

Randolph County Council

March 3, 2020

The Randolph County Council met for its regular meeting at 9:00AM in the Commissioners and Council Room of the Courthouse with the following members present: Council President Gary Friend, Missy Williams, Rick Brown, Tom Kerns, Max Holaday, David Lenkensdofer and Ted Martin. Also present was County Auditor Laura J Martin, County Attorney Meeks Cockerill and County Sheriff Art Moystner.

Council President Gary Friend presided.

Art Moystner – Award Bid for Jail Security System, New vehicles

Jail Security System- Tabled

Art said with regards to the upgrade for the jail. It was pointed out to me yesterday I don't have one of the documents in that. It has the specs and I will have that for you guys combined meeting on the 19. I have the information from the company we talked about in a different format. I want to get it in a form that is signed, that I can get it into the packet so that we have all that. So, I'm in the process of working on that now. The new vehicles should be coming in anytime. We talked yesterday at the commissioners meeting they are, I believe they approved that line out of Cum Cap. Subject to what you guys have decided yes. We actually have \$40,775 that was unfunded. Which isn't bad all things considered.

Gary Friend said the vehicles are not on this agenda, so they are where at. We can take care of the vehicles on the Cum Cap expenditure. Does anyone have any questions on that?

Gary entertained a motion to approve the new vehicles for \$40,775. Ted so moved. Dave seconded. All aye votes. Motion carried.

Com/Video Equip and Training \$ 30,000.00

Art said one item is a Cum Cap Video Equipment & Training line. There was some discussion with Angela and I at the beginning of the year with this. The commissioners had created a line last year. I don't know that the funding is in Cum Cap for the \$30,000 right now. He said what I asked them for was the line and hopefully fund that later this year for some equipment and then has that from year to year so we can stay on top of our video equipment inside the jail and in the cars.

Gary asked there is a special line.

Art said they would tuck that line under the Sheriff's Cum Cap is where it would be. He said right now it's in the commissioner's line.

Gary said so this is a \$30,000 transfer from Commissioners maintenance to Maintenance Jail.

Art said he believed it was used for a needed project earlier for computer servers. So, it's just something we counted on in the budget, so if we don't have I would have to figure that out someplace else in the budget.

Gary asked the commissioners have already approved this.

Art said yes, the line.

Max made a motion to approve the transfer. Ted seconded. All aye votes. Motion carried.

<u>Transfer of Funds</u>	From	To
\$30,000.00	Building Maint-Commissioners	Building Maint-Jail

Art said the last item is moving \$30,000 from Building Maintenance-Commissioners to Building Maintenance-Jail. This is for the septic project we have going on. I don't know whether I will need to come to you later. I e-mailed you the cost on that project was the cost of parts plus labor. We have some money already in there so the \$30,000 will get us where I think we need to be for now. Then we may need to transfer later on, for now this should get us through that part.

Gary ask is this the septic pumps.

Art this is for the septic pumps.

Gary asked does anybody have any questions?

Missy asked if there is a yearly maintenance on those.

Art said all of that is maintained frequently. The maintenance guy takes care of a lot of that. Then we have the company come in and its Salyor Taylor I think comes in check some of this also. We have had these pumps for 25 years I believe since the building was built. There is 2 of them, and has been rebuilt one time. The issue at this point in time is not only the pump but some of the pipping that's been in there. So, they are going to replace all of it.

Gary entertained a motion to move Building Maintenance-Commissioners to Building Maintenance -Jail. Tom moved to approve. Rick seconded. All aye votes. Motion carried

Mike Haffner – Drivers Wages, Highway startup/ new truck & job descriptions

I would like to start off with job descriptions. Yesterday the commissioners approved a couple positions. We have one position that is basically truck driver/trainee position. This will allow us to hire a non CDL driver. We will give them 6 months to achieve their CDL license, with the support of the highway department involved in the training. When we train within we will train for an A position. Now this will be a couple of restrictions, cause automatic transmissions and stuff. He said this will be a new position, we had to create a new line. They would have to have their permit and medical before they would be allowed to be hired. So, they have to pass the

written test and get their medical and all that before we would be allowed to hire them. Then we would hire them with the stipulations if they fail to achieve they are gone. Then we will train within, we are recommending starting at \$1.00 less an hour than a truck driver position. Right now, the truck driver position is \$15.42. He said he would recommend starting them out at a dollar less. Once they achieve within a month or a few weeks or couple months. As soon as they achieve that then they would be moved up to a regular truck driver position.

Tom asked if they were any endorsements you are going to require for the permit? I am sure air brakes are on that.

Mike said the air brakes are the only thing that we have. Now with an A that would be a multiple vehicle. He said we have no semis so when they take their test it would be like a dump truck/trailer. That's their restrictions so it would be kind of a double restrictions, unless they want to rent a truck and take the test.

Gary said they will have to come to you for eligibility for employment with the medical already done.

Mike said with the medical and permit already done.

Gary asked if you intend to reimburse that if they succeed.

Mike said no.

Gary asked what is the cost to get to that point.

Mike said its \$150 to take the test.

Gary asked the written?

Mike said the written is like \$14.00. He said the medical for CDL is usually \$80-\$120 and our full-time employees are required to have that coming into it.

Gary said after they are hired then we pay for the medical.

Mike said yes after they are employed and have their CDL we pay \$80-\$85 for restitution for their medical. He said I have checked with the insurance, as long as they have the permit and license, just like the proof of insurance that it will be covered for them to be able to drive with permits.

Gary asked what is your man power at now.

Mike said our man power right now we have 14 employees with 3 management. He said we are still down 2 people. He said I was able to hire a CDL B person that just came knocking at the door and met all the criteria and he is working out well.

Gary asked if the commissioners have approved this.

Mike said the commissioners has approved that.

Tom asked if the CDL A & B are at the same pay rate.

Mike said yes.

Gary asked Paula what do you think?

Paula said I don't have one, I found out yesterday so I can have it for the next meeting.

Gary said I understand that, but you understand where we are at.

Paula said yes. I will need information about what we are transferring into paying them.

Gary said that will be a budget amendment Michael will have to make also. He said I image the money already exist in the 2020 budget because of your lack of man power.

Mike said yes.

Gary said you will just need to transfer into that line from the regular driver's line.

Mike said if we keep it in the regular driver's line and just pay it out of that. He said we are not asking for additional we are just asking to move it around.

Gary asked if there are any questions.

Max asked if there was any requirement for them to stay in the department for any period of time after they have received their license.

Mike said on this there is not anything written. Now we had talked if we actually pay for them to go to a trucking school, then we would have them sign contract. In this situation no there wasn't, once they get it, anybody right know can go up and take the test themselves. He said we are just giving them the opportunity for a little training and experience driving the vehicles. Some of these folks that might not have the opportunity or can't financially afford to do it. You are at risk if you hire them and they get their license and they can go elsewhere. He said for the pay rate we are starting them I am willing to take that gamble and hopefully they will stay.

Ted asked if you have a guy without a CDL and he has an accident, what is our insurance look like.

Mike said I have already checked with our insurance as long as he has his permit and he is driving with a license permit our insurance covers that. He said we can't send him out alone with a normal license, you have to have a licenses driver with him at all times.

Missy asked if there is an age limit on this.

Mike said 18.

Dave made a motion to have Paula prepare an amended salary ordinance to allow this new line. Ted seconded. All aye votes. Motion carried.

Mike said the second position is what we are calling Bridge Tech. We talked and you have heard our engineering firms recommended that we start doing some bridge repairs. So, a Bridge Tech position has been drawn up. The commissioners have approved it. Again, this is hiring within. It will not be added positions. Maybe a year or two down the line we might need to add more positions. He said with the budget that we have now we just can't take that kind of hit in our budget this year, maybe next year we can. We are just going to use existing man power. Then plowing they will have to help us out along with chip and sealing. If we need to float these people we will just have to cover the best we can. They are not probably going to be full time bridge crew. They will be doing other things. There was some thought with the commissioners as well as me. What kind of pay this position would pay. The importance of our bridges is one of your biggest assets in the county so this warrants the top pay position. It's going to take some training. Potentially 4 months before they would be even able, the training like that will be always on going. To start out the commissioners, and correct me if I am misspeaking. The start out salary was a little bit unclear on what it potentially would be. Say I have a guy that's making \$15.80 or the \$15.42 and you promote him into this bridge tech position. We would probably leave him at that salary until maybe he gets his training, then bump him up. If you are taking a heavy equipment operator that is already making \$16.32 do we leave him at that pay rate or do we make him bump back down to a certain dollar amount until his training is complete. It's just the question for the council to make that recommendation on what you guys feel, or even if you want to allow this position.

Tom asked what defines the training. Do you have a clear program or in-house training?

Mike said it's a combination of in house and will have to go visit a few other departments that has this type of personnel. He said Perry Knox from SJCA is helping several counties start bridge groups and he said that he and I would be highly involved in getting training sessions started. You have a lot of vendors that will come and do onsite training for their supplies. There is a bridge conference in the fall that would be an overnight stay at Purdue. So, no we don't have anything written as of now. We will be defiantly forming that training session. Do we want to start on the decks, the railing we have to customize it to our needs are?

Gary said you have to get it clarified. He said what they are doing is valued. So, we have to see the expense to balance somewhere else. Because we have the in house verses a vendor. He asked what makes the person even choose eligible if they are in house? Do you have a set of eligibilities?

Mike said we have to draft it out the job duties and requirements. This is going to have to be somebody that has some agility. You will be climbing up and down steep banks. This is not all just flat work. You have to be able to get down in the water channel and clean debris and shovel

and pack some rif-raft and some concrete. So, this is a position that is going to be a hard position to fill because this is a very demanding physical type job.

Gary ask hire two people.

Mike replied yes 2 for safety as well as everything else.

Gary said you are going to hire these two from within.

Mike said I will not up man power. I'm not saying that it will come from within, we might have to look at new hires. We will put it out there and advertise it. Anyone internal that wants it they can apply and be interviewed.

Gary said the two people you are down will be coming on as bridge people.

Mike said I am not adding man power that is what I am saying.

Gary said then I am confused because if you don't transfer within how are you not going to add man power. He said if you bring in somebody from outside that is upping man power.

Mike said I have 2 position not filled. He said depending on the two people we could potential we could hire if they fit the criteria than I would choose them. If I got people within that's already there that fit the criteria then I would pick them. The other people would just fill their positions. He said again, plowing, chip and sealing. We are going to have to steal the bridge crew in order to help out in that type jobs. So, for right now this is not a full-time job. So, in the off seasons we maybe can afford this manpower to work on this type structures then we just got to start somewhere. He said I know my budget wasn't big enough to just add.

Gary said it might be if you are transferring cost on bridge contracting to bridge cost in house. The money exists. We just can't do both. We just can't say we are going to maintain the same amount of bridge contracting money and then add to extra people. He said the money could easily be there plus. Gary asked Commissioner Mike Wickersham if he had any thoughts.

Mike Wickersham thinks it a good idea and if it is done right it could save the county money in the long run. It will preserve the bridges even sealing the decks in house. I don't perceive it to be very complicated but it has some complications. So, it would take some training and what we discussed yesterday was, if it is a transfer within the highway department during training the employee would receive their current pay. Once they are trained to be a bridge tech they will be bump to a heavy operator pay is what I recall you saying yesterday Mike.

Mike Haffner said yes.

Mike Wickersham said they are going to have specialized skills and potentially they will save the county a lot of money on bridge maintenance. He said that Mike has the assistance of SJCA and with that guidance and some of the training programs they can direct us to I think we will come out on top of this.

Gary asked do you have a problem starting with the lowest payout if brought in as a new hire.

Mike Wickersham said we didn't really discuss that, because yesterday we were talking about transferring from within but if they are a new hire they would be treated just like any other new hire.

Mike Wickersham asked Haffner if that was what he was thinking.

Mike Haffner said the question is if they are currently at a heavy equipment pay, and they are selected do we leave them there or take a pay cut to start out lower.

Gary said I understand. He said you are not going to devalue somebody's work by taking a transfer. He said the real question is where would we start somebody who didn't transfer with in.

Mike Haffner said the truck driver position is that.

Tom Kerns asked is the training, if we are going to tie it to a dollar, we are going to have to have a true, because they are not necessarily reaching a certification. So, we need to define the training program to what each step they have to get to or what classes they have to take or whatever. Before we get the requirements to the next pay increase.

Gary said we need to decide if we want to add a line that will allow you to add a bridge maintenance crew. He said I am ok with that. I understand what we are going to do and we need to get that written up before we initiate the salary ordinance. Gary asked Mike Wickersham if that is how he sees it. We need to approve the line for the commissioners and highway to move into this position.

Mike Wickersham replied yes. He said once trained and satisfied the pay would be the same as the heavy equipment operator.

Gary said I think the line for bridge maintenance would cover training people.

Max said Mike Haffner had already said this, but what is the rate for a heavy equipment operator.

Mike Haffer said \$16.32. He said our progression is \$15.42 then \$15.80 part-time operator/truck driver.

Gary said so by the next month we will have the other side of the amendment coming up can you add what Tom was saying regarding the training and the increases.

Mike said he would have that.

Gary said so if the council so approves we can get a salary ordinance ready by next month. You have to get your part ready and the transfers ready for another line to be developed.

Mike said you are basically saying I need clear distinct training to what is required for the next phase.

Gary said yes there needs to be a tier.

Mike said I am sure Perry can help draft that or someone else may have it.

Tom Kerns said they might already have it.

Mike said it would not be a problem to have that by the next meeting. He said he would just like to; the truck driver training was the critical one. I would like to start advertising and try to get help.

Max made the motion to ask the auditor's office to draw a salary ordinance amendment which would be for a Bridge Maintenance Tech. Missy Williams seconded the motion. All aye votes. Motion carried.

Mike Haffner -Regarding purchase of new truck

Mike Haffner said he did have a new truck. I know Mr. Lenkensdofer and I have talked right now we only have 1 tandem in our budget to buy. Angela Lowe brought me up to speed on where our funding is at. He said right now I just don't see and feel comfortable to pull enough money to buy a second one. So we are just going to have to table that until later when we know where we are at. I would love opportunity to at least buying 2 a year so we don't fall behind. I am just not comfortable at this time.

Mike Haffner – CDL Drivers wages

The only other thing is the typical CDL drivers wages and the complications we have keeping personnel and just CDL license personnel particularly. The rate going up all over the nation. It is becoming a high demand position. Again, this is something I would like to see if you guys could increase the pay. We would keep the management exempt from this for right now. Try and help me keep some employees or we have budget coming up we defiantly need to keep this on our thoughts. That we defiantly going to have to be pretty serious about increasing at least to stay competitive with the surrounding counties.

Gary asked by your estimation how far off are we?

Mike said about 3 bucks an hour. I think certainly after last year I think out of the 7 agencies around us we are the only agency that did not give out raises. We are looking at most of these agencies giving out from \$1-\$3 an hour last year. They pretty much starting pay scale of the highway department is in the \$18.73 to \$21-22 bucks an hour topping off.

Rick Brown asked Mike if he was talking about Delaware County or Wayne County.

Mike is talking Adams, Jay, Grant, Blackford, Wayne and Delaware and Darke County, Ohio. He said we understand there are some communities and counties that just have a different cash flow than us. There is no way we will be able to match that type of wage. We also have some surrounding counties that is more structured like us. When they are paying \$2.50 more than us that is a little bit tougher. We understand Wayne and maybe Delaware County their infrastructure, how we are able to pay the money is all their insurance and their benefits package is coming out of County General not the MVH. So, I am pushing \$500 thousand out of the MVH moneys to support our own insurance and benefit package. If I was able to wipe that off then utilize that money to pay the employees more but we are not structured. I am not asking that either. I'm saying there is several counties that the County General eats the highway insurance and benefits package.

Gary said just so you know, you're not the only department all the departments pay theirs. Gary said so a \$3.00 raise across all of your drivers is about \$125,000 a year against your budget.

Mike said I have never penciled it that way. I am not saying I am asking for that today either.

Gary asked Paula Albin to give the council what the impact of \$1.00 per hour would be on the highway budget. So we will have something to look at.

Mike Haffner – Update on New Highway Facility

Mike said an update on the highway barn. It's going in my opinion pretty strong right now. A lot of things are happening. We had very very minor hiccups. Now we had some beforehand, but the last month we really haven't had too much going on. We are talking April in that area what they are saying we can take possession. I think that is a little aggressive myself. I'm thinking the end of April. There is a lot of dirt work and some more asphalt paving that needs to happen. We all know how spring goes. We are at the mercy of the weather to be able to finish the project. I believe inside the buildings and the buildings will be more than complete by that time.

Gary asked if Mike has figured up startup cost. Will you have enough to get it all?

Mike Wickersham said right now we are spending it out of the bonds. We did approve 2 startup costs yesterday for the oil tanks and the air handlers. He said Mike has quotes on those. Right now, we are looking pretty good with bond money.

Gary ask do you see the bond covering all of the startup costs.

Mike Wickersham said they are not sure.

Gary asked Mike Haffner how you feel on the cost of startup.

Mike said right now the last invoice I saw was just a smidgen below the 4.4. I don't know with the startup cost. I always said it's going to be \$125-\$150 then I not sure what expenses we had that's outside of that. I would venture to say this is still below budget projection from my side.

Again, I don't get to see all the figures. I think Mike is right it will be close. But I still think we are ok.

Missy Williams asked if the state has been contacted about putting some warnings signs north and south of the 4-H fairgrounds. South of where the county barn is going to be, warning travelers there is going to be frequent exits and entrances on the highway.

Mike said we had to file a permit to get the deceleration lane and all of that will have markings when that is finished. I don't believe there is anything except just the construction signs out there now. That will be an IDOT deal how they feel they want to do there signage. I know that part of the scope, the county paid extra money for safety and everything.

Robin Vickery – Request permission to write the 2021 DOC Grant

Robin said I am here to request permission to write the 2021 DOC Grant.

Missy made a motion to approve. Ted seconded. All aye votes. Motion carried.

Other Business:

Minutes of November 6 and December 3, 2019

Gary asked for a motion to accept the minutes of November 6 and December 3, 2019.

Rick made a motion to accept the minutes as presented. Ted seconded. All 6 aye votes. Missy Williams abstained.

Report from Commissioners

Mike Wickersham would like to apologize to council and Missy Williams. We had 2 council people in attendance at our commissioners meeting yesterday. I recognized Dave Lenkensdofer but failed to recognize Missy Williams. He said Mike Haffner told you about the highway garage. We had a wrestling match with the architect on the generator that was specked, the generator that was order and the generator that was canceled and now we have a \$37,000.00 restocking fee that we don't need to pay. I am not sure that the architect feels they need to pay it either. So we are still in a wrestling match there. We also the HVAC system will be ready in 2 weeks. As you know that Jake has put in a lot of extra time for the HVAC system. The project as well as some medical issues with employees. We found out that Jake has accumulated 219.50 comp time hours as of yesterday. We voted to pay those comp time hours out of the HVAC project fund. That I would presume would take your approval as well, since they are wind farm funds. We started by amending the Health Dept. fee schedule. We past a 2nd amendment resolution. Not naming Randolph County as a sanctuary county but also recognizing that we as commissioners do support our citizens the right to bear arms. Last thing we did we approved 9 voting locations for the primary election coming up in May.

Gary asked if anyone had any objections to paying Jake Donham's comp time out of the same account since that is what basically caused a lot of those.

Ted made a motion for the council to follow the commissioner's recommendation to pay comp time for Jake out of the wind mill funds. Max seconded. All aye votes. Motion carried.

Paula Albin asked for a clarification. The number we talked about yesterday was 219.75 hours. Is that what you agreed.

Mike Wickersham said that is what we agreed to yesterday and that is as of Friday.

Gary asked if that would zero Jake out.

Paula said yes as of Friday.

Health Department Budget

Gary addressed the change in personnel status which has caused an underfunding of the Health Department. The council has kept them at what they needed verses taking more levy out of Randolph County General Budget. So, this is a true obligation of Randolph County Council General Fund to make up the difference. We cut there levy down. There was no if's and's or but's about it. I personally said if we hit the charter we are obligated to take care of it. So, there is no need for the Health Department to carry a lot of cash reserves because ultimately the council is responsible for the funding. So, what are we doing Paula?

Paula said this is all news to me.

Angela said group insurance went up.

Gary said they had people transferred from single group and someone came on. We are really about \$50,000 short fall in the budget for the Health Department. The \$50,000 of approved transfer from County General fund to the Health Department fund enough.

Angela Lowe that is correct.

Gary asked if it's way too much.

Angela said no and it's non-reverting so I don't want it to be over, it will not come back.

Gary said that is why we kept it in county general so we wouldn't have short falls. Then the change in status from the time the budget was approved.

Angela replied things happened after the consideration of the budget. We will receive a disbursement in June, if your Chief Deputy Auditor does settlement on time.

Tom made a motion to fund the shortage. Max Holiday seconded. 6 aye votes, Rick Brown Abstained. Motion carried.

Additional Appropriations:

Highway Department

Large Pipe	\$100,000.00
Bridge #32	\$100,000.00
Bridge #305	\$ 5,000.00
Bridge #110	\$ 62,000.00
Bridge Inspections	\$341,000.00

Max Holiday made a motion to approve additional appropriations for \$341,000.00. Rick Brown seconded the motion. All aye votes. Motion carried.

<u>Transfer of Funds</u>	<u>From</u>	<u>To</u>
\$67,530.00	Building Maint-Commissioners	Building Maint-RCFFO

David Lenkensdofer made the motion to approve the transfer. Missy Williams seconded. All aye votes. Motion carried.

Missy Williams

Debi Wymer and Missy Williams have discussed this. Missy asked if the county has set an internship or volunteer guidance policy to where they have to do the same stipulations as an employee does. Back ground check if they are working with people in the Health Department. I greatly appreciate the intern that they have. I just wonder if you have been in the schools sometimes back ground checks, it might be a good idea for them to understand or given a policy about e-mails and conduct.

Gary asked as far as there interning.

Missy said yes.

Gary said that would be the health board in its entirety. We think it was a good idea, but the executive board decides this.

Citizen Comments (3 minute limit)

None

Adjournment

Ted Martin made a motion to Adjournment. Max Holiday seconded. All aye votes. Motion carried.

Reviewed and accepted this 3 day of June, 2019.

RANDOLPH COUNTY COUNCIL



Ted Martin

R. Max Holiday

Rick Brown

David Lenkensdofer

Thomson

ATTESTED:

Laura J Martin
Laura J Martin, Auditor

Wesley L. ...