4) Joe Carlin to travel to New Castle on August 27<sup>th</sup> to attend an Inmate Visit with Christopher Davis. Estimated cost of \$81.32 to be paid for from Commissioners travel.
- 5) Kellie Knauer to travel to Noblesville on October 11<sup>th</sup> to attend Indiana Association of Community Corrections Act Counties Board of Directors Meeting. Estimated cost of \$54.14

to be paid for by department travel. (Approved 6/10/19, this is showing the date was changed from 10/4/19 to 10/11-19)  
Seconded by Jacqueline Rowan and all approved.

#### **MATTER OF HOMELAND SECURITY DIRECTOR POSITION**

Jacqueline Rowan made a motion to approve Jason Meek for the replacement of Roger Powers with the salary of \$53,598.00 to be paid out bi-weekly in the amount of \$2,061.46 for 2019 starting August 1, 2019. William Hartman seconded and all approved.

#### **MATTER OF OTHER DISCUSSION**

Other discussion included the following topics: Weapons in the courthouse, proximity reader and alarms, tort claim, EMA Director Position, broadband, Veteran Affairs Position, lighthouse, septic ordinance and Aquifer meeting.

*Regular Meeting paused for the advertised Executive Session from 2:00 p.m. to 3:00 p.m.*

*Regular Meeting reconvened at 3:00 p.m.*

#### **MATTER OF VETERAN'S AFFAIRS DEPARTMENT HEAD POSITION**

Discussion took place on the 4 applicant's, and the logistics of how to handle a transition to still maintain the office and timing of the number 1 applicant.

Jacqueline Rowan made a motion to hire Travis R. Holcomb as the Veteran Affairs Department Head position, to start in September as an intern, while Bonnie Lamm works under contractual services to bridge the gap between Brian's retirement and Travis's completed training. William Hartman seconded and all approved.

#### **MATTER OF EXECUTIVE SESSION ON 7/22/19**

The DeKalb County Commissioners met in Executive Session to review and discuss resumes and applications for employment submitted by candidates to fill open positions with DeKalb County Government. The Executive Session began at 1:00 p.m. and ended at 2:35 p.m. No other matters were discussed and no decisions were made.

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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

Susan Sleeper, Acting Auditor