

**REGULAR MEETING DUBOIS COUNTY COMMISSIONERS**

**NOVEMBER 21, 2016**

The continued monthly meeting of the Dubois County Commissioners was held in the Commissioners' Room of the Courthouse Annex in Jasper, Indiana, beginning at 8:00 a.m. (EST) on November 21, 2016. Present were Commissioners Lawrence M. Vollmer, Randall L. Fleck, and Elmer Brames. Also present were County Auditor Kathleen M. Hopf, Highway Supervisor Steven L. Berg, Highway Engineer Brent Wendholt, County Surveyor Ken Brosmer and County Attorney Arthur C. Nordhoff, Jr. A quorum was declared present and the meeting was opened for business by President Vollmer. Minutes of the November 7, 2016, meeting of the Commissioners were approved as presented.

**RE: FERDINAND STATE FOREST – TIMBER SALE PROCEEDS**

Jamie Winner, representing Indiana Department of Natural Resources, appeared to present a check for \$15,660.09, representing the County's share of timber sales from Ferdinand Forest. The funds are to be delivered ½ to County Fire Departments and ½ for County General Fund.

**RE: INDIANA BICENTENNIAL FLAG**

The President reported that the County has received from Gov. Pence a Bicentennial flag flown on the Indiana Statehouse. The flag was delivered to the Courthouse Custodian for use at the Courthouse. Also submitted was a Proclamation establishing December 11, 2016 as "Indiana Statehood Day and Bicentennial." On motion made and seconded, the Proclamation was adopted.

**RE: COURTHOUSE SECURITY**

Judge Verkamp and Courthouse Security Officer Shaw appeared to request authority to purchase a desk to be placed in the first floor hallway. A security monitor will be placed on the desk covering the entire Courthouse. Several incidents have occurred recently to result in this request. On motion made and seconded, the Commissioners granted the request.

**RE: HIGHWAY SUPERVISOR REPORT**

Highway Supervisor Berg submitted his report of current Highway Department projects, as follows:

Dump Truck Bids	Bids will be submitted this morning. One will probably not meet specs because manufacturer has no truck to meet spec. The spec is based on the needs of the County Department. The vehicle purchased will be used for next 10 years.
Road Marker	Hall Signs bid \$1,709 for posts and Michael Todd bid \$8,853.80 for signs and brackets. On motion made and seconded, the above bids were accepted.
Whoderville Weed Complaint	Address on property owner has been discovered and notice has been delivered of overgrown weeds in yard.
Bridge Replacement	Beginning November 28, a bridge on Jasper-Dubois Road 200 feet south of CR 325 East intersection will be closed for several weeks for replacement. Work will be done by County Bridge Crew.
Local Government Award Sign	Will be placed on Highway Garage building along SR 162 along with other award signs.
Garage Computer Upgrade	The computer wiring at Highway Garage is old and outdated and is in need of replacement. Also wireless access has become necessary for garage services. The County has a contract with Matrix Integration and the cost would be \$5,827.58. Excess funds are available from savings on durapatcher equipment. On motion

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Credit Card Compliance

duly made and seconded, the Commissioners approved the contract and authorized transfer of funds within Highway account.

In response to letter from the Commissioners regarding Department use of credit cards, the Supervisor reported use of credit card at Home Depot and Circle A. The Circle A card is used to purchase regular gas used for small equipment. He described the procedure for use of the Circle A card. The Home Depot card is only used when items are not available from Rural King. Most purchases are from Rural King and are purchased on account for monthly billing. The Supervisor requested that the Department be permitted to keep the cards at the Garage in office possession. The Auditor stated the method used provides adequate control to satisfy State Board of Account requirements. After discussion the Commissioners authorized the Highway Department to have a Home Depot and Circle A card, subject to the Department of the policy established and presented.

**RE: HIGHWAY ENGINEER REPORT**

Highway Engineer Wendholt submitted the following report of current engineering projects:

Community Crossing Grant

INDOT has advised that grant has been processed and will advise soon.

4H Retaining Wall

Reconstruction underway.

Huntingburg Overpass

Claim has been submitted for County share of claim from DLZ for services rendered as follows: \$160. On motion duly made and seconded, the claim was approved and payment authorized.

Private Utility Crossing

Under road tile on CR 650 N in Boone Township for utility cable on Ferrom McLaughlin farm. On motion made and seconded, permission granted for under County road crossing.

Cuzco Road N & S Speed Limit

Proposed Ordinance for 35 mph speed limit will be presented at next meeting.

Road Traffic County

The Department has been conducting traffic counts. All minor arterial roads are completed, 75% of major collector roads and 30% of minor collector roads are completed.

**RE: CREDIT CARD - SHERIFF'S DEPARTMENT**

Sheriff Lampert appeared to report that his Department has two credit cards, one at Walmart and one at Staples. Both have been used for a number of years. Walmart is used for commissary. Both cards are held by the Matron. The Department is in need of written policy. On motion made and seconded, and conditioned on submission of written policy, the Department was authorized to retain its current credit cards.

**RE: HIGHWAY DEPARTMENT TRANSFERS**

Ann Messmer, Highway Clerk submitted proposed transfers of Appropriations in the Highway Department Fund:

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From: Paint	\$7,000
Bituminous	\$5,000
To: Seed/Straw	\$3,000
Tools & Equipment	\$9,000

On motion duly made and seconded, the transfers were approved.

**RE: EMPLOYEE BENEFIT PLAN**

On motion made and seconded, the Commissioners approved an Amendment (#1) to the County Benefits Plan so as to comply with Federal Affordable Care Act and other federal regulations.

**RE: COBRA BENEFIT – DENTAL / VISION**

The Auditor advised that the new Dental and Vision Plan installed by the Commissioners does not offer requirements of COBRA rights of terminated employees. She reported that SIHO would provide the service for Dental and Vision for an additional fee of 50 cents per month for each employee under the Health Insurance plan, for a one year period. After the one year period the County may attempt to roll into the premium. On motion duly made and seconded, the Commissioners approved use of the SIHO to provide the necessary COBRA notice.

**RE: 2017 MATERIAL BIDS**

It being 10:00 am, the time advertised for receipt of bids for Highway Department materials for 2017, the following bids were received and opened and made available for public inspection:

SEE EXHIBIT A

It was noted that the three bids by E-3 Bridge were not acceptable bids and were rejected for lack of proper bid bonds. The approved bids were taken under advisement and delivered to the Department staff for review.

**RE: TRUCK BIDS**

It being 10:30 am, the time advertised for receipt of bids for purchase of single-axle truck chassis, dump bed and tri-axle truck, the following bids were opened and read aloud:

SEE EXHIBIT B

The bids were taken under advisement for review by the Department staff.

**RE: PERSONNEL POLICIES HANDBOOK**

The Commissioners had been previously presented with draft copies of County Personnel Policies and the proposals were reviewed by the Auditor, Commissioners and Chad Blessinger – Commissioner Elect.

**RE: FUTURE MEETINGS**

The Commissioners determined that future meetings of the Commissioners will be held:

December 5, 2016 at 8:00 am

December 19, 2016 at 8:30 am, with a Solid Waste Board meeting to be a 7:30 am.