

**HOWARD COUNTY BOARD OF COMMISSIONERS - SPECIAL CALLED MEETING –
AUGUST 5, 2004**

The Howard County Board of Commissioners met in Special Session on Thursday, August 5, 2004, at 10:30 a.m. in Hearing Room No. 338 of the Howard County Administration Center. President John B. Harbaugh, Vice President Paul J. Raver, and Member Bradley J. Bagwell were in attendance. Also present were County Attorney Larry Murrell, Personnel Administrator Wanda McKillip, and Auditor Martha Lake.

The Special Meeting was called in order to address the Howard Haven Residential Center Superintendent Position; and to address any other pending miscellaneous business. President John B. Harbaugh called the meeting to order.

IN THE MATTER OF HOWARD HAVEN RESIDENTIAL CENTER SUPERINTENDENT POSITION:

Mr. Raver presented the following report:

- July 20, 2004 Thirty-one applications were reviewed for the position of Superintendent for the Howard Haven Residential Center by the following committee: Councilman Jeff Stout, Commissioner Paul Raver, Personnel Administrator Wanda McKillip, and Auditor Martha Lake.
- July 28, 2004 Four applicants were interviewed by Council Vice President James Papacek, Commissioner Paul Raver, Personnel Administrator Wanda McKillip, and Auditor Martha Lake. Two individuals were selected for a second interview.
- August 3, 2004 Two interviews were conducted at Howard Haven. Applicants were given a tour of the facility and met the two full time staff members. Interviews were conducted by Council Vice President James Papacek, Commissioner Paul Raver, Personnel Administrator Wanda McKillip, and Auditor Martha Lake. The committee met privately and agreed to recommend the position of Howard Haven Residential Center Superintendent to Thomas L. Tolen.

Mr. Raver made a motion to appoint the position of Superintendent of Howard Haven Residential Center to Thomas L. Tolen for a four (4) year period beginning August 23rd, 2004 to February 29th, 2008, and pursuant to IC 12-30-2-1. This appointment shall be contingent upon any future determination by the Board of Commissioners that the Howard Haven facility should close. For the first year of employment the annual salary shall be 90% of the appropriated \$29,000 for a 90-day probationary period; and then increase to 95% of the \$29,000 appropriated for 2004 and then 95% of the amount appropriated for 2005 for the remainder of the first year. Upon completion of the first year on August 23rd, 2005, the salary will increase to 100% of the appropriated salary for the position in the year 2005. Mr. Bagwell seconded the motion, and it carried.

Mr. Tolen will be officially introduced at the August 16th, 2004 meeting of the Board of Commissioners.

IN THE MATTER OF HOWARD HAVEN RESIDENTIAL CENTER SEWER CONNECTION PROJECT:

(See page 3, August 2nd, 2004 minutes, "In the Matter of Maintenance Department Issues", Item 1, for related discussion)

Quotes regarding the connection of Howard Haven to the City sewer system were opened at the Commissioner meeting on August 2nd, 2004. The Commissioners took the quotes under advisement and referred them to Mr. Jerry Williams, Professional Engineer at Gove and Associates for clarification purposes.

Gove and Associates concluded a review of the quotes and Mr. Williams responded with a written recommendation on August 4th, 2004. Gove and Associates recommended that William Noland & Son, Inc. be awarded the contract for the work as being the lowest responsive bidder for the project at a cost of \$34,600. They also recommended that the County take the credit for the spare parts of \$3,600, which would result in an overall award of \$31,000. Mr. Williams further suggested that the old lift station should remain for a year or so and then checked to see what is left for removal.

The Commissioners were not clear regarding the credit for the spare parts. For clarification, the quote from William Noland & Son Inc. is the most responsive and responsible quote, but the \$32,000 appropriated for the project would fall short of the \$34,600. The Commissioners concurred that the \$3,600 spare parts were not contingent on getting the sewer connection installed and could be purchased at any time.

Funding sources were discussed regarding payment of Gove and Associates' engineering services in the amount of \$4,900. The total cost of the project expected so far is \$35,900, only \$32,000 has been previously approved. It was the consensus of the Commissioners to request an additional \$5,000 from the Council for the project.

Mr. Bagwell made a motion to accept the quote from William Noland & Son, Inc. in the amount of \$34,600 minus the credit of \$3,600 for spare parts for a total price of \$31,000, subject to advertisement and approval of an additional appropriation for the project in the amount of \$5,000 out of the Cumulative Capital Development Fund from the County Council. Mr. Raver seconded the motion, which carried.

IN THE MATTER OF FLOOD PROPERTY PURCHASE PROCESS:

(See page 1, July 19th, 2004 minutes, "In the Matter of Plan Commission Issues and Properties for Approval", Item 3, for related discussion)

Plan Commission Director Glen Boise reviewed the state law and discovered that a step was omitted in the process to buy out the flood-damaged properties located at 3258 West 250 South and 500 Ridge Road. According to IC 36-1-10.5-5 the County Council must approve a resolution to start the process.

The fiscal body of the political subdivision shall pass a resolution to the effect that it is interested in making a purchase of specified land or a structure.

The purchasing agent shall appoint two (2) appraisers to appraise the fair market value of the land or structure. The appraisers must be professionally engaged in making appraisals or be trained as an appraiser and licensed as a broker under IC 25-34.1.

Mr. Bagwell made a motion to request that the County Council approve a resolution stating that it is interested in making a purchase of the flood damaged properties located at 3258 West 250 South and 500 Ridge Road. Seconded by Mr. Raver, the motion carried.

IN THE MATTER OF MISCELLANEOUS BUSINESS:

1. **Jail Population Assessment:** *(See page 1, August 2nd, 2004 minutes, "In the Matter of Sheriff Department Issues", Item 1, for related discussion)* In regard to the local systems assessment to be conducted by the National Institute of Corrections, Mr. Bagwell notified the Auditor that the notification letters to the appropriate elected officials (judges, prosecutor, public defender, probation officer, and community corrections director) had been completed and were ready to be sent out.

There being no further business before the Board at this time, Mr. Raver made a motion to adjourn. Seconded by Mr. Bagwell, the motion carried. The meeting closed at 12:00 p.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, August 5th, 2004