

DEKALB COUNTY COMMISSIONERS' MEETING
December 23, 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

A short discussion took place on the Surveyor's employee who requested more PTO time. Dotty reported that Gerald Kline will be retiring at the end of 2019, but will stay on as Civilian SRO. There have been many sheriff department employees come to HR with complaints and dislike of the new Sheriff. Dotty is not having very good success with the nurse posting for Cheryl. Dotty also reported that at the safety meeting on January 8th, IPEP will be in attendance to present the Safety Grant Check to the County. The wellness risk assessments will be held on February 7th in the annex building. Terry Wilcox resigned from his position at Community Corrections. Tiffany Weimer was selected as the Deputy Director for Central Communications. The labor law attorney reported that he is still working on things with the handbook, but it is coming.

MATTER OF TRAVEL POLICY

A short discussion took place on different avenues with the Travel Policy. Don Grogg suggested possibly removing the meals reimbursement and increasing the cost per mile reimbursement. Discussion took place on increasing 10 cents over the State's amount. Another suggestion was to remove the meal reimbursement for 1-Day travel, but keep the meal reimbursement when overnight travel/stay is needed. More discussion will take place at another time.

MATTER OF LARE GRANT

Allen Haynes was in for signatures on the LARE Grant. The documents have been through four boards with approval and now to the Commissioners as the Grant Recipient.

Jacqueline Rowan made a motion to approve and for the President to sign the Biological and/or Engineering Project Application for Lake and River Enhancement (LARE) Program. William Hartman seconded and all approved.

William Hartman made a motion to approve and sign the Inter-Local Agreement between The Municipal City of Auburn, The Auburn Parks Department, Cedar Creek Drainage Board and The County of DeKalb. Jacqueline Rowan seconded and all approved.

MATTER OF BASSETT OFFICE SUPPLIES COPIERS

Jeff Bassett came in to discuss the DeKalb County Xerox Equipment Proposed Recommendations for Year 2020. There are 46 machines in the County, 28 of them are leases. To keep up with the 5-year rotation, this requires 6-7 machines to be replaced each year. The larger machines are cheaper to replace and remain on a lease but the smaller machines (desk size) are cheaper to purchase outright and put on contract. Recommendations of machines to replace in the following offices on leases: Clerk, Recorder and Assessor. Recommendations of machines to replace in the following offices as purchases: Sunny Meadows, Treasurer, Coroner and Probation downstairs. The Health Department and Sheriff's department will both have a machine currently on eConcierge that ends January 1, 2020 with recommendation to do nothing today and let the machines run as long as they can until they run out of supplies or stop working. The 2020 Estimated Yearly Operation Costs include the following: total maintenance for \$34,940, total leases for \$42,087, total purchases in the amount of \$7,059, and total supplies (excluding paper and staples) for \$1,742. Note: The costs exclude costs and volumes for Community Corrections, Title IV-D, Cost Per Copy, and Full-Service Maintenance Agreement. Jeff Bassett wanted to express to the Commissioners that the prices are not just for equipment, it is also for the service they provide.

Jacqueline Rowan made a motion to approve and for the president to sign the agreement DeKalb County Xerox Equipment Proposed Recommendations for 2020 and the Estimated Yearly Operation Costs. Seconded by William Hartman and all approved.

MATTER OF COMMUNITY CORRECTIONS UPDATE

Don Grogg explained that he requested Mosaic and Elevatus to attend, as there are many issues that are not being taken care of and are very frustrating to say the least. There was also discussion on the utility bills. Tony Vie said that the contract agreement is to cover the utilities except Electric during construction. The water and electric are all on the same bill, with water beginning to be charged in July 2019. Don Grogg would like to get it all worked out and agreed upon of who was to be paying for what during what timeframe. Don Grogg stated that the City of Auburn put in a large enough system for possible expansion that automatically adds a demand fee of \$2,093.88 for nothing. Thomas Werling from Mosaic stated they would pay for the cost of the water being left on from a Friday afternoon to the following Monday morning when Kellie Knauer found it. Tony Vie will look into the logistics of the contract on who is responsible for what utilities during construction and report back to the Commissioners, Auditor and First Deputy Auditor. William Hartman showed Jackie and Don some pictures of issues out at the facility for discussion. There was discussion on the looks of the flooring. Jake Fetters from Mosaic stated that they have resolution to take care of the flooring issues, whether it be grinding, or smoothing out and removal of rust marks. The estimated timeframe for fixing is estimated to be end of year 2019. Kellie Knauer is very adamant to know when Mosaic will be completely finished as she intends to have inmates in Feb. 3rd and will need to have her employees in and functioning prior to the live in inmates. Tony Vie said a few issues that are affecting the actual end date include the flooring issues and the woman's bunks. Kellie does not see sitting here today how this will be possible to function starting Feb. 3rd. Tim Baker went on to say that originally the timeframe was to hire residential staff in August to start in September, but they held off and hired later on and began training later on, but they are coming to the end of the training program and he does not want to lose any of the 14 employees hired due to waiting time. Jake Fetters does not see any reason why Kellie cannot have access to the building once Substantial Completion happens, and begin functioning prior to inmates as long as Mosaic can still have access to finish and finalize the end items. Kellie stated that she has never been given the green light to move in and start functioning. Kellie does not want her staff to move in before it is ready and then be held liable for issues found because her staff is in the building. Jake Fetters says when Elevatus gets them the final completion list and he is able to get everything done and the flooring be finished, minus the bunks being installed is

when Jake can say the building is substantially complete and Kellie would have access to the building as the intended purpose. Kelli has zero faith that the dates given will actually happen. Thomas Werling stated that the building will be done and complete by January 10, 2020. Elevatus doesn't feel it is their decision to say whether January 10, 2020 is a doable date. The Commissioners told Elevatus and Mosaic that January 10, 2020 is it, there is no further date to finish the building. Kellie stated that all involved have been great at coming in to talk, but she is not a construction manager and only knows Corrections and what she need to have done to be able to function.

MATTER OF IPEP GRANT AGREEMENT

William Hartman made a motion to approve and the president to sign the Grant Agreement for IPEP Safety Grant that Community Corrections will receive for \$7,733.07 to purchase safety supplies and equipment. Jacqueline Rowan seconded and all approved.

MATTER OF SCHOOL LEADERS ERRORS AND OMISSIONS RENEWAL APPLICATION

Jacqueline Rowan made a motion to accept and the president to sign the Change Academy's School Leaders Errors and Omissions Renewal Application. William Hartman seconded and all approved.

MATTER OF HIGHWAY

Ben reported that Bill and Janet Roark with Auburn Tree Service removed the tree at the covered bridge and dropped the invoice off, that all agreed would be paid from Cumulative Bridge. Bill and Janet Roark also went and looked at the CR 68 tree on the building and to remove 6-8 others would be estimated around \$600.00 but the Roark's do not feel this is the County's liability to take care of. The Commissioners are going to talk with Mike Shuherk about the liability standpoint with this example for further understanding. Ben received an email from Vandyke Brothers who want to move two transformers through the county that weighs 592,000 pounds each and Ben told them he would work on the process after the first of the year. Ben is still doing investigation on the bridges that would involve Lenore Lane, and has some questions for Jim McCanna. Ben did find that by having a Cumulative Bridge Fund we would be bound to the current bridges, or the County would have to adopt a Major Bridge Fund to be able to get out of all the current bridges. Ben did a quick inventory and by accepting a Major Bridge Fund would only alleviate a total of 5 bridges so it may not be very beneficial for the County. Ben also reported that he has received information back for the CR 56 project and it will go over budget. One of Ben's sign trucks has a bent frame and is in for repair.

MATTER OF 4-WAY STOP REQUEST AT INTERSECTION OF CR 59 & CR 56

Jack & Margie Bortner was in to talk about the intersection of CR 56 and CR 59. He stated that people travel on the roadway to fast and has seen an increase in traffic. Jack feels a reasonable speed limit would be 45-50 mph. There is also many Amish in the area with buggy traffic involved as well. Jack feels they need some help in that location whether it be a 4-way stop, different speed limits or something to help the issues. The Commissioners suggested that Ben Parker have NIRCC do a traffic study in that area. Ben also suggests having the Sheriff's department to patrol more now because that will have to happen, if speed limits change anyways or nothing will change.

MATTER OF TREASURER'S 2020 BUDGET FOR OFFICE PAINTING AND REPAIRS

Sandi Wilcox was in to seek approval to obtain quotes for painting and plaster repairs in the Treasurer's office to begin in 2020. She had requested \$19,500 in her 2020 budget from the Council but they approved that dollar amount under the Commissioners discretion, therefore she is here asking if she may begin the process. The Commissioners agree to allow Sandi to obtain quotes and report with the amounts.

MATTER OF LOCKER SYSTEM FOR SECURITY ENTRANCE

Jeff Bickel explained that he called Allen County trying to find a locker system where the key can only be removed when the door is locked and vice versa. Currently Allen County does not have a locker system for a few reasons: who becomes responsible for the contents inside and what do you do with the people that come with items but the lockers are full. Sheriff Cserep stated that Jeff was able to find a billboard style sign that his security team can place out each morning and collect in the evening to help people see what is not allowed prior to getting all the way to the door. The Commissioners agree to try the signage and see how things pan out.

MATTER OF MINUTES

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

MATTER OF CLAIMS

Jacqueline Rowan made a motion to approve Special Claims consisting of warrant #'s 129964 thru 129971 in the amount of \$ 5,215.56 and wire transfer #'s 13790 thru 13791 in the amount of \$12,392.46 for the week of December 23rd. Seconded by William Hartman and all approved.

MATTER OF TRAVEL REQUESTS

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

- 1) Travis Holcomb to travel to Brownsburg on Oct. 29th to attend Continuing Education/Fall Annual Training. Estimated cost of \$96.52 to be paid for by Commissioners travel.
- 2) Sandi Wilcox to be reimbursed for Local Bank Travel for 2020. The monthly request will not exceed \$25.00 and be claimed on a quarterly basis. This is to be paid for from Commissioners travel.
- 3) Sheila Stonebraker to travel to Indianapolis on Jan. 21st -24th to attend the Assessor's Winter Conference. Estimated cost of \$1,091.00 to be paid for from the State Called Training unappropriated allowance.
- 4) Sandi Wilcox & Joni Humbarger to travel to Carmel on March 10th to attend the Spring Treasurers Conference. Estimated cost of \$233.68 to be paid for from the County Elected Officials Training Fund.

Seconded by Jacqueline Rowan, and all approved.

MATTER OF CREDIT CARD POLICY

Auditor Jan Bauman handed out the DRAFT Credit Card Ordinance for the Commissioners to review and discussion took place.

William Hartman made a motion to approve the Credit Card Use Authorization Ordinance #2020-R-25 on the First Reading. Jacqueline Rowan seconded and all approved.

MATTER OF VETERAN SERVICE OFFICER NOTARY CLAIM

Travis Holcomb, the Veteran Service Officer obtained and paid for his Notary Public Bond and Supplies in the amount of \$131.90. He has submitted a claim for reimbursement of the fees. The Commissioners approve paying for this out of LITED #24.

**MATTER OF ECONOMIC DEVELOPMENT CAPITAL IMPROVEMENT PLAN:
RESOLUTION 2019-R-24**

William Hartman made a motion to approve and all three to sign Resolution 2019-R-24, A resolution adopting the Economic Development Income Tax Capital Improvement Plan for the revenues received and used in the calendar year of 2020. Seconded by Jacqueline Rowan and all approved.

MATTER OF OTHER DISCUSSION

Other discussion included the following topics: CR 327 Travelers claim, Security System complaints, Energy conservation, and Right to Life Resolution discussion.

Donald D. Grogg - President

Jacqueline R. Rowan – Vice President

William L. Hartman – Vice President

Attest: _____
Jan Bauman, Auditor