

**DEKALB COUNTY COMMISSIONERS' MEETING**  
January 20, 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**

Dotty Miller briefed the Commissioners on openings at the Community Corrections facility, various benefits in addition to the health plan, the voluntary wellness screens, free training through Work One, whether candidates for Sheriff Merit deputies should be rejected for having tattoos, and whether dispatchers from Central Communications may become volunteer firefighters.

**MATTER OF MINUTES**

Donald Grogg made a motion to approve minutes dated January 13, 2020 with adjustment. Jacqueline Rowan seconded, and all approved.

**MATTER OF CLAIMS**

Jacqueline Rowan made a motion to approve Special Claims for the week of January 20, 2020, and General Claims consisting of warrant #'s 130083 thru 130104 in the amount of \$64,479.06, and wire transfer #'s 13961 thru 14060 in the amount of \$406,364.56. Donald Grogg seconded, and all approved.

**MATTER OF TRAVEL REQUESTS**

The Commissioners had concerns about the Highway Department's travel request. The cost of the hotel is high, he is taking someone with him who may be best to stay at the Highway Department in Mr. Parker's absence, and it may be less costly to the County to have Mr. Parker take his own vehicle and get paid mileage since the County truck gets very poor miles per gallon, and, his truck has a plow that may be needed if the weather is poor.

Donald Grogg made a motion to approve the travel requests with the exclusion of Ben Parker's Highway request for the time being:

- 1) Elysia Rodgers (Extension) would like to adjust her travel requests from last week to include an overnight stay at the cost of \$75.00 since she is traveling two days in a row—one day to Indianapolis and the other day to Lebanon. Mileage would be reduced to \$138.89, and the total cost of the trip would be \$255.42 (slightly less than the two-day total of \$258 for mileage without the hotel stay). Estimated cost of \$255.42 to be paid from department travel.
- 2) Cheryl Lynch, Debra Krafft, Emily Engel and Donna Murphy (Health) to travel to Fort Wayne on February 20 for the Love Your Heart Expo. No expenses will be claimed.
- 3) Carma Johnson (Health) to travel to Fort Wayne on February 20 for the Love Your Heart Expo. No expenses will be claimed.
- 4) Carma Johnson Krafft (Health) to travel to Noble County on October 1 for PHN meetings. No expenses will be claimed.

- 5) Carma Johnson (Health) to travel to Delaware County on December 3<sup>rd</sup> for PHN meetings. No expenses will be claimed.
- 6) Bernie Sukala, Cathy Manuel, and Jessica Stanczak (Health) to travel to Goshen on February 4 for the Public Health Pest Seminar. No expenses will be claimed. The date was changed from February 11.
- 7) Carma Johnson (Health) to travel to Whitley County on February 6 for a PHN meeting. No expenses will be claimed.
- 8) Carma Johnson (Health) to travel to WorkOne in Auburn for Microsoft Excel Training on February 26. No expenses will be claimed.
- 9) Nathan Frye (Surveyor) to travel to West Lafayette on February 6 for the 2020 Stormwater Drainage Conference. Estimated cost of \$75 to be paid from Commissioners' travel.
- 10) Michael Kline (Surveyor) to travel to West Lafayette on February 6 for the 2020 Stormwater Drainage Conference. Estimated cost of \$197.82 to be paid from the County Elected Officials Training Fund.
- 11) Nathan Frye (Surveyor) to travel to Fort Wayne on January 27 for the 2020 IN Pipeline Safety Training. No expenses will be claimed.
- 12) Brian Humbarger, Tiffany Weimer, and Scott Lung (Central Communications) to travel to WorkOne in Auburn on January 29 for Microsoft Excel Training. No expenses to be claimed.
- 13) Jess Jessup (Sheriff) to travel to Lexington, Kentucky March 15-18 for the International Conference of Police Chaplains. Estimated cost of \$530 to be paid from department travel.
- 14) Carren Franke (Sheriff) to travel to the Indiana Law Enforcement Academy January 15-April 24 for Basic Academy Training. Estimated cost of \$474.50 to be paid from Commissioners' travel.
- 15) David Swogger (Weights & Measurers) to travel to Evansville February 25-28 for the 2020 Indiana Association of Inspectors of Weights and Measures. Estimated cost of \$372 to be paid from department travel.

Seconded by Jacqueline Rowan, and all approved.

Mr. Parker said that Mr. Goodrich would get education credits, and they can find other people to cover while they are gone. There is so much to learn. The rooms are very expensive and hard to come by for these meetings, so a lower cost is virtually impossible. Mr. Parker also explained that none of the other employees would use his truck for the plow. After discussing the Highway Department's travel request for Ben Parker and Mark Goodrich (Highway) to travel to West Lafayette March 9-12 for Purdue Road School at an estimated cost of \$1,351 to be paid from Commissioners' Travel, Jacqueline Rowan made a motion to approve the travel request as submitted. Donald Grogg seconded. A vote was taken, and with two ayes and one nay, motion passed.

#### **MATTER OF BOARD OF FINANCE MEETING**

Board President Jacqueline Rowan called the meeting to order at 9:15 a.m. Donald Grogg made a motion to approve the minutes from January 21, 2019. William Hartman seconded, and all approved.

Donald Grogg made a motion to approve the Investment Policy and for all three to sign. William Hartman seconded, and all approved.

Treasurer Sandi Wilcox went over cash and investments and interest earned. Most of the CD's had been with Lake City Bank, but Beacon is stepping up the interest rates offered, so the County had more CD's with Beacon in 2019. Community State Bank is the County's main bank. Investments are primarily with Trust Indiana due to the best interest rate offered. Interest earned in 2019 was \$775,071.46, as opposed to \$385,983.68 in 2018 and \$107,389.27 in 2017. The reason for this increase is two-fold: there is more cash available to invest, and interest rates are higher. Ms. Wilcox's goal for 2019 was to earn \$600,000.

There are fewer and fewer warrants outstanding. Most of this is due to the County doing electronic deposits rather than physical checks.

Treasurer Wilcox then detailed her office's achievements of 2019 and goals for 2020. Accomplishments include: Collections from TRECS process was \$160,473, and delinquency rates have declined; Community State Bank and Horizon Bank Partnership – 1,580 taxpayers paid through banks rather than coming in to the courthouse to make payments; Payment Option statistical breakdown shows most payments are made via mortgage escrow and walk-ins/mail; Record amount of interest earned on investments at \$774,934; and Completion of 10-year search data file on all mobile homes located in DeKalb County. Goals include: Maximize investment income while maintaining safety and liquidity; Revamp Treasurer's website for ease of use; Implement new credit card vendor services; Star Bank online web payment upgrade; Open new bank partnerships for Butler & Ashley areas; Tax sale repeat offender clean-up; and Repair & paint Treasurer's Office.

William Hartman made a motion to approve the Board of Finance Annual Report. Donald Grogg seconded, and all approved.

Donald Grogg made a motion to retain Jacqueline Rowan as President. William Hartman seconded, and all approved. William Hartman made a motion to retain Sandi Wilcox as the Secretary. Donald Grogg seconded, and all approved.

The next meeting will be in early January 18, 2021, at 9:15 a.m.

President Rowan closed the meeting at 9:42 a.m.

#### **MATTER OF NESTLE HEALTHCARE NUTRITION INC. LETTER OF COMMITMENT**

Sunny Meadows receives rebates from Intalere through its Gordon's Food Service purchases. Intalere is affiliated with Nestle HealthCare Nutrition. Donald Grogg made a motion for William Hartman to sign the Letter of Commitment to Nestle HealthCDare Nutrition, Inc. for Enteral Nutritional Products/Devices. William Hartman seconded, and all approved.

#### **MATTER OF COMMUNITY CORRECTIONS UPDATE**

Donald Grogg made a motion for the President to sign the annual fire prevention agreement with Fire Protection Inc. for DeKalb County Community Corrections. Jacqueline Rowan seconded, and all approved.

Jacqueline Rowan made a motion for the President to sign the Prairie Farms Credit Application. Donald Grogg seconded, and all approved.

Kellie Knauer presented a proposed contract from ICSolutions for the Community Corrections Residential Work Facility inmate telephone system. It is the same system the jail uses. Once the participants are checked in to the facility for the day, they will not have access to their cell phones until they leave for their next work shift. Commissions will be paid to DeKalb County Community Corrections. The equipment will be installed, operated, and maintained by ICSolutions, and there will be no charge to the County. Donald Grogg made a motion to approve the Inmate Telephone Services Agreement between the DeKalb County Community Corrections, Indiana and Inmate Calling Solutions, LLC d/b/a/ ICSolutions for a term ending December 31, 2022, and for the President to sign. Jacqueline Rowan seconded the motion, and all approved.

There will be two very unhappy judges if the facility is not ready for residents on February 3<sup>rd</sup>. Kellie Knauer could be held in contempt if it is not ready. A meeting will be held today at 11:45 a.m. at the new facility to go over items that still need to be fixed. Insurance Trustees should be notified of the freezer that failed. All of the food was ruined. There is a problem with the drain that services the washing machine. There are problems with the water not heating up properly. Other problems still exist. Ms. Knauer will have a list for the meeting later this morning. Donald Grogg made a motion to authorize Jim McCanna to write a letter to the insurance company to put pressure on Mosaic to finish the items that need to be ready for residents to be able to move in. The items need to be finished by Friday, January 24<sup>th</sup>, 2020, and to Kellie Knauer's satisfaction. The letter will be mailed after January 24 if the items are not complete. Jacqueline Rowan seconded, and all approved.

#### **MATTER OF ORDINANCE FOR ADDRESSING PROPERTIES**

Chris Gaumer received the official letter of request from Central Communications the Commissioners had wanted.

Brian Humbarger had asked through Chris Gaumer whether the penalty amount of \$30 per month should be increased. Mr. Humbarger's other question is if the penalty period should be reduced from 90 days.

The Commissioners believe the penalty amount is sufficient. After discussing Section 3.02, the Commissioners decided they would like 3.02 to be stricken to make the penalty language clearer and stronger. Section 3.03 will also be stricken. The Commissioners would also like to reduce the penalty period from 90 days to 30 days, as stated in 4.022 and 4.024.

Donald Grogg motioned to approve Ordinance 2020-R-2, An Ordinance to Prescribe Street Address Number Sizes and Locations, as amended on the first reading. Jacqueline Rowan seconded, and all approved.

The Commissioners discussed some of the items that need to be addressed at the Development Services building. And, Mr. Gaumer would like to purchase a pick-up truck so the inspector can carry a ladder or other equipment if necessary to building sites.

#### **MATTER OF DART VEHICLE LICENSE PLATE NEEDING TO BE REPLACED**

One of the DART vehicles lost a license plate, and the vehicle needs to be in service. Meg Zenk had an urgent request on Friday, January 17, 2020, that a Commissioner sign the application to replace the license plate so the vehicle could go back into commission as quickly as possible. William Hartman signed the necessary document on January 17th. Donald Grogg made a motion to allow William Hartman's signature on the Application for Replacement or Duplicate License Plate for the 2016 Ford E350 VIN # ending 5065. Jacqueline Rowan seconded, and all approved.

#### **MATTER OF HIGHWAY**

Ben Parker spoke to the Commissioners about ADA compliance projects that need to be done, including bridges, roads, and Sunny Meadows.

Mr. Parker told the Commissioners that he is now required to pull a report from the Drug and Alcohol Clearing House every time he has a new hire and also one time per year on all existing Highway employees. This is for CDL licenses and is through the Federal Motor Carrier. This vendor only accepts credit cards, PayPal, and ACH payments. The cost is \$1.25 per person, and the total charges per year are not expected to exceed \$100. The Auditor believes there aren't any other departments that are required to pull these reports, so exceeding the 1099 threshold of \$600 per year is not a

concern. Donald Grogg made a motion to allow Ben Parker to purchase the queries and charge to his County credit card the cost to pull Drug & Alcohol Clearing House reports for each new hire and once per year on all existing Highway employees at a cost of \$1.25 per employee; a group of 50 queries will cost \$62.50. Jacqueline Rowan seconded, and all approved. This will last him at least a couple of years.

Mr. Parker distributed the Request for Proposals Notification for Bridge 46. This is for the engineering services. Jacqueline Rowan made a motion to approve the Request for Proposals – Replacement of Bridge #46 – engineering services. Donald Grogg seconded, and all approved. The RFP's will be due in the Auditor's Office on February 21, 2020 by 4:00 p.m.

The Phase I Environmental Report for the C.R. 427 property has come in at a cost of \$2,500. The property has no known or suspect environmental conditions that have been identified, and there is no evidence of recognized environmental conditions.

The County has been using one engineering firm for many projects. Commissioner Grogg believes it would be best for the County if several firms were asked to submit quotes/bids. If we don't, eventually firms will not see any reason to try to get our business. The other Commissioners agree that it would be wise to have the healthy competition.

The intersection at North County Line Road and County Road 39 was discussed and possible options for making the intersection better.

The peat bog on County Road 56 is going to cost a significant amount to correct. Mr. Parker is going to ask INDOT if this is something they can assist with on cost at an 80/20 split. President Hartman asked if it is a possibility to give that portion of County Road 56 to the State to become SR 205; the State has been asked before and does not want it.

Is the speed limit 55 mph unless otherwise posted or 50 mph unless otherwise posted? Mr. McCanna said the State's law trumps the County's and we would need to post 50 mph on all the roads in order to enforce 50 mph. The Sheriff's Department officers need to know for proper patrolling of the roads. The Commissioners recommend rescinding the 1957 County ordinance setting mph at 50 for County roads and defer to the State.

There was a meeting at the County Road 55 property with a pond overage. They are not going to petition for a regulated drain. A cost-share will be done to do the repairs. It was an amicable meeting with a resolution everyone could work with.

#### **MATTER OF TRAVEL INSURANCE AS EXCLUDED ITEM IN TRAVEL POLICY**

A department that will be traveling by air in the near future has asked about the travel insurance that is excluded as reimbursable in the new Travel Policy. He thought he was advised to get travel insurance the last time he used an airplane. He is seeking confirmation that the Commissioners do not want this as an expense on the travel request. The Commissioners can see both sides of purchasing it or not purchasing it. They would like to think about it some more.

#### **MATTER OF PER DIEM FOR COUNTY CLERK FOR INSTRUCTIONAL MEETINGS**

The County Clerk, per IC 3-6-4.2-14, receives a per diem of \$24 per day for attending instructional meetings called by the Election Division. This per diem is paid through payroll. If the Clerk attends a 3-day meeting and claims the per diem for 2 of the 3 days, can she claim meal expense through the County for the 3<sup>rd</sup> day of the meeting? Or, does it need to be either all per diem, or all reimbursement

through the County for meal expenses? The Commissioners do not have a problem with paying for the meals on the 3<sup>rd</sup> day since the per diem is not being paid that day.

**MATTER OF OTHER DISCUSSION**

Other discussion included the following topics: utility easement on County Road 62 where the road is going to be abandoned, Weights and Measures trailer, County drains that need work done that have no money and possibly borrowing money to reconstruct them, courthouse security system part that needs repaired or replaced, boilers and potential energy savings presentation to be done on Council day, and the rooms in the former Community Corrections offices that the Clerk would like to be able to use for storing the voting machines.

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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