

## DEKALB COUNTY COUNCIL MEETING

November 15, 2023

### The following Council Members were present:

President Richard Ring  
Vice President David Yarde  
Member William VanWye  
Member Robert E. Krafft  
Member Amy Demske  
Member Amy Prosser, left @ 9:30  
Member Rick Collins

Others present: Auditor Susan Sleeper  
Attorney Donald J Stuckey

Amy Prosser opened the meeting with prayer at 8:33 a.m.

### **MATTER OF MINUTES**

Rick Collins made a motion to approve minutes dated September 26, 2023. Amy Prosser seconded and all approved.

### **MATTER OF ADDITIONAL APPROPRIATIONS**

Amy Prosser made a motion to approve Public Defender's request for additional appropriation of \$7,760 for the Administrative Assistant (11501) within the County General Fund (1001). Amy Demske seconded and all approved.

Robert Krafft made a motion to approve Highway's request for additional appropriation of \$1,149,605 to the Cumulative Highway Fund (1135). William VanWye seconded and all approved.

David Yarde made a motion to approve Probation's request for additional appropriation of \$3,125 for the Testing Services within the ATC Donation Fund (4122). Rick Collins seconded and all approved.

### **MATTER OF TRANSFERS**

William VanWye made a motion to approve the Development Services transfer request to move \$500 from Petroleum Products & Supplies (22210) to Vehicle Maintenance & Repair (33610) within County General Fund (1001). David Yarde seconded and all approved.

William VanWye made a motion to approve Commissioners transfers as listed below within County General (1001):

\$62,500 from PERF (12100) to Sculpin EDF Consultant Fee (34341)  
\$10,000 from PERF (12100) to Soldier Burial (34210)  
\$1,500 from PERF (12100) to Travel/Training/Education (34295)

Amy Prosser seconded and all approved.

Rick Collins made a motion to approve Circuit Courts transfer for \$3,500 from Other Service Fees (32780) to Overtime (11050) within the General Fund (1001). Amy Prosser seconded and all approved.

David Yarde made a motion to approve Commissioners transfers as listed below with in the LITED Fund (1112):

\$4,000 from #64 Highway Operations Services (31064) to Hwy Oper. Supplies (21064)

\$100.00 from #14 Unsafe Structures Services (31014) to Unsafe Str. Supplies (21063)

\$1,000 from #62 County Bldg Imprv/Repair Services (31062) to Bldg Supplies (21062)

Robert Krafft seconded and all approved.

Rick Collins made a motion to approve DCCC transfers as listed below within the Project Income Fund (1122):

\$2,000 from Food Supplies (22250) to Overpayments (38999)

\$2,200 from Food Supplies (22250) to Computer Equipment (44420)

\$500 from Food Supplies (22250) to Furniture & Fixtures (44410)

Amy Demske seconded and all approved.

William VanWye made a motion to approve Central Communications transfer request of \$28,716 from Furniture & Fixtures (44410) to Other Service Fees (32780) within the Cumulative Capital Development Fund (1138). Amy Demske seconded and all approved.

David Yarde made a motion to approve Sheriff's transfer request of \$426 from Operating Supplies (22130) to Equipment (44430) within the Handgun Permit Fund (1156). Robert Krafft seconded and all approved.

Robert Krafft made a motion to approve Highways transfer request of \$20,000 from Petroleum Products & Supplies (22210) to Insurance (12200) within the Motor Vehicle Highway Fund (1176). Rick Collins seconded and all approved.

Amy Demske made a motion to approve DCCC transfer request of \$45 from Residential Service Officer (11692) to Uniforms (22200) within the State Grant Community Corrections Fund (9121). David Yarde seconded and all approved.

#### **MATTER OF FINANCIAL REPORT BY FUND**

The Council certified that they have received and reviewed the September & October 2023 Financial Report by Fund.

#### **MATTER OF DEKALB COUNTY AIRPORT UPDATE**

Council and Commissioner Brief 11/15/2023

#### **New Business**

- The Self-Serve Fuel System installation is complete and operational. There are a few small items that need to be completed such as signage and final placement of fire extinguishers but

aircraft are pulling up and gassing up. The changeover of the old AvGas tank to JetA will begin on November 11<sup>th</sup>. We will double our capacity of JetA on the Airport from 12,000 gallons to 24,000 gallons.

- We are currently working on a schedule for the 2024 construction season and hoping to get starting on electrical work over the winter months. The work to be accomplished consist of installing the approach lights, distance remaining signage, moving the Automated Weather Observation Station and the Glideslope and a significant amount of earthwork to finish creating a flat surface for the image forming area for the Glideslope.
- We had to make some emergency repairs to the runway. The areas where we removed paint started to unravel more quickly than we anticipated so we had to add a surface with fine aggregates to a significant portion of the runway to keep the foreign object damage to a minimum.
- We've had a lot of questions about how projects like our runway extension are funded so the following is a bit of a primer to the Federal Airport Improvement Grant Program. (AIP). Our system of airports is not funded by general fund money, or tax money. Instead, it is funded by a trust fund that is self-sustaining and completely solvent and has been since inception. The revenue are generated from within the aviation system as user fees. Read more below take directly from here – <https://www.faa.gov/about/budget/aatf>.

Established in 1970, the Airport and Airway Trust Fund (AATF), also known as the Aviation Trust Fund, helps finance the Federal Aviation Administration's (FAA) investments in the airport and airway system (through the AIP), such as construction and safety improvements at airports and technological upgrades to the air traffic control system, as well as FAA operations, including providing air traffic control, overseeing commercial space launches, and conducting safety inspections.

## ***Trust Fund Legislation***

The Airport and Airway Revenue Act of 1970 (P.L. 91-258) created the Trust Fund to provide a dedicated source of funding for the U.S. aviation system, independent of the General Fund.

The authority to collect aviation excise taxes and to spend from the Aviation Trust Fund must be reauthorized periodically, most recently in the FAA Reauthorization Act of 2018, which was enacted on October 5, 2018. If the FAA's authorization were to expire without an extension, then the agency would be unable to spend any revenues allocated from the Trust Fund.

## ***Trust Fund Spending***

The Trust Fund provides funds for four major FAA accounts.

1. **Operations:** The Operations account funds the administration, operation, repair, and maintenance of the National Airspace System (NAS) and aviation safety oversight.
2. **Facilities & Equipment (F&E):** The Facilities and Equipment account provides for current infrastructure, and the advancement of NextGen Air Traffic Control (ATC) systems.
3. **The Research, Engineering and Development (RE&D)** account funds the research and services that ensure a safe, efficient, and environmentally compatible air transportation system.
4. **Grants-in-Aid for Airports:** The Grants-in-Aid for Airports (AIP) account funds the FAA's Airport Improvement Program (AIP), which supports the development of a nationwide system of public-use airports to meet the current needs and the projected growth of civil aviation.

Currently, the Trust Fund may cover both capital and operating costs. In FY 2021, it provided all of the funding for two of FAA's four accounts, including the Facilities and Equipment (F&E) account and the Research, Engineering, and Development (RE&D) account.

In recent years, the Airport Improvement Program (AIP), which provides grants for construction and safety projects at airports, has been supplemented by the General Fund, including \$400 million in both FY 2020 and FY 2021 and \$554.2 million in FY 2022.

For questions related to Airport Improvement Program funding, please contact us at [FAA's Airport Improvement Program Branch](#).

The Trust Fund provided approximately 95.6 percent of the funding for the Operations account in FY 2021 and provides about 56.1 percent of the funding for the Operations account in FY 2022. The remainder of the Operations Account is funded by General Fund revenues. This commitment from the General Fund reflects an effort to augment declining AATF revenues caused by the drop in air traffic activity during the COVID-19 pandemic.

## ***Trust Fund Income***

The Trust Fund provides the primary source of funding for FAA and receives revenues principally from a variety of excise taxes paid by users of the National Airspace System. The excise taxes are imposed on domestic passenger tickets, domestic flight segments, and international passenger arrivals and departures, and on purchases of air travel miles for frequent flyer and similar programs. In addition, taxes are imposed on air cargo waybills and aviation fuel purchases. The largest source of excise tax revenues are related to transportation of passengers

Revenues deposited in the Trust Fund are subject to congressional appropriations and are included in the federal budget.

### **Old Business**

➤ None.

### **MATTER OF DEKALB COUNTY VISITORS' BUREAU 2024 BUDGET**

Amber Caccamo with the DeKalb County Visitors' Bureau attended and presented the 2024 Budget in the amount of \$550,000 as approved by the Board, compared to the 2023 Budget of \$469,616. Amber also discussed what the Bureau has been doing, is planning to do and any changes that were noted in the budget document presented prior to meeting.

**Robert Kraft made a motion to approve the DCVB 2024 Budget as presented. Rick Collins seconded and all approved.**

### **MATTER OF HEALTH DEPARTMENT 2024 WAGE DISCUSSION**

William VanWye explained that he has been working on the Environmental Specialist wages, he figured a 6% increase from the 2023 rate and added an additional \$15,000, this would equate to \$64,698 annually (\$35.70/hr).

**James Freed:** spoke on the work that Cathy Manual does and how she took a dysfunctional system and created a wonderful program and is truly an exceptional employee. He feels the County would be making a big mistake if the County does not do what they can to keep her as an employee.

**Jeremy Perkins:** also spoke on how dysfunctional the system was and how she keeps the projects moving. He also feels the Council should do anything possible to get Cathy a raise.

**Phil Zimmerman:** mainly works in Allen County, but has done work in DeKalb County as well and worked many years with Cathy Manual and says you always know where you stand with her

and sometimes, she has to say NO, and works with the contractor to correct the problem and move forward. He also does septic inspections for home purchases, and it is very easy to get records from Cathy in a timely manner to complete the inspection. He also feels the permit fees could be increased as will help with the wage increases.

**Duane Embury:** professional engineer who has worked with Cathy for many years and states Cathy is full of integrity and it would be a great loss for the

**Cheryl Lynch:** would like the Council to please take into consideration the points she had shared prior to the meeting and feels the education piece is a large component. Cheryl also feels the same with her Vital Records Clerk who also has a degree and handles a huge number of tasks with ease. Cheryl shared that all her employees are dependable and are willing to do anything that is asked of them.

**Bernie Sukala:** explained to the Council the tasks that they do that include animal bites, food inspections and soil inspections.

**Kathy Rutledge:** is in attendance to support her colleagues and the other as she feels her position gets lost in the shuffle, she says she is in the right category but feels she has an abundance of responsibilities and feels she should be compensated for them. WIS looked at her job description and said she is in the correct category, but Kathy does not agree with their evaluation.

**Dr. Souder:** he has been around for a long time and has seen the lack of reporting, communication, and many duties not being followed. He knows the Council has gone through metrics of rating the job descriptions and looks forward to their support, but now is the time to shine on the health department as they are a blue-ribbon department currently. Dr. Souder encourages the Council to maximize the wages.

Commissioner VanWye discussed a few more aspects of the job being done at the Health Department. Commissioner Yarde added that he has heard from a lot of people on this topic and appreciates the gentleman taking their time to attend. Commissioner Krafft also received many calls on this topic, and it is basically great communication and response time along with the knowledge that Cathy and Bernie have. Commissioner Collins appreciated the contractors attending but had a procedural question on how this has become an issue now after having worked through all the budget meetings. Commissioner Ring does feel there is room for an increase for the Environmentalists but does not wish to get into this type of situation regularly.

William VanWye made a motion to approve the (3) Environmentalists 2024 wage to be set at \$64,986 which will become the top end of category PAT-B. David Yarde seconded, and additional discussion took place. The motion passed unanimously.

Rick then went on to discuss the Vital Records Clerk request of an increase. He feels they have tried multiple ways to change the job description to reflect a different category and it does not change. William VanWye would like to think about it a bit longer. Auditor Sleeper expressed

that she would come back for her employees as well if a change is made for the Vital Records Clerk, as she also has positions in the COMOT-B category that also deserve an increase.

**MATTER OF 2024 SALARY & HOURLY WAGE ORDINANCE: 2023-OCC-10**

William VanWye made a motion to approve the 2024 Salary & Hourly Wage Ordinance 2023-OCC-10 with amendments on SECOND & THIRD Readings. David Yarde seconded and all approved.

**MATTER OF 2023 SALARY & HOURLY WAGE ORDINANCE: 2023-OCC-13**

Rick Collins made a motion to approve the 2023 Salary & Hourly Wage Ordinance: Ordinance 2023-OCC-13 by title only on the FIRST Reading. Robert Krafft seconded and all approved.

David Yarde made a motion to suspend the rules to pass the 2023 Salary & Hourly Wage Ordinance: 2023-OCC-13 on the 2<sup>nd</sup> and 3<sup>rd</sup> Readings. Robert Krafft seconded and all approved.

Robert Krafft made a motion to approve the 2023 Salary & Hourly Wage Ordinance: Ordinance: 2023-OCC-13 by title only on the SECOND and THIRD Readings. William VanWye seconded and all approved.

**MATTER OF COUNCIL DISCUSSION**

**LIT PTRC Ordinance:** Auditor Sleeper explained the need for the ordinance that will come for public hearing and adoption per DLGF.

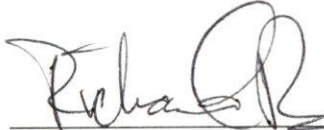
**2024 Council Meeting Calendar Dates:** Proposed dates were provided for the Council for their review and action in December.


**December Liaison/Board Appointments:** Liaison Assignments and Board Appointments were reviewed for action in December.

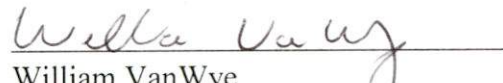
**MATTER OF ADJOURNMENT**

Rick Collins made a motion to adjourn at 11:19 a.m. Amy Demske seconded and all approved.


**DEKALB COUNTY COUNCIL:**

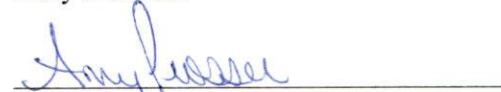
  
Richard Ring, President


  
David Yarde, Vice President

  
William VanWye

  
Robert E. Krafft

  
Amy Demske

  
Amy Prosser

  
Rick Collins

ATTEST:

  
Susan Sleeper, DeKalb County Auditor