

The Adams County Board of Commissioners met July 21, 2020 at 10:00 a.m. in the Adams County Service Complex. Present were Commissioners: Doug Bauman, Kim Fruechte, and Rex Moore; County Attorney, Mark Burry; and Adams County Auditor, Mary Beery.

IN RE: MINUTES

Upon a motion by Rex Moore, seconded by Kim Fruechte, for approval of the Adams County Board of Commissioners' Minutes for July 14, 2020. Motion carried.

IN RE: AUDITOR REPORT

**Payroll Claims**

Upon a motion by Rex Moore, seconded by Kim Fruechte, for approval of the payroll claims totaling \$314,463.55 for the pay period ending July 10, 2020. Motion carried.

**Claims**

Upon a motion by Rex Moore, seconded by Kim Fruechte, for approval of the claims totaling \$617,719.59 to be paid July 22, 2020. Motion carried.

**Health Insurance**

It is time to make decisions on the health fair and open enrollment for employees. Due to COVID, the health fair will be cancelled due to social distancing. The Auditor's Office is working with the hospital to get a plan in place. Do the Commissioners want to provide flu shots and blood work for employees as it has been done in the past?

Upon a motion by Kim Fruechte, to approve providing flu shots and blood work for full-time employees on the health insurance for the county, seconded by Rex Moore. Motion carried.

There will be no changes to premiums and plans for the ancillary insurances provided to employees.

Per Allied Benefits - Due to the events and changes happening at Lutheran Hospital, will the board allow Parkview Hospital to be researched and considered for the plan? In terms of Parkview, Three Rivers is narrower, but the pricing is more aggressive - it is mostly fixed pricing. Lutheran has a much larger footprint and has some fixed pricing, but is more of a % off structure. Neither network includes Parkview in Fort Wayne, but Lutheran Preferred includes the outlying counties that have Parkview hospitals (Whitely, Huntington) as in network facilities.

Per Shafley Plan Management - This is a timely question inasmuch we will need to budget an increase in claim costs to embrace Parkview providers. Findley will quote the cost for their work to assess the options available and the financial impact.

The Commissioners agreed to investigate networks that have Parkview in it.

**Animal Shelter**

The Adams County Commissioners accepted into the record, the following reports from Animal Shelter Directors, Charlie and Carol Bowers. The June 2020 report states that they had sheltered 9 dogs and 7 cats with 4 being claimed and 7 adoptions. Zero animals were euthanized, and the Animal Shelter is currently housing 5 animals. There was \$60.00 receipted into the County General fund.

Upon a motion by Rex Moore, seconded by Kim Fruechte, to accept the Animal Shelter report for June 2020 into the record. Motion carried.

**Clerk of Circuit Court Monthly Report**

Upon a motion by Rex Moore, seconded by Kim Fruechte, to accept into the record the June 2020 report from the Clerk of the Adams County Circuit Court. Motion carried.

**Weights and Measures Report**

Upon a motion by Kim Fruechte, seconded by Rex Moore, to accept into the record the report by Larry Weaver, Weights and Measures Director, for the period June 16, 2020 to July 15, 2020 stating there had been 32 inspections, with 32 correct and 0 rejected. Motion carried.

**Department Practices**

Auditor Beery asked the board if employees could continue to work from home. She was informed by Council at the June meeting that they supported employees working from home due to COVID. The Commissioners agreed no employees should be working from home.

If someone from the public comes into an office and says, they have COVID symptoms, should they be allowed in the office? Attorney Burry said if the Commissioners want to pass a mask policy, they can. The current policy expired at the end of May and another policy would have to be approved to continue. It is up to department heads and it is appropriate to say please leave. Ask them to put on a mask and if refuse to wear it they can be escorted out.

The Commissioners agreed offices should put a sign on the door saying if you have been exposed or have symptoms you cannot enter. Visitors should put on a mask before they enter a room and if they do not have one they will be offered one.

The personnel policy manual states all departments will set employee hours and shifts for proper coverage. Offices are to remain open during all business hours. Can a department close their office when they see fit? The

Commissioners agreed **all departments** are to remain open during business hours and departments cannot close for any reason unless approved by the board.

#### **Personnel Files**

There was discussion in my office on personnel files. The personnel policy manual states personnel records shall be maintained on all employees by the appropriate County office. The original records and files shall be sent to and maintained by the Auditor. Should departments other than the Auditor be allowed to keep employee personnel files? There is confidential information in these files such as Social Security numbers, and dependent information, etc. With all of the HIPPA violations, is it legal for departments to be allowed to view this information? Adams County has received about five fraudulent unemployment claims for employees still employed with the county. The County should be concerned with all of the scams out there. Mr. Burry advised only necessary documents (evaluation, performance, disciplinary) should be retained by departments

#### **4-day Work Week**

There have been questions in regards to the Highway Department working a 4-day week in the summer. The department works 4-10 hour days and get paid for the holiday. If the holiday falls on a Monday, the department will work Tuesday through Thursday and get 10-hours of holiday pay for Monday. If the holiday falls on a Friday, the department will work Monday through Thursday and get 8-hours of holiday pay for Friday. Departments who work 5-8 hour days only get 8-hours of holiday pay. Should the departments, during a holiday week, work an 8-hour days which will eliminate the problem? Mr. Burry will define this in the policy manual.

IN RE:

#### COUNTY ENGINEER REPORT

#### **Cumulative Bridge**

County Engineer, Tim Barkey, presented the performance and payment bond, E-Verify Affidavit, and certificate of insurance from Specialties Company. The contract was presented for signature for the installation and replacement of object markers on bridges and culverts in Blue Creek Township.

The deck will be poured on Monday morning at bridge B-133 located on 000 Road.

IN RE:

#### HIGHWAY DEPARTMENT

#### **MVH/Local Road & Street**

Highway Superintendent, Brad Yoder, presented the monthly MVH and Local Road & Street report to the Commissioners stating the MVH and the LRS funds have decreased from last year.

Upon a motion by Rex Moore, seconded by Kim Fruechte, to accept the July 2020 MVH and Local Road & Street report into record. Motion carried.

#### **Department**

The contractor will do road cut work July 27<sup>th</sup> through 31<sup>st</sup>. The permit was already approved as part of an ongoing project. This is the sewage plan improvements on 000 Road south of 124.

Mr. Yoder sent out 4 quotes (Moser Motors, Kelley Ford, Kelley GM, and Kelley Dodge) for a new pickup and only one quote was returned. Kelley Dodge submitted a quote for \$34,506.44, which is State QPA approved. It is a heavy duty ¾ ton crew cab and is being set up for a snowplow.

Motion by Rex Moore, to approve the purchase of the truck from Kelley Dodge for \$34,506.44, seconded by Kim Fruechte. Motion carried.

The department is chip and sealing and mowing.

IN RE:

#### BUILDING MAINTENANCE

#### **Complex Building**

Building and Grounds Supervisor, Rick Burkhalter, has begun the interview process began for custodian at the Courthouse. He received five applications and hopes to make a decision on Friday.

They will be working on the flagpole on Thursday.

#### **Courthouse**

The Peace Monument on the west side will be power washed on Friday. This is the top of the brick wall and the limestone on the west side of the Courthouse.

There is not enough money appropriated to complete the flagpole installation. The new coil costs \$5,709.10 and the cost of the flagpole is \$6,956.00. The equipment and repair line item that was approved to use for funding is short by \$4315.34. The Commissioners agreed to investigate funding.

IN RE:

#### COVID UPDATE

EMA Director, John August, and Claims Deputy, Brianna Brodbeck, updated the board on COVID and the Cares Act. Mrs. Brodbeck reported there are 10 requests to date and ready for submission totaling \$265,885.02. There was \$1,156,166 allocated for Adams County from the State. After the reimbursement requests are approved, we will be down to \$890,280.98. Some of the reimbursement will come back to Rainy Day, Jail Commissary, and the Adams Public Library. If the monies all come back to Adams County, we will write a check to these entities.

COVID-19 Cares Act Requests List						
Request #	Acct. Receiving Monies	Signed @ Commissioners	Sent to IFA	Amount Requested	Received Monies	Expenses
#1	County	7/21/2020	7/21/2020	\$53,655.30		Disinfect the jail
#2	County	7/21/2020	7/21/2020	\$149,000.00		Body scanner
#3	Commissary	7/21/2020	7/21/2020	\$3,956.78		No Touch cleaning system
#4	Commissary	7/21/2020	7/21/2020	\$59.73		Cleaning brush head for K-Vac system
#5	Commissary	7/21/2020	7/21/2020	\$675.00		N 95 Face masks
#6	County	7/21/2020	7/21/2020	\$25,082.12		PPE for County offices and postage and legal services
#7	County	7/21/2020	7/21/2020	\$3,173.00		Unemployment expenses
#8	County	7/21/2020	7/21/2020	\$27,152.60		Telework capabilities
#9	Library	7/21/2020	7/21/2020	\$2,594.49		PPE
#10	Commissary	7/21/2020	7/21/2020	\$536.00		Prescription eye goggles
				<b>TOTAL</b>	<b>\$265,885.02</b>	
				<b>County Total</b>	<b>\$258,063.02</b>	
				<b>Commissary Total</b>	<b>\$5,227.51</b>	
				<b>Library Total</b>	<b>\$2,594.49</b>	

IN RE:

SAVE ON ENERGY COSTS

Rick Anderson of Johnson Melloh Solutions, and Mark S. Frost, lead Engineer of Johnson Melloh Solutions met with the board to update on the energy savings project.

**OBJECTIVE**

Collaborate with Adams County to develop energy conservation measures that decrease energy usage, produce sustainable energy, reduce utility costs, and provide substantial benefits to their buildings and community.

**LED LIGHTING RETROFIT**

PROJECT COST: \$2,873,000

20 YEARS OF AVOIDED ENERGY COSTS: \$6,131,346

Advantages of LEDs Include:

- Long lasting lumen output
- Provides white, vibrant light
- Consumes 75% less energy
- Significantly less operating cost to maintain

Buildings Included:

- Service Complex
- Court House
- Highway Garage South
- Superior Courthouse

Community Corrections During final audit and design, all buildings will be included.

Cumulative Cash Flow positive from 1st year and giving and saving the Adams County \$2,315,133 to the budget over 20 year term of project.

**SOLAR ELECTRIC PRODUCTION**

Advantages of Solar:

- Reduce utility bills
- Hedge against rate increases
- 25+ year life
- No moving parts with little maintenance

Systems Included:

Building	Size	% Bill Offset
Jail	868 kW	100%
Hwy Gar N	96 kW	100%
Hwy Gar S	55 kW	100%

**JMS SERVICES PROVIDED:**

- Solar Monitoring & Maintenance
- Renewable and Sustainable Energy
- Energy Efficient Facility Upgrades

- Electric Production Guarantee
- Customer Satisfaction
- Freeing up Cash in Budget

**MECHANICAL/CONTROLS RETROFIT**

Service Complex:

- New high efficiency condensing boilers
- New controls throughout building

Highway Garage South:

Replace the existing gas fired unit heaters with tube type gas fired infrared heaters

Solar panels are 95% efficient with an expected life of 25 years. The cash flow would change if the rate changes. The utility rates are guaranteed by measuring and figuring annually and are locked in. If the rate needs adjusted Johnson Melloh Solutions will write a check back to the County. Johnson Melloh Solutions checks the solar on a daily basis. Any solar ray not performing on a regular basis will be checked into. Performance and ongoing energy bonds will be gotten by Johnson Melloh Solutions. Construction costs and engineering is included in the cash flow. Mr. Anderson will get Mark Burry a copy of the contract to review. The maintenance contract is paid to Johnson Melloh Solutions. Service contracts are annually and we have a choice to continue. Some warranties are 10 and 15 years and if the County continues with Johnson Melloh Solutions after the 15 years, they will maintain the panels. The panels do not have moving parts and over time micro cracks will happen which are not visible to the human eye. The cost of \$2,100,000 covers the jail and two Highway garages. The timeframe to be up and running is 9 months to a year from start to finish.

IN RE: BUILDING & PLANNING

**Monthly Report**

Mark Wynn, Building & Plan Commission Director, presented the monthly report for June 2020 showing that there had been:

TYPE OF PERMIT	NUMBER OF PERMITS	DOLLAR VALUE OF PERMITS
Single Family Residence	2	\$740,000
Residential Additions	10	\$389,300
Unattached Buildings	16	\$385,840
Addition to Unattached Buildings	10	\$142,000
Pools	3	\$40,500
Decks	3	\$22,500
Addition to Commercial	1	\$70,000
Electrical Upgrade	1	\$2,000
Remodels	3	\$290,500
Ponds	2	\$11,000
<b>Total Permits</b>	<b>51</b>	<b>Total dollar value \$2,093,640</b>

Upon a motion by Kim Fruechte, seconded by Rex Moore, to approve the monthly report for June 2020 as presented. Motion carried.

IN RE: GOLDEN MEADOWS

Kris Nichols, Golden Meadows Home Administrator, submitted an application for admission to the home of a 21-year old Adams County male with a mental health diagnosis. The family has a business and they do not like to leave him home alone. Mrs. Nichols felt he was a good fit for the residents at the home. He will qualify for ARCH and Social Security. There are 19 males and 10 females at the home.

Upon a motion by Rex Moore, seconded by Kim Fruechte, to approve the admittance of an Adams County male based on recommendation of Kris Nichols. Motion carried.

IN RE: SHERIFF

IT Director, Mike Brown, and Sheriff, Dan Mawhorr, met with the board to seek approval to begin work at the jail on cabling and other issues. Dan has received permission to pay the cabling cost installation of \$114,000 out of E-911. The fiber applies to PSAP, which allows approval to use the E-911 funds. E-911 cannot be used for construction. Additional funding of \$95,000 will need to be used to pay for all of the fiber into the jail. The current fiber is full. The radio equipment will be moved to one of the back offices. If they carry on with the needed changes, it will require remodeling.

Upon a motion by Kim Fruechte, seconded by Rex Moore, to support the request. Motion carried.

IN RE: COUNTY ATTORNEY

**Resolution 2020-15**

County Attorney, Mark Burry, presented Resolution 2020-15, a resolution for the ESTABLISHMENT OF A POLICY FOR COUNTY DEPARTMENTS AND OFFICES TO COORDINATE GRANT WRITING AND SUBMITTALS WITH THE OFFICE OF THE ADAMS COUNTY AUDITOR, for approval.

Upon a motion by Kim Fruechte, seconded by Rex Moore, to adopt Resolution 2020-15. Motion carried.

IN RE: COMMISSIONERS REPORT

Motion by Rex Moore, seconded by Kim Fruechte, to accept the annual report of the Sheriff. Motion carried.

IN RE: ADJOURN

Upon a motion Kim Fruechte, seconded by Rex Moore, the meeting for July 21, 2020 was adjourned. Motion carried.

ATTEST: Mary B. Beery  
Mary B. Beery, Adams County Auditor

Kim A. Fruechte  
Kim A. Fruechte, Commissioner

Rex Moore  
Rex Moore, Commissioner

Douglas L. Bauman  
Douglas L. Bauman, Chairman