

## DEKALB COUNTY COMMISSIONERS' MEETING

December 9, 2019

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

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

### **MATTER OF HUMAN RESOURCES**

Dotty thanked the Commissioners for clarifying the Director of Maintenance position and also wanted to clarify that the evening meetings are now included in the salary of the position and will not be submitted as extra pay. Dotty had emailed the Commissioners a request from the JAM Center in Garrett on the offering of services to the county. The Commissioners do not mind offering the services but they will NOT be adding as a payroll deduction through payroll. Dotty and Lauren went out to the Community Corrections new facility to enter input the I9 information in a timely manner (15 employees) and also returned the following morning to finish the on-boarding processes. Dotty and Brian Humbarger will be doing interviews for the Deputy Director position, all applicants are current internal employees, the choices will be taken in front of the governance board for decision. There was one employee that was let go out at Sunny Meadows last Friday due to the Molestation & Abuse Policy that is in force. Dotty also informed there are many other open positions that have been filled and will be starting in the next coming days and weeks. Dotty briefed the Commissioners on the discussion that took place at the Department Head meeting that was held on Dec. 4<sup>th</sup>.

### **MATTER OF UPDATED TRAVEL POLICY**

Auditor Jan Bauman went through the updated changes to the County Travel Policy with the Commissioners and discussion took place. The Commissioners will review and give recommendations and approval later.

### **MATTER OF EXTENSION OFFICE TRAVEL CLAIM**

Elysia Rogers was in to discuss her travel request that she had failed to submit the travel request prior to her conference that was located in Fort Wayne. She explained that she was on many boards at the time in preparation for the NACAA 2019 annual Meeting. The remaining cost of \$250.59 of the total amount spent of \$1,122.58 is the amount left requested from the County to reimburse the County Extension Office who up fronted the fees on their office credit card.

William Hartman made a motion to approve the Travel Request for \$250.59 toward registration fees. Jacqueline Rowan seconded and all approved.

### **MATTER OF COMMUNITY CORRECTIONS UPDATE**

Kellie Knauer informed the Commissioners that the hot water in the breakroom was left on full speed over the weekend and she is looking into the situation. Last week Kellie had 14 new hires began training. The DOC is here now doing in house training and other counties were invited to join. The 3 supervisors will be chosen out of the pool of 14 hired prior to opening. Kellie questioned the Commissioners on when the approach to the outbuilding would be done so her Maintenance Employee can begin using the building. A licensed electrician will need to be hired to run the electricity inside the building. William Hartman feels that the County should be responsible to get the electricity to the building and the approach to the building, and then the County should be done with their funding portion. Kellie indicated that she has remaining money in soft costs to purchase additional items needed. Kellie also relayed the solution that was brought forward on the floor situation is painting the floors, but this will require maintenance. The plowing and salt quote that came in from Summers Landscaping is \$420 per application (\$195.00 plowing/\$295.00 salting). Bonnie met with the Gordon Food Service representative, on the purchase of paper products, and Gordon's will install free of charge the toilet paper holders, etc. with the purchase of Gordon's paper products. Kellie had a question on the Comp Time policy only being allowed for the Sheriff's department and is concerned that she may not be able to avoid comp hours in her operation. The difference between comp time and flextime was explained to Kellie and she made it clear that if she runs out of grant dollars, she will have to come to the County for money to pay the extra overtime that is worked without the allowance of comp time.

### **MATTER OF TORK ADVANTAGE DISPENSER LEASE AGREEMENT**

Jacqueline Rowan made a motion to approve and for the president to sign the Agreement with Tork Advantage for the paper dispensers and purchasing of paper products. William Hartman seconded and all approved.

### **MATTER OF JOHNSON MELLOH-UTILITY FINDINGS-RICK ANDERSON**

Rick Anderson presented the potential savings with the Solar Arrays Project. Rick stated the information provided is 50% accurate, as they do an audit on the current expenses of the County. Many of those that decide to on board with Johnson Mellow Solutions end up saving more, as they add more areas to their plan. This savings is aimed to help the Operating Budget NOT the Capital Budget for the County. The solar panels would need to either be placed on vacant land or on roof tops and the closer to the building the lessor the cost, the further away the panels are placed from the building the more expensive the cost of the project. Johnson Melloh does about 50-75% of the work in-house, unless there is someone local the County prefers to use. There are other companies that will be interested in the savings but do not perform their own work on the project and then markups are then added. There is a potential of about \$3 million dollars in savings at the end of 25 years. Don has asked Jim to look into the IC Code that allows the County to finance the project without hurting the Bond Rating against the County.

### **MATTER OF HIGHWAY**

The Highway department dug up the tile on CR 12 that was installed without permit, and Ben confirmed that the pipe used met his requirements. Don Grogg said he spoke with many engineering companies at Conference about on-call contracts and discussion took place. Discussion also took place on the CR 43 tile that is overloaded, containing a patron concern of flooding basements and it is determined the Surveyors office is where the project will begin. Ben informed the Commissioners that he has been working on this all year, and waiting to hear from the Surveyor's office about when they will dig the tile up and he would have his county trucks there.

**MATTER OF LPA VOUCHER ON PRELIMINARY ENGINEERING-COUNTYWIDE BRIDGE INSPECTION AND INVENTORY PROGRAM FOR CYCLE 2018-2021.**

William Hartman made a motion for the president to sign the LPA Voucher for Preliminary Engineering for Countywide Bridge Inspection and Inventory Program for cycle 2018-2021 on for \$1,710.30 for claim #10, Des. #1592886 with the reimbursement coming to the County for \$1,368.24. Jacqueline Rowan seconded and all approved.

**MATTER OF MINUTES**

William Hartman made a motion to approve minutes with amendments dated December 2, 2019. Jacqueline Rowan seconded and all approved.

**MATTER OF CLAIMS**

Jacqueline Rowan made a motion to Special Claims as written for the week of December 9<sup>th</sup>. Seconded by William Hartman and all approve.

**MATTER OF TRAVEL REQUESTS**

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

- 1) Richard Ring registration only for the online AIC Bonding & Finance 101 webinar.  
Estimated cost of \$60 to be paid for by Commissioners travel.

Seconded by William Hartman, and all approved.

**MATTER OF OTHER DISCUSSION**

Other discussion included the following topics: blanket appointments, damaged county property without correct permitting, Weights & Measurers trailer, and LITED Capital Improvement Plan.

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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