

HOWARD COUNTY BOARD OF COMMISSIONERS MEETING JANUARY 2, 2007

The Howard County Board of Commissioners met in Regular Session on Tuesday, January 2, 2007, 8:30 a.m. in Hearing Room 338 of the Howard County Administration Center. Those in attendance included Board of Commissioner President Bradley J. Bagwell, Vice President Paul J. Raver and Member David A. Trine. Also in attendance were County Attorney Larry Murrell and Auditor Ann Wells.

The meeting was called to order by Sheriff Marshall Talbert and conducted by President Bagwell.

IN THE MATTER OF APPROVAL OF MINUTES:

The minutes of the December 18, 2006 Regular meeting, having been previously submitted and reviewed, and the minutes of the December 29, 2006 were approved on a motion made by Mr. Raver and seconded by Mr. Trine.

Because President George W. Bush announced a day of mourning for Tuesday, January 2, 2007, in remembrance of the passing of President Gerald Ford, Commissioner President Bagwell called for a moment of silence for President Ford and his family.

IN THE MATTER OF BOARD REORGANIZATION:

President Bagwell called for the re-organization of Board officers.

1. **Nomination For President:** A motion was made by Mr. David Trine to nominate and elect Mr. Raver to the office of Board of Commissioner President. President Bagwell vacated the chair to second the motion, and it carried, electing Paul J. Raver as Commissioner President.
2. **Nomination For Vice President:** A motion was made by Mr. Raver to nominate and elect Commissioner Bagwell to the office of Vice President. The motion was seconded by Mr. Trine and carried to elect Mr. Bagwell as Vice President.

The remainder of the meeting was conducted by President Paul J. Raver.

IN THE MATTER OF COMMISSIONER APPOINTMENTS AND ASSIGNMENTS:

President Raver submitted the following for Commissioner Appointment:

1. **Veteran Service Officer:** A motion was made by Mr. Bagwell, seconded by Mr. Trine and carried to reappoint Mr. Allen Polsgrove as the Veteran Service Office for the year 2007.
2. **County Attorney/Coordinator and Assistant County Attorney:** Attorney Larry Murrell submitted the two-year Employment Agreements for County Attorney and Assistant County Attorney which are incorporated herein by reference. Because of the increased number of enforcement actions for the Health Department, Mr. Murrell suggests that Mr. Oaks' job description be expanded to include enforcement actions as well as litigation. Mr. Murrell would also like to cap his three percent wage increase at \$1,000.00 and increase the Assistant Attorney salary to \$15,000.00. A motion was made by Mr. Trine, seconded by Mr. Bagwell and carried to approve the two-year contracts for Mr. Larry Murrell as County Attorney/Coordinator and Mr. Brian Oaks as Assistant County Attorney with the salary changes as previously outlined.
3. **Howard County Buildings and Grounds Superintendent:** A motion was made by Mr. Bagwell, seconded by Mr. Trine and carried to reappoint Art Fross as County Buildings and Grounds Superintendent for the year 2007.
4. **Howard County Highway Engineer/Superintendent:** Mr. Ted Cain was reappointed to a one year term as Howard County Highway Engineer/Superintendent on a motion made by Mr. Trine and seconded by Mr. Bagwell.

5. **Howard Haven Superintendent:** The office of Superintendent of Howard Haven (County Home) is a four year appointment whose term will expire February 29, 2008. Appointment will be addressed at that time
6. **Howard County Drainage Board:** The appointment to the Drainage Board is a three year term which expires December 31, 2007. Appointment will be addressed at the Drainage Board Meeting. Commissioner's appointment to the Drainage Board will addressed later in the meeting (see page six).
7. **Commissioner Assignments:** President Raver distributed copies of the 2007 Commissioner Assignment list. At the conclusion of discussion, a motion was made by Mr. Trine, seconded by Mr. Bagwell and carried to accept the 2007 Commissioner Assignment list.

IN THE MATTER OF HIGHWAY DEPARTMENT ISSUES:

Highway Engineer/Supervisor Ted Cain submitted the following issues for Commissioner information and approval:

1. **School Bus Turn Around Request:** An Agreement for School Bus Turn Around in the Northwestern School Corporation was received by Mr. Cain. It will be constructed on property owned by Paul Strawmyer and located at 12746 West 550 North, Flora, Indiana. The school will furnish the stone and the County will haul the same. The School Bus Turn Around agreement is approved on a motion made by Mr. Bagwell and seconded by Mr. Trine.
2. **Emergency Tower Foundation:** Mr. Bagwell informed Mr. Cain that the foundation for the Emergency Tower is scheduled to be installed on January 10, 2007. The Tower will be delivered on January 22nd. An electrical line will need to be rerouted and the north anchor may require that the fencing that borders Kokomo Academy will need to be interrupted. Mr. Cain informed the Board that pipe work has been done. The pipe used for that work belonged to the Highway Department. They will submit a replacement pipe invoice to be reimbursed to the Highway Department from the Cumulative Capital Fund.

IN THE MATTER OF SHERIFF DEPARTMENT ISSUES:

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

1. **Current Jail Population:** The current number of inmates at the Criminal Justice Center is 328.
2. **Inmate Work Program:** Officer Don Leffert has been the director of the Inmate Work Program in 2006. The Inmate Work Crew has brought in \$11,000.00, in 2006, and worked about 596 hours in county facilities without income. Sheriff Talbert commended Officer Leffert and the new equipment purchased for the work crew. The program does need an additional mower and Sheriff Talbert will submit that request at a later date.
3. **New Sheriff Vehicles:** The two new vehicles are at Brad Howell Ford. They will be delivered after the completion of the paint jobs.
4. **Courthouse Security Screeners:** The Criminal Justice Coordinating Council, at its last meeting, discussed the hiring of two Security Screeners to operate the new Courthouse security equipment. They would fall under the Sheriff's Department jurisdiction and make the same salary as the Court Security Officers. The hiring will take place at the completion of the equipment installation. Mr. Bagwell suggested that the hiring take place two weeks before the equipment installation is complete. At the completion of ensuing discussion of job descriptions, a motion was made by Mr. Bagwell, seconded by Mr. Trine and carried to recommend to the Council that Sheriff Talbert hire two additional employees as Security Screeners. Mrs. McKillip will work with the Sheriff on the job descriptions before the request goes to the Council.

IN THE MATTER OF PLAN COMMISSION ISSUES:

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

1. **Case 16-CP-06:** One lot in Woody East Subdivision, located at 9207 East 100 South, is approved on a motion made by Mr. Bagwell and seconded by Mr. Trine.
2. **Case 15-CP-06:** One lot in Etherington Acres Subdivision, located at 1639 South 870 West, is approved on a motion made by Mr. Trine and seconded by Mr. Bagwell.
3. **Case 14-CP-16:** One lot in Agri-Lawn Subdivision, located at 2126 West 400 South, is approved on a motion made by Mr. Bagwell and seconded by Mr. Trine.
4. **Resolution No. 2007-BCCR-02:** This is a resolution amending Resolution No. 2005-BCC-15, establishing fees for services and publications of the Howard County Plan Commission. It is amended to waive Improvement Location Permits, Certificate of Occupancy Inspection fees, and fees for the Plan Commission and Board of Zoning Appeals for government, religious institutions and non-profit projects. A motion was made by Mr. Bagwell, seconded by Mr. Trine and carried to approve Resolution No. 2007-BCCR-02.
5. **Unsafe Building Issues:** Mr. Boise reported that an unsafe building issue on State Road 22 and 400 East is being addressed at this time. A mobile home has been removed and cleanup is progressing. Commissioner Bagwell requested that Mr. Boise submit a listing of Unsafe Buildings and their progress, to the Board of Commissioners.
6. **Flood Mitigation Excavation Project:** At the December 18, 2006 meeting the Commissioners approved a demolition quote from Stephen's Bulldozing, for the excavation of property located at 4089 South 350 East (*please refer to page one, "In The Matter Of Demolition Quotes", of the Regular Meeting minutes dated December 18, 2006*). The contractor is on site and the work is progressing.
7. **Pre-Disaster Mitigation Grant:** Mr. Boise is working on the application for this grant.

IN THE MATTER OF MAINTENANCE DEPARTMENT ISSUES:

Buildings and Grounds Superintendent Art Fross presented the following issues for Commissioner information and approval:

1. **Quotes For The Emergency Tower Concrete Pad and Fencing:** At the December 29th meeting, quotes were received from Central Fence, Triple A Fence, Hendershot Fence, Bergman Construction, C & Z Construction and Reed's Concrete & Excavating, then taken under advisement pending Mr. Fross' review (*please refer to page one, "In The Matter Of Quotes For The Fence And Concrete Pad For The New Tower Location", of the Regular Meeting minutes dated December 29, 2006*). Mr. Fross made the following recommendations:

Fencing:	Triple A Fence	\$2,895.00
Concrete Pad:	Reed's Concrete & Excavating	\$4,785.54 (without sales tax)

At the conclusion of discussion concerning an error in the breakdown of costs, a motion was made by Mr. Bagwell to approve the quote from Reed's Concrete & Excavating for the concrete pad, in the amount of \$4,785.54, as the lowest responsible and responsive quote. The motion was seconded by Mr. Trine and carried.

A motion was made by Mr. Bagwell, seconded by Mr. Trine and carried to approve the quote for the fencing from Triple A Fence, in the amount of \$2,895.00, as the lowest responsible and responsive quote.

2. **A T & T Contract For Services At The Courthouse:** A contract from A T & T, for additional lines at the Courthouse, was presented at the December 29, 2006 meeting. Mr. Fross submitted an updated Contract he received just previous to the meeting. That new contract was tabled until today's meeting, allowing Mr. Murrell time to review it (*please refer to page two, "In The Matter Of The A T & T Contract For Courthouse Services" of the Regular Meeting minutes dated December 29, 2006*). This contract, in the amount of \$21,252.17, is in three parts; the Master Agreement (including the equipment

inventory and installation agreement), the Addendum Payment Schedule, and the Service Agreement. Mr. Murrell went over several changes he would like to make and asked that the Commissioners initial those changes. Because there is a one-year warranty, Mr. Fross would like to pull out the Service Agreement at this time. At the conclusion of discussion, a motion was made by Mr. Bagwell to approve the Master Agreement for additional lines at the Courthouse, with the initialed changes, and authorize the President to sign on behalf of the Board of Commissioners. The motion was seconded by Mr. Trine and carried.

A motion was made by Mr. Bagwell, seconded by Mr. Trine and carried to approve the Addendum to the Master Agreement (payment schedule), with initialed changes, and authorize the President to sign on behalf of the Board.

3. **Elevator Repair:** Mr. Fross reported that there is a problem with the south elevator in the Administration Center. He has contacted AMCO to make the proper repairs and their proposal was \$1,995.00.
4. **Additional Mower For Inmate Work Program:** Mr. Fross voiced his agreement for the need of an additional mower for the Inmate Work Program. He is in the process of negotiations with McGavic Outdoor Power.
5. **Camera/Recording System at the Courthouse And Criminal Justice Center:** If the County is planning to remain with the present Camera/Recording system, for security and liability purposes, Mr. Fross believes a back-up **Collector** should be purchased to insure that a camera and recording system is always available. ACDO has quoted an amount of \$5,800.00. He further explained that a collector records sixty (60) days of camera work in real-time VHS audio/visual (sixteen channels). At some point in the future, depending on the recommendations resulting from the current Jail Study, Sheriff Talbert and Mr. Fross would like to see the County move to a computer storage system, instead of the present VHS system.
6. **Integrator Operational Training:** Mr. Fross would like to set up a training session with Integrator.com company for information concerning a touch screen control panel for the operation of doors and lights at the Criminal Justice Center, in lieu of our present push button system which is now obsolete.
7. **Additional Parking Around The Courthouse:** Mr. Fross needs to know if an additional parking space around the Courthouse is required for the transport vehicle (a possible duty of the Security Screener position requested by Sheriff Talbert). Sheriff Talbert responded that use of the walkway would be acceptable.

IN THE MATTER OF PERSONNEL DEPARTMENT ISSUES:

Personnel Director Wanda McKillip submitted the following issues for Board information and approval:

1. **Life Insurance Renewal:** The renewal date for AIG life insurance is April 1, 2007. There has only been one claim in the last two years; Mr. Heath does not feel the rates will increase. Letters will be sent out to those affected by age tiers.
2. **Anthem Recommendation:** The Personnel and Auditor offices are working on deduction policies for the Anthem Health Insurance. A recommendation will be forthcoming.
3. **Proposed Wage Committee:** At the December 18, 2006 meeting, Ms. McKillip introduced the idea of a formalized Wage Committee consisting of representatives of the Council, Board of Commissioners, Auditor's Office, and the Personnel Director. That Committee would study job descriptions and salaries to make recommendations. It was the consensus of the Board to organize a temporary wage committee as a PAC sub-committee, rather than as a separate standing committee.

IN THE MATTER OF INFORMATION SYSTEMS ISSUES:

Information Systems Director Terry Tribby submitted the following issues to the Commissioners for their information and approval:

1. **Welcome to Commissioner Trine:** Mr. Tribby extended a welcome to Commissioner David Trine and informed him that the Information Systems department will create access to the County's e-mail and voice communications.
2. **Attorney Cell Phone:** Commissioner Trine chooses not to use a County provided cell phone. Commissioner Harbaugh's phone account can be transferred to County Attorney Murrell.
3. **Mobile Video Conferencing For The Courthouse:** In December, the Board of Commissioners approved the purchase of equipment to construct a mobile Video Arraignment system (*please refer to page three, item two of the Regular Meeting minutes dated December 4, 2006*). Mr. Tribby presented a demonstration of the mobile system and informed the Board of the varied services of the mobile system, including:

Power Point Presentations
Lap Top Access Capabilities

Video or DVD Presentations
Cable Capabilities

IN THE MATTER OF THE 2007 E-911 BUDGET:

E-911 Communications Director Tony Ramsey submitted a copy of the proposed 2007 E-911 Budget. Mr. Ramsey informed the Board that most of the line items are identical to the previous year's budget, but reductions were made in the Equipment and Clothing Allowance account lines. There is a question concerning the need for account number 03466.00, Supplemental County. Because that money was not used in 2006, it was suggested that account be brought to -0-. A motion was made by Mr. Bagwell, seconded by Mr. Trine and carried to approve the 2007 E-911 budget as amended (*this issue will be revisited later in the meeting*).

IN THE MATTER OF TAYLOR REGIONAL SEWER DISTRICT ISSUE:

Taylor Township Trustee Diane Kuntz was in attendance to inform the Board of Commissioners of issues dealing with the Taylor Township Regional Sewer District that have not been resolved. Such issues as replacement of damaged property, disabled phone lines, sewage back up in the Township Community Building and grounds, have not been satisfactorily resolved, and Ms. Kuntz, believing the Board of Commissioners to oversee the Sewer District, would like the advice or prompting of the Commissioners. Mr. Bagwell informed Ms. Kuntz that the Board of Commissioners does not oversee or have any authority over the Taylor Township Regional Sewer District; rather, the Taylor Township Regional Sewer District is a separate governmental entity with bylaws that should be on file at the Library. After ensuing discussion, Commissioner Bagwell volunteered to contact the Sewer District and obtain a list of Board Members as well as the District's bylaws, encouraging them to meet with Ms. Kuntz. He will then contact Ms. Kuntz.

IN THE MATTER OF THE CLERK'S OFFICE DOXPOP CONTRACT:

Clerk Mona Myers informed the Board of the differences in the 2007 contract as opposed to the 2006 contract. Presently the Judges, Clerk, and their staffs receive Doxpop free of charge and the County pays about \$800.00 quarterly for services to the Sheriff, Prosecutor and Public Defender Offices. Doxpop issues quarterly fee collection payments to Howard County for fees collected. The 2007 contract offers free services to the Prosecutor, Sheriff's Department, Probations Departments, Community Corrections, CASA, Public Defenders and Information Systems but will not be sending quarterly fee collection payments. The Board asked that the County Attorney's Office be added to the list.

REVISITING THE E-911 BUDGET:

Earlier in the meeting the 2007 E-911 Budget was addressed and approved as amended (*please refer to this page, "In The Matter Of The 2007 E-911 Budget" of the Regular Meeting Minutes dated January 2, 2007*). Council President Richard Miller informed the Board that line item 03466.00, Supplemental County, the money budgeted for the 2006 year has not yet been moved into County General. It is Mr. Miller's belief that it needs to be moved and that the 2007 E-911 Budget should include the \$100,000.00 figure in that line item. Also omitted from the submitted budget is the 3% raise for County

Employees. At the conclusion of discussion, a motion was made by Mr. Bagwell to authorize the advertisement of the 2007 E-911 Budget, including the 3% salary increases and the \$100,000.00 amount in the line item 03466.00, Supplemental County and address the budget approval at the January 16, 2007 meeting. The motion was seconded by Mr. Trine and carried.

IN THE MATTER OF COUNTY ATTORNEY ISSUES:

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

1. **Appointment Of Commissioner Trine To The Drainage Board:** Mr. Murrell informed the Board that according to State Statute, the Drainage Board appointment needs to be specifically addressed in a motion. A motion was made by Mr. Bagwell, seconded by Mr. Trine and carried to appoint Commissioner Dave Trine to the Drainage Board, as a replacement to President Paul Raver.
2. **Thank You To The Board Of Commissioners:** Mr. Murrell took this opportunity to thank the Board for the opportunity to serve another term as County Attorney. He enjoys the job and the people he works with.

IN THE MATTER OF COMMISSIONER ISSUES:

1. **Weights And Measures Monthly Report:** The Weights and Measures Monthly Report for the month ending December 15, 2006 was submitted and approved on a motion made by Mr. Bagwell and seconded by Mr. Trine.
2. **Employee Flu Vaccine:** Department of Health employee Karen Long has asked to be put on the January 16th Commissioner Meeting agenda to talk about the Flu Vaccine.
3. **Retention Records:** Clerk Mona Myers is addressing the Retention Records issue and will be working with Mr. Fross, Maintenance, concerning storage cabinetry.
4. **Commissioner Trine Thank You:** Commissioner David Trine thanked the Board, Attorney, Auditor and others involved in the Governmental process for their help and direction and their cordiality in welcoming him to the Board of Commissioners.

There being no further business to come before the Board at this time, the Commissioner meeting was adjourned at 10:47 a.m. on a motion made by Mr. Bagwell and seconded by Mr. Trine.

Howard County Board of Commissioners:

PAUL J. RAVEN, PRESIDENT

BRADLEY J. BAGWELL, VICE PRESIDENT

DAVID A. TRINE, MEMBER

ATTEST:

ANN WELLS, AUDITOR

Howard County Commissioner Meeting January 2, 2007