

HOWARD COUNTY BOARD OF COMMISSIONERS MEETING MARCH 1, 2004

The Howard County Board of Commissioners met in Regular Session on Monday, March 1, 2004, at 8:30 a.m. in Hearing Room No. 338 of the Howard County Administration Center. Those in attendance included President John B. Harbaugh, Vice President Paul J. Raver, and Member Bradley J. Bagwell. Also present were County Attorney Lawrence Murrell, Personnel Administrator Wanda McKillip and Auditor Martha Lake.

The meeting was called to order by Sheriff Marshall Talbert and conducted by President John B. Harbaugh.

The minutes from the regular meeting held on February 16th, 2004 were reviewed. Mr. Bagwell made a motion, seconded by Mr. Raver and carried, to approve the minutes with the following changes:

On Page 4, "In the Matter of County Long Distance Telephone Service", regarding the statement *"The commitment would be \$2,400 per year and the county would spend about \$330 per month instead of \$1,100 per for an average savings of about \$9,100 per year."*

Change to:

Clarification: *"A new agreement would involve a commitment by the County to spend at least \$2,400 per year on local-long distance and long-long distance service. With the proposed new rates, the County would spend approximately \$330 per month/\$3,960 per year instead of the current amount of \$1,100 per month/\$13,200 per year. The annual savings would be approximately \$770 per month/ \$9,240 per year."*

IN THE MATTER OF HIGHWAY ISSUES:

Mr. Ted Cain, Howard County Highway Engineer/Superintendent presented the following issue for Commissioner Information and approval:

1. **Performance Bonds for The Greens at Wildcat Subdivision, Section 3:**

- a. Performance Bond No. 400TC6673 in the amount of \$74,130.00 was submitted from G & L Development Company, Inc. (Bruce Gunstra Builders, Inc.), and Mohr Construction Company, a Division of E & B Paving, Inc. for the stone base for street, asphalt binder and surface for street, concrete curbs, gutters and street signs.
- b. Performance Bond No. 1003935 in the amount of \$77,768.50 was submitted from William Noland & Son Excavating, Inc. for the storm sewer.

Mr. Bagwell made a motion to accept the performance bonds for The Greens at Wildcat Subdivision, Section 3, as noted by Mr. Cain. Mr. Raver seconded the motion, and it carried.

2. **Installation of Cross Pipe:** Mr. Cain received a letter from William W. Bassett & Associates, Inc. requesting installation of a cross pipe on County Road 150 South, 270 ft. east of 1050 West. The road blocks the natural drainage, which is from south to north. Installation of the pipe is to relieve the drainage problem on the south side of the road for Lots 1 through 3 in O'Donnell Farms Subdivision, Section 1. The pipe would be installed in accordance with county specifications at the cost of the developer. Mr. Clarence Robey, property owner to the north, provided written consent for the installation of the cross pipe and draining water onto his land. Mr. Cain confirmed the plan with County Surveyor Beryl Grimme and he had no objections. In addition, a road cut permit is required from the County Highway Department. The permit costs \$100.00 and for an additional \$100.00 the Highway Department will patch the road after the work has been completed.

Mr. Bagwell made a motion to approve the road cut and installation of the drainage pipe as presented by Mr. Cain. Seconded by Mr. Raver, the motion carried.

IN THE MATTER OF SHERIFF DEPARTMENT ISSUES:

Sheriff Marshall Talbert presented the following issues for Commissioner information:

1. **Misdemeanant Grant Fund Annual Payment:** The Indiana Department of Corrections sent a confirmation letter that the county will receive an annual payment of \$66,500.00 for the Misdemeanant Fund sometime around September 1st, 2004.
2. **Neighborhood Watch Program:** The residents in Cobblestone Village Subdivision at 275 West and West Boulevard have organized a neighborhood watch program complete with organizational meetings. Ms. Anna Pruet contacted the Sheriff's Department about putting up some neighborhood watch signs. Highway Superintendent Ted Cain has no objections and is willing to help the Sheriff's Department mount some signs on the existing speed limit sign posts within the subdivision.

3. **Quotes on Prisoner Transport Van:** The following quotes were received to purchase a 2004 three-quarter ton cargo van to be modified for prisoner transport use:

Charles Conkle Motor Co.	\$14,376.03
Erik's Chevrolet (stock unit) (does not have locking differential)	\$14,575.00
Erik's Chevrolet	\$15,200.00
Bloomington Ford	\$15,799.25

All of the above quotes include the trade-in of a 1996 Chrysler LHS with 90,000 miles.

County Attorney Murrell complimented the Sheriff on a good job of putting the quotes together. Mr. Bagwell made a motion to approve the purchase of the 2004 GMC three-quarter ton cargo van from Charles Conkle Motor Co. at a price of \$14,376.03. Mr. Raver seconded the motion, and it carried.

4. **Prisoner Transport Module:** Sheriff Talbert requested approval to purchase an aluminum prisoner transport insert from Mavron, Inc. in Warsaw, IN. The cost of \$8,392.00 would be paid from the Misdemeanant Grant Fund. The insert has four (4) separate compartments, cargo doors on both sides, an intercom system for communications between the sheriff deputy and prisoners, and firearm security lock in the front compartment of the van.

Mr. Raver made a motion to authorize the purchase of the transport module from Mavron, Inc. out of the Misdemeanant Grant Fund for \$8,392.00 as presented, pending Council approval of the funding. Mr. Bagwell seconded the motion, and it carried.

5. **New Detective Vehicle:** When the Sheriff first came into office he expressed an interest to officials at the Chrysler Plant about negotiating a price on pre-driven test vehicles or program vehicles. Chrysler recently contacted the Sheriff regarding a 2003 Chrysler 300M with approximately 3,209 miles. The sticker price on this vehicle is \$33,245. The vehicle can be purchased through Button Motors for \$20,590 without a trade-in. Button Motors will give a trade-in allowance of \$1,500 for a 1996 Dodge Intrepid with 100,000 miles, which would reduce the final price to \$19,090.

Mr. Bagwell made a motion to authorize, as a special purchase and a unique opportunity for a savings, the purchase of the 2003 Chrysler 300M as defined by the Sheriff. Seconded by Mr. Raver, the motion carried.

6. The **insurance carrier will visit the jail** tomorrow afternoon on March 2, 2004 from 1:00 p.m. to 5:00 p.m. to tour the facility. Sheriff Talbert invited the Commissioners to join the tour.
7. **AFIS Service Contract:** A grant funded by the Indiana Criminal Justice Institute paid for software to allow fingerprints taken at the Criminal Justice Center to be sent electronically to the Indiana State Police Automatic Fingerprint Identification System (AFIS). The grant also paid for the service contract for the equipment; however the Indiana Criminal Justice Institute notified the Sheriff that they will no longer fund the service contract after May 2004. The service contract costs about \$11,000 per year. Sheriff Talbert plans to pay for the service contract out of the Misdemeanant Grant Fund for the 2004-year and then include the cost in a line item when preparing the budget for 2005.

IN THE MATTER OF PLAN COMMISSION ISSUES AND PROPERTIES FOR APPROVAL:

Plan Commission Director Glen Boise presented the following issues for Commissioner information and approval:

1. **Case 2-CP-04 – one (1) lot in Beale Subdivision a Subdivision of Lot 1, Catana Subdivision located at 3506 S. Dixon Road** was approved on a motion made by Mr. Bagwell. Mr. Raver seconded the motion, which carried.
2. **Unsafe Buildings Report:** The following properties have outstanding Unsafe Building Orders:
 - 3904 South 350 West - Martin Myers - Some work has occurred on the property. Trees and brush are cut and piled; the tires appear gone; and the junk vehicles have been moved around. Mr. Boise will send correspondence to Mr. Myers requesting the status of the clean up.
 - 1803 North 850 East - Michael Beachy – The property is the same. They did not respond to their last registered letter.
 - 7075 West 600 North - Brian Cheek – The property is cleaner. The neighbor to the west has purchased the property and is in the process of deciding whether to remove the doublewide mobile home that was damaged by fire or repair it.
 - 1757 North 1050 West - John Collins – Brush and trash have been cut and piled up. Neither the owner nor the mortgage company has responded to letters. The Department of Health previously held a conversation with someone who is interested in

buying the property and buying some land behind it to install a septic system.

- 2941 North 300 East - Mike Warner – The house and trash were removed. The foundation remains. The airport is still in the process of purchasing the property.
- 4055 South 1330 East - Edgar Hannah – The house has been removed and replaced with a modular home. Some foundation remains.
- 2255 South 350 West - Greg Ward – The property looks the same. Their attorney states that the insurance company decided to settle the fire damages claim. Action is anticipated soon.
- 5389 East 50 South - JoAnn Johnson – Vehicles have been removed. The house appears the same. The last registered letter was returned to the Plan Commission.
- 3315 West 50 South - Wanda Sitzes – Newest Unsafe Building Order. They are working on the house. A public hearing has been scheduled for the next meeting on March 15, 2004.

Mr. Boise will send reminder letters to owners of properties in need of attention, encouraging a response.

3. **Flood Mitigation Issues:** Mr. Boise presented an Amended application for Hazard Mitigation Grant Program for 2004. This application replaces the previous application regarding a project to buy out six (6) homes located in the floodway.

Mr. Bagwell made a motion to approve 2004 Flood Mitigation Project to buy out six flood-damaged homes at one time and authorize the President to sign on behalf of the Board. Mr. Raver seconded the motion, which carried.

4. **Performance Bond No. 3-803-511** in the amount of \$101,060 was submitted from Hambone Properties, LLC, owners and developers of Cobblestone Villas Subdivision, Section 2, for the asphalt streets, storm sewers, concrete curbs, soil erosion, street signs and monuments.

Mr. Bagwell made a motion to accept Performance Bond No. 3-803-511 for Cobblestone Villas Subdivision, Section 2. Mr. Raver seconded the motion, and it carried.

IN THE MATTER OF MAINTENANCE DEPARTMENT ISSUES:

Maintenance and Grounds Superintendent Thomas Harrison presented the following issues for Commissioner information and approval:

1. **Howard County Administration Center:** Hayes Brothers provided an estimate to repair the cracked drywall in the Hearing Room at a cost of \$1,831. The Maintenance Department has money in the budget to pay for the work. An expansion brace is proposed to be installed, which will leave a visible 1/4-inch rise in the controlled seam.

Mr. Raver made a motion to authorize Mr. Harrison to proceed with the project as described. Mr. Bagwell seconded the motion, which carried.

3. The maintenance **Service Contract with Siemens Building Technologies** for 2004 was presented for Commissioner approval. Siemens performs preventative maintenance as well as helping solve other maintenance problems at the Courthouse, Administration Center, Government Center, Kinsey Youth Center, and the Criminal Justice Center. Mr. Harrison made a few minor changes to the contract. One change is that the new equipment in the Courthouse needed to be included in the new contract. Another change is that Siemens will discount their repair parts from the contract's hourly rate. The contract, at a total cost of \$35,694.00, covers the year from January 1, 2004 through December 31, 2004 excluding the six months already covered for the equipment installed during the Courthouse Renovation Project.

Mr. Bagwell made a motion to renew the Service Contract with Siemens for one (1) year as noted. Mr. Raver seconded the motion and it carried.

3. **Courthouse Update:**
 - a. **Heat Problems:** In the past six months there have been problems with regulating the heat. The Trane Company discovered a glitch in the software of the air handlers. The vents for letting the outside air were not opening correctly to cross over the valve that controls the heat.
 - b. **New Holding Cell:** The Terstep Company has not completed the work to the holding cell in the basement.

- c. **Water Problem in Basement:** Mr. Harrison contacted Mr. Bill Nolan of William Noland & Son Excavating Inc. for an opinion regarding digging a hole in the elevator room to install a sump pump. During the rainy season, water stands six to seven inches deep in the elevator pit, which seems to be the lowest point in the building.

CONTINUED PULBIC HEARING – 9:30 A.M., UNSAFE BUILDING – 2255 SOUTH 350 WEST:

The public hearing was opened at 9:35 a.m.

The public hearing was continued from the November 4, 2003 meeting. (*See page 4 - 5, November 3rd, 2003 minutes for related discussion*)

Attorney J. Conrad Maugans represented property owners Gregory & Sonya Ward. Attorney Maugans reported that progress has been made with resolving the claim with the insurance company. Farm Bureau Insurance Company agreed to pay off the mortgage and the Wards are in the process of obtaining bids for the clean up. Although the clean up is estimated to be completed in thirty (30) days, Attorney Maugans recommended sixty (60) days in order to provide some leeway.

A licensed excavator will clean and level off the property. Attorney Maugans said the owners intend to sell the property as a vacant lot rather than take time to rebuild a home. Plan Commission Director Glen Boise said the clean up would include capping off the well and terminating the septic system in compliance with Board of Health regulations. Attorney Maugans stated that his client would like the septic system to be salvaged in order to help the lot to sell. Mr. Boise recommended that the Wards contact the Heath Department regarding whether the septic system can remain for future buyers.

Mr. Bagwell made a motion to continue the public hearing until May 3rd, 2004 at 9:30 a.m. Seconded by Mr. Raver, the motion carried.

**Public Hearing Closed
9:50 a.m.**

IN THE MATTER OF PERSONNEL ADMINISTRATOR ISSUES:

Personnel Director Wanda McKillip presented the following issues for Commissioner information and approval:

1. **Birthday Post Cards:** The printing has been completed and the cards are ready to start being used.
2. **Request for Transfers:** The year-2003, \$6,000 was appropriated in the budget for a part-time employee. This year the amount was decreased to \$3,000. This would only allow a part-time person to work for four to eight hours per week. This is not time enough to work on special projects and fill in for vacations. Instead of asking for an additional appropriation, Mrs. McKillip requested \$1,500 to be transferred to Personnel Part-Time account as follows

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03243	Copy Machine/Repairs	01121	Personnel Part-Time	\$ 1,200.00
01112	Councilmen	01121	Personnel Part-Time	<u>\$ 300.00</u>
Total Transfer Request				\$ 1,500.00

Mr. Bagwell made a motion to approve the transfers pending an investigation on the status of the needs of the Extension Office copy machine. Mr. Raver seconded the motion, which carried.

3. **Special Projects:** Mrs. McKillip briefly discussed projects that are planned for the 2004 calendar year as follows:
 - Some changes to the Fair Labor Standards Act are anticipated in March, 2004. One of the special projects planned for the current year is to review all county employee job descriptions and titles. The job descriptions must also specify "exempt" or "non-exempt" status under FLSA and in accordance with 2.4 of the Howard County Handbook.
 - Plan a Retirement Seminar in autumn to address Social Security, PERF, and health care issues.
 - Review the process of filing and storing termination files.
 - Review and update the Howard County Employee Handbook
 - Continue work and set up a meeting regarding the Disaster Preparedness Plan.
 - Continue training, prevention issues, and updating information in the county instruction manuals on Hepatitis B in order to comply with OSHA Regulations.
 - Consider changing the Family Medical Leave from a rolling year to a calendar year.

IN THE MATTER OF INFORMATION SYSTEMS DIRECTOR ISSUES:

Information Systems Director Terry Tribby presented the following issues for Commissioner information and approval:

1. Mr. Tribby recently attended a State I.T. Leaders Conference Meeting. It was a very informational meeting and several counties were represented. The State Chief Information Officer gave a presentation on some of the services offered by the State. Within the next two years, about five different state supported applications might become available to the county. Currently IDACS and ISETS have already been established. The state is currently looking at a court reporting system, connectivity issues, voter registration on line, and it is anticipated that the Health Department will be cooperating with a Bio Terrorism Project. The state offers T-1 services that the county can connect to for about \$450.00 per month. If additional bandwidth is needed, the county can get up to four T-1's for about \$575.00 per month. Mr. Tribby commented that the state has some different software designs that the county should look at in order to move forward with technology.
2. **Refurbished Computers:** Two weeks ago Mr. Tribby received permission to offer about 20 refurbished computers for sale to county employees. Notices have been sent out to the various departments that anyone interested should fill out an entry form for a chance to buy one of these computers. The entry forms must be submitted to the Auditor's Office by March 5th. The buyers must understand that there are no warranties on the computers and the county is not responsible for any repairs. Mr. Tribby advised that a few reconditioned computers are retained by the Information Systems Department for temporary use when repair work is being completed on other computers.
3. **Workstations for Prosecutor's Office:** (See page 2, February 16th, 2004 minutes, "In the Matter of Information Systems Director Issues", Item 1 for related discussion) Mr. Raver reported that the Council had indicated they would approve the appropriation to purchase computers for the Prosecutor's Office after it has been advertised. At the previous meeting the Commissioners made a motion to request an appropriation out of Cumulative Capital Development Fund for the lowest quote of \$31,655.00 for the computer equipment but did not officially approve the quote made by the Dell Company.

Mr. Bagwell made a motion to approve the quote from the Dell Company as the lowest and most responsible and responsive quote and authorize the Information Systems Director to proceed with ordering the computer equipment from the Dell Company for a price of \$31,655. Mr. Raver seconded the motion, and it carried.

IN THE MATTER OF GREENTOWN SPECIAL POLICE ISSUES:

(See page 2, January 27th, 2004 minutes, "In the Matter of Sheriff Department Issues", Item 1, for related discussion)

On the morning of January 27, 2004 the county's police frequency was full of activity due to a snow emergency. Later the same morning at the Commissioners' meeting, Sheriff Talbert made a formal complaint to the Commissioners that the Greentown Specials misused the county's police frequency by dispatching snowplow trucks for a private enterprise. The Commissioners authorized Sheriff Talbert to remove the radios from the 800-megahertz system.

Mr. David Stedry, former Chief of the Greentown Special Police, presented an explanation and approached the Commissioners about regaining access to Howard County's police radio frequency. Mr. Stedry explained that he was away from the office undergoing medical treatment when the incident occurred. The Specials use several different frequencies and radios. A dispatcher picked up the wrong radio by mistake when communicating with a snowplow truck. Mr. Stedry apologized and stated that it was not an intentional act.

Mr. Stedry argued that the Specials are a legal entity in the State of Indiana and he completed a 40-hour "pre-basic" law enforcement course with the Indiana State Police. The course is a prerequisite to the Indiana State Law Enforcement Academy, which all police officers must complete. However, the members of the Greentown Specials have never completed the full academy curriculum. Mr. Stedry talked about how using the Special Police has saved the county money and that public services were provided for the community, especially during emergency situations. Mr. Stedry said the group felt persecuted and expected an apology from the Sheriff.

Mr. Harbaugh asked if the Greentown Special Police entity actually exists. The Greentown Specials were given special deputy status by Sheriff Talbert's predecessors. The private radio frequency was provided to the Greentown Special Police during the time their agency carried the authorized special deputy status. As of January 1, 2003, when Sheriff Talbert took office, the entity's special deputy status no longer existed. County Attorney Larry Murrell stated that they exist separately as an incorporated entity but they do not exist as special police unless the Sheriff designates them as such. It is the sole discretion of the Sheriff whether to appoint them.

Mr. Howard Williams, Sheriff's Association Attorney, has advised that according to statute the Sheriff does not have the legal authority to appoint special deputy status to the Greentown Special Police because they are not an employed, established part of our local government such as the Emergency Management Agency. When Sheriff Talbert first took office, he attended a Greentown Board Meeting to learn about the affiliation between Greentown and the Greentown Special Police. The Greentown Board President informed Sheriff Talbert that Greentown had no

connection with the Greentown Special Police. With this in mind, Sheriff Talbert feels he has valid legal and liability concerns.

It has not been the Commissioners' policy to intervene with the operations of elected officials, especially the Sheriff's Department. By consensus the Commissioners took the position that these issues should be addressed directly to the Sheriff.

IN THE MATTER OF HEALTH DEPARTMENT BIO-TERRORISM PLANNING:

Executive Director Kris Conyers and Jennifer Sexton, Nursing Coordinator, presented the following issues for Commissioner information:

For the last several years the Federal Government has provided a large amount of grant money to state and local government for bio-terrorism preparedness. In 2003 the Howard County Department of Health was awarded more than \$21,000. The items that will be purchased from the 2003-04 grant money will be GPS/GIS equipment and related software, Flashlink Dataloggers for food inspectors, laser fax machine, and a pharmacy/vaccine refrigerator. Mr. Raver recommended that the purchase of the GPS/GIS equipment and software should be coordinated with the County GIS Committee. Mrs. Conyers said her department has been working specifically with the Schneider Corporation to coordinate the purchases with the GIS Committee.

Ms. Sexton explained the additional requirements that must be met in order to receive the 2004-05 Bioterrorism Grant money:

- Compiling an assessment checklist to determine what types of planning and training are needed on the local level. The second requirement is a Mass Prophylaxis Plan (MPP) by which all citizens of the county would be vaccinated or receive oral medication in the event of a public health emergency. For completing and submitting this list, on January 16th, 2004, the Health Department received \$4,200. This money has been set aside for bioterrorism training.
- Plan for Receipt of Strategic National Stockpile. This is a plan to receive, store, secure, and distribute items received from the Strategic National Stockpile. The Johanning Civic Center was looked at as the most suitable site to accommodate this plan. However, a scale floor plan is required and the building must have the ability to accommodate generator power. Currently the building is not able to do that. The cost to provide these items may need to be incurred by the county. The Health Department will receive \$10,000 when plans are completed and submitted.
- The District 6 Plan (involving 13 counties) – Hold monthly meetings to complete local plans and combine efforts to develop district-wide plans. Many community agencies will be involved in the planning and local government involvement is needed. For completion and submittal of this plan, the District will receive \$100,000.

The various other plans in progress are:

- Mutual Aid Agreements, which are designed to allow employees of the Health Department and its support agencies to assist other counties in the district in the event of an emergency and to expend county resources.
- To establish a County Bioterrorism Coordinator Position. Each county has the opportunity to apply for a state grant to receive \$50,000 to hire a Bioterrorism Coordinator. The position is funded through August 2005. Discussions are underway to fund this position through August 2007 but no decision has been made.
- A District Tabletop Meeting is scheduled on March 19, 2004 to review and discuss how a Mass Prophylaxis Plan would be handled, using Madison County's plan as an example, and to tour their site.
- Training Opportunities.
- Local Community Meetings. Local government involvement is needed. The declaration of an emergency will come from city and county government.

Mr. Bagwell advised that a building corporation owns the Johanning Civic Center Building until the bonds are satisfied. However, the Johanning Civic Center/Automotive Heritage Museum Board controls the events in the building. Mr. Bagwell suggested that Ms. Sexton might want to attend their next meeting to present the plans involving the facility. Mr. Harbaugh said there might be many other people who are planning on using the facility for emergencies. Ms. Sexton will contact Vicki Hinkle, Head of the County's Emergency Preparedness Committee. The Commissioners suggested coming up with a plan for a possible alternate facility.

The Commissioners felt that a plan also needs to be in place on what to do when/if the grant for the County Bioterrorism Coordinator expires. If the position is necessary, then the County would need to find a way to fund it other than with grant monies. This could be a problem with County money at a shortage.

IN THE MATTER OF HOWARD HAVEN HOME:

Interim Co-Managers Joyce Colburn and Deborah France presented the following information for Commissioner information and approval:

1. **Application For Admission:** Mr. Bagwell made a motion to accept the application for Thomas Edward Adams on a self-pay basis for a ninety-day probationary period and authorize the President to sign on behalf of the Board. Mr. Raver seconded the motion, and it carried.

Howard Haven is currently filled to capacity with 18 residents. Future applicants will be placed on a waiting list.

2. The Commissioners were scheduled for a **luncheon and tour of the facility** following the meeting.

IN THE MATTER OF CLAIMS AND REPORTS:

Howard County Auditor Martha Lake presented the following reports for Commissioner information and approval:

1. **Operating claims payable on March 1st, 2004 in the amount of \$683,811.92** were approved on a motion made by Mr. Bagwell. Seconded by Mr. Raver, the motion carried.
2. **Commissioner's Salary Claims for hourly, salary, and overtime payable for March 5th, and March 12th, 2004** were considered. Mr. Raver made a motion to approve payment. Mr. Bagwell seconded the motion, and it carried.
3. The **Howard County Annual Financial Report** for the fiscal year that ended in 2003 was presented. Mr. Bagwell made a motion to accept the report as submitted. Mr. Raver seconded the motion, which carried.
4. **Net Assessed Valuations** to the Department of Local Government Finance was accepted on a motion made by Mr. Bagwell, seconded by Mr. Raver, and carried.
5. The Commissioners received the **Report of Services from Howard Regional Health System** for the fiscal year ending December 31, 2002 for Behavioral Health Services.
6. **SBC Annual Update:** SBC sent a letter notifying that the number of access lines in Howard County's Enhanced 911 system has been reduced therefore the monthly charge will decrease by \$70.00 for the next year of the agreement. The change will take effect on March 1, 2004.

IN THE MATTER OF COUNTY ATTORNEY ISSUES:

County Attorney Larry Murrell presented the following issues for Commissioner information and approval:

1. Attorney Murrell presented a **claim for his monthly office allowance** in the amount of \$385.00 for March 2004. Mr. Bagwell made a motion to approve payment. Mr. Raver seconded the motion, and it carried.
2. Barnes and Thornburg provided two **copies of a compilation of all loan documents for the refinancing of the Chrysler Bonds**. One copy was handed to the Auditor to keep on file in the county safe.

IN THE MATTER OF COMMISSIONER ISSUES:

1. Mr. Raver advised that Frank Bellamy, Director of Carver Community Center, would soon be requesting approval to use the Courthouse Roof to shoot off a pyrotechnic display during the annual community **Rib Fest on June 19, 2004**.
2. The **Howard County Wastewater Advisory Committee** held a meeting on Thursday, February 26, 2004 and provided the consultant with updates on sewer plans.
3. **Smoking Issues at Courthouse:** Mr. Raver has been approached several times by employees and abstractors regarding smoking at the Courthouse, especially immediately outside the east entrance, since the west entrance was recently locked off to accommodate security issues. He said the County might want to take a look at the City's new policy effective March 1, 2004 requiring smokers to stay at least 20 feet away from the entrance to any City owned building and have signs posted that designate no smoking.
4. MS4 Operator, Mr. Beryl Grimme, Ms. Amy Moore, Environmental Engineer with Butler, Fairman & Seufert, and Mr. Raver are going to meet on **Wednesday, March 3rd, 2004 at 12:00 p.m. A 1:00 p.m.** meeting was scheduled with City Engineer John Berry and Mayor McKillip.

5. **County Council Report:** The Council approved the funding for the computer equipment in the Prosecutor's Office and improvements at Howard Haven. The Council tabled the request from the Johanning Civic Center because there was a question with the account number.
6. The **Solid Waste Board** met on Monday, February 23rd, 2004. There was barely a quorum. Ms. Joyce Higginbotham was the representative from Greentown. There was a concern that the Assistant Director's position has not been filled. Mr. Ralph Baer, Ms. Joyce Higginbotham, and Mr. Ron Gilman were appointed to serve on a staffing committee to study the staffing needs. The next meeting is scheduled for **Monday, April 5th, 2004 at 1:30 p.m.**
7. **Security Cameras at Courthouse:** Deputy Craig Trott reported that the security cameras on the Courthouse performed as they were designed to do. Last weekend the cameras recorded a suspect and time frame when threatening posters were placed on downtown business buildings. In order to improve the cameras, Deputy Trott suggested that the recording time on the floppy discs should be increased and increase the illumination for recording images at night. The Commissioners referred Deputy Trott to Information Systems Director Terry Tribby to investigate something other than using floppy discs to record the images.

There being no further business before the Board at this time, Mr. Bagwell made a motion to adjourn. Mr. Raver seconded the motion and it carried. The meeting closed at 11:50 a.m.

THE HOWARD COUNTY BOARD OF COMMISSIONERS

JOHN B. HARBAUGH, PRESIDENT

PAUL J. RAVER, VICE PRESIDENT

BRADLEY J. BAGWELL, MEMBER

ATTEST:

MARTHA J. LAKE, AUDITOR
Commissioner Minutes, March 1, 2004