

MEETING OF DUBOIS COUNTY COMMISSIONERS

DECEMBER 19, 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 December 19, 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 December 5, 2016, meeting of the Commissioners were approved as presented.

RE: VERDANT ACRE (CASS TWP) SUBDIVISION

Phil Buehler, surveyor, appeared to submit a proposed plat of Verdant Acres, a subdivision, owned by Mark A. Steckler and Colette L. Steckler, being a 1.202 acre lot in the SE quarter of the SW quarter of Section 21-T3S-R5W in Cass Township. The County Surveyor and Highway Engineer have no objection to the plat. On motion made and seconded, the plat was approved as submitted. The surveyor is to advise the owner that a sanitary permit is required prior to construction of residence.

RE: SCHEP'S ACRES (BOONE TWP) SUBDIVISION

Phil Buehler, surveyor, also submitted a proposed plat for Schep's Acres, a two lot subdivision in Boone Township, owned by Thomas R. and Sandra J. Schepers. The Plat covers 8.669 acres in the East half of the NE quarter in Section 10-T1S-R6W, in Boone Township. The County Surveyor and Highway Engineer having no objection to the plat as submitted, on motion duly made and seconded, the plat was approved.

RE: CHILD SUPPORT FEE

County Clerk Bridgette Jarboe advised of her intent for an increase in the ACH Child Support Fee, per year, from \$10 to \$15. The increase does not require Commissioners approval, but will better reflect the actual cost involved in the electronic payment process.

RE: RICHARD MEYER – RECYCLING ATTENDANT

Richard Meyer appeared to request his re-employment as an attendant at a County Recycling Center. Meyer was terminated after he left his employment post and allowed his wife to operate the Center, including custody and possession of County funds. Mrs. Meyer was not a County employee, he was not authorized to leave his post, did not give notice of his need to leave post, and was not given approval to leave his post. He admitted that he had advance notice of doctor's appointment and should have given notice so that a substitute employee could have been arranged. The Commissioners advised that the Supervisor of the Center was justified in termination of Mr. Meyer's employment based on the fact that Mrs. Meyer was not covered by any type of insurance while working, was not authorized to have possession of County funds, and his actions placed the County in a substantial liability situation. The Commissioners expressed their belief that the Supervisor's determination must stand.

RE: 911 CREDIT CARD POLICY

Janice Love, 911 Director, appeared to submit a proposed policy for her Department to have and use a credit card. This was requested by the Commissioners at its prior meeting. The policy was read by Commissioners and Auditor. On motion duly made and seconded, the policy was approved.

RE: SICK LEAVE POLICY

Sheriff Lampert and 911 Director Love appeared at Commissioners' request to discuss policy on accumulated sick leave. The Sheriff's Department and 911 Departments currently have a 120 sick day accumulation, and no other County Department has the same 120 day accumulation. The two Departments stated that their department employees are high risk and high stress jobs which should be treated different than other County employees. The policy was previously changed to the current policy for good reason in recognition of the difference and nature of the subject jobs. If a change is made, the current accumulated number of days would be recognized but future accumulation to be limited to 60 days. The Director questioned why the Departments could not be different. After extended discussion, on motion made and seconded, it was determined that the maximum accumulation of sick days will be 60 for all employees beginning January 1, 2017. Sick days accumulated prior to January 1, 2017 are grandfathered in.

RE: COMP TIME POLICY

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Sheriff Lampert, Director Love and Community Corrections Director William Wells appeared to discuss accumulated comp time for overtime work by employees. Following discussion, on motion made and seconded, the Commissioners approved a maximum of 80 comp hours for all 24/7 employees, and 40 comp hours for all non-24/7 County employees.

RE: COMMUNITY CORRECTIONS

Community Corrections Director William Wells appeared at the Commissioners' request to discuss the Holiday and Vacation policies at the Corrections Center. Following discussion, on motion made and seconded, the Commissioners approved the 24/7 employees continuing to follow the existing schedule of Holidays and to receive 2 additional vacation days. Non-24/7 employees will continue to follow the same Holiday schedule as the Courthouse employees, and will also follow the same vacation schedule as Courthouse employees.

RE: HIGHWAY DEPARTMENT REPORT

County Highway Supervisor Berg submitted his report of current Department projecting, including:

Jasper Dubois Road Bridge	Work Completed
Sanitation Positions	There are two current vacancies for site attendant floaters. Supervisor recommends Dave Elliott and Ron Kunkel for these positions. On motion made and seconded, recommendation approved.
Freeze Thaw Ordinance #2016-08	On motion duly made and seconded, the Commissioners approved and authorized publication of Freeze Thaw Ordinance for the period January 15 thru April 15, 2017.
Sanitation Site Holiday Hours	All sites will be open on Saturday, December 24 and Saturday, December 31, from 8:00 am until noon.
Trash Along Road	Department has been receiving complaints of trash along County roads. Supervisor intends that Community Corrections will be contracted to provide personnel to help pick up trash.
Glass Collection	Department has been advised that due to "dirty" glass, the purchaser will no longer acquire glass from Dubois County. County will continue to separately collect glass and hope that market will be acquired.

RE: HIGHWAY ENGINEER

County Highway Engineer Wendholt submitted the following report of Department engineering projects:	
Huntingburg Overpass	Claim presented from DLZ through Huntingburg for \$579.56 for storm sewer redesign. On motion made and seconded, claim approved and payment authorized.
4H Retaining Wall	Locations are set and construction will begin when weather permits.
Road Classification	INDOT has required some changes in Road classifications and new schedule has been prepared.
Matrix WIFI Installation	Hardware has been installed for Wireless Internet at Highway Garage.
Bridge 220	Bridge completed but asphalt base to approach will be

required next year when weather permits.

RE: 2017 CHRISTMAS / NEW YEAR HOLIDAY

On motion made and seconded, it was agreed that the Employee Handbook would be revised to provide that when Christmas Eve and New Year's Eve fall on a Sunday, the holidays will be observed on the preceding Friday.

RE: EMPLOYEE HANDBOOK

On motion duly made and seconded, the Commissioners adopted the revised Employee Handbook as previously distributed to Commissioners and Handbook Committee members, subject however to revisions approved by the Commissioners previously during this meeting.

RE: EMPLOYEE HEALTH INSURANCE

On motion duly made and seconded, and based on recommendation of True RX, the Commissioners moved the following medications to an increased tier level:

Asacol, Crestor, Nasonex, Onalzza and Relpax.

These medications will now be non-preferred. True RX will send letters to affected employees.

RE: EMPLOYMENT DATE

The Commissioners determined that a new employee "start day" shall be the first day on which the employee actually performs services for the County.

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RE: FUTURE MEETINGS

Future meetings of the Commissioners will be held on January 3 and January 17, 2017, both beginning at 8:00 am.