

## DEKALB COUNTY COMMISSIONERS' MEETING

December 2, 2019

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

Others Present: Auditor Jan Bauman  
Acting Auditor Susan Sleeper  
Attorney James P McCanna

### **MATTER OF HIGHWAY**

Ben received the Affidavit of Final Waiver of Lien for the 2019 CCMG DeKalb County Resurface Project. Ben brought in an On-Call Agreement with USI and discussion took place. Ben wanted direction from the Commissioners on how to handle and charge for the CR 12 road cut issue and discussion took place. All three Commissioners feel the best way to charge would be on time and material. Jim McCanna would like to see an ordinance drawn up and also charge on time and material. Ben informed the Commissioners that the Sheriff's Department is helping with the move of some Aircraft to get them moved to the Kruse Museum. Ken Nunn sent a Notice of Tort Claim against the DeKalb County Highway Department on State Road 327, which is solely under the jurisdiction for the State. Jim McCanna had a discussion with Jeff Thomas on the Easement and the fence dealing with the Trails. Discussion took place on when to notice the closing of CR 62.

### **MATTER OF LPA VOUCHER ON PRELIMINARY ENGINEERING ON CR 56**

William Hartman made a motion for the president to sign the LPA Voucher for Preliminary Engineering on CR 56 from SR 327 to E. Jct. of CR 17 in the amount of \$34,250.50 for claim #6, Des. #1702950 with the reimbursement coming to the County in the amount of \$27,400.40. Jacqueline Rowan seconded and all approved.

### **MATTER OF CERTIFICATE OF SUBSTANTIAL COMPLETION**

William Hartman made a motion for the president to sign the Substantial Completion for 2019 CCMG DeKalb County Resurface Project on CR 60 and CR 61 Community Crossings Project. Jacqueline Rowan seconded and all approved.

### **MATTER OF ANNUAL BID FOR HIGHWAY**

William Hartman made a motion for all three to sign the Annual Bids Notice to provide services, materials and supplies for the County Highway Department to be used January 1, 2020 to January 15, 2021. Jacqueline Rowan seconded and all approved.

*Jacqueline Rowan left the meeting at 11:45 p.m. for the remainder of the day.*

### **MATTER OF NEW CREDIT CARD COMPANY FOR TREASURER**

Sandi Wilcox was in to discuss the need to change Credit Card Companies. The Treasurer currently uses ValuePay, and has been able to negotiate a little lower usage fee with Forte. The Forte company works with the LOW software company and will be able to connect to our system and show exactly what the patron owes, and then in turn will upload directly to LOW Property Tax without the Treasurers staff having to hand enter all credit card payments made.

**William Hartman made a motion for the president to sign the FORTE Credit Card Agreement for the Treasurer to change companies. Don Grogg seconded and motion passed.**

### **MATTER OF MINUTES**

Jacqueline Rowan made a motion to approve minutes with amendments dated November 25, 2019. William Hartman seconded and all approved.

### **MATTER OF CLAIMS**

William Hartman made a motion to approve Payroll and Bookkeeper claims for the month of November 2019 and to approve General Claims consisting of warrant #'s 129751 thru # 129861 in the amount of \$527,089.78 and wire transfer #'s 13514 thru 13617 in the amount of \$638,683.98 for the December 2<sup>nd</sup> 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) Cheryl Lynch & Debra Krafft to travel to Noble County to attend PHN Meeting on Dec. 5<sup>th</sup>. Estimated cost is \$0, the original travel request was approved but had an incorrect event date, this is just an approval for the date change.
- 2) Jonnie La Rowe & Bailey Gasper to travel to Indianapolis on January 14<sup>th</sup>-15<sup>th</sup> to attend Case Management Training. Estimated cost of \$358.96 to be paid for by Department Travel.
- 3) Bailey Gasper & Jonnie La Rowe to travel to Indianapolis on January 14<sup>th</sup>-15<sup>th</sup> to attend Case Management Training. Estimated cost of \$64.00 for meals to be paid for by Department Travel.
- 4) Jan Bauman & Susan Sleeper to travel to Fort Wayne on January 16<sup>th</sup> to attend Managing Multiple Priorities, Projects & Deadlines. Estimated cost of \$283.20 to be paid for by Commissioners Travel.
- 5) Michelle Ford & Bailee Grayless to travel to Indianapolis on March 16<sup>th</sup>-17<sup>th</sup> to attend Problem Solving Court Staff Orientation. Estimated cost of \$452.48 to be paid for by department travel.
- 6) Michelle Ford & Bailee Grayless to travel to Indianapolis on April 7<sup>th</sup>-9<sup>th</sup> to attend Probation Officer Orientation. Estimated cost of \$928.48 to be paid for by department travel.

Seconded by William Hartman, and all approved.

### **MATTER OF PAYROLL**

William Hartman made a motion to approve payroll for the period November 12<sup>th</sup> – 25<sup>th</sup>, 2019. Jacqueline Rowan seconded, and all approved.

**MATTER OF MAINTENANCE DIRECTOR**

William Hartman motioned to accept Larry Lane’s proposal of not giving A1 Janitorial the 2% increase for the 2020 Budget Year in the amount of \$3,125, the contract amount for 2020 to A1 Janitorial will be \$156,296.00, and deduct that amount from the needed \$8,559.00 to bring the Maintenance Directors position up to the mandated threshold of \$1,368.00 bi-weekly to begin January 1, 2020, leaving the County with funding the remaining \$5,434.00 for 2020. Don Grogg seconded and motion passed.

**MATTER OF RE-APPOINTMENT TO WATERLOO LIBRARY BOARD**

William Hartman made a motion to re-appoint Anita Diehl to the Waterloo Library Board for another term beginning January 1, 2020 and ending December 31, 2023. Don Grogg seconded and all approved.

**MATTER OF APPOINTMENT TO WATERLOO LIBRARY BOARD**

William Hartman made a motion to appoint Susan Sleeper to the Waterloo Library Board for one term beginning January 1, 2020 and ending December 31, 2023. Don Grogg seconded and all approved.

**MATTER OF OTHER DISCUSSION**

Other discussion included the following topics: Tort Claim with Superior II and community corrections out-building.

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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