

DEKALB COUNTY COMMISSIONERS' MEETING

April 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 EXECUTIVE SESSION

DeKalb County Commissioners met in an executive session regarding employee discipline and the employee's appeal of the decision. The Session began at 8:02 a.m. and concluded at 8:28 a.m. The only persons present were the Commissioners, the Attorney, the Employee, and representatives of the relevant department. The executive session took place in Commissioners Court located on the second floor of the DeKalb County Courthouse, 100 South Main Street, Auburn, Indiana. The purpose of the executive session was "to discuss a job performance evaluation of individual employees." It is in accordance with IC 5-14-1.5-6.1(b)(9). No other matters were discussed outside the parameters of the legal notice, and no decisions were made.

MATTER OF DECISION AFTER EXECUTIVE SESSION

Donald Grogg made a motion that serious misconduct including insubordination on the part of William Susor as established in the Executive Session was a correct decision by the Highway Superintendent, and his decision is affirmed, referencing p. 44 of the Employee Handbook, subparagraph 4(d). Jacqueline Rowan seconded, and all approved.

MATTER OF HUMAN RESOURCES

Vice President Grogg suggested that next year, even though he won't be here, that the new Commissioners open it up for RFP's to shop around for a new third party administrator and look at more than PHP, United Health Care and Anthem since there are more insurance companies out there. This can't be done every year, but it will allow for competition to keep them on their edge.

Several employees are using the Emergency Paid Sick Leave and the Emergency Family and Medical Leave. Are the Commissioners going to allow individuals who accumulate and cannot use their PTO this year to carry over more than the currently permitted 10 days. There was discussion about paying out any PTO over the current limit of 10 days next year when the employee's anniversary hire date is reached. Or, should there be a combination of paying for half of those days and allowing the other half to go into their PTO Repository. The Commissioners will start thinking about options. Council will need to be consulted since they will need to provide any additional monies.

There are 3 full time and 1 part time employees currently taking the EFML, and one more full time person who will be after she has completed her EPSL.

Ms. Miller is now dealing with many unemployment claims, most for current employees and some for previous employees.

Ms. Miller said I.T. has been so helpful with all aspects of technology necessary in order for employees to work from home. She also sent an e-mail to all department heads to remind them to keep in touch with their employees who are working remotely.

The Governor has extended the Stay at Home order until May 1st. The County has done a good job keeping business going and services provided, just in a different way.

There was an Executive Session this morning regarding an employee who was disciplined and wanted the Commissioners to review it. Ms. Miller did not attend the Executive Session this morning but said the department head had contacted her very soon after the incident occurred. She was told by the department head that the employee has not be speaking to the department head since the incident occurred, although he did apologize to the second in command. Ms. Miller believes the department head was well within his authority to discipline the employee the way he did. It was not drastic but was hopefully a wake-up call for the employee.

MATTER OF MINUTES

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

MATTER OF CLAIMS

Jacqueline Rowan made a motion to approve Special Claims for the week of April 20, 2020, and General Claims consisting of warrant #130545 through 130556 in the amount of \$14,947.28, and wire transfer #14671 through 14747 in the amount of \$391,376.83. Donald Grogg seconded, and all approved.

MATTER OF PAYROLL

Donald Grogg made a motion to approve payroll for the period March 31-April 13, 2020. Jacqueline Rowan seconded, and all approved.

MATTER OF PERMISSION FOR NEW COMMUNITY CORRECTIONS BANK ACCOUNT

Donald Grogg made a motion to approve the request letter for a new Community Corrections checking account with Community State Bank for Commissary funds, and for all three to sign. Jacqueline Rowan seconded, and all approved.

MATTER OF QUARTER 1 2020 DART REPORT AND PAPERWORK FOR SIGNATURE

Donald Grogg made a motion to approve the 2020 Section 5311 Rural Transit grant application and for the President to sign. Jacqueline Rowan seconded, and all approved.

MATTER OF GFAS LETTER OF ENGAGEMENT TO UPDATE CAPITAL ASSET POLICY

The Capital Asset Policy has not been updated since 2006. Auditor Bauman would like to address this in 2020 and has money in her budget to pay for the services. Jacqueline Rowan made a motion to approve and for the President to sign the Letter of Engagement with Government Fixed Asset Services, Inc. for an amount of \$4,400 plus expenses. Donald Grogg seconded, and all approved.

MATTER OF HIGHWAY

Bridgewater and Morningstar Road will be annexed into the City of Auburn this year. The Highway Department has only issued one curb cut although there are approximately 30 new homes. The Commissioners don't have a problem with the City of Auburn taking over on the driveway permits since the annexations are supposed to be done by June 30th. Donald Grogg made a motion to delegate authority to the City of Auburn from this point forward to approve driveway permits knowing it is going to be annexed by the end of June, and to not go back and require permits for the ones that were not obtained, and to refund the permit fee to the one homeowner who did pay the permit fee, all for Bridgewater North addition. Jacqueline Rowan seconded, and all approved.

After discussion, Donald Grogg motioned to approve the proposed on-call consulting services with engineering firms DLZ, United Consulting, and USI as represented in their RFP and for the Commissioners to sign where appropriate. Jacqueline Rowan seconded, and all approved. Contractor Kevin Webb suggested that the Commissioners may in the future want to have a firm date that bids are due even for informal bids to keep projects moving along.

AEP owns the property just to the east of Jackson Township Fire Department. It has a lot of leftover stone located there, and AEP has agreed to allow DeKalb County to have that stone as long as we haul it. They also require a release of liability. Mr. Parker presented a Bill of Sale form that may suffice for release of liability if approved by Jim McCanna. The cost would be filled in as \$0. Donald Grogg made a motion that the County goes into agreement and accept a bill of sale with AEP for stone for a zero cost to the County other than hauling the stone away and for the President of the Commissioners to sign the agreement. Jacqueline Rowan seconded, and all approved.

There was discussion about the Highway Standards that Mr. Parker produced with input of BF&S and previously had given to the Commissioners for review. The Commissioners will need to accept the standards, and then it will be adopted as the County's new Highway Standards. No action was taken.

Ben Parker has received a bid from Webb Concrete for the sidewalk repairs on County Road 11-A. He is going to obtain another bid from Henderson Construction.

Right-of-Way is going to have to be acquired for the County Road 56 project. This was not included in the original engineering contract with BF&S. In order for a contract to be drawn up with BF&S, Mr. Parker needs to have a ball-park figure that litigation fees could cost if there is someone contests property acquisition. One property is going to affect a dwelling. Mr. McCanna believes \$10,000 should be sufficient as long as eminent domain does not become an issue.

There was discussion about the line item from which to pay the \$62,882.13 owed for Bridge #134. Donald Grogg made a motion to pay the \$62,882.13 out of LITED #24, and to pay for it prior to doing the 2021 budget. Jacqueline Rowan seconded, and all approved.

Other discussion was about the work continuing to being done on the highway leak clean-up; Frontier; other properties offered for sale as potential building sites for the Highway Department; and chip and sealing County Road 51.

MATTER OF OPEN-AIR REPORTING AREA FOR PROBATION

Michael Lapham learned that the tent from Taylor Rental was very expensive to rent. He met with the Mayor about possibly being able to use one of the buildings at the 4-H grounds. The Mayor had a Fair Board meeting and brought it up with them. They decided that the Probation Department could use one of the halls for a contribution of \$230 per month for rent. There is a possibility that I.T. could hard wire

the building which would allow a telephone there for use. This area may also help the courts as well so they can conduct hearings, etc. Mr. Lapham is going to pursue this option by moving money within his budget. He would like to start small and have drive-through testing for now. An agreement will be drawn up and will be presented to the Commissioners to sign.

MATTER OF REPLACING MATT BECHDOL ON THE BOARD OF ZONING APPEALS

BZA Board Member Matt Bechdol has moved out of the country. Chris Gaumer is requesting he be replaced before the next scheduled meeting in May. His recommendation is Jeff Barkhaus. Donald Grogg made a motion to appoint Jeff Berkhaus to the Board of Zoning Appeals to complete the term of Matt Bechdol, which will expire December 31, 2023. Jacqueline Rowan seconded, and all approved.

MATTER OF XEROX AGREEMENT FOR DEKALB COUNTY HEALTH DEPARTMENT

The Health Department’s old 6280 printer has needed to be replaced because it need. The Commissioners previously agreed to approve the replacement when it was necessary. Jacqueline Rowan made a motion to approve the 5-year Cost Per Print Agreement though Business Impressions, and for the President to sign. Donald Grogg seconded, and all approved.

MATTER OF OTHER DISCUSSION

Other items of discussion were: a signed receipt was received by Jim McCanna for the Phase I Environmental invoice that was paid by Terry Rayle; law suit against the Delagranges regarding the disallowed driveway; selling the County property west of the 220 7th Street building, and personal information required for individuals receiving new County credit cards.

William L. Hartman - President

Donald D. Grogg – Vice President

Jacqueline R. Rowan – Vice President

Attest:

Jan Bauman, Auditor