

SECOND REGULAR MEETING DUBOIS COUNTY COMMISSIONERS

February 22, 2022

The second regular meeting of the Dubois County Commissioners was held in the Commissioners/Council Room of the Courthouse Annex in Jasper, Indiana, beginning at 8:00 a.m. (EST) on February 22, 2022. Present were Commissioners Chad A. Blessinger and Nick Hostetter. Elmer Brames was present via Zoom. Also present were County Auditor Sandra L. Morton, Highway Supervisor Steve Berg, Highway Engineer Brent Wendholt and County Attorney Gregory S. Schnarr. A quorum was declared present and the meeting was opened for business by President Blessinger.

Minutes of the February 7, 2022 meeting of the Commissioners were approved as presented. Claims against the County were examined and those found to be just, due and owing were allowed and those found to be not due and owing were disallowed, all as more fully set forth in the Claims and Allowance Docket of the County.

RE: HIGHWAY SUPERVISOR'S REPORT

Highway Supervisor Steve Berg presented the following report of Highway projects:

Dubois County Highway Policy Book Revisions – In 2002, Berg developed a Highway Department Standard that defined approved and implemented procedures with regards to certain highway maintenance practices on and along the County roads. Upon review, the policies with revisions and updates are as follows:

Policy #0721-03 Standards for Dust Control on a County Road

“The landowner will mark the desired area to be treated. The area will be calculated by a cost per square foot charge based on current product rates at the time.”

Policy #0721-04 Standards for Co-op Chip Seal by Landowners on a County Road

“The Dubois County Highway Department will calculate the cost based upon the square feet of area being paved and the cost of materials at the time of work.”

Policy #1221-05 Standards for advertising a Job Opening at the Highway Department

4. After all applicants have been interviewed, the Commissioners *will consider* approval of the recommendations of hire made by the Superintendent and interview Board.

Policy #0505-06 Jury Duty

The Policy is covered by the Employee Handbook and should be deleted.

Policy #1204-06 Standards for Exemption to Gravel and Un-Improved County Road

The Policy has been replaced by Policy #0917-18 and should be deleted.

Policy #0521-08 “In House” Lunch Practice During Large Snow Events

“It has been in the past and shall in the future be the policy of Dubois County that, during a large snowfall event or any weather related event where highway employees are at work for unusual durations of time, the employees currently on the clock will be paid thru an evening dinner period. A lunch period occurring during the noon hour however will be deducted, at this time shall be taken as a break by the employee.”

Policy #0427-09 Standards for Flood Gate Operation

“An additional flood gate was approved for installation during the November 5, 2018, Commissioners meeting. The new location is on CR 400 South and CR 130 West. The gates were actually installed by March 28, 2019.”

A motion was made to approve the policy changes as presented, with one exception to a change on 1221-05 #4 which is noted in italics, was duly seconded and carried unanimously.

Additional Appropriation – An additional appropriation is needed in the amount of \$16,500 in the MVH Unrestricted Contractual Services for the fuel tax reimbursement for MalCon Consulting. A motion was made to approve the additional appropriation request, was duly seconded and carried unanimously.

Norfolk Southern Crossings in Birdseye – Alexander Ricci from Norfolk Southern is scheduled to speak at the March 21, 2022, Commissioner meeting regarding the permanent closure of the proposed locations and the incentive offer for the closure.

2022 Paving Plan – The plan will be discussed at the next meeting.

RE: HIGHWAY ENGINEER'S REPORT

Highway Engineer Brent Wendholt presented the following report of Highway projects:

State Road 56 Unofficial Detour Damage Reimbursement – Wendholt presented a contract with INDOT for reimbursement of the damages to 175 East. An invoice was submitted to INDOT and now they want a not-to-exceed contract in the amount of \$10,301. A motion was made to approve the Unofficial Detour Reimbursement Contract R-38709, was duly seconded and carried unanimously.

Dubois County ADA Transition Plan (2022 Update) – A rough draft was previously submitted to the Commissioners for review and comments. A final draft will be presented in March for final approval and adoption.

RE: COOPERATIVE AGREEMENT HEALTH CRISIS RESPONSE GRANT POSITION CHANGE

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Health Administrative Director Shawn Werner requested a change to the Cooperative Agreement Health Crisis Response Grant. He has been unable to hire a full time nurse and would like to change it to a PRN position. A motion was made to eliminate the full-time Nurse position in the grant, was duly seconded and carried unanimously.

RE: HEALTH DEPARTMENT SURPLUS ITEMS

Health Administrative Director Shawn Werner presented a list of items to be declared surplus: 3 computers, old signage and a Instant Power charging compressor. A motion was made to approve the request, was duly seconded and carried unanimously.

RE: JUSTICE BUILDING PROJECT UPDATE

Commissioner Blessinger provided an update on the justice building project. A change order has been recommended for the Community Corrections offices changing it from four case worker offices to five within the same footprint. Further information will be forthcoming.

A meeting with the departments involved will be held on Monday, February 28, 2022, on the soft costs for the project.

RE: WHITE STALLION – DENTON BINGHAM INVOICE

An invoice has been received from the bankruptcy attorney for the White Stallion Bankruptcy case in the amount of \$13,156.50. An additional appropriation will be requested from the County Council.

RE: AVIAN FLU

EMA Director Tammy Humbert provided an update on the Avian Flu that was found in two barns in the County. The flocks have been depopulated. There are also 2 cases in Greene County at this time.

RE: EMPLOYEE HANDBOOK UPDATE

The Employee Handbook has been under revision. A draft was sent to the Commissioners for review. A question was raised on the regular full time employee pay when working on a holiday – page 37. The section will be reviewed by the committee.

RE: PERRY SPENCER COMMUNICATIONS

Commissioner Blessinger provided an update from PSC on the Dubois County project for the broadband rollout with Dubois REC make ready project which is underway.

RE: 911 ASSISTANT DIRECTOR POSITION CHANGE

911 Director Stuart Wilson requested a change to the 911 Assistant Director's work schedule from 37.33 to 40 hours per week. The Assistant Director works an 8 hour day but continually earns compensatory time due to the current work schedule. A motion was made to approve the modification to the job description to make the position a 40 hour per week employee, was duly seconded and carried unanimously. The job description and handbook will be modified following approval by the County Council.

RE: ASCENSION TELE-HEALTH CONTRACT

HR Generalist Markie Rhodes presented the Ascension Health Tele-Health Contract for signatures. The program was previously approved.

RE: PURDUE EXTENSION OFFICE LEASE

Extension Director Chelsea Brewer presented the updated Office Lease Agreement for 2022 with Lee Coffman for approval. The rent in the amount of \$17,830 will be paid in quarterly payments. A motion was made to approve signing the Lease, was duly seconded and carried unanimously.

RE: H.E.L.P. COMMUNITY COORDINATOR

Commissioner Brames reported that work continues for the preparations for the H.E.L.P. Community Coordinator job description. Current plans are to hire a person in July 2022 when Cohort 2 begins with the OCRA program.

RE: EMA RECOGNITION

The State of Indiana proclaimed February 20, 2022 – February 26, 2022 as EMA Appreciation Week. EMA Director Tammy Humbert was recognized for her work and dedication to Dubois County.

RE: COUNTY DRESS CODE

Treasurer Cathy "Kitty" Merkley presented a petition signed by 52 employees to change the dress code to "smart casual" everyday instead of being able to wear jeans only on Fridays. A discussion was held. The item will be reviewed and discussed at the next meeting.

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RE: CASA SURPLUS ITEMS

Auditor Morton presented a list of items from the CASA program to be declared surplus: 3 desk chairs and 4 guest chairs. A motion was made to approve the request and dispose of the items, was seconded, and carried unanimously.

RE: PART TIME JAILER WAGE CLASSIFICATION

HR Generalist Rhodes and Auditor Morton requested changing the newly created Part time Jailer wage classification from COMOT III to CPOLE III which better fits the duties of the position. A motion was made to change the position as requested, was duly seconded and carried unanimously.

RE: CONFLICT OF INTEREST

A Conflict of Interest form was received from William Shaneyfelt for the Lease Agreement of the Title IV-D Office which he and his wife own. A motion was made to recognize the receipt of the Conflict of Interest form, was duly seconded and carried unanimously.

RE: TITLE IV-D LEASE

County Attorney Schnarr presented a Lease Agreement between William and Linda Shaneyfelt and the County for the property located at 716 Clay Street, Jasper, to be used by the Title IV-D offices in 2022. The rent shall be \$900 per month. A motion was made to approve the Lease Agreement, was duly seconded and carried unanimously.

RE: COUNTY AWARD PROGRAM

Commissioner Blessinger presented information on possibly creating a service award program to recognize members of the public for services to the County. Consensus was to develop a plan and return for approval.

RE: COUNTY TRANSLATOR/ADMINISTRATIVE SPECIALIST

HR Generalist Markie Rhodes presented a job description for a Translator/Administrative Specialist position. Consensus was to provide a sample schedule and obtain final budgetary numbers on funding of the position. Possible grant funding was also discussed. The item was taken under advisement and will be discussed at the next meeting.

RE: BUCK SHOALS SUBDIVISION

Corey Bettag, Cash Waggner, presented the proposed Buck Shoals Subdivision for approval. Proper sewage disposal and the restrictive covenants were discussed. Consensus was to have a change on the verbiage for the roadway covenants and to note that the members may not change Covenants 7,8,15 without permission from the Board of Commissioners to be listed in #21.

A motion was made to approve the Buck Shoals Subdivision with the changes to the covenant #21 as discussed, was duly seconded and carried unanimously.

RE: ANNUAL FINANACIAL REPORT

Auditor Morton presented the 2021 Annual Financial Report which will be submitted by March 1, 2022, to the State Board of Accounts on Gateway.

RE: SHERIFF VEHICLES

Sheriff Kleinhelter presented an opportunity to purchase a 2019 Ford F-150 with the trade-in of a 2016 Ford F-150 at a cost of \$23,000. He also would like to trade a 2013 Ford Taurus and 2016 Ford Explorer for two new vehicles on the State bid list. A motion was made to give consent to the Sheriff to trade in the vehicles as presented, and to proceed to purchase two vehicles on the State Bid list as well as purchase the third 2019 used vehicle. The motion was seconded and carried unanimously pending funding by the County Council.

Kleinhelter also presented a vehicle rotation list for the department.

RE: AMERICAN RESCUE PLAN ACT

The County ARPA Committee met on February 18, 2022. A revised listing of the recommendations was presented as Revised "B" 2-18-22. The recommended plan was reviewed and discussed. By consensus, the Plan was approved. A Resolution will be prepared to formally approve the Plan and to move the Revenue Loss funds to County General.

RE: FUTURE MEETINGS

The next regular meeting will be held on Monday, March 7, 2022 at 8:00 a.m. in the Commissioners/Council Room of the Courthouse Annex.

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