

MIAMI COUNTY COMMISSIONERS  
25 N BROADWAY  
PERU, IN 46970  
MARCH 16, 2020

Commissioner Hunt called the regular meeting of the Board of Commissioners to order. All Commissioners are present.

**BROADBAND ACCESS**

Rob Schwartz, CEO of Miami-Cass REMC came before the board to discuss broadband service to Miami County. Miami-Cass REMC recently purchased Broadway Broadband with a 160 ring that they can use for broadband service. The service will cover areas such as Walton, Galveston, Bunker Hill, Mexico, Denver, Chili and Gilead for customers who are not able to get or want faster speed internet. Mr. Schwartz stated that the service would be for current Miami-Cass REMC customers first and then offer to everyone else. The project is scheduled to take about 8-10 years to cover all of Miami County. Initially, Miami-Cass REMC looked at hiring contractors to do the project, but found they could use their current crew at a much cheaper cost. Mr. Schwartz noted that Miami-Cass REMC is actively seeking federal funding to help with project costs. Jim Tidd, MCEDA stated that he would help in finding available OCRA funds to help with speed testing for application of federal funding. The speed test is based on download and upload speeds and needs completed in order to obtain the federal funding. Mr. Tidd recommended Miami-Cass REMC using Pyramid to help in the speed testing. Mr. Schwartz stated that he would not mind having Pyramid doing additional studies and Miami-Cass REMC would be willing to review the contract with Pyramid and may offer to pay for half the cost. Mr. Tidd recommend the board put any action on hold until Mr. Schwartz can meet with Pyramid to determine if the partnership would be of benefit.

**IT COMMITTEE**

Peter Diedrichs came before the board on behalf of the IT Committee to present a quote for an IT infrastructure audit. Mr. Diedrichs explained the committee received 3 quotes and after review, recommended Edge Information Technologies for \$5,000.00. Commissioner West made a motion to approve the quote from Edge Information Technologies for \$5,000.00 for the IT infrastructure audit. Commissioner Musselman 2<sup>nd</sup> the motion and it passed 3-0. Commissioner West thanked Mr. Diedrichs for his work on the project.

**IT**

Jim Deniston, IT came before the board to present a quote for \$600.00 for a call flow change to the current phone tree. Mr. Deniston explained that the IT Committee made the recommendation to install a phone in the mailroom and change the phone tree to allow the use of "0" to reach the switchboard operator. Currently, people calling in use "9" to reach the operator. This would allow a called to use either option. Commissioner Musselman made a motion to approve installing a phone in the mailroom and changing the call flow. Commissioner West 2<sup>nd</sup> the motion and it passed 3-0.

Mr. Deniston presented a quote for \$41,005.00 for a core switch replacement. Included in the quote was a 5-year warranty for an additional \$12,500.00. Mr. Deniston explained the core switch powers most of the Courthouse. If the switch went down it could take several days to fix. Mr. Deniston noted that it could last for several more years or go down tomorrow; there is no guarantee on how much longer it will last.

Mr. Deniston presented a quote for \$6,920.00 to replace the switches in Probation and in the basement. If the switches went bad, it could take time to get the courts and several other departments back up and running again. Mr. Deniston noted that if the board replaced these switches, which are still working they could use those in the event the core switches went down and would save the county money. Commissioner West made a motion to approve the quote for \$6,920.00 for the replacement of the switches in Probation and in the basement. Commissioner Musselman 2<sup>nd</sup> the motion and it passed 3-0.

Mr. Deniston presented a quote for \$5,238.00 for laptops for the Coroner. Currently, the Coroner and his Deputy are using their own personal computers and need something more private. Commissioner West made a motion to approve the purchase of the laptops for the Coroner for \$5,238.00. Commissioner Musselman 2<sup>nd</sup> the motion and it passed 3-0.

Mr. Deniston presented an updated quote for \$1,911.00 for the Windows 10 update at EMA. Mr. Deniston explained Dave Moon volunteered to do the updates free, but would not pass a Microsoft audit. Commissioner Musselman made a motion to approve the quote for \$1,911.00 for the Windows 10 update for EMA. Commissioner West 2<sup>nd</sup> the motion and it passed 3-0.

### **HEALTH DEPT/COVID-19**

Dr. Redmon came before the board with an update regarding Covid-19. Dr. Redmon explained that the updates are changing rapidly by the hour and she continues to monitor the situation. There is 1 confirmed case in a neighboring county. Dr. Redmon explained the biggest problem is lack of test kits available, making it extremely important to follow the guidelines from the CDC. Dr. Redmon went on to note that those most at risk are over 65 years old, but it is important for people of all ages to follow basic things like covering mouth when coughing or sneezing, washing their hands thoroughly with soap and water, wiping things down with sanitizer and self-isolating, especially if sick. Dr. Redmon is hopeful that more testing kits will be available in the next 2 weeks, but the county and public can take steps to help flatten the curve of the virus. We should take the approach that everyone is infected, to be proactive and limit public access. Dr. Redmon knows that there are essential personnel that must continue with operations, but would encourage the county to look at options such as working from home, closing to 1 entrance, screening at the door and social distancing. The board would like to discuss the matter further and will recess at the end of the meeting, reconvening at 1:30 pm.

### **SHERIFF**

Sheriff Hunter brought a quote from Motorola for \$46,500.00 covering GIS services for 9-1-1 over the next 3 years. Sheriff Hunter explained the 9-1-1 GIS system does not interface with the county GIS system and has not been updated for several years. There are currently funds available in 9-1-1 to cover the cost of the service. The county currently has 3 more years with Spillman and Sheriff Hunter recommends to start looking at what the county wants to do moving forward to find a system what will interface with the current GIS system. Sheriff Hunter noted that Molly Grant, 9-1-1 Head Dispatcher and Jessica Brooks, Spillman Admin would maintain the GIS system and ensure it is up to date once the contract is approved. Commissioner West made a motion to approve the contract for \$46,500.00 based upon Attorney Downs review and approval of the contract. Commissioner Musselman 2<sup>nd</sup> the motion and it passed 3-0.

### **HIGHWAY**

Ken Einselen, Highway Engineer presented a request for buried utilities at CR 100 N E of US 31 435 feet from BSM group. The majority of the buried utilities will be in Cass County, but a portion will be on the Grissom Air Reserve Base. Commissioner West made a motion to approve the request buried utilities at CR 100 N E of US 31 435 feet from BSM group. Commissioner Musselman 2<sup>nd</sup> the motion and it passed 3-0.

Engineer Einselen recommended to the board in light of Covid-19, the open house for the Highway Garage be postponed to a later date. Commissioner West made a motion to approve the postponement of the open house. Commissioner Musselman 2<sup>nd</sup> the motion and it passed 3-0. Commissioner West will notify RQAW.

### **SHREDDING**

Mary Kay McKinney, Planning and Zoning requested the board pay for shredding of her old office files. Ms. McKinney was not able to shred when the company was recently in because her request for destruction had not been approved. Commissioner West suggested they notify all departments that additional shredding pick-up may be available.

## **MINUTES**

Commissioner West made a motion to approve the 3/2/20 minutes. Commissioner Musselman 2<sup>nd</sup> the motion and it passed 3-0.

## **CLAIMS**

Commissioner West made a motion to approve claims. Commissioner Musselman 2<sup>nd</sup> the motion and it passed 3-0.

## **PAYROLL**

Commissioner West made a motion to approve payroll. Commissioner Musselman 2<sup>nd</sup> the motion and it passed 3-0.

## **PURCHASE REQUEST**

The board received a request from Planning and Zoning to purchase an electric stapler for \$42.00. Commissioner Musselman made a motion to approve the request to be paid from the Plan Commission budget. Commissioner West 2<sup>nd</sup> the motion and it passed 3-0.

## **SIGN FOR 5<sup>TH</sup> STREET EMPLOYEE PARKING LOT**

The board received a request to have a sign put in the 5<sup>th</sup> Street employee parking lot designating as a “County Employee Parking Only.” Commissioner Musselman made a motion to approve the sign placement at the 5<sup>th</sup> Street employee parking lot.

Mr. Leo Rumschlag from Janssen & Spaans Engineering came before the board to provide information on services his company can provide related to bridge inspections.

## **ST VINCENT DE PAUL**

Sara Welke came before the board regarding an issue with taxes that are reported as owed for a property St. Vincent De Paul received from the City of Peru. Ms. Welke stated that St. Vincent De Paul had been working with the City of Peru on the blight program to take ownership of a property. In September 2019, St. Vincent De Paul received the deed to a property at 309 Loveland. St. Vincent De Paul sold the property last week to an adjacent loan owner and the purchaser notified that there would be taxes owed. Ms. Welke is requesting the board cancel taxes owed or a pro-rate the 19/20 tax bill because it should have been considered tax exempt. Auditor Mary Brown explained that the City of Peru took ownership of the property in March 2019 and later transferred it to St. Vincent De Paul in September 2019. Auditor Brown went on to explain that in order to file for tax-exempt status by state statute, St. Vincent De Paul would have to be the deeded owner on January 1, 2019. Auditor Brown explained City of Peru could not apply for exempt status nor apply for waiver of taxes because they had not owned it for 2 years before transferring it to St. Vincent De Paul. Auditor Brown further noted that the county does not pro-rate taxes and the state statute only allows waiver of taxes if the Auditor, Treasurer and Assessor agree to do so. All 3 Elected Officials met and in agreement that the property, based on the state statutes, under the ownership of City of Peru or St. Vincent De Paul does not qualify for a waiver of taxes. Therefore, either St. Vincent De Paul or the new owner will owe the 19/20 tax bill. Auditor Brown stated it would be up to the buyer and seller to decide how payment would be made.

## **RESESS**

Commissioner West made a motion to recess until 1:30 pm. Commissioner Musselman 2<sup>nd</sup> the motion and it passed 3-0.

Commissioner Hunt called meeting of the Board of Commissioners back in session from recess to order. All Commissioners are present.

## **HEALTH DEPT/COVID-19**

Dr. Redmon reviewed with those present at the meeting the importance of doing things like washing hands, wiping things down, practicing social distancing and not coming to work if you are experiencing symptoms of sickness. Dr. Redmon encouraged the county to look at options such as working from home, closing to 1 entrance, screening at the door and social distancing. These things need to start now to delay the spread of the virus. It was recommended that the Miami County Courthouse and Annex buildings be closed to the general public all day on Monday and Friday, with the Courthouse only being open

for those who are already scheduled for court Tuesday – Thursday and will be screened as they enter the building. The Annex building will be closed to the public Monday – Friday. In addition to the closing, the following items were recommended to be part of the closure policy:

- All Miami County employees will be reporting to work at the Miami County Courthouse and Miami County Annex buildings, given they are in good health. All employees and court attendees MUST enter and exit through the north entrance located on 5<sup>th</sup> Street, with no exceptions to the policy. Offices can conducted business via phone, by mail or email. Offices will not take in person payments until further notice. Citizens can contact the county offices to discuss payment options. It will be up to each office to arrange to adjust to daily business.
- All meetings, including, but not limited to County Council, Board of Commissioners, Planning and Zoning, etc. would postponed until further notice.

The following are recommendations for an internal policy for the closure:

1. All employees must enter and exit the 5<sup>th</sup> Street entrance, with no exceptions to the policy. The north entrance (5<sup>th</sup> Street) will have an officer posted to screen citizens coming into the building prior to attending court.
2. All employees MUST wear their county issued ID badge at all times, with no exceptions to the policy. All employees will have full building access during this time. Annex staff will have Courthouse and Annex access to allow for court appointments.
3. Employees are not allowed to let anyone from the public in the building. All citizens who have court appointments must enter the north entrance (5<sup>th</sup> Street) and go through the proper screening. No one should be in the buildings conducting any other business, with not exceptions to the policy. Any employee found to have let a non-employee into the building will receive a 1-day unpaid suspension. Offices adjusting to meet the needs of the citizens can go outside and meet if absolutely necessary, but should screen them prior to meeting. Asking questions such as, have they recently had a fever, been sick, have a family member who has been sick, etc. The office can then determine if they want to meet the citizen.
4. All offices should wipe counters, doorknobs, pens, computers, etc. down a few times a day, even if the public is not entering the building to help prevent any germs that may have been carried in and out of the building

Commissioner Musselman made a motion to close the Courthouse and Annex buildings effective March 17, 2020 for 2 weeks or until further notice based on the recommendations presented and all employees will have building access with their badges for the duration of the closure. Commissioner West 2<sup>nd</sup> the motion and it passed 3-0.

The board will meet again on Friday, March 20, 2020 to reassess the current situation related to Covid-19.

#### **ADJOURN**

Commissioner Musselman made a motion to adjourn. Commissioner West 2<sup>nd</sup> the motion and it passed 3-0.

#### **Adjourned**

#### **MIAMI COUNTY BOARD OF COMMISSIONERS**

\_\_\_\_\_, **Chairman**  
**Alan Hunt**

\_\_\_\_\_, Vice Chairman  
**Larry West**

\_\_\_\_\_, Member  
**Keith Musselman**

Attest: \_\_\_\_\_, Auditor  
**Mary Brown**