

HOWARD COUNTY BOARD OF COMMISSIONERS MEETING FEBRUARY 16, 2004

The Howard County Board of Commissioners met in Regular Session on Monday, February 16, 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 Assistant County Attorney Brian Oaks, 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 special meeting held on January 27th and the regular meeting held on February 2nd, 2004 were reviewed. Mr. Bagwell made a motion, seconded by Mr. Raver and carried, to approve the minutes as submitted.

IN THE MATTER OF HIGHWAY ISSUES:

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

1. **Construction Inspection Services for Bridge No. 61:** The Construction Inspection Services for the Bridge 61 Project was awarded to Butler Fairman and Seufert. The inspection cost amounts to \$45,530 of which the county will pay 20%. The cost of the construction is approximately \$314,000 with the State paying 80% and the County proposed to pay 20%. It is expected that the state will pick up some of the costs that the county incurs.

Mr. Bagwell made a motion to approve the Construction Inspection Agreement with Butler Fairman and Seufert and Howard County for Bridge 61. Mr. Raver seconded the motion, and it carried.

2. **Snow Plow Operations:** There has been more ice than snow on the roads this winter season. A lot of roads were treated with salt and sand instead of plowing, resulting in less overtime worked than last year. For two consecutive weeks the amount of salt and sand exceeded the record usage. Currently the Highway Department has six reliable salt trucks. In order to operate within the budget, there is not enough money to salt some of the secondary roads and subdivisions.

IN THE MATTER OF SHERIFF DEPARTMENT ISSUES:

Sheriff Marshall Talbert presented the following issues for Commissioner information:

1. **Conference Information:**
 - a. Sheriff Talbert presented **information distributed at a Sheriff's Conference** on February 6-7, 2004 regarding new jail constructions and additions in Indiana. Currently there are 15 counties (17%) in the state that are planning to build a new jail or add on to an existing structure.
 - b. The **Indiana Jail Medical Conference** will be held on March 30-31, 2004 at the Indiana Law Enforcement Academy in Plainfield. Medical and legal issues facing jails nationwide will be addressed. All Sheriffs are encouraged to invite at least one Council Member to attend the conference. He also extended an invitation to a Commissioner and the County Attorney. Sheriff Talbert felt it is important to participate in the conference and advised that there will be money available in the Training Fund to pay for those who will be attending. He anticipates having further information available about the conference soon.
2. **Specifications for New Transport Van:** *(See page 1, January 20th, 2004 minutes, "In the Matter of Sheriff Department Issues", Item 2, for related discussion)* The County Attorney has reviewed specifications that the Sheriff drafted for a new ¾-ton van with hinged cargo doors on both sides. Mavron Inc. now manufactures an insert that will separate prisoners in four ways. The smaller van would be easier to maneuver in large cities and would get better gas mileage. The Sheriff proposes to trade in a 1996 Chrysler vehicle used by the Kinsey Youth Center that is approaching 90,000 miles. A ¾-ton Ford window van currently used by the Sheriff's Department would be moved to the Kinsey Center. The van holds a maximum of 12 passengers and would accommodate separation of male and female juveniles.

Mr. Bagwell made a motion to authorize the Sheriff to obtain quotes on a new ¾-ton cargo van as noted in the specifications. Mr. Raver seconded the motion, which 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. There were **no subdivision plats to present** at this time.
2. **Flood Mitigation Issues:** Mr. Boise is waiting for the County Council to act on allocation of funds.
3. **Unsafe Building Issues:**

- a. Howard County Child Protection Services contacted Mr. Boise to inspect a house in the vicinity of **3115 West 50 South**. The Drug Task Force searched the property last week because one of the rooms had been used as drug lab to make methamphetamine. The City Building Inspector and Howard County Health Department assisted in the inspection and composed a list of items to complete to make the house habitable. A hearing is required on the issue and Mr. Boise requested the Commissioners to set a date for a hearing.

Mr. Bagwell made a motion to set a hearing on **March 15th, 2004 at 9:00 a.m.** to order the necessary repairs to the house located at 3115 West 50 South in order to comply with the State Housing Ordinance. Mr. Raver seconded the motion, and it carried.
- b. The Commissioners requested a **status report on the other existing unsafe buildings** to be presented at the next meeting.

IN THE MATTER OF MAINTENANCE DEPARTMENT ISSUES:

Maintenance and Grounds Superintendent Thomas Harrison was out of town and there were no issues reported at this time.

IN THE MATTER OF PERSONNEL ADMINISTRATOR ISSUES:

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

- 1. **Birthday Post Cards:** There are 575 full time and part time employees working for Howard County. Mrs. McKillip estimated that 500 cards would be sufficient since there are cards remaining that were ordered last year. Mr. Raver made a motion to authorize the Personnel Department to purchase 500 Birthday Post Cards at a cost of \$313.34 in the design that was presented. Mr. Bagwell seconded the motion, which carried.
- 2. **Sam’s Club Passes:** As in the past the Human Resource Director at Sam’s Club has provided passes for employees without memberships to shop at the store for one day. The Commissioners consented to allow the passes to be distributed to the departments. Sam’s Club is in the process of a membership drive and asked if they could set up a room and time for county employees to seek information about their many customer discounts and services. Because County Government does not favor distinguishing one business from another the Commissioners were opposed to furnishing a meeting room for the membership drive.

IN THE MATTER OF INFORMATION SYSTEMS DIRECTOR ISSUES:

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

- 1. **Workstations for Prosecutor’s Office:** The computers in the Courthouse have been updated with the exception of the Prosecutor’s Office. Mr. Tribby met with the Prosecutor to determine their needs and drafted a price comparison for approximately 25 workstations and equipment:

Dell	\$31,655.00
Hewitt Packard	\$32,497.50 / plus cost of software
IBM	\$35,426.79

Mr. Tribby advised that it is important to complete the upgrade at one time. The project cannot be done in stages because all employees need to work on the same version of Microsoft Word. The prices were quoted approximately 1-1/2 weeks ago and will remain the same for thirty (30) days, through February 24th, 2004.

Mr. Bagwell made a motion to request an appropriation out of the Cumulative Capital Development Fund for \$31,655.00 for computer equipment as quoted for the Prosecutor’s Office. Mr. Raver seconded the motion and it carried. The request will be presented at the February 24th Council Meeting. Since it is too late to advertise the appropriation for this month’s meeting, hopefully a verbal, unofficial approval will be given to accommodate the time constraints involved with the lowest price quote received.

Prosecutor James Fleming thanked Mr. Raver and Auditor Lake for meeting with him to review the grants. Mr. Fleming understood concerns about the grant match money for 2004 but did not foresee any problems. However, if the budget continues to be reduced, Mr. Fleming foresees problems in meeting next year’s grants.

Mr. Fleming also expressed thanks to Commissioner Raver along with the rest of the Board for the new offices in the Courthouse.

IN THE MATTER OF COUNTY RECORDER ISSUES:

(See page 4, January 20th, 2004 minutes, “In the Matter of Information Systems Director Issues”, for related discussion)

Howard County Recorder Linda Koontz presented the following issues for Commissioner information and approval:

1. **Recorder's Software Proposal:** The County Recorder, County Attorney, and Information Systems Director reviewed the contract agreement with the Fidlar Software Company regarding an upgrade to the Recorder's computer system. A few changes have been made to the contract.

Mr. Raver asked if the contract states that the Fidlar Company will convert the data from the Low system. Mrs. Koontz advised that the contract talks about the conversion but Fidlar has not confirmed whether they will be able to do the conversion. The theory is that they will do it, assuming Low gives them a file layout. If the Fidlar Company can figure out the file layout, Ms. Koontz prefers Fidlar do the data conversion to the new software system, because: 1.) the cost would be lower, and 2.) Fidlar has an ongoing vested interest in the new system's success. The contract only addresses purchasing the system and the equipment to get it installed. The next step is to determine if there will be some additional costs involved to convert the data.

Mr. Bagwell made a motion approve the contract with the Fidlar Software Company in the amount of \$59,850, and authorize the President to sign on behalf of the Board. Mr. Bagwell seconded the motion, and it carried.

2. **Imaging System Upgrade:** As per the Commissioners' request Mrs. Koontz contacted two other companies regarding quotes for a hybrid scanner and equipment. She discovered that Minolta and Kodak were the only other companies that manufactured the equipment. Kodak no longer manufactures the equipment and Minolta did not respond. The new equipment would alleviate outsourcing the work to put digital images on film, which costs about \$1,200 to \$1,700 a month. A Hardware/Software Agreement from Imaging Office Systems, Inc. was presented for a Canon DR 5060F Hybrid Scanner and equipment at a total cost of \$24,891.

Mr. Bagwell made a motion to approve the purchase of the Canon DR 5060F Hybrid Scanner and equipment in the amount of \$24,891 to be paid out of the Recorder Perpetuation Fund and authorize the President to sign on behalf of the Commissioners. Seconded by Mr. Raver, the motion carried.

Both purchases are pending approval of appropriations, which will be addressed by the Howard County Council at their February 24th, 2004 Meeting.

IN THE MATTER OF DEPARTMENT OF CORRECTIONS (DOC) GRANT:

Chief Juvenile Probation Officer Don Travis presented the three-part (Part 1-Program Description, Part 2-Program Component Description, and Part 3-Letters of Approval) Community Corrections Yearly Report for Board approval. The Community Corrections approved the report at their last meeting approximately two weeks ago.

Mr. Bagwell made a motion to accept the Juvenile Community Corrections Annual Report. Mr. Raver seconded the motion, which carried.

IN THE MATTER OF EMERGENCY MANAGEMENT AGENCY:

EMA Director Larry Smith presented the following issues for Commissioner information and approval:

1. **Addition to Storage Building:** *(See page 2, February 2, 2004 minutes, "In the Matter of Emergency Management Agency", Item 1, for related discussion)* Mr. Smith prepared written specifications to enlarge the building and obtained new quotes as follows:

<u>Contractor:</u>	<u>Building Cost:</u>	<u>Electrical Cost:</u>	<u>Total Cost</u>
Hearn Construction	\$50,500	\$7,800	\$58,300
Hinkle Construction	\$37,890	\$ 4,300	\$42,190

Mr. Bagwell made a motion to approve the building addition for Emergency Management, using Hinkle Construction in the amount of \$37,890 plus \$4,300 for the electrical work for a total amount of \$42,190 pending funding approval by the County Council. Mr. Raver seconded the motion, which carried.

Mr. Bagwell made a motion to place the above appropriation requests out of the CCD Fund on the Council agenda for the March 23rd, 2004 Meeting. Mr. Raver seconded the motion, and it carried.

Quotes for two 250,000 btu gas heating units were received from Hinkle Construction and Tenbrook Sales. The Commissioners asked Mr. Smith to verify whether the heating units were radiant or fan forced and return with additional information at the next meeting.

2. **Memorandum of Understanding Between Howard County and The Indiana State Emergency Management Agency,** an inner-jurisdictional agreement on utilizing the Howard County's emergency operation center as a back-up in the event of an emergency. Mr. Bagwell made a motion to approve the Memorandum of Understanding as stated. Mr. Raver seconded the motion, which carried.

IN THE MATTER OF DIXON ROAD PROJECT:

Mr. James Hamilton from Butler, Fairman and Seufert, requested Commissioners' signatures on the title sheet of the plans and on the right-of-way certification letter for the Dixon Road Project from Alto Road to Zartman Road. The submittal date for the plans is Tuesday, February 17th, 2004.

Mr. Bagwell made a motion to authorize the President to sign the right-of-way certification letter on behalf of the County for the Dixon Road Project as described. Seconded by Mr. Raver, the motion carried.

IN THE MATTER OF DRUG TASK FORCE & DOMESTIC VIOLENCE GRANT APPLICATIONS:

The grants were presented by Ms. Angela Kelly of the Prosecutor's Office.

Mr. Bagwell made a motion to ratify the signature of Commissioner Paul Raver on the Drug Task Force and Domestic Violence Grant Applications. Mr. Raver seconded the motion, and it carried.

IN THE MATTER OF COUNTY LONG DISTANCE TELEPHONE SERVICE:

Mr. John Widau, SBC Account Manager, gave a presentation of calling plans and rates that would accommodate a significant savings for Howard County long distance telephone service. The current *local long distance* plan expires in August 2004. The current total calling charge is an average of \$0.12 per minute or \$1,100 per month. The *long, long distance* provided by eMeritus Communications expires on March 21, 2004.

SBC can place these calling plans under one plan as opposed to having different carriers. New billing enhancements with the ability to merge local and long distance would be placed on one bill. Mr. Widau presented a proposal for a three (3) year contract of \$0.03 per minute that would save the County money on long distance charges. 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. T1 redundant internet access is also available for an extra \$550 per month. There is no cost to convert to the new service plan.

In summary, the Auditor's office has worked hard to make sure all of phone bills have been paid and that all accounts are in order for the County's various phone systems. Mr. Widau has been very helpful in this process. The current long distance carrier, eMeritus Communications, has offered reducing its current rate from \$0.0625 to **\$0.0395 per minute**. In comparison, SBC Communications offered a plan rate of **\$0.0320 per minute**.

Mr. Bagwell made a motion to notify eMeritus Communications that the County wishes to terminate long distance telephone service with them. Mr. Raver seconded the motion, which carried.

Mr. Bagwell made a motion to take the contract with SBC Communications, Inc. for long distance services and the Complete Link under advisement in order to allow the County Attorney to review the documents. Mr. Raver seconded the motion, and it carried.

IN THE MATTER OF HOWARD HAVEN HOME:

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

1. **Application For Admission:** Mr. Bagwell made a motion to accept the application for Catherine I. Wyant 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.
2. **Kitchen Equipment Upgrade:** Upon an inspection, Koorsen Protection Services found that the 1998 stove exhaust system does not meet the current UL300 standards. Koorsen compiled an estimate to upgrade the system, bringing it up to code, and provide a new fire extinguisher at a cost of \$1,099.00 plus tax. Mr. Raver stated there was enough additional appropriation requested at the previous meeting to include the cost of upgrading the exhaust system. (*See page 4, February 2nd, 2004 minutes, "In the Matter of Howard Haven County Home", Item 4, for related discussion*)

Mr. Bagwell made a motion to accept the quote from Koorsen Protection Services to upgrade the equipment in the amount of \$1,099.00 plus tax and include the cost in the \$20,000 appropriation request, subject to Council approval.

3. The Commissioners were reminded that a luncheon and tour of the facility is scheduled on **Monday, March 1st, 2004** following the meeting.

IN THE MATTER OF ENGINEERING SERVICES:

Mr. Jeff Larrison with United Consulting Engineers & Architects in Indianapolis was present to acquaint the Commissioners with the company. The company has been in business since 1965 and provides full service

engineering. Mr. Larrison was interested in providing proposals and working on projects in Howard County in the future.

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 February 16th, 2004 in the amount of \$160,847.18** were approved on a motion made by Mr. Bagwell, seconded by Mr. Raver, and carried.
2. **Commissioner's Salary Claims for hourly, salary, and overtime payable for February 20th, and February 27th, 2004** were considered. Mr. Raver made a motion to approve payment. Mr. Bagwell seconded the motion, and it carried.
3. The County Auditor reported that the **assessed values have been sent to the state**. Currently the state is working on some school issues so the county's 2004 tax rates have not yet been received.
4. **A written affirmation was drafted to the Indiana Department of Local Government Finance** that the County will pay \$720,000 toward Mental Health in the year-2004. Mr. Raver made a motion to approve the letter to the Indiana Department of Local Government Finance to affirm the payment as stated. Mr. Bagwell seconded the motion, which carried.
5. The **Howard County Treasurer's Report for the month of January 2004** was accepted on a motion made by Mr. Bagwell, seconded by Mr. Raver, and it carried.
6. **Small Business Development Center Issues:**
 - a. Ms. Sabrina Street Parnham who has served as the Regional Director for the North Central Indiana Small Business Development Center is leaving. Ms. Mary H. Giangjordano sent a written introduction as the **new Regional Director**. Once Ms. Giangjordano becomes acquainted with the new position she would like to make a presentation to the Commissioners sometime in May.
 - b. A **claim in the amount of \$10,000 was submitted** for the contribution to the Small Business Development Center Program.
7. **Purdue Road School is scheduled for March 10 and 11, 2004** in Lafayette, Indiana. All of the Commissioners indicated that they plan to attend the event. Mr. John W. Brand, P.E., from Butler, Fairman & Seufert sent an invitation to the Commissioners for dinner on **Wednesday, March 10, 2004, at 6:00 p.m.** during the Road School. The dinner will be at the Holiday Inn Select – City Centre in downtown Lafayette.
8. The Jim Shearer family sent a card thanking the Commissioners and Council for honoring Mr. Shearer with Resolution No. BCC-2004-02. (*See page 1, January 27th, 2004 minutes, "In the Matter of Resolution Honoring James K. Shearer" for related discussion*)
9. A notice was received inviting the Commissioners to attend the 45th Annual meeting of the Howard County Soil & Water Conservation District will be held on **Wednesday, February 18, 2004 at the Kirkendall Interpretation Center** located at Jackson Morrow Park. Mr. Raver plans to attend the meeting.
10. The Auditor presented the following partial **list of Commissioner Requests** to be presented to the County Council for approval at their meeting on February 24th, 2004 at 7:00 p.m. Mr. Raver reported that during the site visit meeting on February 5th regarding the New London Conservancy District Sewer Project, the committee decided it would be advantageous to increase the amount of the loan from \$30,000 to \$35,000. The request was advertised in the revised amount of \$35,000.

Flood Mitigation Project	\$200,000
Johanning Civic Center	\$30,000
Alarm System for Howard Haven	\$13,500
New London Conservancy District	
Sewer Project	\$35,000

Mr. Raver made a motion to approve the increase the allocation for the New London Conservancy District Sewer Project from \$30,000 to \$35,000. Seconded by Mr. Bagwell, the motion carried.

Grant Administrator Tina Mendenhall Henderson forwarded a repayment schedule put together from Therber & Brock for the New London Conservancy District's loan.

IN THE MATTER OF COUNTY ATTORNEY ISSUES:

County Attorney Larry Murrell was out of state on vacation. Assistant County Attorney Brian Oaks presented the following two (2) claims for Commissioner approval:

The first claim was for his monthly office expense for the month of February 2004 in the amount of \$330.00. The second was for litigation services in the amount of \$82.50.

Mr. Bagwell made a motion to approve payment of the claims. Seconded by Mr. Raver, the motion carried.

IN THE MATTER OF COMMISSIONER ISSUES:

Mr. Raver advised that a meeting of the **Howard County Wastewater Advisory Committee is scheduled for Thursday, February 26, 2004 at 8:30 a.m. in Hearing Room No. 338** of the Howard County Administration Center.

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 10:55 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, February 16, 2004