

Wells County Commissioners

Regular Session December 7, 2020

The Wells County Commissioners met in regular session on Monday December 7, 2020 at 9:00AM in the Commissioner's Room of the Wells County Carnegie Annex, Bluffton, IN. Those in attendance were Commissioners, Blake Gerber, Kevin Woodward, and Tamara Robbins. Also, in attendance were County Attorney, Roy Johnson and County Auditor, Lisa McCormick.

Minutes: Motion made by Tamara Robbins, seconded by Kevin Woodward to approve the minutes from November 16, 2020 regular session. Motion carried 3-0.

Payroll and Claims: Motion made by Tamara Robbins, seconded by Kevin Woodward to approve Payroll #24 in the amount of \$248,589.79 and 187 claims totaling \$802,183.13. Motion carried 3-0.

Wells County Sheriff: The Sheriff's Department advertised for bids for a 1989 AM General Humvee-H1. The high bid from the November 16th meeting was \$5,500.00. No additional bids were submitted. Motion made by Kevin Woodward, seconded by Tamara Robbins to accept the \$5,500 bid submitted by Josh Maxwell. Motion carried 3-0. Auditor McCormick will notify the bidder, who must pay with cash or certified check within 24 hours. Sheriff Holliday reported 64 inmates, 21 pretrial Superior, 20 pretrial Circuit, 5 DOC and 13 F6 DOC.

Wells County Highway Stone Bids: Highway Engineer, Nate Rumschlag opened stone bids. Four bids were received. Rock Creek Stone submitted a bid of \$7.45/ton for #53 stone, \$7.65/ton for #73 stone. Stone Street Quarries submitted a bid of \$12.05/ton for #53 and #73 stone. US Aggregates submitted a bid of \$8.15/ton for #53 and #73 stone. IMI submitted a bid of \$12.25/ton (State) for #53 and #73. Motion made by Kevin Woodward, seconded by Tamara Robbins to accept all bids based on type, location, and availability. Motion carried 3-0.

Highway Engineer: Nate Rumschlag updated the Commissioners on ongoing projects, Bridge 304, and NOFA 2026 applications. Both are nearly complete. Rumschlag was researching an event for a triathlon on the county roadways for the summer of 2021. He was instructed coordinate with the Sheriff, Insurance, and contact the parks department for further assistance. Five right-of-way documents were presented to the commissioners for their approval. Motion made by Kevin Woodward, seconded by Tamara Robbins to approve the Right-of-Ways. Motion carried 3-0. With the absence of a Highway Supervisor, motion made by Tamara Robbins, seconded by Kevin Woodward to allow Highway Engineer, Nate Rumschlag, sign the Highway claims and payroll. Motion carried 3-0.

Zoning Ordinance Amendment: Mike Lautzenheiser Jr. presented a recommended APC do pass amendment to the Wells County zoning ordinance. The recommended zoning changes are from an Agriculture-1 zoned district to an Industrial-1 zoned district. The property is located on the NW corner of Adams Street & CR 100S. Motion made by Kevin Woodward, seconded by Tamara Robbins to approve Ordinance 2020-22 amending Wells County zoning ordinance and zone maps. Motion carried 3-0.

Ameresco and Elevatus: Representatives from Ameresco and Elevatus were in attendance to update the Commissioners on finalized cost estimates for upgrades to the Wells County Jail. These upgrades included energy needs and structural changes in the makeup of the jail to help with intake and

quarantine issues. An updated HVAC system, a new roof, a water control system, and solar panels were the bulk of Ameresco's presentation. Ameresco's cost estimate for all upgrades ranged from \$2.25 to \$2.48 million dollars. Elevatus would revamp three areas of the jail and expand one area. The current Sallyport would be reconfigured and expanded to increase the size of that area which would be used for intake and holding cells. The multipurpose area would be modified into two video arraignment rooms. Medical observation areas would be added also. A video visitation area would be created out of an existing restroom in the entrance area. Elevatus' cost estimate ranges for all improvements were \$1.65 to \$2.1 million dollars. Ameresco and Elevatus will present to County Council on Tuesday, December 8th. Motion made by Kevin Woodward, seconded by Tamara Robbins to move forward with improvements within the Jail with Ameresco and Elevatus. Motion carried 3-0.

Resolution 2020-13: A resolution was presented to the Commissioners updating Resolution 2020-03.

1. Non-essential employees will be off work from Wednesday, November 18, 2020, through December 14, 2020, at which time all county buildings will reopen.
2. There will be NO pay for part-time employees unless they are involved in an essential office performing Essential Governmental Functions and will be actually working in the office.
3. All offices are to remain open and maintain function. It is up to each Elected/Appointed Official to make decisions for their offices.
4. Any full-time personnel within each office that is on call from home will get paid and shall designate on the upcoming pay vouchers worked office hours and worked at home hours.
5. The provisions of the federal Families First Coronavirus Response Act ("FFCRA"), which includes the Emergency Paid Sick Leave Act and the Emergency Family and Medical Leave Expansion Act supersede and control over any provisions of this Resolution which are inconsistent.

Motion made by Tamara Robbins, seconded by Kevin Woodward to approve Resolution 2020-13. Motion carried 3-0.

Wells on Wheels: Bonnie Valind, Executive Director of Wells on Wheels, contacted the Commissioners via email with a copy of an INDOT contract to purchase 2 WOW replacement vans. Bonnie was requesting approval of the contract and for the Commissioner President, Blake Gerber to sign the contract. Motion made by Tamara Robbins, seconded by Kevin Woodward to approve the contract and allow President Blake Gerber to sign the contract. Motion carried 3-0.

Commissioner Sale - Resolution 2020-14: A resolution was presented to the Commissioners establishing intent to conduct a commissioner's sale. Two properties were listed on the Resolution, a minimum bid was established for property 010-09510-00 of \$2,000.00. A minimum was not set on property 006-04144-00. The County Executive shall acquire liens and receive tax sale certificates for the properties listed that are delinquent in the payment of property taxes having been offered for tax sale and which received no bids equal to or in excess of minimum sale price, and offer for sale to the public the certificates of sale acquired by the County Executive at a properly advertised Commissioner Tax Certificate sale. Motion made by Tamara Robbins, seconded by Kevin Woodward to adopt Resolution 2020-14 establishing intent to conduct a commissioner sale. Motion carried 3-0.

Resolution 2020-15: A resolution to assign a tax sale certificate to a political subdivision was presented to the Commissioners. This resolution identifies certain parcels that failed to sell for the minimum bid, whereby the County obtained a lien against each such parcel equal to the amount of delinquent real property taxes, assessments, and penalties owing. The Commissioners may assign tax sale certificates held in the name of the county executive to any political subdivision. The Town of Ossian has expressed

a desire to obtain the tax sale certificate for the property, 015-10313-00. Said assignment is contingent upon the Town of Ossian executing a substantially similar resolution and agreeing to perform all the steps required to obtain title to the Property through the issuance of tax deeds from the Auditor of Wells County. Motion made by Tamara Robbins, seconded by Kevin Woodward to approve Resolution 2020-15 allowing the Board of Commissioners of the County of Wells to assign a tax sale certificate to a political subdivision. Motion carried 3-0.

Resolution 2020-16: A resolution to assign a tax sale certificate to a political subdivision was presented to the Commissioners. This resolution identifies certain parcels that failed to sell for the minimum bid, whereby the County obtained a lien against each such parcel equal to the amount of delinquent real property taxes, assessments, and penalties owing. The Commissioners may assign tax sale certificates held in the name of the county executive to any political subdivision. The City of Bluffton has expressed a desire to obtain the tax sale certificates for the properties, 010-07200-00, 010-07653-00, 010-07951-00, 010-09401-01, and 011-09656-00. Said assignment is contingent upon the City executing a substantially similar resolution and agreeing to perform all the steps required to obtain titles to the Property through the issuance of tax deeds from the Auditor of Wells County. Motion made by Tamara Robbins, seconded by Kevin Woodward to approve Resolution 2020-16 allowing the Board of Commissioners of the County of Wells to assign a tax sale certificate to a political subdivision. Motion carried 3-0.

Highway Supervisor Ad: Motion made by Tamara Robbins, seconded by Kevin Woodward to run an ad in the News Banner for the position of Highway Supervisor. Motion carried 3-0.

Hearing Panel Board: A hearing panel was created to hear evidence and decide about litigation against the Wells County Health Department. Motion made by Tamara Robbins, seconded by Kevin Woodward to compensate the 3 board members \$60 per meeting from the Commissioner budget. Motion carried 3-0.

Executive Session: The Commissioners will hold an Executive Session Wednesday, December 9th at 5:15 in the Commissioner meeting room for a discussion of strategy with respect to a real property transaction.

Resolution 2020-17: An emergency telecommute policy was presented to the Commissioners for approval. This resolution is determining essential governmental functions and establishes an emergency telecommute policy for employees and/or contractors necessary to the performance of those functions. Be it resolved by the Wells County Board of Commissioners as follows:

- Because of the extraordinary situation in the workplace caused by the coronavirus, the County will allow certain employees, on a case-by-case basis to work remotely for a temporary period. The County understands that you might not be able to perform all your job's essential functions during this temporary period because you will be working remotely. These arrangements are expected to be short term, and the County will continue to monitor guidance from health officials and the need for remote work arrangements. The County may need to modify or cancel the work remotely concept at some point during the coronavirus outbreak and employees should not assume any specified period of time for telework. The County may require employees to return to regular, in-office work at any time.
- Department Heads/Elected Officials will need to determine who is allowed to work from home on a case-by-case basis.

- The following policies apply to any employee permitted to work remotely.
- Non-Exempt Employees working from home will need to record all time worked and turn in the time worked on their normal timesheet. Timesheets should be emailed to the department head unless other arrangements for delivery have been made.
- Desktop computers, printers, etc. are not allowed to be taken home. County issued laptops, that are currently in your possession, will be allowed to be taken home. Please consult with the IT Department. Laptops are to be used for business purposes only. No person other than the County employee is authorized to use these devices for any purpose. If you have any issues with the laptops, let the IT Department know as soon as possible. The IT Department will not be making home visits for IT related issues.
- Employees who telecommute continue to be responsible for complying with all County policies and procedure that would apply if the employee were working at the employer's normal work location.
- Telecommuting employees will be expected to ensure the protection of proprietary County and customer information accessible from their home office.
- Telecommuting employees should verify with their Department Heads/Elected Officials on any specific guideline for working remotely such as how often and in what way employees check in with their manager or team.
- The employee will report work-related injuries to his or her manager as soon as practicable.

Motion made by Tamara Robbins, seconded by Kevin Woodward to approve Resolution 2020-17 establishing an emergency telecommute policy for Wells County. Motion carried 3-0.

Christmas Gathering: Motion made by Tamara Robbins, seconded by Kevin Woodward to cancel the Christmas gathering scheduled for December 23rd at 2PM, but still allow the Courthouse to close at 2PM for the Christmas holiday. Motion carried 3-0.

COVID Extension: Motion made by Tamara Robbins, seconded by Kevin Woodward to remain appointment only in the Courthouse through December 31, 2020. Motion carried 3-0.

Adjourned: Wells County Commissioners adjourned at 10:28AM

Wells County Commissioners

President, Blake Gerber

Vice President, Kevin Woodward

Tamara Robbins

Attest: _____
Lisa McCormick, Wells County Auditor