

DEKALB COUNTY COMMISSIONERS' MEETING

December 21, 2020

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

Others Present: Auditor Jan Bauman
Attorney James P McCanna

MATTER OF HUMAN RESOURCES

Congress has reached an agreement for another stimulus package, but the CARES funding ends at the end of the year. So, after the first of the year, if an employee needs to be off due to COVID-19, they will need to use their own PTO time.

There is an interpretation issue regarding Holiday Pay being used toward the calculation of overtime. It will affect Community Corrections and Central Communications. Donald Grogg made a motion that effective immediately payroll, holiday, and overtime will be calculated by the written policy (in accordance with the way HR, the Commissioners, the Attorney, and the Labor Law attorney have interpreted it), regardless of how any other department have interpreted it. Jacqueline Rowan seconded, and all approved.

Later in the meeting, Susan Sleeper came in to discuss the overtime and holiday issue that was discussed when Dotty Miller was here. The way overtime is being calculated is exactly how the Highway Department had been calculating it for years. The change to the policy earlier this year to allow Holiday Pay in the calculation of overtime came about because the Highway Department was getting treated differently than all the other departments. The Highway Department didn't want to give up the way holiday pay factored into overtime because they were concerned that if the policy was changed, the department would lose employees and wouldn't have the coverage they needed on those holidays. The same method for calculating the overtime was therefore opened to all departments so they would be treated equally, and so that the County would have one policy for everyone instead of the many different policies that existed before. Another issue that needs to be addressed is the fact that timesheets do not seem to be an accurate depiction of what the time cards show at Community Corrections. Donald Grogg made a motion to rescind the motion to stop the policy today since more discussion needs to take place. Jacqueline Rowan seconded, and all approved. William Hartman will inform Dotty Miller. Next week, the Commissioners would like Susan Sleeper to be present when Dotty Miller has her appointment.

The Department of Labor audit determined that one employee who had taken the Emergency Family Medical Leave and paid through the CARES Act money earlier in the year and then needed to take time again later in the year and took PTO time for that leave had to be paid for those days.

PHP will be doing another voluntary health fair day on February 5th for all employees on the health plan and any employee who is not on the County's health plan. They will check weight, blood pressure and cholesterol.

The Assessor did not go through HR to post her open position. The position did not get posted at all. She hired someone outright. The Commissioners want the Assessor to understand why the position should have been posted and gone through HR.

MATTER OF AMENDMENT TO BY-LAWS OF DEKALB COUNTY VISITORS BUREAU, INC.

Amber Caccamo presented the change of members of the Tourism Commission as well as an amendment to the by-laws of the Visitors Bureau for the Commissioners to approve. After this, the Commissioners will not be required to review or approve future changes to the bylaws of the Visitors Bureau; the Tourism Commission will have that authority.

Donald Grogg made a motion to approve Ordinance No. 2020-R-24, An Ordinance Acknowledging the Change of Members of the DeKalb County Tourism Commission. Second by Jacqueline Rowan, and all approved.

Donald Grogg made a motion to approve Ordinance No. 2020-R-25, An Ordinance Amending the By-Laws of the DeKalb County Visitors Bureau. Second by Jacqueline Rowan, and all approved. This is for separation of powers between the Tourism Commission and Visitors Bureau.

MATTER OF MINUTES

Jacqueline Rowan made a motion to approve the minutes dated December 14, 2020 with correction. Donald Grogg seconded, and all approved.

MATTER OF COPY MACHINES FOR 2021

Jeff Bassett from Business Impressions distributed a list of all the 2021 proposed recommendations for Xerox equipment. The net savings to the County is approximately \$50/month. Donald Grogg made a motion to go with the proposed recommendations for 2021 per the Xerox quotes listed. Jacqueline Rowan seconded, and all approved.

MATTER OF CLAIMS

Donald Grogg made a motion to approve General Claims consisting of warrant #131426 through #131465 in the amount of \$50,362.89, and wire transfer #16690 through #16798 in the amount of \$890,632.94, as presented. Jacqueline Rowan seconded, and all approved.

MATTER OF CAPITAL IMPROVEMENT PLAN 2021-2022, RESOLUTION 2020-R-26

Jacqueline Rowan made a motion to approve and for all three to sign Resolution 2020-R-26, A Resolution Adopting the Economic Development Income Tax Capital Improvement Plan for the revenues received and used in the calendar years 2021-2022. Second by Donald Grogg, and all approved.

MATTER OF CASH RENTAL AGREEMENT FOR COUNTY FARM BUILDINGS

Donald Grogg made a motion to approve the County Farm Outbuildings Cash Rental Agreement with the change denoted in #9. Jacqueline Rowan seconded, and all approved. Utilities will need to get worked out with Mr. Fortman for when he needs to take over paying them.

MATTER OF APPOINTMENTS

Donald Grogg made a motion to make the appointments to the following boards, except for the Board of Zoning Appeals and a second appointment to the Plan Commission, which will remain open until the Commissioners can find people who are willing to serve.

Central Communications Board: Mike Watson	open-ended (Commissioners' Representative)
District 3 Planning Committee: Brian Humbarger	open-ended
Drainage Board (Ag): Randy Deetz	2021-2022 (Ag Representative)
Drainage Board: Bruce Bell Jr.	2021-2024 (In lieu of Comm. Sanderson)
Drainage Board: Mike Watson	open-ended (Commissioners' Representative)
Solid Waste District: Todd Sanderson	open-ended (Commissioners' Alternate)
Airport Authority Board: Jerry Korchyk	2021-2024
Alcohol & Tobacco Commission: Terry Rayle	2021
Auburn City Plan Commission: Tom Smith	2021-2024
Auburn Extra-Territory Jurisdiction: Tom Smith	2021-2024
Board of Zoning Appeals: OPEN	2021-2023 (completing R. McNabb's term)
Butler Extra-Territory Jurisdiction: Adam Staley	2021-2024
Community Corrections Board: Steve Teders	2021-2024 (Educational Administrator)
Community Corrections Board: Mike Watson	open-ended (Commissioners' Representative)
Community Corrections Board: Todd Sanderson	open-ended (Commissioners' Alternate)
Council on Aging Board: Dale Hummer	2021
Garrett Public Library Board: Taiylor Wineland	2021-2024
Health Department Board: Dr. Jeffrey Stephens	2021-2024
Health Department Board: Dr. Philip Chase	2021-2024
Health Department Board: Dr. Andrew Dirksen	2021-2024
Homeland Sec. Advisory Board: Todd Sanderson	open-ended (Commissioners' Representative)
Plan Commission: Frank Pulver	2021-2024
Plan Commission: OPEN	2021 (completing Tim Griffin's term)
Plan Commission: Mike Watson	open-ended (Commissioners' Representative)
PTABOA Board: Charlotte Suntken	2021
PTABOA Board: Ron Dicke	2021
PTABOA Board: Linda Middleton	2021
Public Defender Board: Kent Likes	2021 (compl. David Swogger's term)
Redevelopment Commission: David Swogger	2021
Redevelopment Commission: Wilford Hohler	2021
Redevelopment Commission: Kevin Webb	2021
Tourism Commission: Brian Brandon	2021-2022
Visitors Bureau: Brian Brandon	2021-2022

Jacqueline Rowan seconded, and all approved.

MATTER OF 2020 HIGHWAY MATERIALS AND SUPPLIES BIDS

Bids were due today by 10:00 a.m. The bid from Airmarking Co. Inc. was received at 10:29 a.m. in the Auditor's Office and was rejected. The following companies submitted bids. All bids were opened by Ben Parker during the Commissioners' meeting. Of all the bids submitted, one was for fuel only, and it is marked below.

American Timber Bridge
 API Construction
 Asphalt Materials, Inc.
 Bailey Aggregates, LLC
 Brooks 1st
 Butler Mill Service Co.
Ceres Solutions-FUEL
 E & B Paving
 Great Lakes Chloride

Hixson Sand & Gravel Inc.
Irving Sand & Gravel Co., Inc.
Knott Drainage & Excavating
Pavement Solutions, Inc.
Pierceton Trucking
Pulver & Sons Asphalt Materials Inc.
Pulver Asphalt Paving Inc.
Victory Trucking & Supply (d/b/a Three Rivers Barricade)
Wayne Asphalt
Wolf Lake Gravel

Donald Grogg made a motion to award the fuel contract today to Ceres Solutions to lock in the price at \$2.217. Jacqueline Rowan seconded, and all approved. Mr. Parker indicated that he has received very good service from Ceres, and he has received very good fuel from them in the past.

Donald Grogg made a motion to receive all bids for materials and supplies and refer them to Ben Parker to be studied and verified and to be brought back to the Board of Commissioners on Monday, January 4, 2021 with a recommendation. Jacqueline Rowan seconded and all approved.

MATTER OF LOCAL ROAD & BRIDGES MATCHING GRANT FUND CONTRACT

Donald Grogg made a motion for all three to sign the Local Road & Bridges Matching Grant Fund, Contract #A249-21-LG200383, for \$1,000,000. Jacqueline Rowan seconded, and all approved. This is for overlaying of pavement of various County Roads.

MATTER OF VETERANS SERVICE OFFICER POSITION

Veterans Service Officer Travis Holcomb had been invited to attend today to discuss candidates to his position for which he has submitted his resignation. The resumes he had been given to evaluate were Michael Strong, Jennifer Johnson, Aaron Miller, Dan McReady, Ronda Hunkler, Ashton Wallace, and Christopher Wilson. Rather than discussing in an open forum, Mr. Holcomb will narrow down the candidates for next Monday to the ones he sees as the top 3 to potentially interview.

MATTER OF ENGINEERING CONCERNS FOR PROPOSED 208 EAST 7TH BUILDING

Our purchase agreement leaves enough space between buildings so that we can always access the west wall of the 220 East 7th Street building. The way Attorney McCanna understands it, the County doesn't have a problem eliminating the space as long as the County's building is safeguarded. As Jeremy Bowers explained last week, the soil under 208 and 220 East 7th Street could be disrupted depending on what the builder wants to do. Jeremy Bowers is willing to write a letter to their contractor/structural engineer people to explain what is needed in the contract that will safeguard the County's property. The Commissioners agree that such a letter should be sent. The purchaser had hoped to be able to close by year end, but Attorney McCanna does not know how this will be possible because of the potential issues that have been uncovered that need to be fully addressed prior to closing.

MATTER OF TRAVEL REQUEST

Donald Grogg made a motion to approve the Newly Elected Official training for Mike Watson in the amount of \$100 to be paid from Commissioners' travel. Second by Jacqueline Rowan. A vote was taken. With 2 ayes and 1 nay, motion passed.

MATTER OF OTHER DISCUSSION

Other discussion topics included: possible back-up PTABOA members in case quorum of regular members isn't met; Sheriff body cameras; extra pay for Health Department nurses; and, appraisals have been ordered on the Henderson property and the current Highway Department property.

William L. Hartman – President

Donald D. Grogg – Vice President

Jacqueline R. Rowan – Vice President

Attest:

Jan Bauman, Auditor