

## DEKALB COUNTY COMMISSIONERS' MEETING

October 26, 2020

Commissioners Present: President William L. Hartman – ATTENDED ELECTRONICALLY  
Vice President Donald D. Grogg  
Vice President Jacqueline R. Rowan

Others Present: Auditor Jan Bauman  
Attorney James P McCanna

### **MATTER OF HUMAN RESOURCES**

PERF did a random audit of our County, and we did very well. One thing that was discovered was that for the dozen employees audited, their job titles are not on the “approved” list of job titles PERF has for DeKalb County. The list PERF has is outdated and is from 1968. An updated list is going to be created to fit the job titles as we have currently.

Harassment training will begin soon. Employees will be sent a link to complete the training. Ben Parker asked whether all of his employees could have the training done for all of his employees at one time. Not all of his employees have access to a computer. HR is accommodating the training.

President Hartman would like to propose that PTO be pulled from the overtime calculation and that “Premium” time be given to Highway Department employees who work weekends. It would be an automatic time-and-a-half for them.

Other HR topics discussed: PHP offering scholarships; HR will participate in Workforce Development job fair in November; open and filled positions; several unemployment claims HR is handling; and a few COVID cases or exposures with County employees;

### **MATTER OF MINUTES**

William Hartman made a motion to approve the minutes dated October 19, 2020. Jacqueline Rowan seconded, and all approved.

### **MATTER OF CLAIMS**

Donald Grogg made a motion to approve General Claims consisting of warrant #131211 through #131216 in the amount of \$53,422.78, and wire transfer #16139 through #16226 in the amount of \$336,158.25, as presented. Jacqueline Rowan seconded, and all approved.

### **MATTER OF SHERIFF SALARY CONTRACT FOR 2021**

Sheriff Cserep is making changes to the 2020 contract and will present it to the Commissioners soon.

### **MATTER OF FINAL CHANGE ORDERS FOR CONTRACT WITH MOSAIC**

Auditor Bauman has been in contact with Tony Vie from Elevatus as the County moves toward being able to release final payment to Mosaic. Mr. Vie thinks it might be best to wait until all items have been identified that should be formalized by change order. A couple of months ago when Kellie Knauer and Mosaic met to go over punch list items, “concessions” had been made by both. Tim Baker from Community Corrections is preparing a list of those concessions to present to the Commissioners during next week’s meeting. The big outdoor sign was part of the original contract. The smaller outdoor signs were not part of the original contract and will be paid for out of soft costs.

### **MATTER OF CONTRACT WITH PICTOMETRY INTERNATIONAL CORP.**

Chris Gaumer had prepared information explaining that he would like aerial photography to be updated for County maps and has the opportunity to use the Cares/COVID-19 funding to obtain the data. The County has several responsibilities throughout different county departments that require on-site visits on a daily basis. With this enhanced imagery technology, the need for on-site, in-person visits will be dramatically reduced due to the updated, detailed imagery. Pictometry consists of two different styles of aerial photography on a countywide level. One set is considered Oblique Imagery, which captures four simultaneous directions, producing 360-degree view of entire properties. The second is Orthogonal Imagery, which is a basic top-down aerial view of properties. These sets of imagery will assist many departments in various ways, limiting the possible exposure on a daily basis. The Auditor’s Office, Assessor’s Office, Planning & Zoning, GIS and 911/Central Communications departments will be able to assess improvements, issue permits, conduct emergency planning, without staff needing to leave their computer or requiring person-to-person meetings. When certain departments can’t conduct field inspections, it stops numerous County functions from continuing through the COVID-19 public health emergency. The County’s goal is to continue to serve the public during the COVID-19 pandemic, while keeping its employees and citizens safe and healthy.

An agreement with Pictometry International Corp. was provided to Attorney McCanna for his review. The company is in New York State. Attorney McCanna would like to see the contract show that Indiana law is the governing law if possible. The Commissioners also would like to know how this pictometry is different from LIDAR data the Surveyor’s Office uses. Auditor Bauman will ask Chris Gaumer to look into both of these items and then come back next week to discuss them.

The total amount of the project Mr. Gaumer would like to pursue \$169,222.50. Auditor Bauman said the County has the funds to pay for the pictometry and has it earmarked for the project already.

### **MATTER OF VISITORS BUREAU 2021 BUDGET**

Director Amber Caccamo presented the 2021 budget for the Visitors Bureau. The total budget is \$296,450 compared to last year’s budget of \$373,475.86. Ms. Caccamo reduced the budget due to COVID-19 concerns. Income is expected to increase marginally. Marketing will decrease by \$40,000. Relocation expenses have been removed since the Visitors Bureau is now in its new location. Rent cost has increased. Growth and other expenses will increase marginally, and administrative costs are expected to decrease.

Since the Tourism Commission has been formed, an agreement is now in place between the Tourism Commission and the Visitors Bureau. Ms. Caccamo and the Auditor’s Office will be meeting later today to discuss the new process for remitting Innkeepers Tax dollars for Visitors Bureau expenditures.

### **MATTER OF REQUEST BY RESIDENT TO DONATE PERSONAL ITEM TO COURTHOUSE**

Edward Shoudele would like to donate a 9"x37" photograph from Auburn High School class of 1919 to the Courthouse on behalf of his grandparent. President Hartman thought it would be a good idea to speak with Bob Wilder who is on the committee that handles the courthouse display cases. The Genealogy Center may be a good option for a donation such as this. A Commissioner will reach out to Bob Wilder for his input.

### **MATTER OF DART**

Meg Zenk is retiring and introduced the new Executive Director, Duane Blankenship. Ms. Zenk distributed a list of the Transportation invoices that make up the 1<sup>st</sup> quarter claim. She also provided FARE totals for 1<sup>st</sup> quarter. The Cares funding is covering 100% of the Transit expenses. She was instructed that if Medicaid dollars are not needed for Transit, they should be set aside until the Cares funding is finished. She explained direct and indirect expenses. She pleased to say that the DART audit report was "unmodified," and a clean report was sent to Indianapolis. Motion by Jacqueline Rowan to approve the quarter 1 CARES grant application and for Vice President Grogg to sign. William Hartman seconded, and all approved. This is Invoice #158 in the amount of \$152,639. Supporting documentation by way of report was provided for substantiation.

Ms. Zenk said this would likely be her last meeting with the Commissioners and gave heartfelt thanks to them for everything they do. The Commissioners expressed likewise appreciation for Ms. Zenk.

### **MATTER OF RESOLUTION TO PROVIDE FOR REIMBURSEMENT OF PAYROLL COSTS**

Jacqueline Rowan made a motion to approve Resolution No. 2020-R-19, A Resolution to Provide for Reimbursement of Public Health and Public Safety Payroll Costs with CARES Act Funding in the amount of \$1,317,410.29, and for all to sign. William Hartman seconded, and all approved.

### **MATTER OF COMMUNITY CORRECTIONS REVISED CY 2020 EXTENSION BUDGET**

Kellie Knauer and Bonnie Emerson presented the 2020 Extended budget as a replacement of their 2021 budget which was required to be done by the DOC. This is for Project Income (fund 1122) and their State Grant (9127) funds for the first 6 months of 2021. This went in front of the Advisory Board on October 13, as well as the Executive Board. Jacqueline Rowan made a motion to approve the CY 2020 Extension DeKalb County Community Corrections and Probation Budget Revision Letter of Support for January-June 2021, and for all three to sign. William Hartman seconded, and all approved.

### **MATTER OF COUNTY FARM LEASE**

It is nearing time to re-lease the County Farm. The current lease with Tom Keller expires on February 28, 2021. Mr. Keller will need to be notified in a timely manner (by December 1, 2020), that his lease will be terminating on that date and that the County intends to put the new lease up for bid. Other steps involved in the process will be putting a legal notice in the newspaper and receiving bids. The Commissioners in the past have sent letters to potential bidders notifying them of the upcoming bid process.

President Hartman would like to not see the bids due until at least the first week of December since most farmers are trying to complete harvest in November. President Hartman also suggests to only allow in-person bidding instead of taking sealed bids. This is because the last time, after opening the sealed bids, farmers were allowed to verbally bid anyway.

William Hartman made a motion for the attorney to sign and send the Notice of Termination letter to Tom Keller for the current County Farm lease. Jacqueline Rowan seconded, and all approved.

Open bidding will take place on December 14, 2020. The logistics for conducting the bidding needs to be decided since the bidding will not be limited to only those who submit written bids as was done last year.

#### **MATTER OF PROPOSED EMS AGREEMENT**

Parkview sent another agreement for the Commissioners to consider based on the prior meeting and various discussion points. The Commissioners discussed these terms and will have Attorney McCanna send their proposed changes back to Parkview for their consideration.

#### **MATTER OF ST. JOE PROPERTIES THAT HAD BEEN ASSIGNED BY COMMISSIONERS**

The Town of Saint Joe was assigned parcel 30-11-15-376-008 on November 4, 2019. The Auditor's deputy did not have the certificate for parcel 30-11-15-376-003 at the time. The Town of Saint Joe subsequently gave notice to all interested parties of both parcels, thinking they had been assigned both parcels. Attorney McCanna is going to research the most efficient way to correct this issue so the Town of St. Joe can get the other certificate. By doing so, the Auditor's Office will be able to then move forward with the issuance of the Tax Deed.

#### **MATTER OF HIGHWAY**

Ben Parker received the P.O. from IDEM so right-of-way can begin for the County Road 56 project.

Mr. Parker is having a pre-build meeting on Wednesday for new trucks and hopes to have them built by the middle of December.

He is going to have a meeting with NIRCC to come up with a plan for striping county roads. It will detail what we are striping and why.

The road asset list is getting finalized and will be submitted soon.

Vice President Grogg asked if Mr. Parker can think of any ADA projects that need to be done in the County. He said other than Spencerville, he can't think of very much right now. He believes we need to get someone on board to help with the design of sidewalks and corners in Spencerville.

Regarding bids for the Covered Bridge Rehabilitation Project, Auditor Bauman explained that one bid came in the mail without being marked as a bid. It was addressed specifically to her. She opened it and realized it was a bid and put it right back into the envelope. Attorney McCanna said that it is a legitimate bid and should be treated that way.

Bids were opened for the covered bridge rehabilitation project at 11:00 a.m. They were due in the Auditor's Office by 10:00. Results were as follows:

	<u>Beams</u>	<u>Alternate (floor)</u>
R.G. Zachrich	\$253,400.00	\$ 15,600.00
Pioneer Associates	\$344,908.25	\$ 77,000.00
PRIMCO	\$681,059.81	\$196,789.83
Advanced Rsrch & Dvlp	\$729,201.00	\$101,000.00

Mr. Parker would like to take these bids under advisement for 2 weeks because the DNR also has to review the bids. The engineer's estimate from May 2019 was 273,823.50 for the entire project. William Hartman made a motion to refer the bids to the Highway Superintendent to review against the bid specs and to bring back a recommendation to the Commissioners on November 9, 2020. Jacqueline Rowan seconded, and all approved.

**MATTER OF OTHER DISCUSSION**

Other discussion topics included: Council-Commissioners' discussion topics; and Forest River expansion (IDEM notification).

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William L. Hartman – President

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Donald D. Grogg – Vice President

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Jacqueline R. Rowan – Vice President

Attest:

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Jan Bauman, Auditor