

REGULAR MEETING DUBOIS COUNTY COMMISSIONERS

FEBRUARY 4, 2019

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 February 4, 2019. Present were Commissioners Chad A. Blessinger, Elmer Brames, and Nick Hostetter. Also present were County Auditor Sandra L. Morton, County Surveyor Ken Brosmer, Highway Engineer Brent Wendholt, and County Attorney Gregory S. Schnarr. Highway Supervisor Steven L. Berg was absent. A quorum was declared present and the meeting was opened for business by President Blessinger. Minutes of the January 22, 2019 meeting of the Commissioners' had been previously distributed to the Commissioners and were approved as presented. Incomes for the month of January were as follows: Recorder \$13,577.00; Health Department \$25,542.34; Auditor \$54.00; Clerk \$38,103.19. 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: SAINT PATRICK'S DAY - IRELAND

Janet Schitter and JT Stenftenagel, representing the Ireland Saint Patrick's Day Committee, appeared to request approval to close streets on March 17, 2019, between the hours of 12:00 noon until 3:00 pm for holding of the parade as follows: County Road 500W from Church Avenue, south to Clay Street, west on Clay, north on Grant Street, west on Central Street and north on James Street to the end of the parade. Also requested the closing of West Walnut Street from 500W to Grant Street on March 16, 2019. Also, from 7:00 am to 12:00 pm for the Irish Trot on March 16, 2019 along County Road 500W from Ireland Elementary School south to County Road 150N to Wheatland Drive to Ladino Lane to County Road 150N. On motion duly made and seconded, the Commissioners approved the closings or partial closings as applicable.

RE: JAIL COOK

Sheriff Tom Kleinhelter requested the creation of a full time cook for the jail. The position was funded in the 2019 budget. A motion was made to add a full time cook, was seconded and approved.

Sheriff Kleinhelter also submitted the jail report for January.

RE: CASA SIGNS

Deena Hubler, CASA Director, appeared to request permission to post CASA signs and pinwheels on the Courthouse lawn for the month of April to observe Child Abuse Prevention Month. On motion made and seconded, permission was granted.

RE: HIGHWAY SUPERVISOR'S REPORT

Highway Engineer Brent Wendholt presented the report in the absence of Supervisor Berg.

FLOOD GATES 400 SOUTH – Construction of the gates has begun.

RIGHT OF WAY PETITION FOR CR 825W, 700S, 800W – Supervisor Berg is meeting with the organizer to discuss problems with the documents.

600 W RAILROAD PROJECT – Nothing new to report.

RE: DUBOIS COUNTY LIT-ED PLAN 2019 - 2021

The County Council reviewed the LIT-ED Plan approved by the Commissioners and returned it with the addition of the Mid States Corridor for approval. Upon motion and seconded, the revised plan was approved.

RE: HIGHWAY ENGINEER'S REPORT

Highway Engineer Wendholt submitted his report of current engineering projects as follows:

ST. ANTHONY ROAD WEST (Hill Slide) – As reported to the Commissioners, there is a situation on St. Anthony Road West, south of 350 South. The roadway and hill have slipped and needs to be corrected/stabilized. Soil borings will need to be done to gather information on what is below the surface.

Engineer Wendholt would like to obtain a consultant to assist. Upon motion and second, permission was granted to proceed. The road does not need to be closed currently but will be closely monitored to ensure the safety of the traveling public.

HIGHWAY DEPARTMENT BUILDING REPLACEMENTS – As discussed in past meetings, the District 1 equipment and sign shed needs to be replaced. An estimate from a local supplier was obtained at a cost of \$69,000. This estimate does not include demolition of the existing building, concrete pads that need to be poured and all the proper electrical for the building. A safe estimate for all of the work would be \$150,000.

Upon motion and second, Wendholt was given permission to proceed pending funding by the County Council.

Wendholt also discussed the need for an indoor wash bay. The building would be 60' x 40', 20' tall pole barn style with 8' poured concrete walls; heated to keep above freezing and equipped for an estimated cost of \$150,000 to \$200,000. The Commissioners tabled the request.

CITY OF HUNTINGBURG RAILROAD OVERPASS – An invoice was presented for payment from the City of Huntingburg in the amount of \$1,986.08 for Construction Inspection by DLZ. A motion, duly seconded, was approved for payment.

GREENER PROPERTY UPDATE – The order to clean up the property is still in effect through Summer 2020. County Attorney Schnarr was instructed to send a letter to detail the enforcement of the ordinance to Ms. Greener.

RE: SCHNELLVILLE ROAD

Some concern was discussed in regard to the condition of the Schnellville Road. Engineer Wendholt will investigate.

RE: SICK LEAVE BANK COMMITTEE

Commissioner Blessinger recommended a new member to fill the vacancy by former Health Department Administrative Director Donna Oeding on the Sick Leave Bank Committee. Motion was made and seconded to appoint Tim Lampert. The motion carried upon his acceptance.

RE: WELLNESS COMMITTEE

Commissioner Hostetter reported on the need to reactivate the wellness committee.

RE: HAYSVILLE FIRE DEPARTMENT – FIRE TERRITORY

The Haysville Fire Department has spoken with Commissioner Blessinger about wanting to establish a Fire Territory. It was the consensus of the Board that the Fire Department would need to take the steps and seek the needed requirements to obtain the status.

RE: EMPLOYEE HEALTH INSURANCE MEETINGS

Auditor Morton informed the Board of upcoming informational meetings for employees. Active Care Biotel Diabetes Meetings will be held on February 21, 2019. Unified Group Services will hold meetings on February 15 for employees wanting information on the web services provided by UGS.

RE: EMPLOYEE HANDBOOK AMENDMENT – SMOKING POLICY CHANGES (2018-04)

Commissioner Brames distributed changes to the Handbook as follows:

5.10 SMOKING

As required by Indiana law and Dubois County Ordinance 2018 - 04 no smoking or the use of other prohibited products is permitted within eight (8) feet of facility doors or in County vehicles. This policy applies equally to all Elected Officials/Department Heads, employees, and visitors.

5.12 TAKE HOME VEHICLES

The Internal Revenue Code (IRC) requires the taxable value for the use of County provided vehicles be reported as additional compensation to employees. The County and employee must timely report personal use as a wage. Such reports are processed by the Auditor's office.

The County Highway Supervisor and County Engineer may be provided take-home vehicles for company use only, and will be subject to IRS rules on taxable fringe benefits.

6.17 EMPLOYEE CONDUCT

The following are examples of infractions of rules of conduct that may result in disciplinary action, up to and including termination of employment.

- Theft or inappropriate removal or possession of property of the County or others
- Falsification of time-keeping records
- Under the influence of alcohol or illegal drugs during working hours
- Possession, distribution, sale, transfer, or use of alcohol or illegal drugs in the workplace, while on duty or on County property, or while operating employer-owned vehicles or equipment
- Fighting or threatening violence in the workplace
- Boisterous or disruptive activity in the workplace
- Negligence or improper conduct leading to damage of County-owned or private property
- Insubordination or other disrespectful conduct
- Violation of safety or health rule
- Smoking or the use of restricted products in prohibited areas
- Sexual or other unlawful or unwelcome harassment
- Possession of dangerous or unauthorized materials, such as explosives or firearms, in the workplace
- Excessive absenteeism or any absence without notice or explanation
- Unauthorized absence from your workstation during the workday
- Unauthorized use of telephones, mail system, or other employer-owned equipment
- Unauthorized disclosure of confidential information
- Violation of personnel policies
- Unsatisfactory performance or conduct
- Conviction of a felony

GROUP III OFFENSES

Examples of, but not limited to, the following:

1. Being in possession of or drinking alcoholic beverages on the job.
2. Neglect in the performance of assigned duties or in the care, use or custody of any County property or equipment. Abuse or deliberate destruction in any manner of County property, tools, equipment, or the property of employees.
3. Punching, signing, or altering other employees time cards, time sheets, or unauthorized altering of own time card or sheet.
4. Falsifying testimony or reports when accidents are being investigated, falsifying or assisting in falsifying or destroying any County records or reports, including work performance reports, or giving false information or withholding pertinent information called for in making application for employment.
5. Making false claims or misrepresentations in an attempt to obtain any County benefit.
6. Performing private work on County time or property.
7. Violation of the sexual harassment/hostile work environment policy.
8. Stealing or similar conduct, including destroying, damaging, or concealing any property of the County or of other employees.
9. The use of controlled substances or the sale of controlled substances.
10. Fighting or attempting to injure other employees, supervisors, or persons.
11. Carrying or possession of dangerous items and/or firearms on County property at any time without proper authorization.
12. Knowingly exposing others to hazardous conditions, such as communicable diseases, which may endanger other employees or the public.
13. Misuse or removal of County records or information without prior authorization.
14. Instigating, leading or participating in any illegal walkout, strike, sit down, stand-in, refusal to return to work at the scheduled time for the scheduled shift, or other concerted curtailment, restriction, or interference with work in or about the County's work stations.
15. Dishonesty or any dishonest action. Some examples of what is meant by "dishonesty" or "dishonest action" are as follows: theft, pilfering, opening desks assigned to other employees without authorization, theft and pilfering through lunch boxes, tool kits, or other property of the County or other employees without authorization, inserting slugs in vending machines without paying the proper charge therein, making false statements to secure an excused absence or to justify an absence or tardiness, making or causing to be made inaccurate or false reports concerning any absence from work. The foregoing are examples only and do not limit the terms "dishonesty" or "dishonest action."
16. Insubordination by refusing to perform assigned work or to comply with written or verbal instruction of the supervisors.
17. Disclosure of confidential information.
18. Failure to disclose at the time of employment the past conviction or a misdemeanor and/or felony if reasonably related to the employee's duties or the public trust.

19. Violation of the Drug-Free Workplace policy and/or failure to submit to a blood test, urinalysis, or Breathalyzer examination.
20. Failure to maintain certifications required of the position, such as driver's license.
21. Refusing to provide testimony in court during an accident or any other job related investigation, or during any type of public hearing.
22. Failure to follow safety and health regulations.
23. Violation of attendance policies.
24. Smoking or the use of restricted products in prohibited areas.
25. Commission or an alleged commission of felonious acts.
26. Certain misdemeanor violations, especially traffic violations or accidents involving county vehicles.

GROUP III DISCIPLINE

First Offense Any appropriate discipline, up to and including termination of employment.

A motion and second to approve the amendment as presented was approved. Auditor Morton will distribute to all employees.

RE: EMS UPDATES

Ambulance Coordinator Suzan Henke reported on the status of the new Ferdinand Ambulance Station purchased by the Town of Ferdinand. The building, located at 202 E 3rd Street, is near the current station. Henke presented a list of appliances and furnishing needed. A motion and second to approve \$12,500 for the ambulance station relocation expenses was approved pending County Council funding.

Henke also presented Strategic Service Budget Goals for 2020-2021.

Discussions are in progress for the EMS Contract with Memorial Hospital and Health Care Center.

RE: FINANCIAL CONSULTANT

A motion was made to hire Umbaugh and Associates to assist Dubois County with the comprehensive justice study in all matters financial and as the consultant including all work on bond issues. The motion was seconded and carried unanimously.

RE: EMPLOYEE LEAVE POLICY

Commissioner Brames opened discussion regarding updating the Employee compensated leave policy. Consensus of the Board was for Brames to lead the effort and continue work on the project.

RE: HUMAN RESOURCES

A committee exploring the human resource needs of the County continues to meet and will report to the Commissioners at a later date.

RE: 4-H COUNCIL LEASE

The amended lease was discussed with changes suggested by the 4-H Council.

RE: FUTURE MEETING

The next Commissioners meeting will be held on Tuesday, February 19, 2019 in the Commissioners/Council Room of the Courthouse Annex, beginning at 8:00 a.m.