

## DEKALB COUNTY COMMISSIONERS' MEETING

March 9, 2020

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

Others Present: Auditor Jan Bauman  
Attorney James P McCanna

Absent: Vice President Donald D. Grogg

### **MATTER OF HUMAN RESOURCES**

Representatives from A.J. Gallagher, the County's employee health insurance broker, would like to have a working lunch with the Commissioners to discuss the health insurance and if the Commissioners would like any changes for this year's open enrollment. It is tentatively scheduled for April 6 at noon in Commissioners Court.

Dotty Miller and Lauren Dietsch met with PHP and are planning monthly incentives to help employees with health goals and to become better educated about health and insurance related matters.

The HR Department fields a wide variety of phone calls. They have been getting questions about the Coronavirus. The Health Department told HR to refer people to the CDC website which is updated a couple times per day.

Lauren Dietsch will be in charge of a booth at a job fair this week sponsored by Work One.

The Sheriff's Department still has open positions. One of the issues that may be limiting the department is the fact that the Merit Board does not allow tattoos.

Finally, various openings as well as newly filled positions were discussed.

### **MATTER OF MINUTES**

Jacqueline Rowan made a motion to approve minutes dated March 2, 2020. William Hartman seconded, and all approved.

### **MATTER OF FINISHER FOR ASSESSOR'S OFFICE**

Jeff Bassett from Business Impressions said there are two new machines in the Assessor's Office—one with and one without a finisher. The Assessor would like a finisher on the second machine. If the finisher is added, the cost savings will be lost for having removed the finisher at the end of last year. The Commissioners believe the Assessor needs the finisher. Jacqueline Rowan made a motion to put a finisher on the Xerox machine in the Assessor's Office. William Hartman seconded, and all approved.

The machine that was moved from the Assessor's Office to the Health Department does not have a fax machine. Jeff Bassett said he missed that, so he has obtained a fax machine and taken it to the Health Department at his expense since he was the one who missed their need for one.

### **MATTER OF POSSIBLE NEW SITE FOR HIGHWAY DEPARTMENT AT CR 34 & 427**

Mr. Bassett, on a personal note and as a private citizen, said that he and his brother are very much in favor of the Highway Department being located at County Road 34 and 427. They are neighbors to the property. They have spoken to the Highway Superintendent, and his reasoning makes sense. Mr. Bassett also said that he knows of someone in another county whose highway department doesn't even look like a highway department from the outside due to the way it is built and the landscaping.

### **MATTER OF CLAIMS**

Jacqueline Rowan made a motion to approve Special Claims for the week of March 9, 2020, and General Claims consisting of warrant #130296 thru 130403 in the amount of \$149,123.52, and wire transfer #14318 through 14400 in the amount of \$315,794.10. William Hartman seconded, and all approved.

### **MATTER OF TRAVEL REQUESTS**

Jacqueline Rowan made a motion to approve the following travel requests:

- 1) Tiffany Weimer (Central Communications) to travel to Bristol on March 4 for the Spring IDACS area 2 meeting. No expenses will be claimed.
- 2) Tiffany Weimer (Central Communications) to travel to Grand Rapids, MI, March 13-14 for Finding the Leader in Your training. Estimated cost of \$919.42 to be paid from department travel.
- 3) Dave Myers and Amanda Thomas (Central Communications) to travel to Chesterfield on September 2 for the Area 2 IDACS Coordinator Meeting. Estimated cost of \$84.28 to be paid from department travel.
- 4) Johanna Scott (Probation) to travel to Indianapolis on April 23 for the Governor's Next Level Recovery Conference. Estimated cost of \$149.08 to be paid from department travel.
- 5) Kelly Mattes, Kelli Heath, and Mark Pomeroy (Probation) to travel to Indianapolis on April 27 for the Justice Services Conference. Estimated cost of \$30 to be paid from department travel.
- 6) Michael Lapham (Probation) to travel to Indianapolis on March 13 for the Chief Probation Officer Summit. Estimated cost of \$241.96 to be paid from department travel. If a department vehicle becomes available, Mr. Lapham will take it.
- 7) Jonnie La Rowe and Bailey Gasper (Probation) to travel to Indianapolis April 27-29 for the Justice Services Conference. Estimated cost of \$657.28 to be paid from department travel.
- 8) Ben Browand and Thomas Olinske (Sheriff) to travel to Lebanon on March 10<sup>th</sup> for Profiling School Shooters Training. No expenses will be claimed.
- 9) Cheryl Lynch, Debra Krafft, and Carma Johnson (Health) to travel to Fort Wayne on March 13 for an LHD and Coalition meeting. No expenses will be claimed.
- 10) Shane Kelley (Community Corrections) to travel to Indianapolis March 11-12 for Indiana Risk Assessment Training. Estimated cost of \$442 to be paid from department travel.
- 11) Martha Grimm (Council) to travel to Columbia City on March 18 for the AIC District Meeting. Estimated cost of \$67.28 to be paid from Commissioners' travel.
- 12) Rick Ring (Council) to travel to Columbia City on March 18 for the AIC District Meeting. Estimated cost of \$60.14 to be paid from Commissioners' travel.
- 13) Michelle Hausbach, Kristina Thomas, Susie Branscum, Caeli Hixson, and Loretta Passwater (Title IV-D) to travel to Plymouth for the Regional Child Support Meeting. Estimated cost of \$66 to be paid from department travel.
- 14) Elysia Rodgers (Extension) to travel to Lebanon on March 24 for the Farmer 2 Farmer Team Meeting. Estimated cost of \$130.24 to be paid from department travel.
- 15) Elysia Rodgers (Extension) to travel to Warsaw on March 17 to be the Kosciusko County Garden Speaker. Estimated cost of \$42.68 to be paid from department travel.

William Hartman seconded, and all approved.

The Commissioners heard Ryan Hull's request for the Family Restoration Court Team to travel to California for the NADCP – RISE 20 – Conference. That was approved. See the next topic: "Matter of Travel Request for Family Restoration Court Team."

Community Corrections turned in a late travel request this morning for Kellie Knauer and Sheena Miller (Community Corrections) to travel to Indianapolis on March 11 for the Juvenile Grant Review Hearing. Estimated cost of \$50 to be paid from department travel. Jacqueline Rowan made a motion that this is the last time they will be approving a late travel claim for Community Corrections, and the meals requested will not be approved per the new Travel Policy. William Hartman seconded, and all approved.

### **MATTER OF TRAVEL REQUEST FOR FAMILY RESTORATION COURT TEAM**

Ryan Hull explained to the Commissioners that he just received word from the State that he may do a necessary transfer of money within his Family Restoration Court Grant budget in order for members of the Family Recovery Court Team to be able to attend the NADCP – Rise 20 – Conference in Anaheim, California. This would be in addition to the Veterans Court Team (already approved). The trip will be May 26-30, 2020. The total estimated cost for the four team members is \$10,361.80. The costs will be completely paid from the Family Restoration Court Grant budget. The meal cost request of \$45/day is what was approved for the Veterans Court Team based on higher costs in California.

Jacqueline Rowan made a motion to allow double the mileage amount if a family member takes the person traveling to the Airport which would be less than parking in long term parking. William Hartman seconded, and all approved.

Jacqueline Rowan made a motion to allow travel insurance to be paid in light of the Coronavirus that is causing flights to be canceled. William Hartman seconded, and all approved.

Mr. Hull also explained some modifications to the travel requests that had been submitted and approved for the Veterans Court Team. Adjustments were made to accommodate a correction to the mileage, add parking at the Fort Wayne International airport, add a missed registration fee, and finally an increase anticipated for airfare.

Jacqueline Rowan motioned to approve these travel requests. William Hartman seconded, and all approved.

### **MATTER OF GREEN THUMB STUDIOS BUILDING GREENHOUSE, 375 NORTH CTR ST**

Becca Behn, owner of Green Thumb Studios in Waterloo, said that she was sold a property with encroachments that she was unaware of at the time. The Town of Waterloo has put in a sidewalk, and now she can't get in and out of her driveway off Center Street due to the sidewalk's curb.

She doesn't want to use the driveway that goes through a residential area because the traffic from her business would also go that route, and she says that is risky with the children being there.

She can't use the other driveway off of State Road 6 because she doesn't own it.

She would like to build greenhouses. She wants to put a fence in on three sides but not put a fence where the County property is. She also wants to fill in the divet coming in off State Road 6 to build it up so it can be driven on. She would like to encroach on the property line, cut down trees, and move land to build up the ground for a driveway.

The Commissioners learned that the Town of Waterloo would like to use some of the County owned property for the bike trail eventually.

Jim McCanna said that the Commissioners have no jurisdiction over the Town of Waterloo and therefore cannot override their rules, if that is one of the issues.

The Commissioners examined Ms. Behn's exhibits and also pulled the area up on Beacon. They don't think she owns all of the property she thinks she owns. They want time to research the properties as well as her requests. They want Jim McCanna to also be able to give an educated legal opinion after he has had time to study all of it.

### **MATTER OF PAYROLL**

Jacqueline Rowan made a motion to approve payroll for the period February 18-March 2, 2020. William Hartman seconded, and all approved.

### **MATTER OF VISITORS BUREAU**

Amber Jackson and Jason Lucking, Amber Jackson, and three board members were present to talk about the new guidelines they have been given by State Board of Accounts. State Board of Accounts informed DeKalb County in 2019 that a Commission needs to be in place that is separate from the Visitors Bureau Board. The Commissioners establish the Commission and must approve an ordinance governing the by-laws. Eleven people will be appointed to this Commission's board, just as with the Visitors Bureau. They must have separate meetings. The funding will go from the Commission to the non-profit entity. Each year the Commission and non-profit will need to present the budget.

The Auditor's Office has changed processes per State Board of Accounts' guidelines, so the County is in compliance with what it needed to change regarding the flow of monies. State Board had told the Auditor's Office as long as the Visitors Bureau is making progress toward creating the Commission that it would be deemed in compliance for now.

Attorney McCanna has statutes to review. No action was taken.

In other business, the Visitors Bureau would like for the Commissioners to appoint Brian Brandon to their Board to replace Shannon Dangler whose term ends on December 31, 2020. Jacqueline Rowan made a motion to appoint Brian Brandon to the DeKalb County Visitors Bureau for the remainder of Shannon Dangler's term, which is December 31, 2020. William Hartman seconded, and all approved.

### **MATTER OF BUILDING MAINTENANCE**

The number of light fixtures to be converted to LED is approximately 350. Kendall Electric might be able to offer a larger discount if a large quantity is purchased. The man at Kendall Electric can call Sylvania and work with the company to see what Sylvania is willing to do. The price right now with the current government discount is \$6 and \$7 per bulb. Larry Lane would like to purchase 375-400 to have extra on hand as needed. Mike Watson who works at Ace Hardware would like the opportunity to quote the business. Mr. Lane will give Mr. Watson the details so an accurate quote is submitted.

Mr. Lane would like to purchase a used lift to use in the courthouse for projects that are high. It costs \$1,450. Others for sale cost closer to \$3,000. It can be used in other County buildings. Jacqueline Rowan made a motion to allow Larry Lane to purchase a used lift for \$1,450 plus what it will cost to

modify it, and to pay for it out of the Courthouse Cumulative Capital equipment account. William Hartman seconded, and all approved.

The Commissioners would like Larry Lane to tell Clerk Holly Albright that she can use the entire area in the basement of the Annex that would have been shared with the DeKalb County Extension Homemakers Club. The Club is satisfied with a closet in the Annex Building to store sewing machines which will reduce construction needed in basement for Clerk to store election equipment.

The IV-D office is wanting to install a bulletproof wall where door and window for public to use currently are. They have even obtained a quote, which is \$18,000. They are obtaining a second quote.

**MATTER OF OTHER DISCUSSION**

Other discussion included the following topics: Merit Board and its responsibilities; south side columns deteriorating.

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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