

The Adams County Board of Commissioners met June 7, 2022 at 10:00 a.m. in the Adams County Service Complex. Present were Commissioners: Stan Stoppenhagen, Rex Moore, Steve Kuhn, Auditor Tony Mellencamp, HR Coordinator, Shannon Greene, and County Attorney, Mark Burry.

IN RE: MINUTES

Upon a motion by Rex Moore and seconded by Steve Kuhn, for approval by the County Board of Commissioners' Minutes for May 31, 2022. Motion Carried.

IN RE: AUDITOR REPORT

Payroll Claims

Upon a motion by Rex Moore and second by Steve Kuhn to approve the June 10, 2022 Payroll Claims in the amount of \$336,459.53. Motion Carried.

Accounts Payable

Upon a motion by Steve Kuhn and second by Rex Moore to approve the Accounts Payable Claims in the amount of \$560,012.96. Motion Carried.

IN RE: BUILDING AND GROUNDS

Rick Burkhalter, Building and Grounds, was busy working with the continuing elevator issue in the Service Complex.

IN RE: HIGHWAY

Adams County Highway Department Superintendent, and acting Adams County Engineer, Brad Yoder, presented a few things to the Commissioners. He noted his department is forming a plan to deal with the increasing fuel prices.

Upon a motion by Rex Moore and second by Steve Kuhn to approve the utility permit for Precision Utilities Group, Century Link, in North Blue Creek Township. Motion Carried.

Yoder noted the original engineer estimate on bridge work on a shared bridge with Wells County came in higher when bids were received. This is part of a Community Crossing grant and Adams County will pay 50% of the 25% owed on the project. The new bid will be \$65,906.47. The original engineer estimate was \$43,750.00. A resolution will be drawn up and presented to the Commissioners at next week's meeting.

IN RE: BUILDING AND PLANNING

There was nothing to report.

IN RE: TREASURER

Treasurer Dyer noted tax collections are at 98% with more coming in so he stated collections are in good shape.

Upon a motion by Rex Moore and second by Steve Kuhn to approve L&D Mail Masters to send out tax statements again, at an estimate of \$5,987.78, which is \$253.95 less than the previous year. Motion Carried. This does not include postage, which is estimated at \$7,000 as postage prices will increase by then.

IN RE: HR COORDINATOR

Upon a motion by Rex Moore and second by Stan Stoppenhagen to approve the updated job description for Settlement Deputy in the Auditor's office. Motion Carried.

Upon a motion by Rex Moore and second by Stan Stoppenhagen to approve posting the job opening for a Settlement Deputy in the Auditor's Office. Motion Carried.

HR Coordinator, Shannon Greene, noted that a new Park and Rec office manager has been hired. A maintenance person was also hired for the Highway Department.

IN RE: OTHER MATTERS PROPERLY PRESENTED

Upon a motion by Steve Kuhn and second by Rex Moore to approve the annual budget funding request for Bi-County Services, submitted by Director, Tim Ramsey, in the amount of \$41,280.00. Motion Carried.

Surveyor, Paul Norr, informed the Commissioners he would like to request a part time person to help in the office at \$13.55 per hour. He thanked the Auditor and Treasurer's offices for their help when the office needs someone to answer phones. HR Coordinator, Shannon Greene, stated she would like to be involved in this process, as HR. Commissioners asked that the Surveyor and HR work together on this.

IN RE: COUNTY ATTORNEY

Upon a motion by Rex Moore and second by Steve Kuhn to approve Resolution 2022-14, establishing amendments to the personnel policy manual. Motion Carried.

ADAMS COUNTY BOARD OF COMMISSIONERS

RESOLUTION 2022 -14**AMENDMENTS TO THE
ADAMS COUNTY PERSONNEL POLICIES AND PROCEDURES****EFFECTIVE: June 11, 2022**

The Adams County Board of Commissioners have approved the following amendments to the Adams County Government Personnel Policies and Procedures manual issued on February 19, 2022.

I. SECTION 6:1 PAID TIME OFF (PTO)

In the event that a newly hired employee has previous job-specific experience in a Adams County position, the employee will accrue PTO at half of the number of years for which they are experienced, according to the below table:

Previous Experience	PTO Years of Service	Estimated Hours Per Year
6 -11 years	3- 5years	144 hours
12 - 19 years	6- 9years	192hours
20 - 29years	10-14years	256hours
30+ years	15+ years	280 hours

II. SECTION 6:1 PAID TIME OFF (PTO)

Full time employees may cash out PTO on separation of employment. The total number of PTO hours accrued will be rounded up to the nearest whole hour, and paid at fifty (50) percent of that value. Employees may not use more than one (1) week of PTO before a planned retirement.

III. SECTION 2:11 OVERTIME/COMPTIME

Department Heads shall schedule employees in their Offices or departments in such a manner so as to minimize incurring obligations for the payment of overtime and/or compensatory time. The Adams County Auditor will report compensatory time balances for all departments on a quarterly basis to the Adams County Board of Commissioners and the Adams County Council using a report from the applicable timekeeping software.

In the event that a non-exempt employee is awarded an exempt position, appointed position or elected position, all compensatory time earned will be paid at the most recent rate at which the employee is compensated. Compensatory time will not transfer from a non-exempt position to an exempt position.

Regular employees of the County not engaged in Public Safety or emergency response activities may accrue up to eighty hours (80) hours of compensatory time off. Seasonal employees and those who perform public safety or emergency response activities may also accrue up to eighty (80) hours of compensatory time off.

Department Heads may adjust employees' schedules and hours worked to reduce the impact of compensatory time earned. Once earned, compensatory time may be used in no less than fifteen (15) minute increments. Employees are not eligible to schedule a benefit leave (paid time off, compensatory time or sick time) that would exceed forty (40) hours in a workweek or eighty (80) hours in a pay period, including time worked and hours considered time worked. Approved but unused comp time may be paid to the employee as overtime only as approved by the Adams County Council. Employees must use all accumulated comp-time before being placed on leave of absence or no-pay status.

I. SECTION 4:9 USE OF VEHICLES**Use and Maintenance:**

- A. Employees must use assigned County vehicles only for the purpose(s) authorized and must not permit unauthorized passengers in the County vehicles. Reimbursement for necessary emergency road service and repairs, parking and highway-related tolls require appropriate receipts for reimbursement.
- B. With the exception of the Sheriff's Department and Highway Department, employees who are responsible for County-owned vehicles shall follow the below guidelines:
 - a. Have the vehicle inspected according to manufacturer's guidelines.
 - b. Regularly check the engine oil. At least quarterly, or every six thousand (6,000) miles, whichever comes first, the employee shall have the oil changed and the vehicle tires rotated

- c. All scheduled service should be reported to the Adams County Board of Commissioners on a quarterly basis

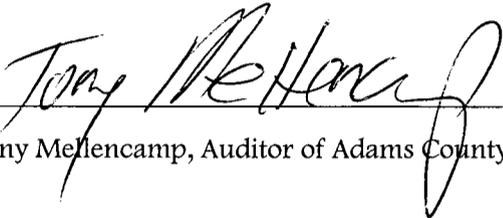
Adopted this 7th day of June 2022.

IN RE:

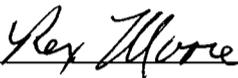
ADJOURNMENT

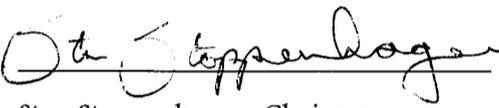
Upon a motion by Rex Moore and second by Steve Kuhn to adjourn. Motion Carried.

ATTEST:


Tony Mellencamp, Auditor of Adams County


Steve Kuhn, Commissioner


Rex Moore, Commissioner


Stan Stoppenhagen, Chairman

Executive Session for Employee Evaluations, 5-14-1.5-6.1 (b) (9) To discuss a job performance evaluation of individual employees.