

DEKALB COUNTY COMMISSIONERS' MEETING
February 24, 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

The 220 East Seventh building had to be closed on February 19th due to sewer backup. Bill Hartman was contacted by Michelle Hausbach with Title IV-D (and Cheryl Lynch with Health Department) to confirm the approval of the closure. The City of Auburn had a truck nearby doing some work which may have initiated the situation. Per the Emergency Closure policy attached, all salaried/exempt employees will be paid. Hourly, non-exempt employees may take PTO or PTO Repository Time. Per the Emergency Closure policy, non-exempt employees are not paid for hours not worked UNLESS otherwise approved by County Commissioners. The department heads provided the time of closure for each of their departments. Because this was a building-related issue, and because the employees had come to work and had invested half the day already, the Commissioners believe the employees who worked on February 19th should be paid for the entire day rather than need to take PTO time.

Other topics briefed by Ms. Miller: The Council's Job Classification Committee has met in January and February, but does not anticipate meeting in March. Chris Gaumer will be posting the Building Inspector position March 1st. Negotiations will begin soon regarding employee health insurance. The new handbook will have a small section regarding people working outside of office hours from home, such as answering e-mails on their phone, etc. HR will attend another job fair in March. Ms. Miller was granted permission to purchase something with "DeKalb County Government" on them for trade shows. The new Employee Handbook is going well. Assistant Lauren Dietsch is taking an employee benefit and highlighting it by e-mailing employees.

MATTER OF MINUTES

Donald Grogg made a motion to approve minutes dated February 10, 2020. William Hartman seconded, and all approved.

MATTER OF CLAIMS

Donald Grogg made a motion to approve Special Claims for the week of February 24, 2020, and General Claims consisting of warrant #'s 130243 thru 130272 in the amount of \$41,230.53, and wire transfer #'s 14192 thru 14314 in the amount of \$511,999.92. William Hartman seconded, and all approved.

MATTER OF TRAVEL REQUESTS

Commissioner Grogg said that he disagrees with Title IV-D closing their office June 2-5 for training. President Hartman agreed. Donald Grogg made a motion to approve the following travel requests with the exception of the Title IV-D request:

- 1) Ben Parker (Highway) to travel to Kruse Plaza in Auburn on February 27 for the LTAP PASER Workshop. No expenses will be claimed.
- 2) Judge Brown (Superior Court II) to travel to Indianapolis March 31-April 2 for the 2020 Spring Judicial College. Estimated cost of \$434.25 to be paid from Commissioners' travel.
- 3) Michelle Hausbach, Loretta Passwater, Caeli Hixson, Susan Branscum, Kristina Thomas, and Kelly Morris (Title IV-D) to travel to Michigan City for the 2020 State Child Support Conference June 2-5. Estimated cost of \$3,197.80 to be paid from department travel. **NOT APPROVED**
- 4) Rikki Dold, Brian Lung, Dave Myers and Amanda Thomas (Central Communications) to travel to Hobart on March 13th for On-Target Solutions to Problem Employees training. Estimated cost of \$106.64 to be paid from department travel.
- 5) Ashley Savage and Danielle Conley (Central Communications) to travel to Columbia City on April 7th for Crisis Communications training. Estimated cost of \$24.08 to be paid from department travel.
- 6) Rikki Dold and Lindsay Johnson (Central Communications) to travel to Columbia City on May 12th for Crisis Communications training. Estimated cost of \$24.08 to be paid from department travel.
- 7) Tiffany Weimer and Amanda Thomas (Central Communications) to travel to Fort Wayne on April 8th for an IDACS/NCIC Coordinator Course. No expenses will be claimed.

William Hartman seconded, and all approved.

MATTER OF PAYROLL

Donald Grogg made a motion to approve payroll for the period February 4-17, 2020. William Hartman seconded, and all approved.

MATTER OF 2019 ANNUAL JAIL REPORT

The Commissioners acknowledge receipt of the 2019 Annual Jail Report.

MATTER OF HEALTH DEPARTMENT TRAVEL REQUESTS

Health Officer Dr. Mark Souder requested that the Commissioners reconsider their decision to disallow more than one nurse to attend trainings at the same time. He said it only costs about \$1,000 for all of the employees to attend State meetings, and in 2019, all travel combined was a little over \$3,000. There are meetings that the nurses need to be able to collaborate with individuals from other counties or entities. The Commissioners explained that it is not as much the cost of the travel, but that all three nurses are gone. Dr. Souder said the travel involves collaboration, networking, sharing ideas, team exercises, emergency preparedness drills, and refining policies. These things cannot be conveyed to the non-attending nurses, and in order to be prepared for emergencies all nurses need to be educated. The Commissioners said virtually all travel requested by the Health Department has all nurses attending. They submit a lot of requests. President Hartman said with all of the travel they do, he wonders if the department may be overstaffed if they can all be gone from the office. Dr. Souder said most other counties have more than one attendee from a county department. President Hartman said the Commissioners will take Dr. Souder's comments under advisement and keep them in mind when they review travel requests on a case-by-case basis.

MATTER OF DRUG FREE DEKALB PLAN UPDATE

Rebecca Calhoun introduced herself as the new coordinator for the Local Coordinating Council for Drug Free DeKalb. She is also director for Steuben County's LCC. She wants to provide the information in the way that pleases the DeKalb County Commissioners. The Indiana Criminal Justice Institute sent the Auditor a Notice of Approval of the DeKalb County Comprehensive Community Plan in December 2019. The notice says "A full plan or a plan update must be approved within the past 12 months in order for the Local Coordinating Council to access the fund." Since a full plan or plan update has not been brought before the Commissioners, no claims have been paid from the Drug Free Community Fund 1148 in 2020. Ms. Calhoun said grant recipients have not yet been chosen for 2020 grant awards. The LCC is getting the process started. Once the contracts with each recipient are prepared, they will need to be submitted to the Commissioners for the President's signature. Ms. Calhoun believes this will happen in May 2020. Grant recipients may be paid once the contracts have been signed by both parties.

The State is changing the rules for comprehensive plans. A new template has been established, and there is a one-time deadline of April 1, 2020, for 92 counties. A brand new full comprehensive plan must be submitted although the plan from 2018 is still in effect. With the new April 1st deadline, if the Commissioners want to approve the plan prior to it being submitted to ICJI, they will need to review it prior to April 1st.

Donald Grogg made a motion to approve the \$1,000 claim that has been on hold from processing for Rebecca Calhoun. William Hartman seconded, and all approved.

MATTER OF COMMUNITY CORRECTIONS

Community Corrections has seven work release clients currently. There will be a meeting on February 28th to go over punch list items. Kellie Knauer's relationship with Mosaic has become strained but she is trying to keep moving forward to resolve issues with the building.

Donald Grogg made a motion to allow Community Corrections to have separate credit cards to Home Depot and Wal-Mart. William Hartman seconded, and all approved.

MATTER OF COUNTY HOME REPORT FOR JANUARY 2020

The Commissioners acknowledge receipt of the January 2020 County Home Report.

MATTER OF WATER ISSUE AT 7398 COUNTY ROAD 40, BUTLER

Mr. Scott Miner is seeking guidance from the Commissioners as to how to deal with a water issue on his driveway at 7398 County Road 40, Butler. There is a constant wetness in the driveway. Ice in the winter forms on the driveway. There is a well pit next to the driveway that is starting to take on standing water. The County has dredged the drainage ditch that runs along the road. He doesn't notice much water flowing through that ditch. Mr. Miner believes that the problem began when his neighbor put in a pond approximately four years ago. The pond tapers very close to the property line. He wonders if the pond was properly drained or if it changed the water table. It could be a sand vein. One of Ben Parker's employees has observed the problem. It is not a County Highway issue, and it is not a regulated drain. The Highway Department and Mr. Miner agree that the water is not coming from the roadside, but where it originates is unknown. Attorney McCanna said that because this is not a County regulated drain, Mr. Miner will want to hire a professional to get to the source of the issue—most likely an excavator. Possible ideas to find the source of the problem and potential solutions were discussed to assist Mr. Miner.

MATTER OF HIGHWAY

Ben Parker opened the one bid received for engineering of Bridge #46. It was from Butler, Fairman, and Seufert. The proposal for the project had a range of \$94,000-\$113,000. Toby Steffen from Butler, Fairman, and Seufert gave a brief explanation of the bid. Donald Grogg made a motion to recognize receipt of the bid from Butler, Fairman and Seufert and to refer it to Mr. Parker so he can review it and come back with a recommendation. William Hartman seconded, and all approved.

The City of Auburn would like to know the Commissioners' stance on the proposed new bridge on Lenora Lane. Construction is supposed to begin late 2020 or early 2021. The construction would be the responsibility of Auburn City. Mr. Parker doesn't know how the County cannot take over the maintenance of the new bridge. Donald Grogg made a motion to accept the bridge as long as it is constructed according to County standards. William Hartman seconded, and all approved.

Mr. Parker met with INDOT for his quarterly meeting. They discussed County Road 56 and agreed to contribute their 80% toward the peat cost of Option #1. The downfall is they don't have funds for that in 2023. They will have funding in 2024. This will delay the project by six months. Mr. Parker learned if they begin digging and have major issues with water, the County can change to option #2 and INDOT would still contribute their 80%. However, any other issues the County encounters during construction would be 100% on the County. No letter of commitment has been requested yet by INDOT, but Mr. Parker said we should expect to have to draft one.

Kevin Webb asked whether the pedestrian bridges in the City should be maintained by the County. Mr. Parker said typically the bridges that handle vehicular traffic over a County road are maintained by the County. Pedestrian bridges typically go back on the entity that installed it.

Other topics of discussion included a crosswalk to be installed at DeKalb Central High School; overweight permit for Edwards Moving and Rigging; DeKalb County Highway Department Standards that Mr. Parker has compiled; and an itemized bill from Frontier Communications for a brush tractor accident in 2018.

MATTER OF SECURE ELECTION STORAGE ROOM IN ANNEX BASEMENT

Clerk Holly Albright and her Deputy Karen Bishop discussed the design for the new secure election storage room in the basement of the Annex Building for voting equipment. The room needs to be secure as well as temperature controlled. There will need to be a small amount of construction to fit a steel door that only the Clerk can access. Ms. Albright would like a wall removed also if permitted by the Commissioners. The equipment will be stored with enough space underneath to prevent water damage if such might occur. Door width was discussed. The temperature is controlled by the thermostat in the White Room. A computer and phone need to be in the storage room for work that will need to be done updating the equipment for each election.

Donald Grogg motioned that we proceed in cutting in a new 42" door, close off the other two entrances, and remove the piece of stud wall between the two rooms, and for Larry Lane to get quotes from one contractor and for him to work out details with the Clerk. William Hartman seconded, and all approved.

MATTER OF COURTHOUSE DOORS MAINTENANCE DEPARTMENT TO USE

The Commissioners would like Larry Lane to try using the south door instead of the east door. He has already started and would like to give it a while longer before determining how well it will work. He will need a key card for the south door. Mr. Lane requested that his wife be given an activated key card for when she comes in to do cleaning outside of courthouse hours. The Commissioners said this would be fine.

MATTER OF ANNUAL LIABILITY INSURANCE RENEWAL

Mike Shuherk from Insurance Trustees presented the liability insurance quote they prepared for the Commissioners' consideration. He brought to the Commissioners' attention the fact that the County Home's dispensing of medication by a non-medical professional makes it difficult to find insurance companies willing to cover the County Home. If the County could find a way to dispense medication by a medical professional, it would open up more insurance companies that would be willing to quote insurance. Ideas for solving the distribution of medication were discussed. OneBeacon has increased the County's premium by 10% for the renewal. Mr. Shuherk was disappointed with this increase because OneBeacon had verbally committed to a 5% increase.

Other various liability insurance coverages and issues were discussed with the Commissioners.

Donald Grogg made a motion for the President to approve the annual liability insurance renewal with OneBeacon for the period February 26, 2020 through February 26, 2021. William Hartman seconded, and all approved.

Donald Grogg motioned to deny the terrorism coverage and for the President to sign. William Hartman seconded, and all approved.

Donald Grogg made a motion for the President to initial and sign for the uninsured and underinsured coverage application. William Hartman seconded, and all approved.

Donald Grogg motioned for the President to sign the OneBeacon renewal application. William Hartman seconded, and all approved.

MATTER OF RESOLUTION PLEDGING SUPPORT FOR 2ND AMENDMENT

The Commissioners discussed the wording of the proposed resolution and need more time to deliberate. No action was taken.

MATTER OF PROPOSED OFFICE CHANGES FOR TITLE IV-D AND SURVEYOR

A motion to approve the change of offices for Title IV-D and Surveyor was sought, and none was received. The whole concept dies for lack of a motion.

MATTER OF SHERIFF'S VEHICLE BEING TAKEN TO AUCTION

One of the Sheriff's vehicles was totaled, so its title needs to be signed in order to receive insurance proceeds. Donald Grogg made a motion for the President of the Commissioners to sign the title for the 2019 Dodge Charger, VIN #2C3CDXKT8KH647239. William Hartman seconded, and all approved.

MATTER OF ARC ON-SITE SERVICES AGREEMENT FOR DEVELOPMENT SERVICES

Donald Grogg made a motion to approve the ARC On-Site Services Agreement effective March 1, 2020, and for a 60-month term, contingent upon changing the terms of Paragraph 14 to be Indiana law and Indiana courts to be the venue. William Hartman seconded, and all approved. This is for Development Services' plotter. The monthly base charge will be \$169.00 and the large format inkjet plotting charge will be \$0.180 per square foot.

MATTER OF OPENING CREDIT CARD ACCOUNT WITH LOCAL BANK

Auditor Bauman explained that after the last meeting, she contacted to Wells Fargo to obtain a credit card for Judge Grimm for \$5,000. The Wells Fargo account has only \$2,500 remaining of open credit to apply to a new credit card. Increasing the County’s credit is quite a process. Since the Commissioners wanted credit cards through a local bank, Auditor Bauman stepped up efforts to see what is available. All of the local banks use a third party called ELAN to offer credit cards to customers. And one product in particular, a Visa CommUNITY card, is the suggested card for municipalities. The Rewards benefit and cash back option can be refused with one of these cards. An application for a Visa CommUNITY credit card account was provided to the County Attorney for review. Since the application is agreeable to the Commissioners and to the County Attorney, the Auditor will proceed with completing the application and gathering the required documents for the Commissioners to review and approve in an upcoming meeting.

MATTER OF 2020 INITIAL BOUNDARY VALIDATION PROGRAM

Mick Cseri from GIS has completed the Census Bureau’s boundary data for the 2020 census. Donald Grogg made a motion to approve the 2020 Initial Boundary Validation Program and for the President to sign. William Hartman seconded, and all approved.

MATTER OF OTHER DISCUSSION

Other discussion included the following topics: Council-Commissioners’ discussion topics for the March 2nd Council meeting; joint meeting of the Steuben County and DeKalb County Commissioners; and information about the vendor who had done the presentation on a proposed regional sewer district.

William L. Hartman - President

Donald D. Grogg – Vice President

Jacqueline R. Rowan – Vice President

Attest:

Jan Bauman, Auditor