

## **DEKALB COUNTY COMMISSIONERS' MEETING**

October 19, 2020

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

Others Present: Auditor Jan Bauman  
Attorney James P McCanna

Absent: Vice President Jacqueline R. Rowan

### **MATTER OF HUMAN RESOURCES**

Dotty Miller updated the Commissioners regarding employees who are quarantining due to exposure to COVID-19. She also updated the Commissioners on open Workers Compensation cases; we only have 3 open cases currently.

Central Communications is having problems with some employees not responding to call-back notifications even though they agreed when hired to come back in if needed between scheduled shifts. Director Brian Humbarger is working on adding the “recall” requirement to the department policy.

Central Communications had only 3 employees apply for the 2 new trainer positions. Ms. Miller also informed the Commissioners about other position openings and changes in staffing for County departments.

Per statute, payroll records must be microfilmed before documents can be destroyed. Payroll records must be kept for 75 years. Ms. Miller met with I.T. to talk about archiving the records that are piling up in the basement. She was given information about vendors who provide that service as well as other departments that have archived their records this way. Ms. Miller will be working on also scanning the documents to be able to put on a thumb drive.

Ms. Miller described a few incidents she is dealing with where a former employee should not be eligible to receive unemployment from the County because of the reason for termination or because the person voluntarily left the employ of the County. She has one upcoming hearing to attend.

President Hartman brought up a time recently where an employee was scheduled to work a holiday but took a PTO day instead. By taking the PTO day on a holiday, the employee received overtime pay. There was discussion about the County’s PTO policy that allows all PTO time taken toward the calculation of overtime and how various departments are affected.

### **MATTER OF FLAG DISPLAY FOR VETERANS PARKING LOT**

Veterans Service Officer Travis Holcomb would like to display the 6 branch of service flags at the edge of the 220 East 7<sup>th</sup> Street parking lot. The display would enhance the aesthetics of the parking lot and continue to openly show support to all veterans from all branches of service. The flag poles and branch of service flags are already in the hands of the Veterans Service Officer and do not need to be purchased. The flags would be mounted on the existing “DeKalb County Supports our Veterans” sign. They are standard 3’x5’ and would hang on a white 1” conduit pole at 6’ in length and at a 30 degree angle toward 7<sup>th</sup> Street. Donald Grogg made a motion to accept Travis Holcomb’s idea and plans for flags pending the

approval by the City and the State if necessary, and for the Commissioners to pay for this out of LITED #24. There was discussion about whether Mr. Holcomb has enough money in his current budget to pay for this. William Hartman seconded the motion, and all approved.

On a separate note, Mr. Holcomb wanted the Commissioners to know the great volume of requests that is processed by his office. For one example, one type of application he processes is veteran pensions. Mr. Holcomb processes approximately 6-7 pensions per month. This is compared to many other counties that only process about 1 pension per year. Commissioner Grogg said that Mr. Holcomb had big shoes to fill when he replaced retiring VSO Brian Lamm. Mr. Holcomb is doing a very good job for DeKalb County.

#### **MATTER OF MINUTES**

Donald Grogg made a motion to approve the minutes dated October 12, 2020. William Hartman seconded, and all approved.

#### **MATTER OF CLAIMS**

Donald Grogg made a motion to approve Special Claims for the week of October 19, 2020, with the exception of the claim to Diskey Signs. William Hartman seconded, and all approved. The Commissioners want clarification from Kellie Knauer about signage and whether it is considered a punch list item.

#### **MATTER OF PAYROLL**

Donald Grogg made a motion to approve payroll for the period September 27-October 10, 2020. William Hartman seconded, and all approved.

#### **MATTER OF TRAVEL REQUESTS**

Donald Grogg made a motion to approve the following travel request:

- 1) Ben Parker (Highway) to travel to Steuben County for LTAP Snowplow Training. No expenses will be claimed.

Seconded by William Hartman, and all approved.

#### **MATTER OF 2021 COMMISSIONERS' MEETING SCHEDULE**

Donald Grogg made a motion to approve the proposed 2021 Commissioners' Meeting Schedule. William Hartman seconded, and all approved. The schedule will be as follows:

<b><u>JANUARY</u></b>	<b><u>FEBRUARY</u></b>	<b><u>MARCH</u></b>
1/4/2021	2/1/2021	3/1/2021
1/11/2021	2/8/2021	3/8/2021
1/18/2021	2/22/2021	3/15/2021
1/25/2021		3/22/2021
		3/29/2021

**APRIL**

4/5/2021  
4/12/2021  
4/19/2021  
4/26/2021

**MAY**

5/3/2021  
5/10/2021  
5/17/2021  
5/24/2021

**JUNE**

6/7/2021  
6/14/2021  
6/21/2021  
6/28/2021

**JULY**

7/12/2021  
7/19/2021  
7/26/2021

**AUGUST**

8/2/2021  
8/9/2021  
8/16/2021  
8/23/2021  
8/30/2021

**SEPTEMBER**

9/13/2021  
9/20/2021  
9/27/2021

**OCTOBER**

10/4/2021  
10/11/2021  
10/18/2021  
10/25/2021

**NOVEMBER**

11/1/2021  
11/8/2021  
11/15/2021  
11/22/2021  
11/29/2021

**DECEMBER**

12/6/2021  
12/13/2021  
12/20/2021  
12/27/2021

**MATTER OF ANNUAL EMPLOYEE MEETING SCHEDULED FOR DECEMBER 15, 2020**

Due to the difficulty of being able to socially distance in the courthouse rotunda, and employees would be removing their masks for the meal, the Commissioners thought it would be wise to cancel the 2020 Annual Employee Meeting. Donald Grogg motioned to cancel the 2020 Annual Employee Meeting due to social distancing concerns. Second by William Hartman, and all approved.

**MATTER OF PRINTERS FOR VOTING CENTERS**

Clerk Holly Albright would like to request some funds to purchase high speed printers for the voting equipment at voting centers. These printers can only be used for the voting equipment and are used to tally and reconcile the machines on election day. The printers are \$750 each. She would like to purchase 6 of them for a total of \$4,500. Donald Grogg made a motion to allow Holly Albright to purchase 6 printers for \$750 each and for them to be paid from LITED #57. William Hartman seconded, and all approved.

**MATTER OF UPDATED CAPITAL ASSET POLICY**

Auditor Bauman had included in the Commissioners' October 12, 2020, meeting packet the proposed 2020 Capital Asset Policy for approval. She had also included the current policy from 2006. Mike Nielsen from Government Fixed Asset Services had met with Auditor Bauman and employee Judy Smith to go over items he thought needed to be changed in the policy. Motion by Donald Grogg to approve the updated Capital Asset Policy and make reporting according to the new standards effective January 1, 2020. William Hartman seconded, and all approved.

**MATTER OF CONTRACT WITH QUALITY CORRECTIONAL CARE FOR JAIL MEDICAL**  
Section 3.6 Health Care Services – Off-Site has been updated to accurately reflect the services offered by Quality Correctional Care as well as the responsibility on the part of DeKalb County for off-site services. Motion by Donald Grogg to approve the DeKalb County Jail Health Care Service Contract with Quality Correctional Care as amended. William Hartman seconded, and all approved.

**MATTER OF PAYMENT APPLICATION NO 16 FOR MOSAIC**

Tony Vie from Elevatus sent Auditor Bauman Payment Application No. 16 for Mosaic. There is a discrepancy between the end total calculated by Elevatus versus the Auditor's total that will need to be reconciled before releasing payment. There are one or two change orders that should be done yet also before payment is released.

**MATTER OF END DATE FOR COMMUNITY CORRECTIONS' SOFT COSTS**

Auditor Bauman explained that she is supposed to wait until soft costs are complete before capitalizing the new Community Corrections facility as an asset on the books. Currently it is still in Construction in Progress. She asked whether the Commissioners could decide on a date by which all soft costs must be spent in 2021 so the project can be deemed formally complete in 2021. After some discussion, Donald Grogg made a motion to require all soft costs allocated for Community Corrections be approved and paid for by March 31, 2021, and after that date any remaining allocation will revert back to the Commissioners for their use. William Hartman seconded, and all approved.

**MATTER OF APPOINTMENTS TO THE TOURISM COMMISSION BOARD**

Amber Caccamo had explained to the Auditor that she has some Visitors Bureau Board members wanting to phase out after their terms are up. Those Visitors Bureau members have agreed to also serve on the Tourism Commission as it gets formed and up and running. Visitors Bureau members may also serve on the Tourism Commission. Ms. Caccamo wants to honor her board members' wishes regarding term end dates. There are questions about the official beginning dates of the Tourism Commission Board member terms. For the purpose of the Commissioners, the term beginning date will be the date the Commissioners approve each board member. Donald Grogg made a motion to appoint Brian Brandon with a term ending date of December 31, 2020, and Brenda Lockhart with a term expiring December 31, 2021 to the Tourism Commission Board. William Hartman seconded, and all approved.

**MATTER OF HIGHWAY**

Donald Grogg made a motion to have the Commissioners sign the signature page that goes along with the bid package for the covered bridge. William Hartman seconded, and all approved. USI indicated they have already sent out 7-8 bid packages.

The County received a Permit Amendment Approval from the DNR for the St. Joseph River at the County Road 68 crossing near Spencerville. The permit amendment is to reflect federal funding now applicable to the project. This is Application #FW-30014-1, effective 01-25-2020 and expiring 01-07-2025.

The Community Corrections grant application was submitted last week.

The leak clean-up at the Highway Department seems to be complete or just about complete. The Commissioners will eventually receive written confirmation from the DNR which will be helpful for the possible future sale of that property.

**MATTER OF REQUEST FOR USE OF COURTHOUSE LAWN**

Mark Coburn would like to use the courthouse lawn for another Trump rally on November 1st. Donald Grogg made a motion to approve Mark Coburn's application for use of Courthouse lawn on November 1, 2020, at 2:30 p.m. William Hartman seconded, and all approved.

**MATTER OF PURDUE UNIVERSITY REQUEST TO STUDY DEER ON COUNTY PROPERTY**

Donald Grogg made a motion to approve Purdue University's request to conduct a study on deer habitat and population on County property and that they must agree to indemnify the County and hold us harmless. Second by William Hartman, and all approved. Attorney McCanna will inform Purdue University.

**MATTER OF OTHER DISCUSSION**

Other discussion topics included: Red room quote needed; Drainage Board secretary position; the fact that Parkview has not reached out yet regarding the new EMS agreement; County Road 36 property that a property owner would like to purchase from the County; County Road 34 property the County would like to purchase from the DeKalb County Central Schools for the relocation of the Highway Department;

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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