

DEKALB COUNTY COMMISSIONERS' MEETING

January 13, 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

The Commissioners reviewed the OSHA Log Report for 2019. Donald Grogg motioned to approve the 2019 OSHA Form 300-A Summary Report. Jacqueline Rowan seconded, and all approved.

The Safety Committee Meeting has a new IPEP representative. IPEP believes the County has done a very good job encouraging safety among its employees.

Dotty Miller said that an effective date had not been formally assigned to the Jury Duty/Witness Leave, Bereavement and Holiday Leave policies that had been approved in 2019. She also wanted it clarified whether these types of leave are used toward the calculation of overtime. Donald Grogg made a motion to confirm that Jury Duty/Witness Leave, Bereavement, and Holiday Leave are all considered normal work days when calculating overtime, and their effective date is January 1, 2020. Jacqueline Rowan seconded, and all approved.

Another issue that needs to be addressed is whether PTO days are paid to an employee who has been terminated on their anniversary hire date. The PTO policy states that PTO days earned on an anniversary hire date are not awarded until the day following the anniversary date. This issue has arisen because a department terminated someone on their anniversary date which affects payroll this period. The Commissioners confirmed that a person terminated on his or her anniversary hire date should be paid the PTO time that would have been paid the day following the anniversary date had he or she continued employment.

Other HR discussion topics were the Employee Handbook Continuing Review, a new Health Department Nurse has been hired, HR will begin doing the annual ACA reporting, VSO Holcomb's pay, and de minimis time.

MATTER OF MINUTES

Jacqueline Rowan made a motion to approve minutes dated January 6, 2020 as corrected. Donald Grogg seconded, and all approved.

MATTER OF CLAIMS

Donald Grogg made a motion to approve Special Claims for the week of January 13, 2020. Jacqueline Rowan seconded, and all approved.

MATTER OF TRAVEL REQUESTS

The Commissioners discussed if it is best to have at least one Health Department Nurse in the office at all times since most travel for the Health Department involves both nurses at the same time. They would like to talk about it with Cheryl Lynch. Donald Grogg made a motion to approve the following travel requests:

- 1) Angela Sorg (Extension) to travel to Lagrange on January 14 for a Poverty Simulation Team Meeting. Estimated cost of \$34.83 to be paid from department travel.
- 2) Elysia Rodgers (Extension) to travel to Fort Wayne January 13-16 for the Farm Show (set up and show). Estimated cost of \$60.80 to be paid from department travel.
- 3) Elysia Rodgers (Extension) to travel to West Lafayette on January 16 for Extension Recognition. Estimated cost of \$73.34 to be paid from department travel.
- 4) Lynne Wahlstrom (Extension) to travel to Franklin on January 16 for the Horse Signature Program Plan Meeting. Estimated cost of \$141.91 to be paid from department travel.
- 5) Elysia Rodgers (Extension) to travel to Indianapolis on January 21 for the PCARET State Legislative Luncheon. Estimated cost of \$125.56 to be paid from department travel.
- 6) Elysia Rodgers (Extension) to travel to Fort Wayne on January 22 for the Farmer 2 Farmer Planning Meeting. Estimated cost of \$132.44 to be paid from department travel.
- 7) Lauren Deutch (HR) to travel to Fort Wayne on January 21 for the Beckman-Lawson's Let's Talk Wages. Estimated cost of \$17.94 to be paid from department travel.
- 8) Cheryl Lynch and Debra Krafft (Health) to travel to Noble County on October 1 for PHN meetings. No expenses will be claimed.
- 9) Cheryl Lynch and Debra Krafft (Health) to travel to Delaware County on December 3rd for PHN meetings. No expenses will be claimed.
- 10) Bernie Sukala, Cathy Manuel, and Jessica Stanczak (Health) to travel to Ashley on January 16 for the IEHA Northeast Chapter Meeting. No expenses will be claimed.
- 11) Bernie Sukala, Cathy Manuel, and Jessica Stanczak (Health) to travel to Goshen on February 11 for the Public Health Pest Seminar. No expenses will be claimed.

Seconded by Jacqueline Rowan, and all approved.

MATTER OF MAYOR MIKE LEY'S INTRODUCTION TO THE COMMISSIONERS

New Mayor Mike Ley said he is looking forward to a working with all the elected officials and various communities. He has a few initiatives he is working on that will involve the County and is excited about working jointly on various projects.

Mayor Ley wanted to know about moving forward with the Community restrooms project. The Commissioners said they will be discussing whether the County should sell that piece of ground, lease it, or donate it. Sixteen feet of the new building's east wall will be a masonry block wall and will fit tightly against the west wall of the 220 Building. For the remaining distance of the restroom building's east wall, the 220 Building's wall will be refinished. The County will have access to the west wall of the 220 Building as needed. Mayor Ley would also like to have a survey of the lot if the County has one. Finally, the Mayor asked for permission to go on site to obtain soil borings.

The Landing project was also briefly discussed. The Commissioners said they will need to retain area for parking County vehicles and trailers and to have access to the storage buildings. Prior discussions with Mayor Yoder entailed selling some property to the City for access and parking. The plan is to use money from the sale for upkeep to the County storage buildings.

The Commissioners conveyed to Mayor Ley that INDOT is pressuring the Commissioners to do something with the historic bridge the City would like to utilize as a walking bridge.

MATTER OF COMMUNITY CORRECTIONS UPDATE

Kellie Knauer informed the Commissioners that the OxBlue camera contract expired December 31st, and since the service was not canceled, a monthly fee invoice was received for approximately \$700. Donald Grogg motioned to pay the invoice out of LITED #24. Jacqueline Rowan seconded, and all approved. Ms. Knauer has canceled the service altogether.

Ms. Knauer presented the Juvenile FY 21 Grant Application for signatures. Noteworthy items: the total budget amount has remained unchanged from last year to this year, however, line item amounts have shifted to provide for staff salary increases in January 2021 should that be allowed due to it being a fiscal grant. \$34,000 has been budgeted as cash reserves for necessary furniture and computer equipment. Workspace Solutions has some very nice used furniture. Donald Grogg motioned to approve the Juvenile FY 21 Grant Application. Jacqueline Rowan seconded, and all approved.

There was discussion about the fact that there are still outstanding issues with the building that need to be addressed with the contractor.

Ms. Knauer will continue with her 10:00 standing appointment through the end of February.

MATTER OF ORDINANCE FOR ADDRESSING PROPERTIES

Chris Gaumer has made changes to the ordinances for addressing properties. In 1998, the Commissioners had wanted address points for residences and businesses only. The impetus for an updated ordinance now is because emergency services have received concerns regarding the addressing for public access sites such as county parks, canoe launches, public trails, and so on. One notable change per the request of the Central Communications director is that “for public access sites, the address shall be posted at the main entrance of said public access site. Additionally, trail systems shall have the name of the trail posted with the address and shall have markers displaying each quarter mile within the trail system in the same manner.” Another requirement the Commissioners want added is that “No address signs shall be placed within legal drainage easements without consent of the DeKalb County Surveyor’s Office and/or Drainage Board.” The ordinance will replace Ordinance 98-5 in its entirety. The Commissioners tabled approving the ordinance on the first reading until a formal letter can be submitted to Mr. Gaumer by Central Communications regarding this need they see for the change in the ordinance.

Mr. Gaumer distributed a fee comparison between DeKalb, Lagrange, Steuben, and Noble Counties for the Commissioners to review. We are the lowest on most every charge. This isn’t necessarily a bad thing since it may encourage people to build in DeKalb County. Mr. Gaumer would like to visit these fees and determine whether they should be updated.

Building Inspector Bill Walters will be retiring in June. He has always used his own vehicle for inspections. He has also never utilized a computer. The furniture is very old. Mr. Gaumer would like to purchase a County vehicle due to the cost of reimbursing Mr. Walters for his mileage. He would also like to purchase a new desk and chair as well as a computer for the new employee. The Commissioners gave permission for Mr. Gaumer to hire someone to replace Mr. Walters. A hire date of May 1st is anticipated with a 4-week training period. Mr. Gaumer would also like to move the GIS Department staff to where the Building Inspector currently is and replace the carpet in the building.

President Hartman told Mr. Gaumer about a problem with the accumulation of tires on the northeast corner of US 6 and CR 9. The property is owned by Megan Depew of 615 Simon Street, Kendallville. Mr. Gaumer will look into the matter and send a letter.

MATTER OF HIGHWAY

Ben Parker presented the results of the annual materials and supplies bids that were opened on December 30, 2019. Everyone had bids in on time and had their documents filled out correctly. He is unsure why some vendors did not submit bids this time. Mr. Parker recommends accepting all bids and use the best price available at the time of purchase. This can save the County money. Also, sometimes a vendor does not have a material available when the County is ready for it. Commissioner Grogg motioned to accept Mr. Parker's 2020 DeKalb County Highway Bid Pricing List/Results. Jacqueline Rowan seconded, and all approved.

All of the necessary permits have been received for repairing the covered bridge.

Mr. Parker spoke with Surveyor Kline about the transformer being transported through DeKalb County to County Road 55. Mr. Parker is not comfortable calculating the weight for such a heavy load. He reached out to Butler, Fairman, and Seufert and asked for a quote to do an analysis of the route on DeKalb County's small structures. It will cost \$6,000-\$7,000 and would be the responsibility of the company having the transformer transported. Mr. Parker let them know just by having the analysis done would not guarantee the approval by the Commissioners. He has not heard back from the company yet. The Commissioners talked about possible transport routes and the fact that nothing should be done while the ground is frozen.

It will cost \$2,100 to revise the entire Phase II Environmental Study. The Commissioners told Mr. Parker to have Butler Fairman & Seufert do the Study.

Highway employees are moving forward with their CDL testing.

The Surveyor is not going to be able to help Mr. Parker with the pond overage on County Road 55 because the drain is not regulated. The Commissioners will bring it up in their Drainage Board meeting and also travel next Monday to the site to see the situation for themselves.

There will be a meeting between the Commissioners and the Steuben County Commissioners to discuss the intersection at County Road 39 and North County Line Road.

Confusion over county road speed limits was discussed. Is the speed limit 55 mph unless otherwise posted or 50 mph unless otherwise posted?

MATTER OF PAYROLL

Donald Grogg made a motion to approve payroll for the period December 24, 2019 – January 6, 2020. Jacqueline Rowan seconded, and all approved.

MATTER OF DRONE REPAIR NEEDED

The Sheriff Department's drone crashed and needs to be repaired. There are only two companies that repair drones—one in Florida and one in California. The one in Florida cannot even evaluate the drone for three months. The company in California evaluated the drone and quoted a cost of \$432.00. However, the company only accepts credit card payments or PayPal payments. The new credit card ordinance prohibits services to be charged unless there are unavoidable circumstances. The Auditor's concern is that if the drone is damaged again in 2020 and needs to be repaired, the amount paid for the service will exceed \$600, which is the threshold for sending a 1099. Due to the County paying via credit card as opposed to paying the company directly, it would be difficult to remember next January that a 1099 would need to be generated for the services the company provided to the County; the transactions would be "lost" within the Wells Fargo charges. The Auditor was told by the Sheriff's

Department that the reason for the accident with the drone is being addressed with the employees so that it doesn't happen again. The Auditor also understands that the Sheriff's Department does not want to be without the use of the drone for several months because it is used quite often for County business. She recommends allowing the Sheriff's Department to use the credit card to pay for the repairs in this instance. Jacqueline Rowan made a motion to allow the Sheriff's Department to be able to use their County credit card to pay DJI Repair Center \$432.00 to repair the drone. Donald Grogg seconded, and all approved.

MATTER OF LAREDO USER AGREEMENT SIGNATURE PAGE

Recorder Katie Firestone presented an updated signature page for her Laredo User Agreement that she uses with various subscribers. She removed her name completely from the signature page, removed prior President Donald Grogg's name, and added new President William Hartman's name. No content within the body of the Agreement has changed. Donald Grogg made a motion for William L. Hartman to sign as President for the Recorder's Laredo User Agreement. Jacqueline Rowan seconded, and all approved.

MATTER OF OTHER DISCUSSION

Other discussion included the following topics: insurance for employees who travel (such as for airline tickets), the back-up security system, liability insurance review, County owned property on County Road 61 to possibly sell, and VSO salary.

William L. Hartman - President

Donald D. Grogg – Vice President

Jacqueline R. Rowan – Vice President

Attest:

Jan Bauman, Auditor