

DEKALB COUNTY COUNCIL MEETING

July 6, 2020

The following Council Members were present:

President Richard Ring
Vice President William VanWye
Member Eldonna King
Member Robert E. Krafft
Member Martha Grimm
Member David Yarde
Member Amy Demske

Others present: Auditor Jan Bauman
 Attorney Donald J Stuckey

Robert Krafft opened the meeting with prayer at 8:33 a.m.

Councilman William VanWye was not present at the beginning of the meeting.

MATTER OF MINUTES

Amy Demske made a motion to approve minutes dated June 1, 2020. Robert Krafft seconded, and all approved (6,0). Martha Grimm made a motion to approve minutes dated June 19, 2020. David Yarde seconded, and all approved (6,0).

MATTER OF ADDITIONAL APPROPRIATIONS

Eldonna King made a motion to approve Central Communication's \$4,586.62 additional appropriation request to equipment (44430) within the Cumulative Capital Development Fund (1137). Martha Grimm seconded, and all approved (6,0).

Eldonna King made a motion to approve the Health Department's \$1,940 additional appropriation request to Equipment (44430) within the Health Maintenance Fund (1168). Seconded by David Yarde, and all approved (6,0).

Surveyor Kline would like to purchase a side-by-side and GPS unit to obtain coordinates. He may also need to obtain a permit. David Yarde made a motion to approve the Surveyor's \$45,000 additional appropriation request allocated as follows: \$5,000 to Operating Supplies (22130), \$20,000 to Equipment (44430), and \$20,000 to Contractual Services (34330) within the Surveyor Corner Perpetuation Fund (1202). Seconded by Robert Krafft, and all approved (6,0).

David Yarde made a motion to approve Community Corrections' \$86,992.12 additional appropriation request allocated as follows: \$3,592.12 to Social Security (12300); \$11,300 to Juvenile Education Coordinator (11443); \$7,300 to Juvenile Program Director (11492); \$14,000 to Program Facilitator (11630); \$200 to Food Supplies (22250); \$300 to Laundry/Janitorial Supplies (22270); \$200 to Other Supplies (22730); \$4,500 to Telecommunications (33240); \$7,000 to Utilities (33540); \$1,200 to Equipment Rental (33710); \$3,000 to Contractual Services (34330); \$34,000 to Furniture and Fixtures (44410); and \$400 to Computer Equipment (44420) within the Change Academy School Funding Fund (4116). Seconded by Eldonna King, and all approved (6,0). This fund has changed from fiscal to calendar year, so these monies should get them through to the end of the year.

Amy Demske made a motion to approve the Sheriff's \$9,280.00 additional appropriation request to Equipment (44430) within the Sheriff Rifle Vest Donation Fund (4117). Seconded by David Yarde, and all approved (6,0). When a department receives a donation, if it is earmarked for a particular purpose, a donation fund must be set up for that particular donation.

Robert Krafft made a motion to approve the Redevelopment Commission's \$400,000 additional appropriation request to CR 40 between CR 55 & SR 1 (35036) within the SDI TIF Fund (4501). Seconded by Eldonna King, and all approved (6,0). The Highway Department will need to find the monies to pay any cost above and beyond this \$400,000. The Commissioners may decide to pay the difference from their LITED fund.

Eldonna King made a motion to approve Community Corrections' \$88,686 additional appropriation request allocated as follows: \$65,000 to Personal Services and \$23,868 to Other Services. Seconded by Martha Grimm, and all approved (6,0).

Councilwoman Grimm commended Ryan Hull and Michael Lapham with the work they do to bring in extra dollars for these programs. Councilman Ring asked whether the State has said anything about a 15% reduction in the grant funding, but Mr. Hull said he has not. Martha Grimm made a motion to approve Probation's \$95,129 additional appropriation request allocated as follows: \$10,894 to Veterans Court Part Time Coordinator (11637); \$36,405 to Veterans Court Probation Officer (11638); \$5,298 to PERF (12100); \$8,113 to Insurance (12200); \$3,619 to Social Security (12300); \$5,000 to Travel/Training/Education (34295); \$5,300 to Incentives (22255); \$10,000 to Testing Services (33900); \$1,000 to Food Supplies (22250); \$1,000 to Supplies (22720); \$1,000 to Vehicle Maintenance and Repair (33610); and \$7,500 to Other Service Fees (32780) within the Veteran Court Grant Fund (9153). Seconded by Robert Krafft, and all approved (6,0).

Martha Grimm made a motion to approve Probation's \$89,895 additional appropriation request allocated as follows: \$10,894 to Family Recovery Court Part Time Coordinator (11643); \$36,405 to Family Recovery Court Probation Officer (11639); \$5,298 to PERF (12100); \$7,979 to Insurance (12200); \$3,619 to Social Security (12300); \$5,000 to Travel/Training/Education (34295); \$4,500 to Incentives (22255); \$10,000 to Testing Services (33900); \$1,000 to Food Supplies (22250); \$1,000 to Supplies (22720); and \$4,200 to Other Service Fees (32780) within the Family Recovery Court Grant Fund (9154). Seconded by David Yarde, and all approved (6,0).

MATTER OF TRANSFERS

Mike Kline said two things have happened in his office. Last year the money for computer equipment did not get encumbered, and so the amount needed was taken out of the 2020 overtime budget. Also, his employees are working extra hours to meet with contractors. It is difficult to keep up with all of the work and to confine hours to a 7-hour day. Robert Krafft made a motion to approve the Surveyor's \$4,500 transfer as follows: \$4,000 Field Inspector (11251) and \$500 from 2nd Deputy (11203), both within County General. Eldonna King seconded, and all approved (6,0).

MATTER OF FISCAL PLAN UPDATE

Jeff Peters presented his fiscal plan to Council. The plan provides a frame work to help the County see where it has been financially and where it should go. The Council has done well over the years to build up the cash reserves to prepare the County for the economic downturn. How bad is this going to be? It is difficult to say at this time because we are still in the midst of it. Mr. Peters used the worst-case scenario to prepare the fiscal plan. The State Budget does have the authority to scale back distributions if they determine they have over-distributed. Mr. Peters took this into account as well. The growth factor should

be scaled back from 3% to 1.65%. Cash reserves allows the County to take its time in making decisions rather than make knee-jerk reactions.

Councilman VanWye arrived at 9:35 a.m.

INITIAL ASSUMPTION CHANGES DUE TO ECONOMY AND COVID-19:

- Scale back 2020 Local Income Tax (LIT) collections per Ball State University study “Preliminary Fiscal Effects of COVID-19 on Indiana’s Local Tax Revenues” April 9, 2020.
- Scale back 2021 – 2023 LIT distributions to restore 15% LIT Trust Fund Balance.
- Scale back 2020 MVH distribution to 60% of DLGF certified.
- Scale back 2020 LR&S distribution to 60% of DLGF certified.
- Scale back interest revenue.
- Average Inmate Per Diem revenue.
- Average General Fund unused appropriations.

INITIAL / TEMPORARY CONCLUSIONS:

- Overall, DeKalb County has excellent cash reserves to withstand a temporary downturn in the economy. Specifically, the General (~\$7.5 million) and Economic Development LIT (~\$2.0 million) Funds.
- The General Fund had been steadily adding to its cash balance. However, the above changes, under the normal assumptions of the Fiscal Plan would consume cash going forward and would consume all the cash in the Public Safety LIT Fund by the end of 2023. If the Fiscal Plan annual growth rate in the General, Health, and Public Safety LIT funds are restricted to ~1.65%, then estimated revenue would approximately equal estimated expenditure. Two caveats: 1) this assumes the revenue loss and assumptions stated above which may be completely off since no one knows the depth or length this economic event 2) cutting budget items which are always budgeted and never expended does not necessarily limit expenditures, each department needs to look at actual current expenditures and limit those respective increases to ~1.65% to achieve the estimate above.
- The MVH and LR&S Funds are expected to be the most drastically impacted in 2020 due to decreased gas tax. The County may need to scale back those operations or budget some of those expenditures from the Economic Development LIT Fund.

WARNING:

The above are based on estimates. No one yet knows the depth or length of this economic downturn. The LIT revenue assumes a 7% increase in 2021 and 2% thereafter. The MVH and LR&S revenues assume a full recovery in 2021. Again, no one knows, at this point. His advice is to be conservative, until more information is available.

Mr. Peters has not seen any data or heard anything regarding 9-1-1 fees on cell phones or its revenue stream and whether it is decreasing. Eldonna King and the rest of Council thank Mr. Peters and are very happy with his assistance over the years to get the County back on solid financial ground.

MATTER OF DEKALB COUNTY AIRPORT UPDATE

The Airport Board opened bids for the CR 62 Extension Project. The low bid was E&B Paving at \$1,306,021, approximately \$200,000 lower than the engineer's estimate.

The Airport Board signed a grant request with the FAA at their June meeting for 100% of the CR 62 project to include engineering and construction management. They should hear something in the next few months.

The Haley's asked the Board to wait until fall to begin their appraisal process on their home, and the Board has agreed to this.

The Board will be advertising for the sale of a small 5-acre parcel south of the airport. This piece of land is between two properties that they do not own, and since the crosswind runway is no longer required, the Board is selling it to minimize maintenance costs. Selling property is extremely rare for airports. Commissioner Grogg asked whether this property was the "Wallace farm." If it is, there were stipulations when the County purchased that property. Mr. Fox will get information regarding the property for the Commissioners.

The Board voted on the Airport's 2021 budgets. The General Fund budget will be cut by \$700, and levy will be cut again. The levy is down 3.01% since its inception, or approximately .03% per year on average. The Cumulative Building Fund budget and levy will remain unchanged, and the Rainy Day Fund, which is not tax supported, will be down by 25% in the amount budgeted for 2021.

The Board is negotiating a new 10-year lease with Paratus.

The Board is working on a monument sign design for the airport.

MATTER OF COMMUNITY CORRECTIONS

Director Kellie Knauer expressed concern over unfinished items at the facility as well as soft costs remaining. Ms. Knauer made some concessions with Hi-Tech to get some unfinished work done with light switches. The dishwasher temperature is right on the edge of providing the correct temperature. There have been many conversations with the engineer and contractor, but no other solution has been found other than installing a booster heater.

Initially, it was suggested that \$1.1 million be figured for soft costs and operating costs, but she cut it down to \$450,000. Many items have come up that were unexpected. Even towels and wash clothes are already starting to fall apart due to the additional cleaning requirements for COVID-19. Ms. Knauer believes that she should have \$106,000 remaining in soft costs. There are no extra Project Income dollars that can be used toward the project. Her initial reason for presenting all of this to Council was to request additional monies. However, the Commissioners are working with her, so she is not requesting additional monies right now. The Commissioners will be addressing unfinished punch list items during their meeting this afternoon. At this time the Commissioners have determined that Community Corrections has \$67,930.43 remaining in soft costs, and out of that soft cost balance comes the additional outlet in drug screen bathroom for refrigerator for urine samples, electrical work from the facility to the maintenance shed, wiring inside the maintenance shed, and wiring to support booster heater for dishwashing machine water, all contingent upon Mosaic giving the County a \$71,525.50 refund (utilities).

The final payment to Mosaic has not been released, pending satisfaction of all work done. After the Commissioners are updated on punch list items and subsequently speaking to Tony Vie from Elevatus,

the Commissioners will have to decide whether and/or what amount should be withheld from that final payment for unfinished punch list items and utility costs for which Mosaic should be responsible.

There are now 14 work release residents. The numbers are increasing since the COVID-19 shut down.

Councilman VanWye asked whether grants are going to be affected. Ms. Knauer has not been given any directive from the State regarding funding. Typically the Department of Corrections funding is not reduced. President Ring reminded Ms. Knauer that when the facility was initially funded, she knew that the County would fund \$125,000 of operating costs from the local income tax, and all of the remaining operating costs would have to be funded through their grants. Council does not want to have to help fund the program.

Commissioner Grogg later in the meeting reminded Council that Ms. Knauer may have spent more on items that were unnecessary. A list of soft cost expenditures is available if Council would like a copy.

MATTER OF JAIL INSPECTION REPORT

Sheriff Cserep was available to answer questions, but Council had none for him. COVID-19 has actually reduced the jail population, and only 3 inmates are being outsourced. Numbers are slowly going back up. A cracked wall will be fixed. Robert Krafft made a motion that the Council has received the 2020 Jail Inspection Report. William VanWye seconded, and all approved (7,0).

MATTER OF COMMISSIONERS-COUNCIL DISCUSSION

Changing work week for Surveyor's Office: Due to the amount of work that needs to be done in the Surveyor's Office and the fact that they are a person short, the Commissioners wonder if one solution is to change their work week from 35 hours to 40 hours until they can get caught up. This will involve 5 individuals. Councilman Ring said this is a good solution before having to hire an additional person. Is there enough money to do that? He would like to see the Surveyor transfer money within his budget first before coming to Council with an additional appropriation.

Reopening County buildings to the public: There is no plan anytime soon to lift the restriction that patrons must wear face masks and use hand sanitizer upon entry to County buildings.

Development Services Office: The Commissioners are going to get another quote to add a second floor to the Annex Building. The idea is to relocate the Development Services Office there.

Employee Handbook: The draft of the new Employee Handbook is currently being reviewed by the Task Force and the Commissioners. Once Dotty Miller works through initial comments, she will send it to all department heads to seek any additional comments.

2021 Holiday Schedule: The 2021 Holiday Schedule was distributed to everyone.

Covered Bridge grant for retardant: The Spencerville Covered Bridge club has been working with the National Society for the Preservation of Covered Bridges. A \$1,510 fire retardant grant is available. The retardant only needs to be applied once. The Covered Bridge Society would apply the product if the Commissioners would like them to. The \$1,510 covers the NFP retardant for all of the bare wood as well as the delivery of the product. The grant will be applied for and received by the Covered Bridge club and will not run through the County.

Contract of Central Communications' radio system: A contract with J&K Communications has not yet been signed by the County Commissioners. The document that had initially been submitted by J&K left out several items deemed important by legal counsel and the director. The Commissioners have requested J&K produce a more complete contract. All details will be ironed out before the contract gets signed. It will be installed in October but not billed until January 2021. Ted Hurley will be meeting with the Governance Board this week.

Increase in cost of health insurance: The health insurance will remain with PHP for 2021. The cost was negotiated down to an increase of 8% (from an initial increase of 28%). The Commissioners did not pass along the increase by way of premium. Council will see the increase in the Commissioners' budget as well as the other departments that pay their portion of health insurance out of their funds. Dotty Miller and PHP are working on educational opportunities to inform employees on living healthier lifestyles as well as ways to reduce their personal health care costs.

Relocation of Highway Department: There is another option for a possible site for the Highway Department. It is located on the south side of U.S. 6, on County Road 27 north of the railroad tracks. It has sewer and a 12" well. It has a building that could be used for cold storage. It has 3 bunks that could be used for aggregate storage. There is a very tall building that is an unknown regarding possibilities. There are 12.6 acres. An office building would need to be built. The property has been assessed at \$599,000. Mr. Klink owns the property and is anxious to sell. He may take \$500,000. He is also open to trading property with the County if that is a possibility.

Councilman VanWye left the meeting at 10:50 a.m.

MATTER OF SALARY & HOURLY WAGE AMENDMENT ORDINANCE 2020-OCC-7

This ordinance addresses two positions for the Public Defender. It assigns an hourly wage to the Public Defender Part-Time Administrative Assistant position. It also updates the Job Classification and FLSA status to the Part-Time Administrative Assistant and Clerical positions.

Robert Krafft made a motion to approve the 2020 Salary and Hourly Wage Amendment Ordinance 2020-OCC-7 on the FIRST Reading. Martha Grimm seconded. This is actually saving the County money. A higher paid position is being replaced by this lower paid position. It will not have benefits. It is a required position to stay in compliance with the State to receive the 40% back to County General department expenses. A vote was taken, and all approved (6,0).

Eldonna King made a motion to suspend the rules to pass the 2020 Salary and Hourly Wage Amendment Ordinance 2020-OCC-7 and read by title only on the 2nd and 3rd Readings. Robert Krafft seconded, and all approved (6,0).

Robert Krafft made a motion to approve the 2020 Salary and Hourly Wage Amendment Ordinance 2020-OCC-7 on the SECOND and THIRD Readings. Eldonna King seconded, and all approved (6,0).

MATTER OF REAL AND PERSONAL PROPERTY CF-1 ABATEMENT FORMS

The Abatement Committee met this morning at 8:15 a.m. All companies were visited with the exception of Techo-Bloc, which is in its last year for its personal property abatement. The committee reviewed the CF-1 forms for companies requesting abatements for pay 2021. Eldonna King made a motion that the Committee recommend approval for the companies that submitted their CF-1 on a timely basis. Amy Demske seconded, and all approved. Amy Demske moved to adjourn at 8:20 a.m. Second by Eldonna King, and all approved.

Amy Demske motioned to approve the abatements for the 2020 pay 2021 tax year and for the President to sign. Second by David Yarde, and all approved (6,0). **Real property abatements** were approved for the following companies: LaOtto Real Estate LLC, Jeremy & Jennifer Lutter, MCP Investments, LLC, Nucor Fastener Division of Nucor, Steel Dynamics, Inc. **Personal property abatements** were approved for the following companies: Magic Coil Products, LLC, MCP Investments, LLC, Nucor Fastener Division of Nucor, Rhinehart Development Corporation, Rhinehart Finishing, Inc., Steel Dynamics, Inc., and Techo-Bloc Midwest.

Councilwoman Demske commented how appreciative she was to the companies that allowed the committee members to visit them during this time of COVID.

MATTER OF ADJOURNMENT

Amy Demske made a motion to adjourn at 11:02 a.m. Second by David Yarde, and all approved (6,0).

DEKALB COUNTY COUNCIL:

Richard Ring, President

William VanWye, Vice President

Eldonna King

Robert E. Krafft

Martha Grimm

David Yarde

Amy Demske

ATTEST:

Jan Bauman
DeKalb County Auditor