

DEKALB COUNTY COMMISSIONERS' MEETING

April 6, 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 CLAIMS

Donald Grogg made a motion to approve Bookkeeping and Payroll Claims for the month of March 2020, Special Claims for the week of April 6, 2020, and General Claims consisting of warrant #130475 through 130538 in the amount of \$554,710.85, and wire transfer #14575 through 14670 in the amount of \$784,186.97. Jacqueline Rowan seconded, and all approved.

MATTER OF HUMAN RESOURCES

Dotty Miller informed the Commissioners that she, Jan Bauman, Susan Sleeper, and Teresa Collins watched a webinar put on by Ice Miller. The good news is that we have been doing everything correctly so far regarding the administration of guidelines surrounding COVID-19. Something that came up during the webinar is that employees may only take a total of 12 weeks off for Emergency FMLA and regular FMLA combined. There is a look-back period of one year for FMLA.

Information is being distributed to department heads and employees as soon as possible. We are trying to keep employees as whole as possible, whether by pay or benefits. Some employees are eligible for unemployment. Changes will be made as new guidelines come down from the Federal or State governments. Quite a few employees are working remotely. Dr. Souder is recommending that Community Corrections be shut down.

Vice President Grogg asked Ms. Miller to make sure all employees know how much they are appreciated, whether they can continue working or not.

MATTER OF MINUTES

Donald Grogg made a motion to approve the minutes dated March 30, 2020. Jacqueline Rowan seconded, and all approved.

MATTER OF LED LIGHT BULBS FOR CIRCUIT COURT

Larry Lane said with the discounted pricing he obtained, to change all of the lights in Circuit Court will cost \$1,700. Now would be a great time to change them since the court is currently not in session. Donald Grogg motioned to allow Larry Lane to purchase and replace the LED light bulbs in Circuit Court as needed, and to pay for them out of LITED #62. Jacqueline Rowan seconded, and all approved.

MATTER OF PAYROLL

Donald Grogg made a motion to approve payroll for the period March 17-30, 2020. Jacqueline Rowan seconded, and all approved.

MATTER OF APPLICATION FOR NEW CREDIT CARDS THROUGH LOCAL BANK

Auditor Bauman said that she needs to know how many credit cards should be issued for Community Corrections for the application. They currently have 5 credit cards. The Sheriff's Department, which is just as large, has 2 credit cards. Donald Grogg made a motion to proceed with new, local credit cards for everyone, limiting Community Corrections to 2 credit cards for Kellie and Tim, and when the new cards are available, they will only be used for travel in accordance with the Travel Policy. The credit cards can only be used for goods and services in the event of an emergency, and that will be left to the Commissioners' discretion as to what constitutes an emergency. Jacqueline Rowan seconded, and all approved.

MATTER OF HIGHWAY

Toby Steffen from Butler Fairman and Seufert presented a General Services Agreement for Bridge #46, with a not-to-exceed amount of \$62,000. It will include Bridge Design, Topographic Survey, Geotechnical Investigation, and Permitting. Right-of-Way and Construction Inspection were removed from what had originally been submitted several weeks ago. The time frame is a year. Mr. Parker intends to use the Cumulative Capital Development "bridge" monies to pay for the bridge replacement. Donald Grogg made a motion for the President to sign the contract with Butler Fairman and Seufert for a not-to-exceed amount of \$62,000. Jacqueline Rowan seconded, and all approved.

Frontier does work in the County's right-of-way and is difficult to deal with. The brush tractor hit one of Frontier's telephone splice box back in 2018. A non-itemized bill was sent to the County in 2019, so we requested an itemized bill. We didn't receive an itemized bill until 2020. Mr. Parker wanted to see if the Commissioners thought the bill should be paid even though it was not submitted in a timely fashion. The Commissioners do want it paid and have asked Jim McCanna to start looking for a way to require utilities with above ground utilities to clear the area surrounding it.

The Phase I Environmental Study invoice for \$2,500 will be paid by Terry Rayle. Mr. Rayle will send the payment to Jim McCanna who will then forward the payment to Phase I. If the County buys the property, the County will reimburse Terry Rayle.

Steve Teders told Donald Grogg that he doesn't believe street lights need to be installed for the new crosswalks by the high school. He also told Mr. Grogg that they are not in favor of the Highway Department being located across from the high school.

Donald Grogg made a motion to allow Ben Parker to do whatever he needs to do to prepare CR 3 (between CR 60 and SR 205), CR 51, and CR 16 for chip and sealing and then proceed with chip and sealing. Jacqueline Rowan seconded, and all approved.

MATTER OF SUBSTANTIAL COMPLETION DATE FOR COMMUNITY CORRECTIONS

Auditor Bauman has been going through the Temporary Facilities portion of the Mosaic contract to determine what utilities are the responsibility of Mosaic. The contract refers to the Substantial Completion date. The architect, Elevatus, believes the Substantial Completion date is January 1st, 2020. Kellie Knauer believes in the last meeting with all parties, the Substantial Completion date was determined to be February 4, 2020. The administrative offices were moved into the new facility in

December 2019. The final move with the entire staff was January 10, 2020. How shall the Substantial Completion date be determined due to disagreement? The Commissioners discussed this. Attorney McCanna wonders if the retainage release date constitutes Substantial Completion. He will study the contract documents to see if they more clearly define the Substantial Completion date.

MATTER OF DART UPDATE REGARDING ESSENTIAL TRIPS

Via e-mail, Director Meg Zenk informed the Commissioners that they continue to do Essential Trips for DART but as drivers continue to alert management as to their status on whether they feel they can continue to drive under these conditions, that might change. She asked if the Commissioners have any questions or concerns that she wants to know.

MATTER OF PERMITTING SOFTWARE CONTRACT WITH DUDE SOLUTIONS

Donald Grogg made a motion for the President to sign the contract for SmartGov software with Dude Solutions for \$31,013. Jacqueline Rowan seconded, and all approved.

MATTER OF OTHER DISCUSSION

Other items of discussion: proposed Highway Department location; possible projects for the next Community Crossings grant application; and no scoring mechanism for gravel roads;

William L. Hartman - President

Donald D. Grogg – Vice President

Jacqueline R. Rowan – Vice President

Attest:

Jan Bauman, Auditor