

REGULAR MEETING DUBOIS COUNTY COMMISSIONERS

APRIL 4, 2011

The regular monthly meeting of the Dubois County Commissioners was held in the Commissioners' Room of the Courthouse Annex in Jasper, Indiana, beginning at 9:00 a.m. (EST) on April 4, 2011. Present were Commissioners Lawrence M. Vollmer, Doug M. Uebelhor, and Randall L. Fleck. Also present were County Auditor Kathleen M. Hopf, County Surveyor Ken Brosmer, Highway Supervisor Steven L. Berg, Highway Engineer Jason T. Heile, 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 March 2011, meetings of the Commissioners were approved as presented. The minutes were then signed. Incomes for the month of March 2011, were as follows: Recorder \$11,137.31; Health Department \$23,209.82; Auditor \$8.00; Clerk \$_____. 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: COUNTY POLICE PENSION FUND – ORDINANCE NO. 2011-2

Sheriff Deputy Tanner appeared to discuss a proposed Ordinance to provide that fees collected by the Sheriff on civil processes, on foreclosure sales and on tax warrant collections shall hereafter be applied against the County's contribution towards the County Police Pension Fund. The proposed changes have previously been submitted to the County Council, which had no objection to the proposal. On motion duly made and seconded, the Ordinance was unanimously adopted, as follows:

AN ORDINANCE AUTHORIZING FUNDING TO THE DUBOIS COUNTY POLICE PENSION FUND

WHEREAS, This Board of Commissioners of Dubois County have previously indicated that funds received by the Dubois County Sheriff's Department for Out-of-State and In-State Civil Process fees may be deposited monthly into the Dubois County Police Pension Fund; and further,

WHEREAS, This Board of Commissioners of Dubois County also previously indicated that funds received by the Dubois County Sheriff's Department for Civil Process and Sheriff's fees related to Sheriff's Sales of Foreclosed Property may be deposited monthly into the Dubois County Police Pension Fund; and further,

WHEREAS, This Board of Commissioners of Dubois County have also previously indicated that funds received by the Dubois County Sheriff's Department for Indiana State Tax Warrants, such as, Collection Fees or Sheriff's Fees, may be deposited monthly into the Dubois County Police Pension Fund; and,

WHEREAS, This Board of Commissioners have been advised that the Dubois County Council has indicated to the Sheriff's Department that the Council would have no objection to the allocation of said fees to the Dubois County Police Pension Fund.

NOW, THEREFORE, BE IT ORDAINED by the Board of Commissioners of Dubois County, Indiana, that Civil Process fees, fees related to Sheriff sales of foreclosed property and funds received from collections of Indiana Tax Warranty, all as collected by the Dubois County Sheriff's Department shall hereafter be paid and distributed to the Dubois County Police Pension Fund.

ALL OF WHICH IS ORDAINED by the Board of Commissioners of Dubois County, Indiana, this 4th day of April, 2011.

RE: PSC TOWER LEASE

Dave Buse of PSC appeared to submit a proposed extension of the prior PSC Lease Agreement for use of the Sheriff Department tower and 911 tower for a three year period, in exchange for free service to four County locations.

The service is expanded from prior speed. On motion duly made and seconded, the Agreement was approved and lease extended for three years.

RE: DUBOIS LIBRARY PROJECT – REPORT OF PROGRESS

Nathan Held submitted to the Commissioners an updated progress report on the Dubois Library project, including progress made to date, future completion plan, compliance with requirements on payroll reports and wage payments and Davis – Bacon law, and with federal labor standards and civil rights poster provisions. Of the \$438,830 grant funds, any distributions have complied with State fiscal policies and procedures and OCRA manual. Currently, \$61,170 remains of the grant, and the project is nearing completion.

RE: HIGHWAY SUPERVISOR REPORT

Highway Supervisor Berg submitted the following report of current Department projects:

Unimen Road Agreement CR 1200 S	Still waiting for response Road needs work on 7672 feet and Spencer Co Rd 500 E requires 1320 feet of improvement. Paving will vary between 16 to 20 feet. Spencer County will prepare right-of-ways for the Spencer Co side, and Dubois County would use the same form for the Dubois County side. Funding would come partially from Dubois County, partially from Spencer County and from area residents.
Kyana – Schnell Roads CR 175 E Slide	No Report Layer of shale shelf was found at 10 feet which exceeds through one foot in depth. To use piling would require drilling to get thru the road. Question exists as to whether to use Department workers for the project or to bid the project out. The Engineer stated that creating plans for the project would exceed current time which he has available.
CR 450 S	Jim Berg requesting permit for private tile under County Road for field drainage. Department recommending granting of Road Cut Permit. On motion duly made and seconded, the Commissioners approved granting of Permit.
Road Paving List	Distributed copy of proposed paving projects for 2011. It is expected that with increased oil prices the cost of hot-mix will increase and Department would like to bid projects as soon as possible. The Commissioners approved the project list.
Tri County Paving	The Supervisor reported that County has received notice of change in bid price for materials under the County annual material bid. Materials involved are Hot Asphaltic Concrete and Bituminous Material Cold Mix.

RE: COUNTY WAGE SCALE

On motion duly made and seconded, the County Commissioners approved Ann Messmer, Gerald Apple and Al Schuler as County representatives on County Wage Scale Committee for County paving projects and for CR 175 repair.

RE: HIGHWAY DEPARTMENT BUILDING REPAIR

On motion duly made and seconded, the Commissioners approved the plans and specs for repair of the Highway Department buildings and authorized application to State Division of Fire / Building for permit.

RE: DUBOIS STORMWATER PROJECT

On motion duly made and seconded, the Commissioners approved contract with VS Engineering for engineering and survey services on Dubois Stormwater Project.

RE: BRIDGE INSPECTION REPORT

On motion duly made and seconded, the Commissioners approved the final report on the 2010 Bridge Inspection.

RE: INDOT DISTRICT MEETING

On motion duly made and seconded, the Commissioners authorized the Highway Supervisor and Engineer to attend the INDOT District meeting to be held in Vincennes on April 8, 2011.

RE: EMPLOYEE HANDBOOK – TRAVEL / EXPENSE REIMBURSEMENT

County Auditor Hopf submitted a revision of the Employee Handbook relating to meal reimbursement. The revision removed the following sentence: "The County is sales tax exempt and will not reimburse sales tax." On motion duly made and seconded, the Commissioners approved the revision.

RE: EMPLOYEE HANDBOOK – SICK DAYS

County Auditor Hopf submitted a second draft of a revision of the Employee Handbook section relating to sick leave policy. The revision expands the use of sick days to include illness of the employee's spouse, son, daughter, grandchild, parent or sibling. The revision also grants one sick day for the remainder of the calendar year for employees hired during the months of November and December. The revision also states that an employee that is absent for more than three days may be required to provide a doctor's certificate stating that the employee, or employee's family member as outlined previously, was ill causing the employee to be unable to work. The remainder of the section addressing reinstatement of accumulated sick days to employees who move from a non-elected position to an elected position, then back to a non-elected position shall remain unchanged in the handbook.

RE: 911 GRANT FROM INDIANA CRIMINAL JUSTICE

The County Attorney submitted a proposed grant from Indiana Criminal Justice Institute for purchase and installation of a CAD / GIS software program for use of an Interact Public Safety system, to be in conjunction with the City of Jasper, which will serve as administrator of the program. On motion duly made and seconded, the Commissioners approved the grant acceptance, the purchase of Interact system (subject to grant receipt), & the Statement of Work, and the entry into an Interlocal Agreement with the City of Jasper, all subject to review by the County Attorney.

RE: TRI CAP BOARD APPOINTMENT

On motion duly made and seconded, the Commissioners appointed Lawrence Vollmer to the Tri-Cap Board of Directors.

RE: ASSESSOR PTBOA APPOINTMENT

On recommendation of the County Assessor and on motion duly made and seconded, the Commissioners appointed Angela Giesler as member of the Property Tax Board of Appeals, Certified Level II Assessor-Appraiser position for a one year period.

RE: DUBOIS COUNTY CONTRACTUAL LIBRARY APPOINTMENT

On motion duly made and seconded, the Commissioners appointed Clyde W. Melton Jr as a County appointment to the Dubois County Contractual Public Library Board, to replace Anita Murphy.

RE: MEETINGS

The following were set as future meeting dates: April 18, 2011, May 9, 2011, May 23, 2011, with proposed future dates for June 6 and June 20, 2011.

RE: COUNTY MARRIAGE RECORDS – INTERNET

At the request of Rosie Stewart, County Records Library custodian, on motion duly made and seconded, the Commissioners grant authority for marriage records from the Records Library to be placed on the County internet website.

RE: CHARGE FOR CO-OP CHIP & SEAL

Based upon cost calculations submitted by the Highway Supervisor, and on the recommendation of the Supervisor, on motion duly made and seconded, the Commissioners revised the cost of materials used for chip and seal projects in which the landowner shares in the cost of the project from \$5.00 per running foot to \$6.00 per running foot.