

DEKALB COUNTY COMMISSIONERS' MEETING

April 27, 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

Phone interviews are being held with building inspector applicants.

Community Corrections is working on a plan to re-establish office hours. Dotty Miller asked how will we ensure the safety and health of the employees and citizens and maintain the business continuity as we re-open to the public. There are federal guidelines in place to help states know how to proceed with re-opening. The CDC is still recommending masks, and if the County requires them, we must provide them per OSHA. If masks are recommended, then the County does not have to provide them. Masks are scarce right now. What about plexiglass, gloves, and taking temperatures? The public would have to come in to the courthouse with their own mask. Plexiglass could take 3-6 weeks to get once ordered. What is the liability regarding COVID-19? Ms. Miller said OSHA claims are up currently. Mr. McCanna suggested having a sign on the outside of the County building that says something to the effect that the people who enter here releases any and all liability of the County. Could a distance barrier suffice instead of plexiglass? Another issue could be as part of ADA, if an employee has a lung condition, we may need to continue to allow them to work from home or make other accommodations for a while, but that can be done on a one-on-one basis between that individual and supervisor.

One last topic was that there is a one-person department, and that person is on emergency FML due to COVID-19. Should we have a back-up person to do the work since none of the work is being done? Is that position needed?

MATTER OF SUBSTANTIAL COMPLETION DATE OF COMMUNITY CORRECTIONS

Tony Vie from Elevatus was present to talk about substantial completion. He said the date is negotiable. President Hartman said there was so much on the punch list as of January 1st that work release clients could not move in. They could not move in until February 4th. Tony Vie suggested a February 1st substantial completion date.

Kellie Knauer joined the conversation by phone. She did not have a problem with the February 1st date. She said Mosaic has not been back to complete the punch list items.

Donald Grogg made the motion that the Commissioners, the County Attorney, and Tony Vie from Elevatus agree that February 1, 2020, is the Substantial Completion date for the Community Corrections facility. Jacqueline Rowan seconded, and all approved.

MATTER OF SEWER ORDINANCE AND PROPERTY ON 3296 C.R. 427, WATERLOO

Property owner Aaron Quick of 3296 County Road 427, Waterloo, discussed a situation with his and 7 others' septic. He has been directed to hook into the septic that was run out to a property owned by another neighbor named Mr. Dunn. According to Mr. Quick, Mr. Dunn thought it was going to be a private line and that the City of Auburn told Mr. Dunn that it would be beneficial to the surrounding homeowners. Because of that, Mr. Dunn had the septic run to his property.

Mr. Quick is frustrated because of how much it will cost him and his 7 neighbors to hook in to the line. Taps are 4.5 feet underground. A lift station will need to be installed now due to how the ground slopes downward. Will affect the deeds when someone sells their property?

According to the septic ordinance, if a septic system is over 20 years old and within 300 feet of a tap, it must be hooked in whether there is a problem with the septic or not. His system was checked by Perkins a couple years ago with no problems found. Mr. McCanna stated that Perkins is one of the certified inspectors by the local Board of Health.

The City of Auburn is currently not allowing the required hook-ups because more study needs to be done. Mr. Quick is concerned that he and the other 7 property owners are in violation of the 20-year age requirement. He said all 8 of them are willing to have their septic inspected every 5 years and not hook in until one of them fails.

Commissioner Grogg says that he thinks the City of Auburn overstepped their authority by allowing the hook-up to be done for one homeowner (Mr. Dunn), causing all of the homeowners within 300 feet of the hook-up to be forced to tap in.

The Commissioners believe it is the City of Auburn's responsibility to install the lift station and take on that cost. The Commissioners also think that it may be wise to amend the current septic ordinance.

Mr. Quick read through IAC 4106-8.3 which was referenced by the septic ordinance. He said there is nothing in it that says you "shall" for residential septic systems. The rules for businesses, however, do stipulate guidelines that "shall" be followed.

Mr. McCanna said that he should not be concerned about Mr. Quick being in violation of the current ordinance because the City of Auburn is not allowing hook-ups until further study is complete.

MATTER OF MINUTES

Donald Grogg made a motion to approve the minutes dated April 20, 2020 with change. Jacqueline Rowan seconded, and all approved.

MATTER OF JOINT STEUBEN-DEKALB COMMISSIONERS' MINUTES

Jacqueline Rowan made a motion to approve the draft minutes of the joint Steuben-DeKalb Commissioners' meeting from March 17, 2020. William Hartman seconded, and all approved.

MATTER OF MARRIAGE LICENSE NEEDED FOR PAM DOVE

Pam Dove's daughter has a wedding date of May 8 in Lagrange County. She was told by the Lagrange County Clerk that since her daughter is a DeKalb County resident, she must apply for marriage license in DeKalb County.

Liz Blotkamp said the Clerk's Office has not been taking appointments. The Commissioners plan to re-open the County buildings on May 4th. An appointment could be made the following day for patrons. If the Commissioners do not re-open the County buildings, the application and license paperwork could be done at the courthouse door. The Commissioners will call Ms. Dove with the final decision that the Commissioners make during today's meeting so she can make her appointment with the Clerk. The Commissioners would like to have their appointment with the Clerk at 11:30 today before making a final decision and before setting a definite appointment with Mrs. Dove's daughter.

MATTER OF TRAVEL OUTSIDE OF COUNTY FOR FIELD VISITS FOR COMM CORR

Donald Grogg made a motion to allow the Community Corrections staff to travel outside the County for field visits temporarily until surrounding counties resume reciprocal supervision of county residents on home detention. Jacqueline Rowan seconded, and all approved.

MATTER OF TWO NEW VANS FOR DART AND POSSIBILITY OF HOLDING HEARING

Donald Grogg made a motion to sign the Notice of Opportunity to Hold a Public Hearing form that says we will hold a public hearing if necessary and for the President to sign. Jacqueline Rowan seconded, and all approved.

MATTER OF HIGHWAY

There was discussion about the Highway Standards that Mr. Parker produced with input of BF&S and previously had been given to the Commissioners for review. BF&S are satisfied with the standards. It is a "living" document and will need to have changes made over time. Donald Grogg made a motion to approve Resolution 2020-R-8 to accept and adopt the Highway Standards. Jacqueline Rowan seconded, and all approved.

Donald Grogg made a motion to authorize the President to sign the bill of sale between the County, AEP, and I & M for the limestone the Highway Department will be obtaining for a cost of \$1. Jacqueline Rowan seconded, and all approved. The stone is located at 3430 County Road 60, and the Highway Department will haul it away.

Right-of-Way is going to have to be acquired for the County Road 56 project. This was not included in the original engineering contract with BF&S. In order for a contract to be drawn up with BF&S, Mr. Parker needs to have an estimated cost of litigation fees if someone contests property acquisition. One property is going to affect a dwelling (Howard property). Set-back damages will need to be paid. The house will only be 10 feet from the property. The road will be 22 feet away from the house. The County may move toward purchasing property and still have federal participation in purchasing it. Mr. Parker is concerned about how the Howards are going to feel about the impact of this road project on them. What would the County do with the property if purchased? The County would be responsible for relocation costs if the property is purchased.

Donald Grogg made a motion to approve the LPA-Consulting Contract with Butler, Fairman, and Seufert for County Road 56 Right-of-Way Engineering, version 6-8-2017, and for all three to sign. Jacqueline Rowan seconded, and all approved. This is for Des. No. 1702950, Reconstruction of County Road 56 from 200 feet east of SR 327 to 275 feet west of the north section of County Road 17.

Donald Grogg made a motion for the President to sign the Authorization of Federal Funds in the Right-of-Way Acquisition for Land, Damages, and Legal Services for County Road 56. Jacqueline Rowan

seconded, and all approved. This is for Des. No. 1702950, Reconstruction of County Road 56 from 200 feet east of SR 327 to 275 feet west of the north section of County Road 17.

Donald Grogg made a motion to approve the Compliance Statement for the Policies Act of 1970, as amended, and for the President to sign. Jacqueline Rowan seconded, and all approved. This is for Des. No. 1702950, Reconstruction of County Road 56 from 200 feet east of SR 327 to 275 feet west of the north section of County Road 17.

The Airport Authority contracted with Butler, Fairman, and Seufert for the extension of County Road 62. Mr. Parker has reviewed the plans. The bridge that is going over the wetlands is going to be 20 feet long instead of the 75 feet originally planned. This is because the Surveyor moved a ditch. It can be classified either as a bridge or as a small structure. Donald Grogg made a motion to approve the County Road 62 road construction plans and for all three to sign. Jacqueline Rowan seconded, and all approved.

Donald Grogg made a motion to allow Mr. Parker to replace an employee who has retired. Jacqueline Rowan seconded, and all approved.

The Commissioners are agreeable with Mr. Parker beginning summer hours May 4th.

MATTER OF CLERK AND PROTOCOLS FOR RE-OPENING TO THE PUBLIC

Clerk Holly Albright wants step-by-step instructions on what to tell her staff as they return to working with the public. Those employees who have direct contact with the public should wear a mask. Other employees will have the option to wear a mask. Each department will need to disinfect their areas. How will operations work if someone tests positive in the County government? Who will need to quarantine for 14 days? Where can we find enough masks? The Health Department is trying to see if they can find masks. For a barrier, a long white table can be placed in front of the counters to increase social distancing. However, not all offices will be able to have the space available to have the white table.

MATTER OF PROTOCOLS FOR RE-OPENING TO THE PUBLIC

Donald Grogg made a motion to open the County buildings back up by appointment only beginning May 4th, to require patrons to wear their own mask upon entry into the building; to require patrons to clean their hands with sanitizer immediately after entering the building; to require social distancing with patrons; for employees to wear masks if desired, and the County will do what it can to provide masks for employees who choose to wear them; and if the department head does not feel that proper social distancing cannot be accommodated, then that department may opt out of making appointments. This is for the two-week period beginning May 4, 2020. Jacqueline Rowan seconded, and all approved. This motion will be re-visited during the May 18 meeting.

MATTER OF OTHER DISCUSSION

Other discussion topics included: Joint Steuben-Commissioners' draft minutes from 3-17-20 meeting; Council meeting – attending and discussion topics; credit card for Community Corrections; Waterloo property owned by Becca Behn; 3 railroad properties that are in the middle of ground owned by Custer; Parking lots needing striped at 220 East 7th Street and across from the jail; temporary security for Title IV-D Office after the County opens for appointments; County Home cemetery – leveling, fencing, maintaining; William Reed is working with the Gladieux family and could ask questions of them about the County Road 34 property (rumor of possible sludge buried there); property Airport is planning to sell; and all four County Road 51 property owners will contribute toward chip and sealing.

William L. Hartman - President

Donald D. Grogg – Vice President

Jacqueline R. Rowan – Vice President

Attest:

Jan Bauman, Auditor