

## **DEKALB COUNTY COMMISSIONERS' MEETING**

September 21, 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 – ATTENDED ELECTRONICALLY  
First Deputy Auditor Susan Sleeper

### **MATTER OF HUMAN RESOURCES**

The Veterans Service Officer's pay for 2021 needs to be determined since he was hired in 2019 and has not had an increase at all in 2020. Donald Grogg made a motion to increase the Veterans Service Officer's annual salary by 5% for the budget year 2021 to \$43,049.91. Jacqueline Rowan seconded, and all approved.

The Surveyor's Office has an opening for Administrative Assistant. There has been some turnover in that position over the last few years. Dotty Miller has been working with the Surveyor to find out what qualities he really wants in a person for that position and how much it should pay.

The Commissioners were updated on open positions.

There are 6 open Worker's Compensation cases in DeKalb County, 3 of which are COVID related.

If Homeland Security takes on the responsibility of overseeing the annual inspection of fire extinguishers, AED's etc. as discussed last week, his job description will need to be updated.

Turnover continues to occur at Sunny Meadows. It is difficult to determine the cause. Is it wages? Is it the type of work?

### **MATTER OF REORGANIZATION OF COMMUNITY CORRECTIONS**

Kellie Knauer explained the organizational chart that she would like to implement for her department. There are 7 executive staff, including the Director. With the proposed changes, there will be 6 executive staff, including the Director. A Command staff tier will be created. The pre-trial services coordinator position will be eliminated. Communication will be streamlined. Intervention Services will absorb Pre-Trial. The Director of Intervention Services position will be increased by \$11,000 to be in line with the Director of Residential Services' salary. The first residential site visit will be October 2021. (Community Corrections receives a financial audit every year.) Donald Grogg made the motion to allow Kellie Knauer to make the necessary changes as indicated with the proposed organizational chart, including changes to job duties and job descriptions, and for it to begin 2021. Jacqueline Rowan seconded, and all approved.

### **MATTER OF MINUTES**

Donald Grogg made a motion to approve the minutes dated September 10, 2020 with changes. Jacqueline Rowan seconded, and all approved.

**MATTER OF CLAIMS**

Donald Grogg made a motion to approve Special Claims for the week of September 21, 2020. Jacqueline Rowan seconded, and all approved.

**MATTER OF COUNTY HOME REPORTS**

Jacqueline Rowan made a motion to accept County Home reports for the months of July and August 2020. Donald Grogg seconded, and all approved.

**MATTER OF ENGAGEMENT LETTER WITH PETERS MUNICIPAL CONSULTANTS**

Donald Grogg made a motion to approve and for the President to sign the Engagement Letter with Peters Municipal Consultants to provide municipal advisory services in relation to the 2020 General Obligation Refunding Bonds in the amount of \$25,500. Jacqueline Rowan seconded, and all approved. It will be paid as part of the bond issue and will not need to come out of the General Fund. This is for the refinancing of the 2011 Central Communications general obligations bond for the building.

**MATTER OF TOURISM COMMISSION BOARD**

The creation of the Tourism Commission was approved by the Commissioners on August 3<sup>rd</sup>. It directs the Visitors Bureau. Attorney McCanna believes that the Tourism Commission Board needs to have members appointed. The terms are staggered per the ordinance. The by-laws require that each municipality appoints members. Also, should all of the same people be on both boards? Where would the checks and balances be? Attorney McCanna would like to speak with Amber Caccamo before having her here on October 5<sup>th</sup> to discuss further.

**MATTER OF CITY OF AUBURN BACK-BILL FOR ERROR ON JAIL ACCOUNT**

The Sheriff had met with Chris Schweitzer about the error made on the jail's electric account. The Sheriff had told him that we are not a business and don't generate revenue. The bill was based on the usage in the jail. A payment plan was an option. Attorney McCanna would like to find out what the purpose of changing the multiplier was and when the County was notified of the change. The Commissioners would like to have Chris Schweitzer come and explain details to them in a meeting.

On an unrelated matter, the Sheriff's Department was able to purchase a body scanner through the CARES Act. It takes temperatures and can also check for illegal contraband.

**MATTER OF CARES FUNDING**

Donald Grogg made a motion to allow the Auditor to give departments the indication to move forward with purchases that will go through the CARES Act, as long as the total of the purchases does not go over the maximum amount of \$1,402,414. Jacqueline Rowan seconded, and all approved.

**MATTER OF PAYROLL**

Jacqueline Rowan made a motion to approve payroll for the period August 30-September 12, 2020. Donald Grogg seconded, and all approved.

## **MATTER OF HIGHWAY**

The Community Crossings grant call is open. It had been suspended due to COVID and concern for funding.

The environmental document for County Road 56 has been approved by INDOT. The County can proceed with land appraisals and acquisitions. There were no major deficiencies.

The DNR has approved the County's bid document for the Spencerville Covered Bridge. The flooring project will be as an alternate to the main project.

Mr. Parker has put AEP on notice regarding the move of heavy equipment on county roads and that they are ultimately responsible for damage done to the roads.

The Highway Department is back to 5-day work weeks rather than 4, 10-hour days.

The second Klink property appraisal came in at much lower than what Mr. Klink liked, making the average of the appraisals \$397,500. Mr. Klink wanted President Hartman to have another appraisal done. President Hartman told him that if he wanted another appraisal, he would need to pay for it. Also, President Hartman had talked to Mr. Klink about the current lease on that property and that it will need to be released before the County would consider purchasing the property.

## **MATTER OF OTHER DISCUSSION**

Other discussion topics included: Affidavit of Property Ownership for 208 East 7<sup>th</sup> Street should not be signed until the County has a purchase agreement; Jim McCanna will speak with our insurance company about the person who fell on the courthouse sidewalk; EMS Agreement; investigating broadband for DeKalb County; upcoming exit conference with State Board of Accounts; speaking with Chris Gaumer about upholding code; parking lot where parking garage will be located had an average appraisal of \$432,500; and refurbishing the Annex Building "red" room.

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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