

## **DEKALB COUNTY COMMISSIONERS' MEETING**

June 8, 2020

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

Others Present: Auditor Jan Bauman

Absent: Attorney James P McCanna

### **MATTER OF HUMAN RESOURCES**

Open enrollment will be Tuesday and Thursday this week for employee health insurance.

The Commissioners would like Dotty Miller to remind employees about the 10-day carryover provision with their PTO and their anniversary hire dates. They want to encourage employees to take PTO time rather than feel like they need to hold onto all of it in light of COVID-19.

The employee handbook has been distributed to the Commissioners and the task force for review and comments before it gets finalized.

Another protest is scheduled for tomorrow on the courthouse square at 4:00. The Sheriff believes it may not be a bad idea for employees to leave early. The Commissioners decided in light of the protest scheduled for 4:00 Tuesday on the courthouse square, department heads may give employees the option to leave as early as 2:30 and use PTO to make up for time not worked. This is at the department head's discretion. Also, the judges will need to make their own decision regarding courts and court hearings. This is for employees in the courthouse, 220 building and Annex.

There was discussion about making some changes to the open Weights and Measures position when a new person is hired.

Ms. Miller proposed possibly locking the 10<sup>th</sup> Street door of the Annex Building for safety measures.

Donald Grogg made the motion for the President to sign the PHP Renewal Confirmation form. Jacqueline Rowan seconded, and all approved.

### **MATTER OF DEVELOPMENT SERVICES BUILDING ROOF**

Larry Lane had inspections done by Hydrotech on the Development Services building roof as well as the 220 East 7<sup>th</sup> Street building and Annex Building. The initial estimate is \$2,000-\$3,000 to fix the Development Services roof enough to last for quite a while. It is a rubber roof. The roof on the 220 Building is in pretty bad shape. Pictures show that some areas of the roof are bubbling up and are no longer flat due to moisture issues. It is leaking. The Hydrotech representative is going to give estimated life expectancy and costs to repair all three roofs. This will assist the Commissioners in budgeting over the next few years.

Another contractor is going to give a quote for adding a second floor in the Annex Building' open area upon entry into the building.

The Commissioners would like for Mr. Lane to start thinking about capital needs for the downtown buildings and grounds that should be addressed over the next 5 years.

### **MATTER OF COMMUNITY CORRECTIONS' PUNCH LIST ITEMS**

Director Kellie Knauer and Tim Baker from Community Corrections were present along with Tony Vie from Elevatus and Tom Wherling from Mosaic Construction. Mr. Vie had drafted the Substantial Completion document and distributed it to all electronically 10 days ago. The Substantial Completion document assigns a cost of \$100,000 for items not completed. This is the cost that would be charged to Mosaic if they are not completed. During the COVID-19 shutdown, Mosaic was informed about the building being shut down to participants and that it would be a good time for them to do punch list items, but they did not come.

Some of the more important and notable items that need to be addressed are:

Sinks need to be fixed which will disrupt operations.

Fire alarm system needs to be connected and reporting correctly.

In the intake area, two missing lockers need to be provided and installed. Three lockers are actually in the process of being manufactured. A delivery date has not been determined.

When Ms. Knauer calls Mosaic with an emergency that needs to be addressed, they are responsive. However, the remainder of the punch list is still pending. Mosaic says everything can be done by the end of June. The Commissioners are considering assessing a penalty if this is not achieved. However, the final payment with retainage has not been released yet.

Mr. Vie distributed a summary sheet of all change orders for the facility. He has submitted one final change order today in the amount of \$12,652.37.

Ms. Knauer said that she will be going to the Council in July to finish purchasing items for the building since they have not been able to purchase everything on their lists for soft costs. The Commissioners want her to get with the Auditor to find where the discrepancies lie with soft costs.

Donald Grogg made a motion that the President sign Change Order #12 in the amount of \$12,652.37, which leaves a construction contingency balance of \$422.51. Jacqueline Rowan seconded, and all approved.

### **MATTER OF CENTRAL COMMUNICATIONS' REQUEST TO CARRY FIREARMS**

Director Brian Humbarger is petitioning the Commissioners again for his employees to be able to carry firearms. More and more invitations to protest are encouraging protesters to take down communications centers.

Mr. Humbarger proposes that the firearms would be locked in cabinets. Only employees who have gone through the proper training course at their own expense would be able to carry. The goal is keeping the building secure and assets in operation.

Vice President Grogg is not in favor of this because Central Communications is one of the safest buildings. President Hartman is in favor. He says this proposal is something that doesn't cost the County anything, but if something happened, it would cost the County dearly. The Commissioners would like to get the attorney's input before making any final decision.

### **MATTER OF MINUTES**

Donald Grogg made a motion to approve the minutes dated June 1, 2020. Jacqueline Rowan seconded, and all approved. Jacqueline Rowan motioned to approve the minutes dated June 3, 2020. Donald Grogg seconded, and all approved.

### **MATTER OF CLAIMS**

Donald Grogg made a motion to approve Special Claims for the week of June 8, 2020. Jacqueline Rowan seconded, and all approved.

### **MATTER OF 2021 HOLIDAY SCHEDULE**

Jacqueline Rowan made the motion to approve the proposed 2021 Holiday Schedule with the addition of New Year's Eve on Friday, December 31, 2021. Donald Grogg seconded, and all approved.

New Year's Day	January 1, 2021
Presidents' Day	February 15, 2021
Good Friday	April 2, 2021
Memorial Day	May 31, 2021
Independence Day	July 5, 2021
Labor Day	September 6, 2021
Fair Day	October 1, 2021
Veterans Day	November 11, 2021
Thanksgiving	November 25-26, 2021
Christmas	December 23-24, 2021
New Year's Eve	December 31, 2021

### **MATTER OF JAIL INSPECTION REPORT**

The Commissioners acknowledge receipt of the 2020 Jail Inspection Report. They recognize some name and title changes that need to be made. Vice President Grogg will let the Sheriff know.

### **MATTER OF HIGHWAY**

NIRCC is going to get cameras and counters set up on County Road 63. Counters will also be set up on County Road 40.

Donald Grogg made the motion to approve the bid package for the County Road 40 resurfacing project between County Road 55 and State Road 1 and for all three to sign. Jacqueline Rowan seconded, and all approved. This is the project for which the DeKalb County Redevelopment Commission has committed up to \$400,000 toward. Bids will be due 10:00 a.m. on June 29, 2020 and opened at approximately 11:00 a.m. the same day.

President Hartman brought a couple of very large potholes on County Road 2 to Mr. Parker's attention. County Road 11-A is scheduled to be resurfaced the last week of June.

Possible budget needs for 2021 were discussed for the Highway.

**MATTER OF USE OF CREDIT CARD TO PURCHASE AIR CONDITIONING UNIT**

Development Services' air conditioner failed. After researching them, Larry Lane determined that the only air conditioner strong enough that would fit into the building window could be found at Menard's. Menard's allowed a tax exempt purchase even though the account for the County had not been finalized yet. Donald Grogg made a motion to allow the emergency purchase using the County's credit card to purchase the air conditioning unit for Development Services. Jacqueline Rowan seconded, and all approved.

**MATTER OF OTHER DISCUSSION**

Other discussion topics included: Becca Behn's property in Waterloo; clinic for employees and off-road vehicle being involved in an accident on the road;

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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