

DEKALB COUNTY COMMISSIONERS' MEETING
September 23, 2019

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

Others Present: Acting Auditor Susan Sleeper
 Attorney James P McCanna (absent)

MATTER OF HUMAN RESOURCES

Dotty reminded the Commissioners that she sent out information on Emergency Closures for further review. The PTO and Compensation Time Policy topics are still needing to receive a final answer to move forward on other items in the handbook. Discussion took place on the compensation policy. Dotty spent many hours in interviews with the Health Department for the Environmental Specialist position and with Homeland Security for the part-time position. Dotty has not heard anything further from the Mayor or Governance Board on the Central Communications Director Position. The Sheriff Department has been hiring for some of their openings. Dotty stated there was not very many candidates for the full time RN position for the Health Department, she will talk with Cheryl on how to move forward. WIS has returned all of the job descriptions to HR, and HR delivered them to Departments for another review. Going forward the County will need to adopt the job descriptions as the official descriptions, but they are amendable. Dotty emailed the information that the County received a check from PHP for Premium Rebates.

MATTER OF 2018 PHP PREMIUM REBATE

Jacqueline Rowan made a motion return 20% of the PHP premium rebates to the employees in the same manner as the County used for the 2017 rebate. Seconded by William Hartman and all approved.

MATTER OF REVITALIZATION FOR DOWNTOWN AUBURN: MIKE LEY

Mike Ley was in to discuss a collaboration project between the DeKalb County Commissioners, the City of Auburn and private Benefactors to construct a public restroom facility and covered pavilion in downtown Auburn on property currently owned by DeKalb County. This is being proposed on the vacant lot in downtown Auburn on the north side of East Seventh Street between the Health Department building and the Barber Shop. The vision of this project is to construct a year-round public restroom facility under a fully-covered pavilion in downtown Auburn. The purpose of the restroom/pavilion structure is to provide fully accessible restrooms to be used by the general public, visitors and DeKalb County residents. The project will be known as Auburn Community Commons. The project is estimated to cost approximately \$400,000, and Mike Ley has commitments for funding and in-kind donations and will be working to finalize more funding support and in-kind contributions. The facility and property will be owned and maintained by the city of Auburn. The plan is to begin

plans development late this year with the goal to have full construction drawings done in 1st quarter of the New Year with completion and occupancy of the structure late August 2020 or sooner.

William Hartman voiced the accepting approval of the plan and how the downtown businesses will appreciate it and maybe would even be able to donate supplies if needed. Jacqueline Rowan stated there was some concern from Don Grogg about the attachment to the Health Department Building but would need to wait for Don Grogg and Jim McCanna to be in attendance for final approval, however Jacqueline Rowan does support the project.

MATTER OF CONSTRUCTION COMPANIES AND WORK RELEASE ABILITIES

Kevin Webb was in to express his dissatisfaction of the Community Corrections Work Release guidelines. He stated that he had an employee that could not obtain an ankle monitor and work for a construction company. Kevin has been an advocate for the new Community Corrections Work Release facility, has employed previous work release employees, but was told by the case worker that at this time they do not allow it. Kevin feels the rules are too rigid and it should be on a case by case basis.

Kevin also made note that he is very accepting of the project proposal from Mike Ley on the community restrooms.

MATTER OF UPDATE ON COMMUNITY CORRECTIONS

Kellie Knauer reported that she has worked with three different vendors on laundry needs for the facility. Kellie also had T&B Paint come out to measure for blinds, but has decided that it is too big of a project at this time. Workspace Solution has already measured and quoted, and Kellie will be getting with one more vendor to measure and quote. Kellie is working on opening an account with Gordon Food Services and has sent it for Jim McCanna's review. Kellie has discussed with Steuben County Sheriff on how he privatized their meal program and saved them substantial dollars, she will be meeting with the same company to see what can be offered for the Community Corrections Facility.

The Commissioners discussed with Kellie and Tim the concern that Kevin Webb was into discuss and Kellie will look into the situation, and Acting Auditor Susan Sleeper informed her that Kevin is willing to meet with her one on one to discuss what can be worked out.

Per the City, to put up a storage building if the size is over 200 square feet there would need to be a cement slab, however there can be up to 8 storage buildings just on gravel if they are under 200 square feet each. Discussion took place on different options, no decision was made.

Tony Vie was in with to discuss Change Order #11 that will include: Handrail at roof, payment station counters and laundry surge tank in the total of \$5,887.19. Currently the Actual Construction Costs are at \$4,547,487.12, with a contingency balance remaining of \$13,074.88. The change order of the Commissioners for the ADA compliance on the sidewalks in the amount of \$3,388.55 that was approved at the September 16th meeting will be added to the breakdown paperwork to account for the money coming from the contingency balance, which will make that true balance of \$9,686.33. Tony stated that the compliance strips that Steve Feters had added so the sidewalk would meet ADA

Compliance was not in fact a mandatory requirement, therefore the reason Tone did not have it in the plan.

MATTER OF CHANGE ORDER #11

Jacqueline Rowan made a motion to approve Change Order #11 and have Don Grogg to sign on his return. Seconded by William Hartman and all approved.

Discussion also took place on a barrier for the intake desk so that computers and supplies cannot be pushed off by disgruntled worker release members. William Hartman asked why the decision was made to go from seated to standing, and Tim Baker explained the logistics of how much movement will be done and the ergonomics of the plan. William Hartman would like to table the decision until Don Grogg returns.

MATTER OF COVERED BRIDGE: JOHN BRY

John Bry said the grant for the bridge is due October 4th at 5:00 p.m. He will work with the Highway Department for the information needed on the grant. John will be trying to obtain the maximum of \$50,000.00 from the grant. Ben Parker will be the main point of contact as John cannot be. The State will review the grants in either January or February 2020. He reminded the Commissioners that any materials or work done prior to the award notice will NOT be covered by the grant, there is not a retro-active aspect in the grant. The grant will be a reimbursable grant, where the County will spend the money and then submit for reimbursement. John said that he can submit up to 20 letters of support, he will reach out to multiple sources for these and the Commissioners can also submit one to send in. John will be focusing heavily on the grant this week for submission well before October 4th.

Robert Wilder as representative of the Lions Club was in to discuss a memorial for a lady who walked the bridge daily with her dog and wanted to be sure this memorial was suitable under their maintenance of the grounds. The Commissioners agreed that it would be acceptable.

MATTER OF HIGHWAY

Ben received a license to encroach permit from Grimm for County Road 35 that he feels will be a blanket document for other encroachments that may come up, both Don Grogg and Jim McCanna have reviewed and agree.

Ben obtained a quote to fix the damaged bridge #52 on County Road 39 from R.G. Zachrich Construction in the amount of \$12,200.00. Ben did inform the patrons' insurance company that he will be seeking reimbursement for the repair. Ben also will be able to pay for this from Cumulative Bridge, and then seek reimbursement.

MATTER OF COUNTY ROAD 39 BRIDGE #52 REPAIR

Jacqueline Rowan made a motion to approve the R.G. Zachrich Construction's quote of \$12,200.00 to repair the damaged bridge #52 on County Road 39. William Hartman seconded and all approved.

Ben reported that bridge #90 is very close to completion, only about 3 more weeks and Ben said it all is looking very good.

Bear Creek's construction drive discussion took place. Jeff Thomas doesn't feel there is a need for a meeting at this time, the drive will be updated for use of construction traffic. Ben advises there be a written contract/agreement for the use of the construction road. The Commissioners instructed Ben to work with Jim McCanna on what kind of legal document is needed and if it will need notarized and recorded or the logistics on the contract. Signage will also be decided on so that all construction vendors know what road to be using.

Ben emailed Jim McCanna about a gentleman with Four Seasons Design and Remolding out of Angola, who is wanting to move a structure 24' X 30', 16' high today September 23, 2019. They had everything set up for wires to be moved, etc. Jim McCanna instructed Ben to obtain a Certificate of Insurance that shows the County as a policy holder and all liability will be on Four Seasons Design and Remolding.

Ben Beer was in and met with John Bry on the grant for the Covered Bridge and he and Ben Parker will work out details with John Bry on anything needed. Ben Beer said there can be discussion about where to focus the grant dollars at a later date. One concern that Ben Beer and Ben Parker have is due to the timing of the grant award and the timeframe that construction can begin as Ben Parker had a couple companies interested when it would have been a winter project. Details on this will be forthcoming.

Ben Beer explained there was a change late last week that is affecting the bridge load ratings, therefore he will bring the updated information forward as soon as they have the updated change completed.

MATTER OF UNOFFICIAL DETOUR ROUTE FOR STATE ROAD 205

Jacqueline Rowan made a motion to accept the unofficial detour route for State Road 205 and for the Commissioners present to sign from the Department of Transportation. Seconded by William Hartman and all approved.

MATTER OF MINUTES

Jacqueline Rowan made a motion to approve minutes as written dated September 16, 2019. William Hartman seconded and all approved.

MATTER OF CLAIMS

Jacqueline Rowan made a motion to approve General Claims consisting of warrant #'s 129379 thru 129390 in the amount of \$18,936.55 and wire transfer #'s 12967 thru 13074 in the amount of \$1,316,142.07 for the September 23rd claim run. Special Claims consisting of warrant #'s 129371 thru 129375 in the amount of \$7,661.92 for the week of September 18th and Special claims as written for the week of September 23rd. William Hartman seconded and all approved.

MATTER OF TRAVEL REQUESTS

Jacqueline Rowan made a motion to approve travel request for the following:

1) Cari Martinez, Brenda Avila, Ivan Esparaza-Morales, Samantha Harig & Ashli Knepper to travel to Marion on Sept. 30th – Oct. 4th to attend ECMS Community Corrections Training. Estimated cost of \$160.00 to be paid for by department travel. Seconded by William Hartman and all approved.

MATTER OF PAYROLL

Jacqueline Rowan made a motion to approve payroll for the period September 2 – September 16, 2019. William Hartman seconded, and all approved.

MATTER OF SOIL SCIENTIST AND BACKHOE OPERATOR CONTRACTS FOR GRANTS WITHIN THE HEALTH DEPARTMENT.

Jacqueline Rowan made a motion to approve the Contract for Personal Services for the Independent Soil Scientist and the Independent Backhoe Operator. Seconded by William Hartman and all approved.

MATTER OF OTHER DISCUSSION

Other discussion included the following topics: use of restrooms by employees.

Donald D. Grogg - President

Jacqueline R. Rowan – Vice President

William L. Hartman – Vice President

Attest: _____

Jan Bauman, Auditor

Susan Sleeper, Acting Auditor