

**PERRY COUNTY BOARD OF COMMISSIONERS  
MINUTES – DECEMBER 2, 2022**

The Perry County Board of Commissioners convened at 6:00 p.m. as was duly advertised. Commissioners in attendance were President Thomas J Hauser, Gregg Jarboe and Randy Kleaving. Administrator Teresa Kanneberg and Attorney Chris Goffinet were present for the meeting. Sheriff Alan Malone was also present. No representative from the news was present.

**DEMONSTRATION ON E-POLL BOOKS - CLERK**

Clerk Rachel Roark held a demonstration for the new e-poll books for the county and the public to come in and see how they work in the Commissioners room at 4:00 p.m. before the regular meeting. Steve Shamo from the State Election also came down for this demonstration if anyone had any questions to be answered. This demo was to help ease minds for using these books during the 2022 elections. Gregg Jarboe and Stanley Goffinet had several questions that got answered.

**AGENDA:**

The agenda has some items added and they are:

1. Approval of October 4<sup>th</sup> minutes
2. Ordinance Establishing Fixed Asset Capitalization Policy
3. Contract for Services between Perry County & Perry County Community Foundation

Randy made the motion to approve the agenda as amended. Gregg said he wants to talk about the ARP (American Rescue Plan) since we are spending the money and be able to go forward at the next meeting. The motion was seconded by Gregg. Motion carried 3-0.

**AGREEMENT – KNOWINK E-POLL BOOKS**

Gregg started out saying thank you for having the demonstration. There were several people from the public that came and saw it. I think they left with answers which is great. Gregg said he came in with some concerns about the internet connection and that kind of stuff. He thinks the answers Steve Shamo gave makes them to where they are covered at that point. His concern basically is not the vote piece of it, he has no concerns on the actual voting machines. His questions were, if I have this e-poll book and it has the data on it, can someone get in there and actually change to where someone couldn't vote. Gregg said they talked about the encryption, connection to the actual cradle, which is a single hotspot for that device only and the kiosk mode of the iPad itself. He said those there abated his fears. He said at that point, you are as close as you are going to get to the paper book. He would like to see it where if it is not by precinct that we have to have it connected to the internet because there was a comment that state law said you have to be connected. So, if the Clerk would check on that, his preference would be to not to connect them at all to the internet. Steve Shamo said that is his preferred way of running them anyway. Gregg said these were his comments to the books.

Tom said his takeaway with it is these may be mandated in the future and the state is now doing at no cost. The contract we are signing does not commit us to using them, it just commits us to receiving them from the state. If we don't take them and they are mandated later, they will cost us approximately \$64,000.00. He said he knows there was a concern about the cost of maintaining them years down the road but until we use them, we are not committed in maintaining them either. Gregg commented that the council already voted on this. Tom said he doesn't see a downside on taking them now. Gregg said his final question he asked was giving us a number basically on the voting machines too, because he said those are upward to \$30,000.00 and we have 51 of those. He said we just need to make sure that we are aware of what our budget needs to be in the future. Tom said he shares the same concerns on security and the experts are assuring us that they are secure. He said we are not making a mandate tonight that we are using them, just receiving them.

Gregg made the motion that we go ahead with the process as long as we are assured that if they don't have to be on an internet they won't be and if they do, they will be through a secured cradle and they will use kiosk mode. Randy thanked Rachel again. Randy seconded the motion. Motion carried 3-0. Tom, President of Commissioners, signed the agreement.

**PAYROLL AND CLAIMS**

Randy made the motion to approve the payroll distributed to county employees on November 22, 2021 in the amount of \$144,698.38 and seconded by Gregg. Motion carried 3-0. Randy made the motion to approve the County General claims of \$446,514.64, Highway claims of \$1,102,755.14, and Advance claims of \$9,000.00, and Payroll Benefits of \$138,300.68 for a total of claims to be \$1,696,570.46. Gregg made the second to the motion. Motion carried 3-0.

**MINUTES**

The minutes of the October 4, 2021 and October 18, 2021 were mailed to the Commissioners for their review. Randy made the motion to approve the minutes as presented, seconded by Gregg. Motion carried 3-0.

**SURPLUS – OLD SNAPPER MOWER – PARKS & RECREATION DEPT.**

Greg Hendershot came before the Commissioners discussing an old snapper lawn mower. He said this mower was there when he was hired in and it has outlived its usefulness. He said he doesn't think it is worth anything and when he tried to trade it in, no one would give anything for it. They said it wasn't worth anything either. It hasn't been used since 2017. Greg said if it is declared surplus, his assistant would like to take it and tinker with it. He needs to get it out of the shop because he is on limited space up there. Randy made the motion to declare the mower surplus, seconded by Gregg. Motion carried 3-0.

**CONTRACTS FOR 2022 – COUNTY ATTORNEY, JANITORIAL SERVICES, LOCAL EMERGENCY PLANNING COMMITTEE, INTERLOCAL AGREEMENT WITH CITY OF TELL CITY FOR DISPATCH SERVICES, MECHANICAL, AND COUNCIL ON AGING**

County Attorney Chris Goffinet presented the Commissioners with their annual contracts they need to approve for year 2022. He stated that the contracts are the same as last year just some of the amounts have changed.

They are:

- **County Attorney** – Chris Goffinet \$28,328.00 as budgeted with 4% increase
- **Janitorial Services** – For Courthouse, Armory Annex and South Annex - Glenn's Cleaning Service \$30,000.00 (\$1,572.00 annual increase)  
For Prosecutor office - Caitlin Stewart - \$2,400.00 (no change). Gregg said her contract needs to have the confidentiality clause and no fault in it. Chris said he will have them add the indemnity, confidentiality and good workmanship warranty compared to the county's contract.
- **Local Emergency Planning Committee** - Sandra Jarboe \$1,417.00 (no change)
- **Council on Aging** - Senior Citizens \$30,000.00 as budgeted.
- **Alpha Mechanical**- Preventative Maintenance Agreement for HVAC system in Courthouse. \$9,258.00 (no change)
- **Alpha Mechanical** – Labor rates and Truck charge. The proposed labor rate increased by \$5.00 per hour. The truck charge stayed the same at \$49.00.
- **IT Services** – \$57,764.12 (\$3,600.00 discount when labor is paid quarterly in advance) This includes Annual Retainer Contract for certain number of hours for labor per month, Anti-Virus Protection for one year for 85 units, Email Security for one year for 960 user licenses with instant replacement, Unlimited Cloud Backup Storage for 12 months, and CISCO MFA Licenses for county emails and related access.

Gregg commented that AnIsland's charge rates are extremely good rates for our area and the email licenses should be for 96 and not 960. Teresa said it is for 80 emails times 12 months which is the 960. He said they also have refreshers on three pieces of equipment which means in 4 years as long as we keep that contract, they actually give us a brand-new device so we won't ever have to put that money out again. It is a nice benefit. Gregg made the motion to approve the contracts with the amendments to the Prosecutor cleaning contract, seconded by Randy. Motion carried 3-0. The Commissioners signed the contracts for 2022.

**ORDINANCE – ESTABLISHING FIXED ASSET CAPITALIZATION POLICY**

Attorney Chris Goffinet said the County already has a fixed asset capitalization policy. When we had our State Board of Accounts audit, they looked it over and suggested we make a few changes to it to bring it a little more up to date. The original policy was done

in 1997 and it was amended a couple of years ago. He said basically this talks about what is capitalized and what is considered inventory which requires the county to keep track of. It also talks about depreciation and how you depreciate items such as vehicles, graders and other items of equipment. It is a very standard policy. It also has a paragraph that requires the department heads to make an annual inventory of items within their departments and keep it up to date so the auditors have a good handle of what is in each department. There will be a computer program to allow each department to do this very simply. This is a modernization ordinance. Gregg asked what was the original value equal to or greater value in the original ordinance. Chris said it was \$5,000.00 and we are now lowering it to \$2,500.00. Gregg made the motion to approve the ordinance, seconded by Randy. Motion carried 3-0. (See Attachment "A" O-C-21-8)

**CONTRACT FOR SERVICES– PERRY COUNTY & PERRY COUNTY COMMUNITY FOUNDATION**

Chris also went over this contract with the Commissioners. This plan is in respect to the American Rescue Plan money that the county has been given. He said applications for use of this money from whoever will be made through a portal of internet-based application with the Perry County Community Foundation through the Community Foundation Alliance which has agreed to allow submissions to be made through their internet portal where they get their applications. There will be various requirements that have to be met in order to qualify to make the applications. This will be for a one-time fixed fee of \$6,000.00. The Community Foundation will provide certain standard services to allow any applicants to use their online portal. They will take care of phone calls and emails from organizations that have questions. They will do orientation and training for the ARP committee and review the charity status of the applicants because they need to be charitable organizations that file a 501C3 and others. They will then assign the applications that they receive to the committee members for review, monitor completion of the forms and prepare evaluation reports for the chair of the committee. If there are any other services needed, we would have to have an additional agreement in case there were extra fees. Gregg said the charge of \$6,000.00 is a half a percent of the \$1.2 million. He said if we were to buy this software, software only, would be 7 to 14 thousand dollars. By doing it this way, one we keep the \$6,000.00 here locally and second, we get all these extra labor benefits that basically we wouldn't get from a normal software company. He said it is a fabulous deal we are helping each other out. Tom said he agreed also with it. He didn't know how else they would accomplish this without spending three times the money. Gregg made the motion to approve the contract, seconded by Randy. Motion carried 3-0. Gregg stated that we cannot spend this money from ARP or for the new software until we have a plan in place. He wanted to know if we could develop an appendix and we can amend it as we go. Chris said to have the Commissioners approve a plan and have it amended from time to time. Chris said he needs the breakdown of the amounts. Gregg said he would get that to Chris. Hope to get it approved at the next meeting.

**ADA (Americans with Disabilities Act) Transition Plan – 3-year plan**

Administrator Teresa Kanneberg prepared and went over the ADA self-evaluation and transition plan with the Commissioners. She said being a local government entity and a recipient of federal funds, we are required to comply with section 504 of the Rehabilitation Act and Title II of the Americans with Disabilities Act. Since the last plan, she has kept track of all the county's compliance efforts since this is part of the plan that changes over time. Teresa gave a proposed 3-year transition plan for 2022 to 2024. She stated when the first ADA plan was completed, not all current facilities where county services are provided were evaluated such as South Annex, voting locations and recycling drop off sites. Over time, they will work to evaluate all locations that have not been evaluated and continue working on removing priority 1 and 2 barriers in locations that have been evaluated. The proposed plan includes:

1. Building Evaluations
  - a. South Annex and Voting Locations
2. Priority 1 – Approach & Entrance
  - a. Add or modify parking spaces at Armory, Eagles Bluff, Multi-Service Bldg. (Highway), and hopefully add a new parking space at Wilkerson Park.
  - b. Add a new accessible route at Wilkerson Park from parking space to restroom and shelter
  - c. Assess and adjust door closers and floor mats
3. Priority 2 – Access to Goods and Services

- a. Assess and adjust interior door closers, operable parts, door hardware, and assess some barriers identified at Prosecutor's office.

Teresa said it takes people to do this and she will be working with Greg Hendershot on some of this. She commented at the last INDOT meeting, some counties received letters of not being ADA compliant and she checked on Perry County. We were one of the few not to receive a letter, so we must be doing something right. Gregg thanked Teresa for all the work she did on this and made the motion to approve the plan, seconded by Randy. Motion carried 3-0.

### MISCELLANEOUS

Herbie Landers, representing the Animal Control Board, came before the Commissioners stating the Control Board has not been able to have the educational program the last two years due to COVID and restrictions. He said everything is going back on track and the board has discussed and would like to have the education program again in 2022 depending on what the COVID virus is at that time. They are going to discuss with the schools and the possibility of having it on the football fields where there is plenty of room to social distance the students. He gave the Commissioners a brochure that they would like to hand out to the schools, library and the veterinarians. He said they would like to get 10,000 for a cost of \$839.00 from Firehouse Printing, a local business. Randy said this is good information for anybody. Herbie said we need to get the kids educated. Herbie also had decals for doors and windows of homes to put on. He is looking at 4000 of these at \$869.59 a thousand for a total of \$3,478.00. These are good in case of fire, the firemen know there are animals inside or if someone is sick and taken out of their home, someone sees the decal and also knows there are animals inside. This is a good cause. It was decided to give Firehouse Printing the go ahead to start the printing and give the bill to Teresa or Auditor Pam Goffinet. There was no motion made because this is coming out of the 2021 budget.

Teresa announced that the next meeting of the Board of Commissioners will be held on Tuesday, December 21, 2021 at 8:00 a.m.

The meeting ended in open session at 6:55 p.m.

Minutes approved this 7<sup>th</sup> day of February, 2022.

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Thomas J Hauser  
President

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Randy Kleaving

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Gregg Jarboe

*Minutes prepared by:  
Pamela L Goffinet, Perry County Auditor*