

DEKALB COUNTY COMMISSIONERS' MEETING

January 24, 2022

Commissioners Present: President William L Hartman
 Vice President Michael Watson
 Vice President Todd Sanderson

Others Present: Auditor Susan Sleeper
 Attorney James P McCanna

MATTER OF HUMAN RESOURCES

Dotty Miller discussed the resignation of the Executive Director, Kellie Knauer and what the logistics going forward should be on an Interim Director until a new Executive Director is chosen. Dotty asked the Commissioners what avenue they would like to her to go with Kevin Likes, as the president of the Advisory Board. Commissioners feel there should be an Interim put in place for the time being, until things can be sorted out going forward. The Safety Committee met on Friday January 21st, but the majority of members were not able to attend. Dotty went over the IPEP Workman's Comp report.

Other discussion: interviews and openings across the County, March 28th is the Health Risk Assessment date, and OSHA possible changes.

MATTER OF ANNUAL BOARD OF FINANCE MEETING

President Todd Sanderson opened the meeting at 9:11.

Michael Watson made a motion to approve the Board of Finance meeting minutes from January 18, 2021. William Hartman seconded, and all approved.

Michael Watson motion to retain the current officer slat as: Todd Sanderson as the President of the Board of Finance, Michael Watson as the Vice President of the Board of Finance and Sandra Wilcox as the Secretary of the Board of Finance. William Hartman seconded and all approved.

Michael Watson made a motion to approve the State of Investment Policy and for all three to sign. William Hartman seconded, and all approved.

Treasurer Sandi Wilcox went over the Cash and Investment Report and 3 Year Revenue Comparison Report. She can invest up to 2 years without having to come back and re-doing the investment policy. However, due to the rates, most of the CD's are invested for 6-month terms. They are currently invested in Beacon Credit Union and Flagstar Bank. Local banks compete with interest rates, and that is how they are chosen by the Treasurer. Community State Bank is the County's main bank. Many of the County's Investments are also with Trust Indiana. Star Bank is the bank that the County uses for online property tax payments by property owners. Excise tax is just held until it can be disbursed at settlement time; excise is not a county asset. In 2021, interest earned was \$71,262.72, as compared to 2020's interest earned of \$235,175.44 and 2019's interest earned of \$775,071.46. William Hartman made a motion to accept the Investment Report. Michael Watson seconded and all approved.

Next, warrants outstanding and unpaid were reported. Michael Watson made a motion to move the checks from their accounts into County General. William Hartman seconded, and all approved.

Treasurer Wilcox went over the 2021 Summary of Collections Report that went through the Treasurer's Office last year. Most of the property tax payments came by way of walk-ins, mail or dropbox. The delinquency rate for 2021 was at 6.54%, down from 7.30% for 2020. That represents about \$2.1 million dollars in delinquencies. There were 271 tax sale properties in 2021 and 348 in 2020.

Finally, Ms. Wilcox went over 2021 Achievements and 2022 Goals. Accomplishments included: mobile home project, large remitter to have the option of either receive all tax bills or a spreadsheet in place of, received an award from the TRECs Company for the cleanest records in the state, and working on the unknown parcels. Goals for 2022 are: Star Bank System will be getting out of the tax payment process after spring collections; Sandi is looking at other options to determine what the most cost-effective way to go is. Working on getting the LOW PATI system back up and running, updating the alcohol permitting process to digital, one position to be an EXCEL expert in her office to improve automation, cleaning out basement, utilizing some vendor software for government employees to track if their taxes are current as tax paid citizens, and complete unknown parcel cleanup.

Investment guidelines by statute are stringent and do not allow the Treasurer to invest in anything speculative. If she would want to invest in other ways, she would need Council approval.

Michael Watson made a motion to approve the Board of Finance Annual Report. William Hartman seconded, and all approved.

The next meeting will be January 23, 2023, at 9:00 a.m.

Michael Watson made the motion to adjourn the Board of Finance meeting at 9:49 a.m. William Hartman seconded, and all approved.

MATTER COUNCIL ON AGING QUARTERLY REPORT

Tracy Bell reported that they are on the 6th and final quarter of the CARES act. The 2021 Audit was done last week, still up and running as usual, they are still waiting on a Transit Van from 2021 that is awaiting a chip, the #18 van that Commissioners approved to sell has 3 interested buyers, the van that was in an accident from October is still being repaired, there have been 3 drivers hired. The FARES have been low due to COVID, Tracy has reached out to see if there is a way to get DART more functional for DeKalb County in turn to increase revenue.

Michael Watson made a motion for the president to sign the 6th Quarter CARES Operating/Administration request in the amount of \$127,972.00 that covers October-December 2021 expenses. Todd Sanderson seconded the motion and all approved.

MATTER OF HIGHWAY

Ben didn't have much for the commissioners and discussion took place on the following: school crossing sign, Custer Farms land, received one proposal for architects and is awaiting two more, and Letter of Intent of Countywide Bridge Inspection are due in the Auditor's office this week.

MATTER OF KRAFFT PROPERTY

Discussion took place and another letter will go out with stronger verbiage on the cleanup or lawsuit will more forward. Attorney Jim McCanna will work with Chris Gaumer on a list of everything that needs taken care of and notice will be done by weekend.

MATTER OF PAYROLL

Michael Watson made a motion to approve payroll for the period January 2-15, 2022. Todd Sanderson seconded, and all approved.

MATTER OF CLAIMS

Michael Watson made a motion to approve General Claims for \$1,283,341.86 consisting of warrant #'s 132714 to 132719 and wire transfer #'s 19995 thru 20117. Todd Sanderson seconded and all approved.

MATTER OF MINUTES

Michael Watson made the motion to approve the minutes dated January 10, 2022 as submitted. Todd Sanderson seconded and all approved.

MATTER OF TRAVEL REQUESTS

Todd Sanderson made a motion to approve the following travel request:

- 1) Mark Olivero & Kevin Likes to travel to Madison State Hospital to meet with Defendant Jeremy Bixler on January 17, 2022. Estimated cost of \$203.28 to be paid by Department Travel.
- 2) Jessica Stanczak, Bernie Sukala & Cathy Manuel to attend Indiana Environmental Health Association Northeast Meeting in Lagrange held on January 20, 2022. Estimated cost of \$0 will come from Department Travel. The Health Dept. does have one vehicle in the shop and will do all possible to drive a Health Dept. Vehicle, otherwise mileage will need paid by the department.
- 3) Sheriff Cserep to attend AIC Legislative Conference in Indianapolis held on January 2-26, 2022. Estimated cost of \$461.00 to be paid by Department Travel.
- 4) Deputy Kerley, Deputy Burgett, Jailer Norton & Jailer Shifflet to attend Crisis Intervention Training at Johnson County Sheriff Department on February 7-11, 2022. Estimated cost of \$1,600.00 to be paid by Department Travel.
- 5) Lauren Deutch to attend Indiana Tech Career Fair 2022 in Fort Wayne held on February 16, 2022. Estimated cost of \$21.12 to be paid by Department Travel.
- 6) Jeff Martin to attend International Association Electrical Inspectors Indiana Chapter Annual Meeting in Lafayette held on February 16-18, 2022. Estimated cost of \$656.53 to be paid by Department Travel.
- 7) Sheriff Cserep to attend Indiana Sheriff's Winter Conference in Indianapolis held February 22-25, 2022. Estimated cost of \$768.00 to be paid by Department Travel.
- 8) Sgt. Baker & CO Lichtsinn to attend Indiana Sheriff's Winter Conference in Indianapolis held February 22-25, 2022. Estimated cost of \$1,051.90 to be paid by Department Travel.
- 9) Detective Mark Stump to attend Midwest Gang Investigators Association in Angola held March 9, 2022. Estimated cost of \$25.00 to be paid by Department Travel.

10) Deputy Stine & Deputy Elliott to attend Reid Interviewing Technique at Adams County Sheriff's Department on September 27-30, 2022. Estimated cost of \$600.00 to be paid by Department Travel.

Michael Watson seconded, motion passed 2,1 with William Hartman voting against.

MATTER OF MICROVOTE 2022 MAINTENANCE AGREEMENT

Todd Sanderson made a motion for the president to sign the 2022 Infinity Voting System Annual Maintenance Agreement in the amount of \$13,000.00 per year for four (4) years from January 1, 2022 through December 31, 2025. Michael Watson seconded and all approved.

MATTER OF EMERGENCY MANAGEMENT 2021 YEAR-END REPORT

Michael Watson motioned to acknowledge receipt of the Emergency Management 2021 Year-End report submitted by Jason Meek. Todd Sanderson seconded and all approved.

MATTER OF PUBLIC DEFENDER 2021 YEAR-END REPORT

Michael Watson motioned to acknowledge receipt of the Public Defender 2021 Year-End report submitted by the Mark Olivero. Todd Sanderson seconded and all approved.

MATTER OF COUNTY HOME REPORT OF DECEMBER 2021

Todd Sanderson motioned to acknowledge receipt of the County Home Report for December 2021. Michael Watson seconded and all approved.

MATTER OF TRAVELERS SOCIAL ENGINEERING FRAUD SUPPLEMENT

Todd Sanderson made a motion to approve and for the president to sign the Social Engineering Fraud Supplement for the County. Michael Watson seconded and all approved.

MATTER OF RIGHT STUFF QUOTE FOR CENTRAL COMMUNICATIONS

Information only: Right Stuff Software demoed their timekeeping system for Central Communications and provided a quote as follows:

- Consulting, installation, training: \$5,000 initial setup, one-time fee
- Licensing and Support: \$200 per month for up to 25 users
- Off-site Housing: \$50 per month for up to 25 users
- Windows 10 Biometric Time Clock: \$2,300 per unit, one-time fee

MATTER OF AUDITOR'S OFFICE PART TIME TO FULL TIME POSITION

Auditor Sleeper is requesting that her current part time open position be converted to a full time position in order to allow Mike Ruse, the current part time Transfer Deputy become full time. Auditor Sleeper needs more Transfer work, as the housing market is not slowing down. Although, Auditor Sleeper knows by increasing to full time status this would increase benefit cost, it would greatly benefit her office and no training time would be needed, it would be productive work from the start. Auditor Sleeper would like to

have the full time status begin on February 6, 2022 with Council' funding approval. Mike Ruse will complete is 4th part time year with the Auditors office on February 6, 2022 and Auditor Sleeper inquired if any of those years could be counted to give Mike some starting PTO time. Auditor Sleeper already has the money needed in her budget and will not have to ask for any additional money. She also does not feel she needs or will need the part time position in the future, she has moved duties around and the previous plan for a part time employee is not needed.

Mike Watson made a motion to approve the Auditor's open part time position to be converted to a full time position as long as the Council will fund the change. Todd Sanderson seconded and all approved.

MATTER OF MAINTENANCE

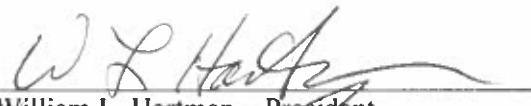
Larry came into to talk about several items that include: roof on the 220 Building, annex basement furnace has went out after 30 years, the suggestion is to replace the air conditioner at the same time, Evapar generator service resulted in a belt fix for the Health Dept. and coolant fix at the Sheriff's Dept., air conditioner out in the Plan Commission office, I-beams at Health department, and annex windows.

Todd Sanderson made a motion to replace the furnace and air conditioner at the Annex Building with a 95% efficiency unit from FelgarHart for \$8,035.00 to replace the furnace plus and additional \$3,463.00 to replace the condensing unit, flush the refrigerant lines and install new driers and fan cycle control to be paid from LITED #62. Michael Watson seconded and all approved.

Todd Sanderson made a motion to approve the Evapar Repair estimates for the Jail in the amount of \$1,049.24 and for the Annex Building in the amount of \$461.48, to be paid from LITED #62. Michael Watson seconded and all approved.

MATTER OF OTHER DISCUSSION

Topics included: referendum with the City, CR 56 project-Custer Farms, Petition Vacation may be coming, and Matt Kasper public records request.


William L. Hartman – President


Michael Watson – Vice President


Todd Sanderson – Vice President

Attest:


Susan Sleeper, Auditor

