

HOWARD COUNTY BOARD OF COMMISSIONERS MEETING NOVEMBER 1, 2004

The Howard County Board of Commissioners met in Regular Session on Monday, November 1st, 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 Monday, October 18th, and the Special Meeting held on Thursday, October 28th, 2004, were approved as submitted on a motion made by Mr. Bagwell. Mr. Raver seconded the motion and the motion carried.

IN THE MATTER OF HIGHWAY ISSUES:

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

1. **State - Local Public Agency Agreement:** The State - Local Public Agency Agreement Construction and Project Management for Federal Aid Projects was submitted for the Dixon Road Project from Alto Road to Zartman Road, Project No. STP-8334 (002), STP-9934 (033). The State will need \$917,588.00, minus any match credits. Mr. Cain advised that a considerable portion of this money would be for the construction inspection and will not be needed up front. He commented that it is unlikely that construction would be started by the end of the 2004-year. By the time the State processes the paperwork the county would have the benefit of money carried over from 2004 along with the money allotted in 2005 to pay the bill. The City's portion is approximately \$230,000.00. Mr. Cain estimated that the County's share of the cost would be approximately \$560,000.00. Once the State receives the money and issues a Notice To Proceed, construction is anticipated to start in 2005. The utility work is close to completion. Once the water and sewer lines have been completed, Mr. Cain anticipates patching those areas before winter sets in.

Mr. Bagwell made a motion to approve the State Local Public Agency Agreement. Mr. Raver seconded the motion, and it carried.

2. **Limited Access Right-of-Way:** (*See page 7, June 28th, 2004 and page 7, July 19th, 2004 minutes, "In the Matter of Commissioner Issues", for related discussion*) In anticipation of improvements to State Road 22 / U.S. 35 in the year 2007, the Indiana Department of Transportation had requested Howard County to establish a limited access right-of-way for an access road. The access road, about one-quarter mile in length, serves ten lots in Hochstedlers Subdivision along the south side of the highway at approximately 525 East. The Indiana Department of Transportation submitted a check in the amount of \$150.00 regarding the limited access right-of-way agreement with Howard County.

Mr. Raver made a motion to authorize receipt of the check for \$150.00 from the Indiana Department of Transportation in regard to the Limited Access Right-of-Way Agreement for Hochstedlers Subdivision at 525 East. Mr. Bagwell seconded the motion, which carried.

3. **2004 Project Update:**
 - a. The County Highway Department has completed about 80 miles of chip and seal plus 45-60 miles of paving. There are a few paving projects to complete, but it is not imperative that they are completed by the end of the 2004-year. The amount of roadwork for 2005 would depend on the funding available from the State.
 - b. A considerable amount of brush removal has been done throughout the county.
 - c. A project has been scheduled to extend the concrete box culvert located on 100 North just east of 500 East that is located very close to the road in order to create a berm.
 - d. There was more ditch work completed in 2004 than during the previous year.

IN THE MATTER OF SHERIFF DEPARTMENT ISSUES:

Sheriff Marshall Talbert presented the following issues for Commissioner information and approval:

1. **Purchase Security Cameras:** The Sheriff distributed information regarding an escape that occurred from the Elkhart County Jail. Two inmates found a way into an area of the jail with no video cameras. The inmates incorrectly identified themselves as law enforcement employees and used audio communications to persuade a central control operator to open the door to the outside. The two men were later apprehended in Kentucky. Sheriff Talbert stated a similar situation exists locally where no video cameras are available in the vicinity where the kitchen area leads from the secure portion of the jail into the administrative area. Communication is conducted via intercom but the central control operator does not have the ability to see who is at the doors. Sheriff Talbert contacted Aadco, Inc., the company that installed the security camera system at the Courthouse and Book-In area at the jail. Aadco would connect four new cameras to the current security system; two cameras for the kitchen

area, one camera for door no. 1053 A, and one camera for door no. 1053 B. The new cameras would be connected to a Kollector that records images (at a specific number of frames per second) for up to sixteen cameras. This would accommodate the twelve existing cameras to be connected to the system. The Sheriff proposes to pay for the cost of the equipment from the Misdemeanor Grant Fund:

(4) Security Camera System and Related Equipment	\$ 4,644.00
Kollector, Monitor, and Equipment	<u>\$ 7,942.00</u>
Total	\$12,586.00

Mr. Bagwell made a motion to approve the purchase of the security camera monitoring equipment for a total of \$12,586.00 subject to approval of Misdemeanor Grant funds by the County Council. Seconded by Mr. Raver, the motion carried.

2. **Memorandum of Understanding:** (See page 2, October 4th, 2004 minutes, “In the Matter of Sheriff Department Issues”, Item 2, for related discussion) The “Memorandum of Understanding Between The Integrated Public Safety Commission and Howard County” is designed for the Hoosier Project SAFE-T Program, which would allow interoperability between the state wide public safety radio system. At the previous meeting the Sheriff and County Attorney had questions regarding the County’s obligations and conducted further review of the document. On page 5, Item 7-A, states the participating member shall “Establish a local Governance Committee representing first responder agencies of the participating member.” Sheriff Talbert advised that the committee would need to be established before continuing with the Hoosier Project Safe-T Program. The committee would initially consist of the Sheriff, Police Chief, and Emergency Management Director. EMA Director has purchased some communication equipment for Homeland Security that would provide communication links to the Sheriff’s Department. Before the equipment can be activated to establish the communications link, the County must approve the Memorandum of Understanding.

Attorney Murrell inquired about the statewide status of the Hoosier Project Safe-T Program. Sheriff Talbert was not certain how many counties have joined the program, but he was aware that Miami County had recently started participating. The Miami County Jail and patrol vehicles now operate on the State 800 system. Sheriff Talbert reported that the tower in Howard County was anticipated to be completed soon. As grant money becomes available, the Sheriff would like the Howard County to consider joining the Hoosier Project Safe-T Program.

Mr. Bagwell made a motion to approve the Memorandum of Understanding between the Integrated Public Safety Commission and Howard County dated June 21, 2004, subject to approval of funding by the Council. Mr. Raver seconded the motion, which carried.

3. **Purchase Photocopy Machines:** (See page 1, October 18th, 2004 minutes, “In the Matter of Sheriff Department Issues”, Item 2, for related discussion) Sheriff’s Department Personnel Administrator Ree Moon submitted the three prices listed below:

<u>Vendor</u>	<u>Location</u>	<u>Quote</u>	<u>Price Per Copy</u>
Shearer Printing & Office Solutions	Kokomo	\$20,399.00	\$.008 per copy
Minolta	Indianapolis	\$20,310.00	\$.007 per copy
Office Concepts	Fort Wayne	\$30,977.00	\$.012 per copy

Sheriff Talbert recommended Shearer Printing & Office Solutions even though the cost was \$89.00 more than the lowest price quote. The Sheriff preferred to use a local vendor and has experienced positive business relations with Shearer.

Attorney Murrell advised that the State Quote Statute, adopted by the State Legislature, sets out certain rules that the Commissioners must follow. For quotes between \$25,000.00 and \$75,000.00, the purchasing agent shall award a contract to the lowest responsible and responsive quote. A brief discussion ensued regarding possible differences in the level of responsiveness of the vendors/quotes. Attorney Murrell advised that the statute (IC 5-22-8-3) sets out the following three factors the County may consider in determining responsibility:

- a. The ability and capacity of the bidder to provide the services as applies.
- b. The integrity, character, and reputation of the bidder.
- c. The competence and experience of the bidder.

The price quote from Shearer included stapling features and trade-in of the old equipment but the trade-in amount was not specified. Discussion was held that the cost per copy charges would accrue additional costs, which could be a factor in determining which quote would be the lowest.

Attorney Murrell suggested tabling the issue to analyze the specifications in order to determine which quote is the most responsible and responsive. Mr. Bagwell made a motion to take the quotes under advisement for further review. Mr. Raver seconded the motion, and it carried.

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 4-PUD-03 – three (3) lots in Wagoner Planned Unit Development located at 3548 Christopher Drive** was approved on a motion made by Mr. Raver. Mr. Bagwell seconded the motion, which carried.
2. **Case 28-CP-04 – one (1) lot in Cowgill Subdivision located at 9641 West 00 North/South**, was considered. Mr. Bagwell made a motion to approve Case 28-CP-04. Seconded by Mr. Raver, the motion carried.
3. **Unsafe Buildings:** Mr. Boise continues monitoring unsafe buildings but did not have any new information to report. He commented that most of the buildings were involved with bankruptcies and ownership has reverted back to the mortgage companies.
4. **Flood Mitigation Issues:**
 - a. **Flood Mitigation Grant:** The appraisals have been completed in accordance with the grant's buy-out process. Mr. Boise forwarded the copies to the County Attorney for review. The next step is to prepare a purchase agreement.
 - b. **Multi-Natural Hazard Mitigation Update:** Mr. Boise reported that four (4) responses to the Request for Services were received for the Multi-Natural Hazard Mitigation Planning Project. Once the proposals have been reviewed, they are required to be forwarded to a Commissioners' Selection Committee. The following companies submitted proposals:

<u>Company</u>	<u>Location</u>
Christopher B. Burk Engineering	Indianapolis
Bonar Group	Indianapolis
Gove and Associates	Indianapolis
Phoenix Disaster Services, LLC, and Metro Planning from Eugene, Oregon	SanAntonio, Texas

Mr. Bagwell made a motion to acknowledge and accept the responses to the Multi-Natural Hazard Mitigation Planning Project as listed above and refer the proposals to the Plan Commission Staff for preliminary review. Mr. Raver seconded the motion, and it carried.

IN THE MATTER OF MAINTENANCE DEPARTMENT ISSUES:

Mr. Raver presented the following information on behalf of Maintenance and Grounds Superintendent Thomas Harrison who was unable to attend the meeting:

1. Recently **Mr. Harrison was hospitalized** in Indianapolis and underwent quadruple by-pass surgery on Friday, October 29th, 2004. He was moved out of the intensive care unit and is in the process of recovering.
2. The Maintenance Staff is busy delivering voting equipment to the precincts.
3. **Certified Laboratories Annual Contracts:** The annual contracts from Certified Laboratories were presented for water testing and treatment for the period of January 1, 2005 through December 31, 2005. For the past few years Certified Laboratories has provided services, chemicals, and materials to test the water systems in five (5) county owned buildings. Assistant Superintendent Jeff Berry previously reviewed the following contracts and found the documents to be in order.

<u>Building</u>	<u>2005 - Annual Contract Cost</u>
Howard County Administration Center	\$ 1,175.00
Robert J. Kinsey Youth Center	\$ 2,497.00
Howard County Government Center	\$ 2,295.00
Howard County Criminal Justice Center	\$ 2,497.00
Howard County Courthouse	<u>\$ 1,495.00</u>
Total	\$ 9,959.00

Mr. Raver made a motion to approve the chemical service and laboratory analysis proposals with Certified Laboratories for the county owned buildings for a total cost of \$9,959.00 as listed for the year of 2005 and authorize the President to sign on behalf of the Board. Mr. Bagwell seconded the motion, which carried.

4. **Jail Door Problem Update:** *(See page 1, October 18th, 2004 minutes, "In the Matter of Maintenance Department Issues", Item 1, for related discussion)* Sheriff Department Maintenance Employee Art Fross reported that Crowder Detention Equipment completed the repair work on the doors at the jail. However, it was discovered that the moving parts for Door No. 1247A that operates approximately 100 – 200 times every day are worn out and need replaced. Replacement parts are no longer available from the original manufacturer, Southern Steel, and must be custom made. Mr. Fross obtained a price quote from Crowder Detention Equipment in Carmel to install a new R & S Corporation Series 1000 corridor device, lock bar, door guide, and receiver at a cost of \$4,875.00. Mr. Fross contacted two references and received positive feedback regarding this type of locking device. Mr. Fross called attention to the fact there are ten other identical sliding doors within the jail facility

that would eventually need repair work. Sheriff Talbert proposes to pay for the repair work with money out of the Cumulative Capital Development Fund.

Mr. Raver made a motion to authorize the Sheriffs Department to request \$4,875.00 out of the Cumulative Capital Development Fund from the Council to repair Door No. 1247A at the Howard County Criminal Justice Center. Mr. Bagwell seconded the motion, and it carried.

IN THE MATTER OF PERSONNEL ADMINISTRATOR ISSUES:

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

1. **Family Medical Leave Update:** Ms. McKillip requested that the Family Medical Leave method of calculating the 12-month leave cycle period be changed from a "Rolling Year" to a "Calendar Year", effective on January 1, 2005. The new FMLA "Calendar Year" would be very straightforward and would make it easier to administer the leave. Attorney Murrell advised that county employees cannot be penalized as a result of the transition. All employees will be eligible to receive a new "12-weeks" effective on January 1st, 2005, and it is possible that some leave time could overlap. Because 60-days notice is required for the change, Ms. McKillip also requested Commissioner approval to allow the immediate distribution of notice to county employees.

Mr. Bagwell made a motion to approve the change to the Family Medical Leave from a "Rolling Year" to a "Calendar Year" effective January 1st, 2005 and approve distribution of the notice on this date to county employees. Mr. Raver seconded the motion, and it carried.

2. **HIPPA - Notice of Privacy Rights:** A Privacy Notice was received regarding the HIPPA laws effective February 14th, 2003, and effective for County employees on February 14th, 2004. Ms. McKillip requested approval to include the notice in the employees' annual enrollment packets.

Mr. Bagwell made a motion to include the Notice of Privacy Rights from HIPPA in the annual County employee insurance enrollment packets. Seconded by Mr. Raver, the motion carried.

3. **Anthem Benefit Year for 2005:** Anthem is in the process of finalizing the benefit year for 2005. The Insurance Committee has been scheduled to meet on **Wednesday, November 10th, 2004.**

IN THE MATTER OF INFORMATION SYSTEMS DIRECTOR ISSUES:

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

1. **GIS Project Proposal:** *(See page 5, October 4th, 2004 minutes, "In the Matter of Information Systems Director Issues", Item 2, for related discussion)* Mr. Tribby reported that the County Council approved the funding to purchase the proposed ESRI software and services for the GIS Project at the meeting held on October 26th, 2004. The Schneider Corporation provided documentation that the Quality Purchase Agreement with the State of Indiana was applied, which guaranteed the lowest prices on the equipment. The County Attorney had an opportunity to review the documentation, which met with his approval. Mr. Tribby and Attorney Murrell were in the process of reviewing the contract for services. Final approval for the funding is pending from the State. Mr. Tribby said the new server has been ordered and he anticipates receiving it within the next two days (the funds for the server were approved previously).

Due to time constraints of some offices that need to start the project soon, Mr. Tribby requested the President's signature on the final contract. However, Attorney Murrell said the final contract still needs revised to include the ESRI contract. Mr. Tribby advised he requested the representative from The Schneider Corporation to contact the Attorney Murrell regarding the wording for the contract. Attorney Murrell said he would need to review the final version of the contract prior to the President's signature.

Mr. Bagwell made a motion to take the issue under advisement in order to allow the County Attorney time to review the final contract; and to consider further action at the November 15th, 2004 meeting. Mr. Raver seconded the motion, which carried.

2. **Projects in Progress:**
 - a. A new server has been ordered and will be installed at the Kinsey Youth Center to enable communication with educational systems.
 - b. The new Dell server to house the finance and tax information is anticipated to arrive within two or three weeks. Installation of the server must be coordinated with the increased activity in the Treasurer's Office during the fall tax season.
 - c. Installation of the recording system at the Jail will soon begin.
 - d. The court recording systems at the Courthouse are not performing data storage as expected and the systems need to be re-evaluated. Mr. Tribby also recommends establishment of an off-site back-

up storage solution for the data in case of a disaster. A brief discussion was held regarding archiving information and potential storage solutions.

3. **County Website:**

- a. Mr. Tribby has received positive feedback about the on-line assessment and tax information. Mr. Tribby talked about totally disabling the former antiquated dial-in system after the ProVal Software has been upgraded.
- b. The election results and updates will be posted live on the internet for the upcoming election on November 2nd, 2004 starting at 6:00 p.m.

IN THE MATTER OF PUBLIC HEARING TO VACATE PUBLIC WAY – 3900 S. 135 E., TAYLOR TOWNSHIP:

Scheduled Public Hearing – 9:30 a.m.
Vacate Public Way
The public hearing was opened at 10:00 a.m.

Attorney David T. Baird submitted a petition to vacate a public way in Taylor Township on behalf of his client, Tamara L. Bishop, 3900 South 135 East, in the Town of Fairfield (Now known as Oakford). The 12' x 132' platted alley no longer serves any public purpose. The utility companies were notified in writing and they responded that there are no objections to vacating the easement. The adjoining property owners were notified and there were no objections. The petition was properly advertised in the Kokomo Tribune and the Kokomo Herald. No one was present in the audience with questions or comments.

Mr. Bagwell made a motion, and seconded by Mr. Raver to close the public hearing. The motion carried.

Mr. Bagwell made a motion to approve **Ordinance No. 2004-BCC-36**, vacating the alley in the Town of Fairfield (Now Oakford) Indiana. Mr. Raver seconded the motion, and it carried.

Close Public Hearing – 10:05 a.m.

IN THE MATTER OF HOWARD HAVEN RESIDENTIAL CENTER:

Howard Haven Superintendent Thomas Tolen presented the following issues for Commissioner information and approval:

1. The following three (3) **applications for admission to Howard Haven** under the ARCH Program were submitted for approval:
 - a. **Jack Allen Croll**, who currently resides at Lake Park Residential Care in Lake Station. Mr. Croll has family members that reside in Kokomo.
 - c. **Thomas William Edward** a Veteran who currently resides in Marion.
 - d. **Eileen Crail** currently resides at Friendship Haven Retirement Community in Kokomo.

Mr. Bagwell made a motion to accept the applications for the three residents to Howard Haven Home for a ninety-day probationary period subject to ARCH approval. Mr. Raver seconded the motion, and it carried

2. **Food Savings:** Food Finders Food Bank, Inc. is a food program based in Lafayette that locates, transports, warehouses, and distributes nutritious food to nonprofit organizations. The program provides a 50% savings on food costs for Howard Haven. Food Finders also serves as a clearinghouse for USDA commodities. Mr. Tolen discovered that Howard Haven is eligible to receive certain commodities at no cost. Mr. Tolen entered into a Memo of Agreement stating that the food would be inventoried, given to the residents and not sold, and agrees that the Board of Health Guidelines would be followed.

Mr. Bagwell made a motion to confirm Mr. Tolen's signature on the Memo of Agreement and make it effective immediately. Mr. Raver seconded the motion, and it carried.

3. **Polling Site Change:** Mr. Tolen informed the Board that he talked to the County Clerk and 2004 would be the last year that Howard Haven would be used for a polling site.

IN THE MATTER OF DEPARTMENT OF HEALTH ISSUES:

(See page 4, September 7th, 2004 minutes, "In the Matter of Department of Health – Vital Records Imaging Project" for related discussion)

Executive Director Kris Conyers presented a contract from Global Systems Inc. for signature by the President of the Commissioners to enable the Vital Records Imaging Project to begin.

Attorney Murrell reviewed the contract prior to this meeting and had a concern about making Global responsible for storing the records off-site at their place of business. The language in the agreement was compromised and Global agrees to safeguard the records and in the event of a loss, Global would work with the county to replace those records. The revised contract met with Attorney Murrell's approval.

Mr. Bagwell made a motion to approve the agreement between the Howard County Health Department and Global Systems Inc. for the Vital Records Imaging Project and authorize the President to sign on behalf of the Board. Mr. Raver seconded the motion, which carried.

IN THE MATTER OF MS4 ORDINANCES:

(See September 27th, and October 28th, 2004 Special Meeting minutes for related discussion)

The Municipal Separate Storm Sewer System (MS4) is a specified urbanized area outside of the city limits in which Howard County has been designated as a MS4 area storm water conveyance system. The MS4 program requires the passing of three local ordinances: (1.) The Illicit Discharge Ordinance (to be adopted by November 1, 2004); (2.) The Construction Site Stormwater Erosion and Sediment Control Ordinance (to be adopted by November 1, 2004); and (3.) The Post Construction Site Stormwater Run Off Control Ordinance to assure the best management practices (to be adopted January 1, 2006).

County Attorney Larry Murrell, together with Deputy Surveyor / County MS4 Coordinator Greg Lake, drafted an Illicit Discharge and an Erosion Control Ordinance for the MS4 area as required by the State. Both ordinances are required to be adopted by November 1, 2004. Informal public hearings were held in order to obtain input from the community. The following ordinances were presented for consideration:

1. **Ordinance No. 2004-BCC-37, Howard County Municipal Separate Storm Sewer System (MS4) Illicit Discharge Ordinance.** This ordinance addresses water quality issues in the MS4 area by prohibiting illicit discharges into MS4 Conveyances and establishes enforcement procedures.

Mr. Raver made a motion to approve Ordinance No. 2004-BCC-37 as written. Mr. Bagwell seconded the motion, and it carried.

2. **Ordinance No. 2004-BCC-38, An Ordinance Concerning Stormwater Erosion and Sediment Control,** an ordinance safeguarding persons, protect property, and prevent damage to the environment in the Howard County Municipal Separate Storm Sewer System (MS4) Area. The purpose of this ordinance is to bring Rule 5 regulations to a local level and create a locality for the enforcement instead of I.D.E.M.

Mr. Bagwell made a motion, seconded by Mr. Raver and carried, to approve Ordinance No. 2004-BCC-38 as written.

Both Ordinances will be legally advertised in the Kokomo Tribune and the Kokomo Herald Newspapers.

IN THE MATTER OF THE KINSEY YOUTH CENTER:

Kinsey Youth Center Director Jan Weaver presented the following requests for additional appropriations:

1. **Salary Request:** At budget time last year, \$833.00 was cut out of each of the three 1119-01 Shift Supervisor Line Items in the 2004 Budget for the Kinsey Youth Center. Ms. Weaver requested an additional appropriation of \$500.00 in each of the line items to cover the salaries to the end of the year.

Mr. Bagwell made a motion to recommend to the council, the additional appropriations of \$500.00 each in the three 1119-01 Shift Supervisor Line Items. Mr. Raver seconded the motion, and it carried.

2. **Purchase Hand Held Radios:** In the 2005 Budget, Ms. Weaver requested money to purchase a new hand held radio system out of the Cumulative Capital Development Fund. The current radios are malfunctioning and repair parts are no longer manufactured. Due to security and staff communication issues, the Kinsey Youth Center cannot wait until 2005 to replace the hand held radios. Ms. Weaver obtained a price quote from Mobile Radio of Kokomo, Inc. to purchase thirteen hand held radio units and four refurbished units for a total cost of \$18,325.00. The radio units would be compatible with the Sheriff's Department communications. Ms. Weaver requested approval to take the request to the Council at the next meeting instead of waiting until next year.

Mr. Bagwell made a motion to approve the request for an additional appropriation out of the Cumulative Capital Development Fund for \$18,325.00 to purchase the hand held radios for the Kinsey Youth Center, subject to Council approval. Mr. Raver seconded the motion, which carried.

IN THE MATTER OF E-911 DISPATCH ISSUES:

Assistant E-911 Director Steve Kline presented the following issues for Commissioner information and approval:

1. **Radio Tower Transmission Problems:** Mr. Kline informed the Commissioners of problems regarding the radio towers. During incimate weather the radio transmissions have a lot of static and

background noise. A proposal was obtained from Mobile Radio of Kokomo, Inc. to alleviate these problems at a cost of \$2,590.00. Mr. Larry Sparks of Mobile Radio said the current equipment was tested during a storm and discovered that moisture has been getting into the receiving antenna. Mr. Kline advised there is enough money left in the 2004 Budget to pay for replacement of the antenna.

Mr. Bagwell was concerned whether the other equipment was functioning properly. Mr. Sparks said that the original pre-amp equipment seems to be functioning properly and no weather damage has been detected. Due to the age of the current equipment, Mr. Bagwell suggested looking at replacing the pre-amp equipment at the same time. Mr. Sparks said he would research the cost to replace the pre-amp equipment. No action was taken on this issue at this time.

2. **Project Update:** Mr. Kline reported that all of the recent projects at the Dispatch Center have been completed. Installation of the new carpet was finished last week. The task lights on the consoles and direct lighting have been installed. Mr. Kline invited the Commissioners to take a look at the improvements at the Dispatch Center.

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 September 20th, 2004 in the amount of \$558,452.76** were approved on a motion made by Mr. Bagwell. Seconded by Mr. Raver, the motion carried.
2. **Commissioner's Payroll Claims for hourly, salary, and overtime payable for November 5th, and November 12th, 2004** were considered. Mr. Raver made a motion to approve payment. Mr. Bagwell seconded the motion, and it carried.
3. The **Pay Phone Service Agreement** that accommodates three (3) County pay phone locations was received. The County Attorney advised that he is in the process of contacting the phone company to verify the location of the pay phones.

Mr. Bagwell made a motion to approve the Pay Phone Service Agreement subject to the County Attorney's verification and authorize the President to sign on behalf of the Board. Mr. Raver seconded the motion, which carried.

4. **2005 Holiday Schedule:** The Commissioners approved the final version of the 2005 Holiday Schedule on a motion made by Mr. Bagwell. Seconded by Mr. Raver, the motion carried.
5. **Ordinance No. 2004-BCC-39, an ordinance of the Howard County Board of Commissioners Amending Ordinance No. 1991-7 and 2002-34 Establishing a Fee For Auditor's Endorsement:** The ordinance establishes an increase in the collection fee from \$3.00 to \$5.00 for each endorsement made by the Howard County Auditor as required by IC 36-2-11-14.

Mr. Bagwell made a motion to approve Ordinance No. 2004-BCC-39 as written. Seconded by Mr. Raver, the motion carried.

6. Copies of the **Soil and Water Conservancy District**, October 27th 2004 minutes, and the agenda for the November 24th, 2004 meeting were provided to the Commissioners.
7. **Commissioner Agenda Update:** The County Auditor received a request from a Department Head to place Department Head Issues as an item on the Commissioner Meeting Agendas. Discussion ensued about establishing a deadline for Department Head issues to be placed on the agenda and setting a specific time for the discussions. Mr. Bagwell suggested setting a deadline by 12:00 p.m. on the Friday before a meeting and send the revised agenda to the Commissioners by e-mail. The Commissioners, by consensus, decided to postpone making a decision in order to allow additional time to review the issue.

IN THE MATTER OF COUNTY ATTORNEY ISSUES:

Attorney Murrell presented a claim for his **monthly office allowance** in the amount of \$385.00 through November 30th, 2004. Mr. Bagwell made a motion to approve payment. Mr. Raver seconded the motion and it carried.

IN THE MATTER OF COMMISSIONER ISSUES:

1. The **Weights and Measures Monthly Report for September 15th to October 15th, 2004** was accepted on a motion made by Mr. Raver. Seconded by Mr. Bagwell, the motion carried.
2. **Waiver of Remonstrance:** The City notified the Commissioners that Noland Excavating was ready to start the work to connect Howard Haven Residential Center to the sewer system. As per City requirements, a Waiver of Remonstrance was drafted and will be recorded, which states the County will not remonstrate against annexation of the 22.724 acres. Mr. Raver is in the process of securing the sewer tap permit. The Auditor's Office issued a check in the amount of \$750.00 to the City for the sewer tap fee.

Mr. Bagwell made a motion to confirm Mr. Raver's signature on the Sewer Tap Permit; approve the Waiver of Remonstrance regarding the sanitary sewer connection for Howard Haven Residential Center and confirm Mr. Raver's signature; and approve the payment of the check for \$750 to the City. Mr. Raver seconded the motion, which carried.

There being no further business, Mr. Bagwell made a motion to adjourn. Mr. Raver seconded the motion, which carried. The meeting closed at 11:15 a.m.

THE HOWARD COUNTY BOARD OF COMMISSIONERS

JOHN B. HARBAUGH, PRESIDENT

PAUL J. RAVEN, VICE PRESIDENT

BRADLEY J. BAGWELL, MEMBER

ATTEST:

MARTHA J. LAKE, AUDITOR
Commissioner Minutes, November 1st, 2004