

DEKALB COUNTY COMMISSIONERS' MEETING
November 18, 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 Miller announced that the Governance Board made a decision that Brian Humbarger will fill the Director's position at Central Communications. The open positions at Central Communications are filling up, as well as the closing of the job posting for the Deputy Director. Dotty Miller also announced that Community Corrections would be making some job offers today to help fill their positions at the new work release facility. Probation had two new Probation Officers start last week for the new Grant positions for Veteran's Court and Family Leave. Sunny Meadows had some positions open and filled. Sheriff's Department is recruiting for the new Records Clerk position to begin January 2020. Dotty also discussed the planning of the Wellness Screenings that will take place in 2020; she reminded the Commissioners that for 2019 all employees were included as well as the spouses of those employees currently on the health plan. Dotty is still waiting for a few topics to come back from Shane on the handbook and then she wants to put all the pieces together and have the Commissioners, Task Force and possibly Department Heads to review the handbook in its entirety before rolling it out to all employees. Dotty also informed the Commissioners that at the Dec. 4 Department Head meeting she will be discussing how to work on job descriptions that will correspond with the Work Study the council adopted.

MATTER OF PERMISSION TO HUNT: GABRIEL ATZ

Gabriel Atz residing in Noble Co, came in to request permission to water-fowl hunt on parcel 07-05-25-400-002 that is located at the corner of State Road 8 and I69 where a pond located. Don Grogg explained there has been many patrons that would like to fish and hunt on that property, but due to liability reasons, the County has never allowed others to hunt on County owned property.

MATTER OF MULTI-HAZARD MITIGATION PLAN

Jason Meek was in to request an amendment to the Research Agreement for the Multi-Hazard Mitigation Plan that currently in the hands of FEMA, and will continue over into 2020. This is a formality process with the grant.

Jacqueline Rowan made a motion for the president to sign Amendment #1, IU NID#167519 to extend the term of the Agreement from the effective date of January 3, 2019 through August 31, 2020 with all other terms and conditions remaining the same. William Hartman seconded and all approved.

MATTER OF HOMELAND SECURITY PROGRESS REPORT

Jason handed out a progress report on Homeland Security covering the months of June 2019-November 2019. This included multiple topics such as Multi Hazard Mitigation Plan Amendment, Indiana Department of Homeland Security submissions, Incidents, Trainings Attended, Meetings, and a list of other topics. Jason reported that Gabe Creech is doing a fantastic job since coming on board. A few notable topics include Amateur Radio meetings, Community Organizations Active in Disaster with Purdue Extension Office, and multiple new training program. Jason Meek also requested to be able to pay Gabe Creech for after hour call outs, meetings and trainings. The commissioners all agreed as long as the part time hours did not exceed the 28 hours per week and if Jason had the money in his budget.

MATTER OF COMMUNITY CORRECTIONS UPDATE

Signatures were made on the Arrow contract and Gordon's contract, the approvals were made at prior meetings, Kellie just presented clean copies for the president's signature. Kellie also discussed the signage that needs put up to indicate parking lots, entrances, etc. The total of \$9,970.00 for the signage will come from the soft costs. The plan is to have the job offers out today to begin December 2nd. Kellie informed the Commissioners that a quote for the blinds would be coming. Workspace Solutions is working on a buy-back amount for the current furniture from the old office location. Tim Baker, Derek Herb & Sheena Miller are working on a training curriculum that is coming along very nicely. The Department of Corrections will be here December 3rd at noon to tour and review the building. Steve Feters said the punch-list items went very well, the painter came back and repainted and the flooring sealant with tint would be complete this week. Steve feels that by December 1st the remaining punch-list items should be completed. They are still waiting on the Knox box that they have been working on since March, which could realistically hold up occupancy. Tim Baker believes one of the last things to get set up would be trash and snow removal.

MATTER SERVICES AND TRAINING AGREEMENT

Jacqueline Rowan made a motion for the president to sign the agreement to provide services and training between Adam Friedel and DeKalb County Community Corrections for a term of December 26-27, 2019, Adam Friedel will provide two days of onsite training on Modified Jail School for up to twenty-five staff members. William Hartman seconded and all approved.

MATTER OF DISKEY SIGNS & GRAPHICS QUOTE

William Hartman made a motion to approve the signage quote from Diskey Signs & Graphics for \$9,970.00; this cost will be paid from the soft costs of the project for Community Corrections. Jacqueline Rowan seconded and all approved.

MATTER OF AUDIO VIDEO SYSTEMS, INC. AGREEMENT AND QUOTE

William Hartman made a motion to approve the Audio Visual Systems Inc. change in the programming/meeting rooms for \$2,979.98. Jacqueline Rowan seconded and all approved.

MATTER OF COMMUNITY CORRECTIONS COPIERS

Jeff Bassett was in to discuss the copiers needed at the new facility. Currently, Community Corrections has two machines, will be moving to three machines, and will be saving \$1.00 per month by adding more equipment with more capabilities. The Community Corrections Funds will pay the lease payments.

William Hartman made a motion for the president to sign the agreement for Community Corrections through Xerox for the lease of the three copiers at the new facility for \$271.39. Jacqueline Rowan seconded and all approved.

MATTER OF HIGHWAY

Ben brought in a breakdown of what the November 11, 2019 Snow Event cost the Highway Department. Ben stated that with the product that needed put down on the second day the total would have been over \$20,000 for the one event. Ben brought in the dedication verbiage for Diamond Lake Estates showing the acceptance of the addition and Jim McCanna agrees this will suffice. A few operators would like to decorate the Road Grater for the downtown Christmas Parade and the Commissioners approve. Ben had wanted to attend a few meetings at the Commissioners Conference, but the registration fee is the same to attend a few meetings or the entire conference.

MATTER OF CHANGE ORDER # 1 FOR BRIDGE #90/CR 35 OVER CEDAR CREEK

William Hartman made a motion to approve Change Order #1 on Bridge #90 for \$7,871.50 that relates to guardrail and concrete cost. Jacqueline Rowan seconded and all approved.

MATTER OF CARD READER FOR SOUTH DOOR ENTRANCE

Jacqueline Rowan made a motion to approve a not to exceed amount of \$15,600.00 for the installation of the Card Reader on the South Door Entrance coming from LITED #17 Courthouse Security. William Hartman seconded and all approved.

MATTER OF SECURITY AUTOMATION SYSTEMS QUOTE FOR CAMERA

William Hartman made a motion to install the camera and microphone in the vestibule for Courthouse Security for \$1,450.00 being paid from LITED #17 Courthouse Security. Jacqueline Rowan seconded and all approved.

MATTER OF ELEVATOR AT THE ANNEX BUILDING

William Hartman made a motion to approve the OTIS quote for \$7,763.33 to repair the elevator in the Annex so the doors will close, and to pay for it out of LITED #62. Jacqueline Rowan seconded and all approved.

MATTER OF MINUTES

Jacqueline Rowan made a motion to approve minutes with amendment dated November 4, 2019. William Hartman seconded and all approved.

MATTER OF CLAIMS

William Hartman made a motion to approve Special Claims consisting of warrant #'s 129670 thru 129711 in the amount of \$6,444.89 and wire transfer #'s 13401 thru 13414 in the amount of \$958.53 for the week of November 13th and General Claims consisting of warrant #'s 129712 thru #129724 in the amount of \$16,993.62 and wire transfer #'s 13415 thru 13506 in the amount of \$275,059.60 for the November 18th claim run. Jacqueline Rowan seconded and all approved.

MATTER OF TRAVEL REQUESTS

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

- 1) Chris Gaumer traveled to Fort Wayne Marriott on Oct. 10th-11th to attend the American Planning Association Fall Conferenct, he is a Fort Wayne resident and is not asking for mileage, however he did incur parking fees in the amount of \$11.00 in which he is seeking reimbursement to be paid for by Department Travel.
- 2) Loretta Passwater to travel to Allen County DCS on Nov. 19th-20th to attend Intergovernmental Case Management Training. Estimated cost of \$39.52 to be paid from Title IV-D incentive funds.
- 3) Bernie Sukala & Jessica Stanczak to travel to Adams County on Nov. 21st to attend I.E.H.A NE Chapter Meeting. Estimated cost of \$30.00 to be paid for by department travel.
- 4) Joshua Byanski to travel to Indianapolis on Dec. 8th-11th to attend 2019 Winter Conference. Estimated cost of \$775.88 to be paid for by Pre-Trial Diversion Funds.
- 5) Erik Weber to travel to Indianapolis on Dec. 8th-11th to attend 2019 Winter Conference. Estimated cost of \$829.84 to be paid for by Pre-Trial Diversion Funds.
- 6) Neal Blythe to travel to Indianapolis on Dec. 8th-11th to attend 2019 Winter Conference. Estimated cost of \$464.92 to be paid for by Pre-Trial Diversion Funds.
- 7) ClaraMary Winebrenner to travel to Indianapolis on Dec. 8th-11th to attend 2019 Winter Conference. Estimated cost of \$1,260.92 to be paid for by Pre-Trial Diversion Funds.
- 8) Don Grogg to travel to Indianapolis on Dec. 2nd-5th to attend AICC Annual Conference. Estimated Cost of \$715.74 to be paid for from Commissioners Travel.
- 9) Jacqueline Rowan to travel to Indianapolis on Dec 2nd-5th to attend AICC Annual Conference. Estimated cost of \$746.04 to be paid for from Commissioners Travel.
- 10) Susan Sleeper traveled to Plainfield on Nov. 14th to attend End of Year LOW Software Meeting, she had her travel pre-approved to drive a County Vehicle and did not originally ask for mileage reimbursement. The County Vehicle did not work out and she had to drive her personal vehicle and is seeking mileage reimbursement in the amount of \$120.08 from the Commissioners Travel.
- 11) Ben Parker to travel to Indianapolis on Dec. 4th to attend IACC Meeting. Estimated cost of \$255.00 for registration only to be paid for from Commissioners Travel.

Seconded by William Hartman, and all approved.

MATTER OF PAYROLL

William Hartman made a motion to approve payroll for the period October 29-November 11, 2019. Jacqueline Rowan seconded, and all approved.

MATTER OF SHERIFF CARS GOING TO AUCTION OR DAMAGED

William Hartman made a motion for the president to sign the titles to the 2016 totaled Dodge Charger VIN#2C3CDXKT4GH223542 and the 2016 Dodge Caravan SE VIN#2C4RDGBG9GR353559 whose engine has failed. Jacqueline Rowan seconded and all approved.

William Hartman made a motion for the president to sign the OneBeacon insurance Special Limited Power of Attorney paperwork for the 2016 totaled Dodge Charger. Jacqueline Rowan seconded and all approved.

MATTER OF COUNTY HOME REPORT FOR OCTOBER 2019

The Commissioners acknowledge receipt of the October 2019 County Home Report.

MATTER OF OTHER DISCUSSION

Other discussion included the following topics: Lock-boxes for security cube, Jackson Fire Dept. missing title, St. Joe River Basin meeting Dec. 5th, Dutch Heritage invoicing and billing, and insurance on Community Corrections and the outbuilding.

Donald D. Grogg - President

Jacqueline R. Rowan – Vice President

William L. Hartman – Vice President

Attest: _____

Jan Bauman, Auditor

Susan Sleeper, Acting Auditor