

DEKALB COUNTY COMMISSIONERS' MEETING

January 18, 2021

Commissioners Present: President William L. Hartman
 Vice President Michael Watson
 Vice President Todd Sanderson

Others Present: Auditor Jan Bauman
 Attorney James P McCanna

MATTER OF HUMAN RESOURCES

Twelve employees participated in the "Maintain Don't Gain" contest offered at the end of the year. Employees were challenged to gain no more than 2 pounds over the course of the holidays. A total of 55 pounds was lost. An employee won a \$25 gift certificate to Three Rivers Running Company.

The Health Department is concerned about losing PTO time since they have not been able to take any time off since COVID-19 began. There was discussion about whether to allow them to carryover the days or to pay them out. Auditor Bauman mentioned that their budget may not be able to accommodate paying the days out. Todd Sanderson made a motion to allow the three Health Department nurses to carry over unused PTO time and put it into their PTO Repository. Michael Watson seconded, and all approved.

Employee handbooks are being printed for all employees.

Other HR topics discussed: County paid holidays and open and filled positions.

MATTER OF BOARD OF FINANCE MEETING

William Hartman made the motion to nominate Todd Sanderson as the President of the Board of Finance. Michael Watson seconded, and all approved. Todd Sanderson made the motion to nominate Michael Watson as the Vice President of the Board of Finance. William Hartman seconded, and all approved. Michael Watson made the motion to nominate Sandra Wilcox as the Secretary of the Board of Finance. William Hartman, and all approved.

William Hartman made a motion to approve the Board of Finance meeting minutes from January 20, 2020. Michael Watson seconded, and all approved.

Michael Watson made a motion to approve the State of Investment Policy and for all three to sign. William Hartman seconded, and all approved.

Treasurer Sandi Wilcox went over the Cash and Investment Report and 3 Year Revenue Comparison Report. She can invest up to 2 years without having to come back and re-doing the investment policy. However, due to the rates, most of the CD's are invested for 6-month terms. They are currently invested in Beacon Credit Union and Flagstar Bank. Local banks compete with interest rates, and that is how they are chosen by the Treasurer. Community State Bank is the County's main bank. Many of the County's Investments are also with Trust Indiana. Star Bank is the bank that the County uses for online property tax payments by property owners. Excise tax is just held until it can be disbursed at settlement time; excise is not a county asset. In 2020, interest earned was \$235,175.44, as compared to 2019's interest earned of \$775,071.46.

Next, warrants outstanding and unpaid were reported. William Hartman made a motion to move the checks from their accounts into County General. Michael Watson seconded, and all approved.

Treasurer Wilcox went over the 2020 Summary of Collections Report. \$208,706,863 went through the Treasurer's Office last year. Most of the property tax payments came by way of walk-ins, mail or dropbox. The delinquency rate for 2020 was the highest it has been over the last 5 years at 7.30%, and it is most likely COVID related. That represents about \$3.1 million dollars in delinquencies. There were 348 tax sale properties in 2020 and 306 in 2019.

Finally, Ms. Wilcox went over 2020 Achievements and 2021 Goals. Accomplishments included: redesign of Treasurer's web site; bank partnerships expanded to provide better coverage throughout DeKalb County; new credit card vendor launched; completed procedure documentation for all processes; and the repair and painting of the Treasurer's Office. Goals for 2021 are: maximize investment income while maintaining safety and liquidity; streamline government employee process; upgrade job classification of second deputy position; and goals as established from Annual Planning Meeting in February.

Investment guidelines by statute are stringent and do not allow the Treasurer to invest in anything speculative. If she would want to invest in other ways, she would need Council approval.

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

The next meeting will be January 17, 2022, at 9:00 a.m.

William Hartman made the motion to adjourn the Board of Finance meeting at 9:38 a.m. Michael Watson seconded, and all approved.

MATTER OF RTU 2 HEAT EXCHANGER AT ANNEX BUILDING

There is a hole in the heat exchanger at the Annex Building. It should be replaced. Todd Sanderson made a motion to replace the heat exchanger on RTU#2 at the Annex Building for the quoted amount of \$3,194 as well as find out what an entire new unit would cost. Second by Michael Watson, and all approved. Later in the meeting, the Commissioners were told that an entire new unit would cost \$8,500-\$9,500. The current unit is 12 years old. The Commissioners confirmed that only the heat exchanger is to be replaced for \$3,194 since the unit should last many more years before needing to be completely replaced. No further action was taken.

MATTER OF MINUTES

Michael Watson made a motion to approve minutes dated January 11, 2021. Todd Sanderson seconded, and all approved.

MATTER OF CLAIMS

Michael Watson made a motion to approve General Claims consisting of warrant #131526 through 131532 in the amount of \$6,940.92, and wire transfer #16926 through 16982 in the amount of \$294,807.27 as presented. Todd Sanderson seconded, and all approved.

MATTER OF TRAVEL REQUESTS

Todd Sanderson made a motion to approve the following travel request:

1) Sandi Wilcox and Joni Humbarger (Treasurer) to travel to Noblesville on March 9 for the Spring Treasurers Conference. Estimated cost of \$205 to be paid from State Called Meetings. Second by Michael Watson, and all approved.

MATTER OF COMMISSIONERS' CERTIFICATE SALE FOR 2021

Auditor Bauman asked the Commissioners whether they would like to have a certificate sale this year. Typically they are conducted in March as opposed to the October Tax Sale. She said that when asked, Treasurer Sandi Wilcox said there are 101 properties leftover from the Fall 2020 Tax Sale that would be eligible for the certificate sale. Of those, approximately 90 of them are "repeat offenders." She does not see much value in holding a certificate sale this year. Auditor Bauman augmented by explaining that if a certificate sale is held every year, it removes the incentive for people to purchase at the annual tax sale. Attorney McCanna explained also that there is a cost to hold the sale, so you need to weigh the costs and benefits of holding one when making the decision. Todd Sanderson made a motion to take the recommendation of Sandra Wilcox and not conduct a certificate sale this year. Michael Watson seconded, and all approved.

MATTER OF AUBURN-WATERLOO TRAIL

Dick Shankle, President of the Auburn-Waterloo Trail Committee thanked former Commissioners Donald Grogg and Randy Deetz for participating in meetings over the years and supporting the Trail with funding. He reported that \$28,750 was spent on the trail in 2020. A 900 foot fence was erected. There were also gifts in-kind given for concrete, drainage, ground leveling, mowing, and labor for killing weeds and watering grass. A total of \$191,763 in cash gifts have been contributed so far toward the Trail since its inception. Gifts in-kind have totaled \$51,200. 8.4% of the expenses so far have been donated by the County Commissioners.

His board has asked Mr. Shankle to request that the park area across from the high school be named the "Metzger Park." This is in honor for all of the contributions by Ken Metzger for the park. Todd Sanderson made the motion to allow the park to be named Metzger Park. Michael Watson seconded, and all approved.

Mr. Shankle distributed a picture of the proposed sign that would be made of cast bronze. It would be double-sided and cost \$3,000. The sign would acknowledge Ken Metzger's contributions. He asked the Commissioners if they would be willing to pay for the sign. There was discussion about it. It is a lot of money for a sign, but it also requires no maintenance. The Commissioners would like more time to discuss it, so no action was taken.

MATTER OF 2021 INFINITY VOTING SYSTEM ANNUAL MAINTENANCE AGREEMENT

Clerk Holly Albright explained that her contract with Infinity Voting Systems includes the annual maintenance agreement. Just because there is not an election doesn't mean there isn't work being done on software and security upgrades. The County has 84 machines that have to be certified by the State and the Federal government. They cost \$5,000 each. An upcoming requirement is that there will have to be a verified paper trail for each machine which is expected to cost \$150,000 to implement. Todd Sanderson made a motion approve the 2021 Infinity Voting System Annual Maintenance Agreement and for the President to sign. Michael Watson seconded, and all approved. The cost to pay the invoice for maintenance is in the Clerk's budget.

MATTER OF 2021 GAL CONTRACT

Attorney McCanna explained that all court cases that are for children under 18 years of age need to have representation by an attorney. The attorney acts in the best interest of the minor. The proposed Guardian Ad Litem (GAL) contract had been modified by the courts this year to exclude the Commissioners and Attorney McCanna under the “Notices” section. The Commissioners would like to learn why this happened before they approve the contract. The contract was tabled for the time being.

MATTER OF COUNTY HOME REPORTS FOR NOVEMBER AND DECEMBER 2020

Michael Watson made a motion to acknowledge receipt of the County Home Reports for November and December 2020.

MATTER OF GUIDANCE REGARDING COMMUNITY CORRECTIONS “MARKET”

When State Board of Accounts was here in 2020 and the Community Corrections’ commissary was being discussed, the auditors informed Auditor Bauman that Community Corrections should still follow all protocols that there are for all departments. This meant an ordinance will need to be in place to spell out expenditures as had been done in 2011 with the Sheriff. However, the Community Corrections commissary has now been changed to a “Market.” Shouldn’t there be an ordinance explaining allowed expenditures for the Market just as there should have been one for a commissary? This is an issue that will need to be addressed. Whether the ordinance is done by Council or the Commissioners will have to be determined.

Something else that Auditor Bauman needs direction on is whether to proceed with processing a claim that would pay Community Corrections \$11,877.50 out of its Project Income Fund to become seed money for the Market. Auditor Bauman is uncomfortable releasing the money without having a definitive answer from State Board of Accounts regarding the viability of the new Market program. Can this money be released for that purpose? Kellie Knauer had reached out to State Board of Accounts in November to seek input from them from an audit perspective on the Market. When State Board of Accounts still hadn’t responded a few weeks later by early December, Auditor Bauman asked Ms. Knauer if she had followed up with them. Ms. Knauer said she had not.

This situation regarding the Market was discussed further. The Commissioners gave a directive to Auditor Bauman to ask Ms. Knauer to follow up on her November e-mail to Ricci Hoffher with State Board of Accounts before proceeding further with processing a check for \$11,877.50.

MATTER OF HIGHWAY

The Covenant is on the covered bridge itself—not to the surrounding property. So, the County does have some safe harbor protection from the ADA requirement in the Covenant. A strict reading of the Covenant is not expected. Todd Sanderson made a motion for the President to sign the Covenant pertaining to the rehabilitation of the Covered Bridge. Michael Watson seconded, and all approved.

There is a wall that is deteriorating on the Covered Bridge. R.G. Zachrich has quoted \$45,000 to remove and replace the east abutment wall. That would replace Bid item 7 in the contract for Concrete, Class A 7CY which was at \$11,000. Removing and replacing the wall would have a net cost of \$34,000. Mr. Parker thinks that while the bridge is jacked up already that now would be a good time replace that wall rather than have to re-jack it up at a later date at a higher cost. Todd Sanderson made a motion to accept the \$45,000 quote by R.G. Zachrich to remove and replace the east abutment wall, contingent on USI’s blessing from the engineering aspect. Michael Watson seconded, and all approved.

MATTER OF CENTRAL COMMUNICATIONS

Todd Sanderson made a motion to allow recruiting, interviewing and hiring by Brian Humbarger for open positions in his department. Michael Watson seconded, and all approved.

Was there negligence on the part of Spillman when it did not invoice the County an \$8,000 bill in 2015? Mr. Humbarger would like to keep a good working relationship with Motorola (who now owns Spillman) and pay something, but he doesn't believe the County should have to pay the full invoice amount of \$8,000. The Commissioners would like Mr. Humbarger to work with Motorola to come up with an amount to pay, not to exceed \$4,000. When Mr. Humbarger has a dollar figure that he believes settles the issue, the Commissioners would like to know what that amount is before an agreement to pay is made. No action was taken.

MATTER OF INVOLVING I.S. DEPARTMENT WITH NEW OR MOVED COUNTY OFFICES

Auditor Bauman suggested that the Commissioners keep in mind that the I.S. Department should be involved in the planning stages when a new office is being built or when a department is going to be moved to another location. This is because each department has unique needs, and the infrastructure for making data and connections possible is key to supporting those unique needs and depends on what the space can accommodate. The Commissioners agreed that this is something to keep in mind during the appropriate planning phases.

MATTER OF PLAN COMMISSION APPOINTMENT

There is still an opening on the Plan Commission vacated by Tim Griffin that needs to be filled. Two of the potential candidates have declined offers to serve. A third would have served but found out he could not serve on two boards at the same time. The DeKalb County Democratic Chairman will next be asked for names of people who may be willing to serve on the Plan Commission. If this final attempt to find a Democrat to serve on the board fails, then the Commissioners have the option to waive the political party requirement.

MATTER OF MIDDAUGH HALL RENTAL CONTRACT WITH HEALTH DEPARTMENT

Michael Watson made the motion to approve and sign the Middaugh Hall Rental Contract between the Health Department and the DeKalb County Fair Association. Todd Sanderson seconded, and all approved. This is for the site for giving COVID-19 vaccines at a cost of \$500 per month.

MATTER OF JAIL COMMITTEE

Elevatus Architecture gave their presentation for what they have to offer DeKalb County as we look toward building a new jail. They started with explaining their core values. Next, they explained how they specialize in justice projects. A few examples in Indiana are the Clay County Jail, Kosciusko County Jail, Marion County New Adult Detention Center, and Decatur County Sheriff's Office and Detention Center. A few federal projects include the United States Penitentiary in Terre Haute, Guantanamo Bay, Toronto South Detention Center, and Miami Correctional Facility. Elevatus has been involved in \$1.6 billion in justice design building projects—not just jail studies.

The team includes Cory Miller (President), Tony Vie (Partner, Project Executive), Dave Sholl (Justice Specialist, Project Executive), Brian Barkel (Partner Mechanical Engineer), Doug Dukes (Justice Specialist, Safety and Security Specialist), and Cory Dietz (Partner Marketing and Business Development).

Elevatus integrates virtual reality, clash detection, live reviews and 3D modeling to test their designs and drawings to eliminate problems prior to construction.

The Elevatus Process and Approach begins with working together, creating a bubble diagram, site design, and creating a balanced budget. Other phases are design development, construction documents, and construction administration.

Elevatus includes all of its services in its bid. There are no hidden costs. When asked whether utilities are included, the answer was that their cost includes the utility design to the building. The only two things that Elevatus does not provide are surveys and soil borings.

Elevatus would use the 2016 DeKalb County Jail Study as a base and build on it.

There is a wide range of options when it comes to aesthetics. It can be very simple to opulent.

Elevatus could have DeKalb County ready to bid in 5 months (by June) by using the Prototype planning process. This would save the County \$500,000 (\$100,000 per month) compared to using the Traditional planning process which would take 10 months before being ready to bid.

There was discussion about preferences regarding various designs for functionality and practical needs. The Commissioners told Elevatus that they would like the ability to keep some of the contractors local.

A representative from Council was not in attendance. Auditor Bauman noted that before proceeding too far with the project, Council will need to weigh in on when and how the project will be funded and that the financial consultant, Jeff Peters, will also have input on financing options. No action was taken.

MATTER OF OTHER DISCUSSION

Other discussion topics included: Red Room renovations; Recorder will be asking to remove her counter, which is the main, original metal counter; Annex Building windows; letter by Jim McCanna to be sent regarding 208 East Seventh Street; ordinance to be drafted for code enforcement; and burned building in Garrett that the City of Garrett would like ownership of.

William L. Hartman – President

Michael Watson – Vice President

Todd Sanderson – Vice President

Attest:

Jan Bauman, Auditor