

REGULAR MEETING DUBOIS COUNTY COMMISSIONERS

May 1, 2023

The regular monthly 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 May 1, 2023. Present were Commissioner Chad A. Blessinger, Commissioner Nick Hostetter and Commissioner Serice Stenftenagel. Also present were County Auditor Sandra L. Morton, County 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 April 17, 2023 meeting of the Commissioners had been previously distributed to the Commissioners and were approved as presented. The minutes were then signed. Incomes for the month of April 2023 were as follows: Recorder: \$16,318.99; Health Department: \$30,631.72; Auditor: \$8.00; Clerk: \$21,751.72. 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:

Office Water Damage – The breakroom walls have been painted. The ceiling grid and the floor should be completed soon.

Paving List for 2023 – The County Council was unable to fund the match for the Community Crossings Grant 2023-1 match for the paving of CR 1100 S from the Town of Ferdinand to US 231 and Kellerville Road from Cathy Lane to 300 North. Current estimates show the match would be \$328,267. The Highway Funds will provide the match for the projects, but to do so would require pulling Ferdinand Road East from the paving list this year. These proceeds along with the remaining additional appropriation balance will fund the Community Crossings 2023-1 match.

Additional Appropriation – Berg will request an additional appropriation in the amount of \$110,000 from MVH Restricted Funds to cover the balance of the CCGF 2023-01 match.

600 W Railroad Crossing – The project began in February 2019. A notice to proceed was received in 2022 but no activity has begun at this time.

RE: HIGHWAY ENGINEER’S REPORT

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

Duff Solar Park Road Use Agreement – Currently working on the details for the road use agreement.

Safe Streets for All (Action Plan) - The first draft of the agreement was completed and sent to FHWA. Wendholt is working through comments and altering the changes needed. Wendholt needs to be the authorized agent to sign the agreement when completed. Resolution 2023-04 was presented for approval for Wendholt to act on behalf of the Commissioners regarding certain matters with the Federal Highway Administration (FHWA). A motion was made to approve Resolution 2023-04, was duly seconded and carried unanimously.

RESOLUTION NO. 2023-04

**RESOLUTION OF THE BOARD OF COMMISSIONERS
OF DUBOIS COUNTY, INDIANA**

RESOLUTION OF THE BOARD OF COMMISSIONERS OF DUBOIS COUNTY, INDIANA AUTHORIZING COUNTY ENGINEER TO ACT ON ITS BEHALF REGARDING CERTAIN MATTERS ASSOCIATED WITH THE FEDERAL HIGHWAY ADMINISTRATION (“FHWA”).

WHEREAS, the Board of Commissioners of Dubois County, Indiana is the executive body of Dubois County government pursuant to the provisions of Ind. Code § 36-2-2-2; and

WHEREAS, the Board of Commissioners of Dubois County, Indiana appoints a licensed engineer to oversee the engineering, maintenance, and construction of infrastructure for Dubois County, Indiana (“County Engineer”) on an annual basis; and

WHEREAS, Dubois County, Indiana is a recipient of services, grants, funding, and resources issued by the Federal Highway Administration (“FHWA”); and

WHEREAS, the Board of Commissioners of Dubois County, Indiana desires to provide authority to the County Engineer to act on its behalf in matters involving FHWA.

NOW, THEREFORE, be it Resolved by the Board of Commissioners of Dubois County, State of Indiana, as follows:

1. The duly appointed County Engineer for Dubois County, Indiana is hereby authorized to act on behalf of Dubois County in all matters related to and involving the Federal Highway Administration (“FHWA”), including but not limited to, discussions, negotiations, grants, planning and engineering, etc.

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2. The duly appointed County Engineer for Dubois County, Indiana is hereby authorized to take all such actions and execute all such instruments on behalf of Dubois County, Indiana, as shall be deemed necessary and desirable to carry out the transactions contemplated by this resolution, with the approval from the Board of Commissioners of Dubois County, Indiana

PASSED AND ADOPTED, this 1st day of May, 2023 by the Board of Commissioners of Dubois County, Indiana.

Bridge #14 Replacement (Division Road) – things are progressing nicely. The river dropped to a manageable level, so they were able to make the first of two pours on the abutment.

CCMG 2023-1 (1100 South and Kellerville Road) – The County was awarded the CCMG 2023-1 application. This will be for the repaving of 1100 South (from Ferdinand Town Limits to US 231) and Kellerville Road (from Jasper City Limits to 1100 feet north of 300 North). The jobs will be bid in June for a fall construction time frame. The County will not apply for the second round in the fall.

Courthouse ADA Ramp – The handrails have been installed on the ramp; however, the side railing on the porch was not ordered. Wendholt will investigate the matter.

RE: COURTHOUSE LANDSCAPING

Commissioner Blessinger commented that he has received comments on the new sod installed and area dogs. The Commissioners discussed placing small signs in the landscaping to inform the public to pick up waste from their animals and stay away from shrubbery.

RE: DEPARTMENT HEAD MEETING

The next department head meeting was set for June 12, 2023, at 8:00 a.m. Commissioner Hostetter will host the meeting.

RE: BICYCLE & PEDESTRIAN PLAN

Commissioner Blessinger received an email from a citizen about the Bicycle and Pedestrian Plan. The plan was developed but no implementation has occurred. Engineer Wendholt also received a phone call requesting signage for bike riders. After a brief discussion, the consensus was to pursue plan implementation opportunities if grant funding would become available.

RE: COUNTY COMPREHENSIVE PLAN

As discussed previously, Commissioner Blessinger opened conversation on possibly starting work on a County Comprehensive Plan. There was no interest from the Commissioners in working on this project at this time.

RE: ORDINANCE 2023-03 – BAD CHECK PROGRAM REPEALED

Prosecutor Beth Schroeder presented Ordinance 2023-03 to repeal County Ordinance #13 dated December 1, 1986. The Indiana General Assembly repealed the statute regarding the Bad Check program. A motion was made to approve Ordinance 2023-03, was duly seconded and carried unanimously.

ORDINANCE 2023-03

**AN ORDINANCE OF THE BOARD OF COUNTY COMMISSIONERS
OF DUBOIS COUNTY, INDIANA
REPEALING ORDINANCE NO. 13, SECTION 34.03 OF THE DUBOIS COUNTY CODE**

WHEREAS, the Board of Commissioners of Dubois County, Indiana adopted Ordinance No. 13 on December 1, 1986, an Ordinance Establishing County Service Charge on Dishonored Checks; and

WHEREAS, Ordinance No. 13 is codified in the Dubois County Code at Section 34.03; and

WHEREAS, The Indiana Code Section providing the authority for Ordinance No. 13, (Dubois County Code Section 34.03) was Indiana Code § 35-43-5-5, and the same was repealed by Indiana's General Assembly; and

WHEREAS, the Dubois County Prosecutor's Office has elected to discontinue its Bad Check Program.

NOW, THEREFORE, BE IT ORDAINED BY THE BOARD OF COMMISSIONERS OF THE COUNTY OF DUBOIS, STATE OF INDIANA:

Section 1. That Dubois County Ordinance No. 13, passed on December 1, 1986 (Dubois County Code Section 34.03) is hereby repealed in its entirety.

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Section 2. That any remaining service charges and fees associated with the program fund and ordinance shall revert to the Dubois County General Fund as set forth in Dubois County Ordinance No. 13, passed on December 1, 1986 (Dubois County Code Section 34.03).

Section 3. Separability. If any section, subsection, sentence, clause, phrase or portion of this Ordinance shall for any reason be held invalid or unconstitutional by any court of competent jurisdiction, such portion shall be deemed a separate, distinct, and independent provision and such holding shall not affect the validity of the remaining portions thereunder.

Section 4. Effective Date. This Ordinance shall be in full force and effect from and after its passage by the Board of Commissioners of Dubois County, Indiana, and completion of any other legal requirements, all in the manner as provided by law.

DULY ADOPTED AND APPROVED this 1st day of May 2023 by the Board of Commissioners of Dubois County, Indiana.

RE: PROSECUTOR STAFFING REQUEST

Prosecutor Beth Schroeder requested the creation of two new staff positions: a Prosecutor’s Assistant and a part-time Investigator. She also requested wage increases for the three County Deputy Prosecutors. The County Council voted on April 24, 2023 to place a halt on wage increases and the creation of new positions until the 2024 budget discussions. No actions were taken at this time.

RE: SURPLUS ITEMS – COMMUNITY CORRECTIONS & CHILD SUPPORT IV-D

As discussed at the previous meeting, there are surplus items at Community Corrections. Commissioner Stenftenagel will discuss with the 4-H Council at their meeting later today. The issue will be discussed at the next meeting.

Auditor Morton reported there are surplus items from the Child Support IV-D offices that have been moved into storage at the new office location on Third Street. A desk with return, credenza and nine file cabinets were moved. Possible uses and/or places to donate the items was discussed.

RE: H.E.L.P. GRANT ADMINISTRATION PROPOSAL

H.E.L.P. Community Coordinator Rilyn Bawel presented the proposal received from Indiana 15 Regional Planning Commission to administer the OCRA grant. The scoring committee reviewed the proposal and recommended approval. The grant and administrative fees are as follows:

Environmental Review	\$ 5,000
Grant Management and Administration	\$65,000
Labor Standards	\$ 0
	<u>\$70,000</u>

Two programs were chosen by the H.E.L.P. Committee to be served by the grant – Rehabilitation of Homes in Dubois County and Tri-Cap Head Start. A motion was made to accept the Grant Administration Proposal from Indiana 15 Regional Planning Commission as presented, was duly seconded and carried unanimously.

RE: HOUCHENS INSURANCE CLIENT SERVICES AGREEMENT

HR Generalist Markie Rhodes presented the Client Services Agreement with Houchens Insurance to provide brokerage services for the County with a rate guarantee for 60 months beginning June 1, 2023. A motion was made to approve the Houchens Agreement as presented, was duly seconded and carried unanimously.

RE: DUBOIS COUNTY MUSEUM

A Thank You note was received for the annual contribution to the Dubois County Museum. The Commissioners discussed the Museum’s request to possibly increase the contribution amount in the 2024 budget.

RE: COURTHOUSE SQUARE PARKING ISSUE

A complaint was received about employees parking around the Courthouse Square during business hours and moving their vehicles every two hours. The issue will be addressed with the Department Heads and is addressed in the Employee Handbook.

RE: BID OPENING

It being 9:00 a.m., the time advertised for the receipt of bids for the Highway Paving Projects, the following bids were thereupon received, opened and read aloud:

Project	Calcar Paving	E&B Paving	JH Rudolph & Co.	C&R Construction
23-01	\$175,478.60	\$201,550.00	\$211,160.05	\$183,060.00

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100 East,
420 North,
520 North

23-02 550 West & 450 West	\$209,468.20	\$238,700.00	\$226,324.50	\$220,222.00
23-03 300 North & 325 East	\$209,142.45	\$242,100.00	\$244,030.80	\$216,839.00
23-04 Celestine Rd North St. Mary's Street & New Orleans Street	\$199,289.70	\$228,650.00	\$246,330.80	\$204,124.00
23-05 500 East & Town of St. Marks	\$247,957.10	\$271,990.00	\$294,164.90	\$335,117.50
23-06 Ferdinand Road East	\$174,390.10	\$181,100.00	\$179,125.20	\$165,539.00

Engineer Wendholt will review the bids and will make recommendations later in the meeting.

RE: PURDUE EXTENSION OFFICES

Purdue Extension Director Chelsea Brewer reported on the findings of the Location Subcommittee formed to research office options for Purdue Extension. The committee, comprised of Councilmember Ryan Craig, Councilmember and Extension Board member Meredith Voegerl, Commissioner Hostetter, and Director Brewer, met to discuss the current office space and needs. The Committee made a recommendation to move the Extension Offices to the Center on 5th as a temporary home until a permanent solution could be found. This move could save approximately \$8,000 on rent per year.

The process to obtain the office space would be to submit a Letter of Intent, which SWICACC must approve before a Memorandum of Understanding could be issued, which would serve as the lease. The terms of the agreement would be \$800 monthly rent for the office space and \$200 monthly for extra storage space. Brewer also discussed the need to install a buzzer system for the secure entry doors and to purchase a mini-fridge and privacy partitions.

According to the current lease, the offices can move out at any time. No notice would be needed. The rent is paid until July 1, 2023.

A motion was made to approve the Letter of Intent to request rental of the large room upstairs and for the additional storage space at the Center on 5th, was duly seconded and carried unanimously.

RE: HEALTH DEPARTMENT - HOLDING TANKS

Health Administrative Director Shawn Werner, along with property owner Mark Bowling, requested permission to install a holding tank at his property in the Buck Shoals Subdivision in Harbison Township. Following discussion, a motion was made to allow the Health Department to make the determination for approval or denial of holding tanks at the following locations: Buck Shoals Subdivision, River's Edge Subdivision, Beaver Lake and Idlewild Lake. The motion was duly seconded and carried unanimously.

RE: HEALTH DEPARTMENT ANNUAL REPORT

Administrative Director Werner presented the Health Department Annual Report for 2022. The report was reviewed and discussed.

RE: LATCF PURCHASES AND UPDATES

Custodian Scott Hopf presented a quote to purchase 7 executive chairs and 4 side chairs from OFS Brands at a cost of \$8,734.73 to be used in the Commissioner/Council meeting room. The LATCF funds will be used. The consensus was to purchase the chairs.

RE: COURTHOUSE ENTRANCES

Custodian Hopf discussed closing the Courthouse basement door as access will soon be no longer available due to the Jasper Downtown construction. Signage will be changed to redirect the public

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to the ramp on the east side. With the basement door changes, the courthouse security staff can begin monitoring anyone entering the Courthouse using metal detectors.

The installation of keyless entry for the Clerk, Recorder, Assessor and Record's Library is on order, as well as the construction of a new doorway for the Clerk's office is in process.

RE: CONGRESSIONAL SCHOOL ANNUAL REPORT

Auditor Morton presented the Annual Report of the Board of Commissioner of Dubois County to the State Superintendent of Public Instruction for the year ending April 30, 2023. The current balance in the fund is \$52,922.42. A motion was made to approve the report as submitted, was duly seconded and carried unanimously.

RE: DUBOIS DUMPSTER SITE

County Attorney Schnarr reported Dubois County now owns the dumpster site located in Dubois, Indiana. The deed has been recorded.

RE: PURCHASING POLICY

Commissioner Stenftenagel and County Attorney Schnarr are continuing to work on updating the County Purchasing Policy.

RE: AIM – LEGAL CONFERENCE

County Attorney Schnarr requested approval to attend the Association of Indiana Municipalities (AIM) Conference on June 21-23, 2023. The request was approved by consensus.

RE: REGIONAL SEWER DISTRICT

Commissioner Hostetter provided a brief update on the Regional Sewer District project.

RE: HIGHWAY SURPLUS

Highway Superintendent Berg requested approval to declare three desks surplus/junk. A motion was made to approve the request to dispose of the items, was duly seconded and carried unanimously.

RE: ROAD BIDS

County Engineer Wendholt, having reviewed the following paving bids, recommended the first five projects for approval with the sixth project to be taken under advisement due to funding constraints.

Project # 23-01	Calcar Paving	\$175,478.60
Project # 23-02	Calcar Paving	\$209,468.20
Project # 23-03	Calcar Paving	\$209,142.45
Project # 23-04	Calcar Paving	\$199,289.70
Project # 23-05	Calcar Paving	\$247,957.10
Project # 23-06	Taken under advisement to determine if funding is available.	

A motion was made to approve Projects 23-01, 23-02, 23-03, 23-04, and 23-05 as recommended, was duly seconded, and carried unanimously. The Commissioners will take Project 23-06 under advisement.

RE: FUTURE MEETING

The next regular meeting will be held on Monday, May 15, 2023, at 8:30 a.m. in the Commissioners/Council Room of the Courthouse Annex.