

## REGULAR MEETING DUBOIS COUNTY COMMISSIONERS

APRIL 6, 2020

The 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 April 6, 2020. Present were Commissioners Chad A. Blessinger and Nick Hostetter. Elmer Brames was present via teleconference call. Also present were County Auditor Sandra L. Morton, Highway Supervisor Steven L. 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 March 16, 2020 meeting of the Commissioners were approved as presented. Minutes of the March 17, 2020 emergency meeting of the Commissioners were approved as presented and minutes of the March 23, 2020 emergency meeting of the Commissioners were approved as presented. Incomes for the month of February were as follows: Recorder \$17,216.20; Health Department \$26,676.71; Auditor \$50.00; Clerk \$30,981.36. 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:

Recommended Temporary Changes to Operations - Due to the COVID-19 virus, the Sanitation sites have seen a drastic reduction in current staff for both medical and personal reasons until the pandemic passes. In order to continue to fully staff the collection centers, Highway staff has been used to cover the openings as they occur. There is an overwhelming concern from everyone regarding the handling of money and the spread of the virus to any age group. Considering the situation and to make every effort to limit the spread of the virus and keep our employees safe, Berg proposed a temporary change to current operations by temporarily suspending the physical sale of trash stickers at all sites. A "Cash Bucket" will be installed at each location recommending the customer use exact change, and specifying that correct change will not be provided, thereby limiting person to person contact. This change in policy does not affect the charge of a bag of trash as it still will cost \$1.50 PER BAG to the customer. Attendants will not exchange a sticker for cash. The attendants will wear safety gloves when they empty the bucket into a cash bag for deposit at the bank, again limiting the contact. A formal draft for the temporary change to the current operations was presented for approval. A motion to approve the Collection Center COVID-19 Temporary Policy was made, duly seconded, and carried unanimously.

#### Collection Center COVID-19 Temporary Policy

*The safety and health of County staff and community members is of the utmost priority. In the County's ongoing effort to continue to provide for the public health, welfare and safety of the citizens and employees of Dubois County and as a means to help prevent the spread of Coronavirus and the potential effects on our community, the Dubois County Collection Center Sites shall cease the sale of trash stickers at the sites; however the \$1.50 price for each bag will remain the same. Furthermore, the Dubois County Collection Center Sites shall allow for payments for trash disposal to be made without a hand-to-hand exchange. This temporary policy change shall be effective as of April 2, 2020 and continue until subsequent action is taken by the Dubois County Board of Commissioners.*

Solar Sources Progress - Berg reported that he had a conversation with Ed Hartzburg about our next meeting. He said they have been working with Dubois REC, Frontier Communications, and Otwell Water to develop a plan regarding the mine relocation along Portersville Road West. When they have compiled the information, they will contact us for a meeting to discuss their business plan for the County to consider. Due to the pandemic, no timeline has been determined. Discussion was held.

Clear Glass – Discussion on future possibilities for recycling clear glass was held.

Road Paving Plan - The proposed plan with the control date of 3/10/2020 was presented during the last meeting for your review. Because of the COVID-19 pandemic, the MVH and LRS receipts could be negatively impacted. In a letter from the AIC dated March 27, 2020, INDOT Commissioner Joe McGuinness announced a 41% decrease in traffic from the week of March 6, 2020 which in turn impacts the amount of fuel being purchased. This is a dramatic change and could likely see an even larger impact in travel as the pandemic continues to spread. It may be very likely that cuts will need to be made to the plan, but until we see how the Community Crossings Grant funds and our revenues are impacted, it is too early to make any certain determination.

### **RE: HIGHWAY ENGINEER'S REPORT**

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

Bridge 264 (Newton Street in Jasper City Limits) - The Council approved the additional appropriation for the project. Quotes will be received at the meeting on May 4, 2020. A motion was made to approve the project, was duly seconded and carried unanimously.

Dubois County Overweight/Oversized Load Application – Nothing to report.

County Inventory/INDOT Inventory Comparison – Nothing to report.

**RE: LOCAL DISASTER EMERGENCY DECLARATION EXTENSION**

Due to the continued COVID-19 Health Emergency and the Governor's Executive Order 20-17, a motion was made to extend the Emergency Declaration, renewing/extending the emergency through May 5, 2020. The motion was seconded and carried unanimously.

*\*\*See Exhibit A – Local Disaster Emergency Declaration Extension\*\**

**RE: EMERGENCY POLICY FOR TIMELY DEPOSITS AND CLAIM APPROVAL**

Following the Directive from the State Board of Accounts State Examiner Paul Joyce, the following policy was presented for approval.

*Timely Deposits and Claims Process Policy*

- 1. We approve the frequency for the deposit of public funds to be limited to two times per week. The deposits shall be made on Tuesday and Thursday and require the public funds to be secured on those days when a deposit is not made. Proper Internal Controls must remain in place.*
- 2. The Dubois County Board of Commissioners henceforth designate \_\_\_\_\_ to approve claims for payment in advance of board allowance. The board shall allow those claims at its first meeting after the public health emergency has ended.*

*The Policy noted here will be rescinded without board action upon Declaration by the Governor that the public health emergency has ended.*

A motion was made to approve the policy as presented, was duly seconded and carried unanimously. A motion was made to appoint Chad A. Blessinger as the designee to approve claims for payment. The motion was seconded and carried.

**RE: PRIMARY ELECTION HOLIDAY**

Due to the State of Indiana moving the Primary Election from May 5, 2020 to June 2, 2020, Auditor Morton requested changing the paid holiday for employees. A motion was made to approve the request, was duly seconded and carried unanimously. Auditor Morton will notify the employees.

**RE: 2021 HOLIDAY/PAY SCHEDULE**

Auditor Morton presented the 2021 Holiday schedule for approval. The Holidays listed are as follows: New Year's Day - January 1, Martin Luther King Day - January 18, Presidents Day - February 15, Good Friday - April 2, Memorial Day - May 31, Independence Day Observed - July 5, Labor Day - September 6, Veteran's Day - November 11, Thanksgiving Day - November 25, Thanksgiving - November 26, Christmas Eve - December 24, Christmas Day - December 27, New Year's Eve - December 31, 2021 and New Year's Day Observed - January 3, 2022.

A motion was made to remove the observance of the Good Friday Holiday on April 2 by Commissioner Blessinger. The motion died due to lack of a second. A motion was made to approve the schedule as presented, was duly seconded and carried unanimously.

**RE: CASA LEASE**

Attorney Greg Schnarr presented a Lease Agreement with the City of Jasper for the rental property located at 323 E 6<sup>th</sup> Street for the CASA program. The Lease will expire on January 1, 2025 at a cost of \$3,000 annually. A motion was made to approve the Lease as presented, was duly seconded and carried unanimously.

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**RE: JUSTICE SCHEMATIC DESIGN AMENDMENT 1**

Commissioner Blessinger presented an Amendment to the Professional Services Agreement to proceed to the next design development phase at a cost of \$370,842. The total amount authorized under the Agreement and this Amendment 1 is \$520,842. A motion was made to approve the Amendment, was duly seconded and carried unanimously.

**RE: 911 NEW HIRE**

Commissioner Blessinger recommended hiring Arianna Qualters as a 911 dispatcher pending completion of the new hire administrative processes. A motion was made to approve the recommendation, was seconded, and carried unanimously.

**RE: DROP BOX WINDOW DECAL**

Treasurer Cathy L. Merkley requested changing the wording on the window with the drop box due to confusion. A motion was made to give the Treasurer authority to change the signage, was seconded and carried unanimously.

**RE: SAINT CHARLES ANNEX GENERATOR**

Custodian Scott Hopf presented a quote to replace the generator at the St. Charles Annex generator at a cost of \$48,335. To replace the generator, the entire building will be without power on two separate days for a few hours at a time. Concerns were presented from 911 Director Mathies. Planning with the various departments will need to be coordinated for optimum down time. Location of the generator was also discussed. Following discussion, the Custodian was directed to obtain another quote and return to the next meeting.

**RE: COVID-19 EMPLOYEE POLICY**

The Temporary Dubois County Work Policy Beginning March 24, 2020 remains in effect. The Commissioners encourage all citizens to stay home if possible. They also commended all essential workers for their dedication and commitment.

**RE: FUTURE MEETING**

The next meeting will be held on April 20, 2020 at 8:00 a.m. in the Commissioners/Council Room of the Courthouse Annex.