

HOWARD COUNTY BOARD OF COMMISSIONERS MEETING FEBRUARY 16, 2009

The Howard County Board of Commissioners met in Regular Session on Monday, February 16, 2009 at 8:30 a.m. in Hearing Room No. 338 of the Howard County Administration Center. Those in attendance included President David Trine, Vice President William Thompson and member Tyler Moore. Also in attendance were Assistant County Attorney Brian Oaks and Auditor Ann Wells.

The meeting was called to order by Sheriff Talbert and conducted by President Trine. Mr. Moore led the assemblage in the Pledge of Allegiance.

IN THE MATTER OF APPROVAL OF MINUTES:

The minutes of the February 2, 2009 meeting, having been previously submitted and reviewed were approved on a motion made by Mr. Moore and seconded by Mr. Thompson.

IN THE MATTER OF HIGHWAY DEPARTMENT ISSUES:

Highway Department Engineer / Superintendent Ted Cain submitted the following issues for Board information and approval:

1. **Proposals For Right-Of-Way, Boulevard Project:** Mr. Cain submitted an Agreement between Howard County Board of Commissioners and Butler, Fairman and Seufert for right-of-way services in connection with the construction of County Road 100 South from Goyer Road to the new US 31 Freeway. The amount of the Agreement is \$112,000.00. The actual Right-Of-Way could cost up to \$500,000.00, of which 80% will be paid with Federal funds. A motion was made by Mr. Thompson, seconded by Mr. Moore and carried to approve the Agreement with Butler, Fairman and Seufert for Right-Of-Way services for the Boulevard Project.
2. **Request For Proposals:** Mr. Cain would like to submit a Request For Proposal to consultants for consultation services having to do with projects that could be ready in anticipation of the proposed Stimulus Package from the Federal Government. The paperwork needed to garner consulting services can be prepared now and be ready to enact when the money is available. The Board of Commissioners can determine which proposal or how many proposals to accept. A motion was made by Mr. Moore to allow Mr. Cain to submit Requests For Proposals for Consultation services for future Stimulus Package projects. The motion was seconded by Mr. Thompson and carried.
3. **E-mail Concern From Citizen:** Mr. Trine reported that he received an e-mail from Mr. Bruce Keller concerning County Road 200 East and State Road 26. Mr. Cain confirmed that this area will be relocated for the new U.S. 31 Freeway, so any changes or improvements at this time would not be fiscally responsible.

IN THE MATTER OF PLAN COMMISSION ISSUES:

Plan Commission Director Glen Boise submitted the following issues for the Board's information and approval:

1. **Flood Mitigation Grant:** Mr. Boise was able to confirm that the Flood Mitigation Grant for the 2700 Dellwood Drive property has reached the Attorney General's Office. He hopes to have final word concerning the grant soon.
2. **Highway 31 Corridors Plans:** The State has approved the contract with the consultant format and has sent a grant application for Federal funds. Before the application can be completed, Mr. Boise needs to ascertain that local match funds have been appropriated. The Federal Grant will pay for 80% of the project. For the local portion the Governmental Coordinating Council has committed to pay \$10,000.00, leaving \$10,000.00 for the Plan Commission to pay. Because the Plan Commission, by Agreement, is funded by the City of Kokomo (60%) and Howard County (40%), Howard County's portion would be \$4,000.00. At the conclusion of discussion a motion was made by Mr. Thompson to approve the request for \$4,000.00 for the County's local fund match for the Highway 31 Corridors Plans, and forward a recommendation to the County Council for their appropriation.

3. **2008 Annual Report:** Mr. Boise submitted the 2008 Annual Report for the Plan Commission and Board of Zoning Appeals. At the conclusion of a brief review, the 2008 Annual Report was accepted on a motion made by Mr. Thompson and seconded by Mr. Moore.

IN THE MATTER OF MAINTENANCE DEPARTMENT ISSUES:

Buildings & Grounds Superintendent Scott Reed submitted the following issues for the Commissioners' information and approval:

1. **Introduce Assistant Building Superintendent:** Mr. Reed introduced Mr. Bill Stonestreet, the new Assistant Building Superintendent. Mr. Stonestreet has worked at the Criminal Justice Center for the last three years and comes highly recommended. He will split his time between the jail and the Courthouse and Mr. Reed believes this arrangement will be beneficial to the Department. Mr. Stonestreet introduced himself to the Commissioners. He explained his job responsibilities the last three years at the Criminal Justice Center, and gave a brief employment history. He is currently taking classes at Ivy Tech in Heating and Air Conditioning. His wife is the Nurse Supervisor at the Criminal Justice Center. He wishes to serve the County the best he can. He was welcomed by the Board of Commissioners.
2. **Administration Center Roof:** Because of the high winds, last week, there are some roofing issues at the Administration Center. The roof is still under warranty and a contractor from Love Contracting will be here Tuesday or Wednesday to assess the damage and repair the roof.
3. **Water Leakage In Administration Center And Courthouse:** There are some water leakage issues in the basement of the Administration Center as well as the Courthouse's Adult Probation Offices. His department is working on those issues. Also reported is leakage inside a wall behind a dishwasher at the Criminal Justice Center that affects the dry storage area. Benchmark Mechanical will be giving a proposal to fix the leak at the Jail so that it can be repaired before inspection time.
4. **Mail Boxes In Government Center:** Mail Boxes for the Government Center have been received from the Post Office.
5. **Howard Haven Issues:** Commissioner Thompson asked Mr. Reed to meet with Ms. Vary concerning maintenance issues at Howard Haven, the County Home.
6. **EMA Repair:** Mr. Thompson also asked Mr. Reed to review a wiring issue in a wall in the storage area of the EMA offices in the Government Center.

IN THE MATTER OF PERSONNEL DEPARTMENT ISSUES:

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

1. **Boston Mutual Open Enrollment:** Ms. McKillip informed the Board of the upcoming Open Enrollment for Boston Mutual. This is a voluntary life insurance option, and Ms. McKillip has employee flyers prepared by Boston Mutual and sent to her office for distribution. Ms. McKillip asked that these flyers be distributed this week through the payroll. A motion was made by Mr. Moore, seconded by Mr. Thompson and carried to approve distribution of the Open Enrollment flyer to the employees through payroll.
2. **OSHA Log:** Ms. McKillip has prepared the OSHA Log of Work-Related injuries (Worker's Compensation) including years 2006 through 2008. This Log is mandated to be displayed in all locations from February 1st until April 30th. Commissioner Thompson congratulated Sheriff Talbert in the event that the Sheriff's Department has experienced a dramatic decrease in Workers Comp claims.
3. **New Administrative Assistant For Personnel Office:** Ms. McKillip asked the Information Systems Department to e-mail all County departments, informing them that Ms. Brittany Campbell is now the Administrative Assistant for the Personnel Office.

4. **Standard Life Policies:** Copies of the face page to the Standard Life Insurance Policies were distributed to County Employees. Mr. Tribby will put the complete policy on the County's website for employee information and download capabilities.
5. **Newsletter Articles:** Ms. McKillip thanked Commissioners Moore and Thompson for the articles they submitted for the quarterly employee newsletter. Black and white copies were submitted to all employees as well as being posted on the County's website.
6. **County Office Disaster Plan:** The Personnel Office had an incident pertaining to a very distraught citizen who called on the Commissioners phone line that rings in the Personnel office, and threatened suicide. The caller did not identify himself, but Ms. Campbell was able to use other resources to track the call. The Board of Commissioners has asked Mr. Tribby to obtain information on the cost of installing caller ID for the Commissioners' phone line. That issue led to discussion pertaining to an Emergency or Disaster Plan. Ms. McKillip informed the Board that there is a detailed Disaster Plan for County offices and employees, as well as a Disaster Preparedness Committee. Each office was given a Red Book detailing an Emergency Plan for bomb threat, fire emergencies, and inclement weather and taking shelter emergencies. The chairman of that committee was a former Administrative Assistant in the Personnel Office. Since her resignation in 2007 the committee has not met and no further action has been taken. Commissioner Thompson is concerned that new employees be trained in disaster preparedness. Discussion ensued and at its conclusion it was the consensus of the Board of Commissioners to review this matter as a Board. Mr. Trine asked that Ms. McKillip e-mail the Commissioners all the Disaster Preparedness information she currently has, along with the names and contact information of the Committee members.
7. **Community Corrections Board Appointment:** A lay position on the Community Corrections Board has been vacated. This is a Commissioner appointed position, and Community Corrections Director Steve Maus and the Community Corrections Board would like to recommend Mr. Brad Bagwell for the four year appointment. Mr. Moore contacted Mr. Bagwell and Mr. Bagwell is willing to serve on the Committee. A motion was made by Mr. Moore to appoint Mr. Brad Bagwell to the Community Corrections Board as a lay member, for a term of four years. The motion was seconded by Mr. Thompson and carried.
8. **Financial Fair Plan:** The Personnel Department is looking into the possibility of partnering with financial institutions for a "Government Day" Financial Fair. There are nineteen institutions who are interested in informing County employees and other government entities of their services and a "fair" setting would be an effective way to do that. There would be no financial commitment for the County. It was the consensus of the Board of Commissioners to move forward in the planning.

IN THE MATTER OF INFORMATION SYSTEMS DEPARTMENT ISSUES:

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

1. **Thanks To Commissioner Moore:** Mr. Tribby thanked Mr. Moore for meeting with the employees of the Information Systems Department at the Administration Center. He looks forward to working with Mr. Moore on technology issues in the future.
2. **Comcast Contract For Criminal Justice Center:** Next Friday new routers and lines will be installed at the Criminal Justice Center for service with Comcast. Changing internet service to Comcast has been saving the County about \$140.00 per line per month for the lines that have been switched. Comcast has been very easy to work with and Mr. Tribby appreciates their patience. There is another line in this building that is still being serviced by McLeod. Mr. Tribby has a contract with Comcast to switch service. The contract is similar to other contracts the County has with them. A motion was made by Mr. Moore to approve changing the third line in the Administration Center from McLeod to Comcast, subject to Mr. Murrell's approval, and authorize the President to sign on behalf of the Board of Commissioners. The motion was seconded by Mr. Thompson and carried.

3. **Video Arraignment Project:** The equipment for Video Arraignment capability in the Public Defender's Office has been installed, tested, and is ready for use. Currently the Information Systems Department is working on connectivity issues with Howard Regional South. When that is completed they will connect with the State Department of Corrections.

4. **Server Update:** The Recorder's new server has been installed and the conversion with Fidler was successful.

Installation for the new server at the Criminal Justice Center will take place as soon as it can be scheduled.

The grant to purchase the GIS Server has been approved and paperwork will be submitted at the next meeting (*please refer to page four, item two, "In The Matter Of Information Systems Department Issues" of the Regular Meeting minutes dated February 2, 2009*).

The Tax server in the Administration Center needs to be replaced before tax preparation begins. Mr. Tribby would like authorization to purchase a Dell computer with the States QPA (Quantity Purchase Award), in the amount of \$14,500.00. He does have the funds budgeted for this year. A motion was made by Mr. Moore, seconded by Mr. Thompson and carried to authorize Mr. Tribby to proceed with the purchase of a Dell Server, in the amount of \$14,500.00. Commissioner Thompson asked that in the future, Mr. Tribby put technology information and requests in writing for the Board Members, to help them have a better understanding.

5. **Conference Call Equipment:** Last Friday, Auditor Wells, Assessors Jamie Shepherd and Sheila Pullen, and Treasurer Lake had a conference call with the Department of Local Government Finance and other Counties' officers. The call took place in the Commissioners Conference Room and Mr. Tribby had a special speaker system that made it easy for all to hear and communicate. Being able to communicate with State offices in that manner saved the County money in travel expenses. Auditor Wells is willing to use funds from her Electronic Data Fund to purchase a similar system to be installed in the Conference Room. Mr. Tribby informed the Board that the system used last Friday is one he uses in his office for conference calls with vendors and Office Holders. He is willing to sign out the system, wherever it needs to be used, without having to purchase another system, at this time. It was the consensus of the Board to move forward with that plan.
6. **Imaging Court Records At The Courthouse:** The State has had very stringent guidelines pertaining to imaging court records and what software could be used (write once, read many). Mr. Tribby and Clerk Mona Myers are looking into another software system from CSI to handle the imaging needs for the Courts, allowing the files to be used for other purposes beside just archival (different intent than DOXPOP, where the actual document is stored, not just the "record" of the document). The Clerk has a Document Storage fund that can support the purchase of the software.
7. **Wireless For New EMA Building:** Phone lines are being installed at the new EMA building. Comcast will be installing lines, there, to set up the wireless network to the whole building. Because this is a City / County facility, the City is sending over one of their technicians to help with installation.
8. **Commissioners' Cell Phone Account With Verizon Wireless:** Mr. Tribby took this opportunity to inform the Board of how the cell phone account in the Commissioners' budget works. That account is a government account and has seventeen (17) phones. The Board of Commissioners has total authority over the account. Mr. Tribby administers the account to make sure that the amounts, services, and the number of minutes, are correct. When people ask for a cell phone, Mr. Tribby refers them to the Board for their approval.

In response to a question asked by Mr. Thompson, concerning interference on Sheriff Department radios that was reported at a previous meeting, Sheriff Talbert responded that Sprint / Nextel has hired an outside expert to evaluate the problem. Mr. Tony Johnson from Integrity Communications keeps Sheriff Talbert updated. In a response of a citizen's e-mail that was forwarded to the County from the Kokomo Tribune, Integrity reviewed the situation and Mr. Tribby believes the reported antennas were not the cause of the problem.

IN THE MATTER OF HEALTH DEPARTMENT ORDINANCES:

Health Department Director Kent Weaver submitted the following Health Department issues for the Board's approval:

1. **Health Department Reduction Plan:** Mr. Weaver submitted copies of the Health Department's plan to reduce their budget by 5% as requested by the County Council, and reviewed it with the Board of Commissioners.
2. **Ordinance No. 2009-BCCO-04:** This is the final draft of the Tattoo Ordinance and Mr. Weaver reviewed the few minor changes. This draft has also been posted to the Website. Mr. Oaks has worked with the Health Department concerning the language of the Ordinance and it is ready for Board approval. Mr. Trine informed other Board Members that as he has talked with three tattoo establishment owners and operators and has received no negative feedback. Mr. Moore also spoke with owners and artists and has received no negative comments. A motion was made by Mr. Moore, seconded by Mr. Thompson and carried to approve Ordinance No. 2009-BCCO-04.
3. **Ordinance No. 2009-BCCO-03:** This Fee Collection Ordinance is now ready for approval. A motion was made by Mr. Thompson to approve Ordinance No. 2009-BCCO-03, the Fee Collection Ordinance. The motion was seconded by Mr. Moore and carried.
4. **Ordinance No. 2009-BCCO-08:** Ordinance No. 2009-BCCO-08 is the Food Establishment and Bed and Breakfast Establishment ordinance. This ordinance is very similar to the previous one but offers verbiage giving a better enforcement mechanism. Ordinance No. 2009-BCCO-08 is approved as submitted on a motion made by Mr. Moore and seconded by Mr. Thompson.

IN THE MATTER OF INMATE POPULATION:

Sheriff Marshall Talbert reported that the current inmate population at the Criminal Justice Center is three hundred two (302) with forty-nine being females.

IN THE MATTER OF HOWARD HAVEN REPORT:

Howard Haven Superintendent Jennifer Vary submitted the donation Inventory Sheets for December 11 – 31, 2008, and the Disposal Sheets for December 2008 and January 2009. Also submitted are the Donation Sheets for January 2 – February 8, 2009. Commissioner Trine reported that he and Ms. Vary have discussed the need for a new freezer at Howard Haven. They hope to have a report for the next Commissioner meeting. Commissioner Thompson reported to Scott Reed that there are several equipment and repair needs at the Home. Mr. Reed was directed to send several maintenance employees to the Home to assess the equipment and repair needs. Also reported is the fact that the Home is still operating at full capacity with ten people on the waiting list. Ms. Vary was congratulated.

IN THE MATTER OF THE KITTY RUN WATERSHED PROJECT:

Stormwater District Coordinator Greg Lake reminded the Commissioners that at their last meeting they approved the request of \$150,000.00 from EDIT funds and forwarded the request to the County Council for their appropriation. They also tabled approval of the project until after all the parties involved had met and discussed all aspects of the project (*please refer to page four, "In The Matter Of Kitty Run Watershed Project", of the Regular meeting minutes dated February 2, 2009*). The congregation of Bible Baptist Church (current owner) did approve their Deacons to proceed with this project. The contractor that Mr. Lake has been working with on this project (Lee & Ryan) informed Mr. Lake that they have received verbal approval for the project with written documents to follow, and are looking forward to partnering with Howard County in this project. Mr. Lake has an application for a State Revolving Fund Loan program that offers low interest loans (up to twenty years repayment at 4% or less, depending on proposed stimulus package) to communities, based on need. This will improve Phase II of the Reconstruction Project taking it from a 5-year repayment at 10% to 20 years at 4%. Discussion ensued concerning the loan, the question the council had concerning spending the \$150,000.00 for the basin and then not having enough funds to continue Phase II, and what problems construction of the basin will address. At the conclusion of discussion a motion was made by Mr. Moore, seconded by Mr. Thompson and carried to approve the Kitty Run Watershed Project, Phase I.

A motion was made by Mr. Thompson to approve the application for the State Revolving Fund Loan to help fund Phase II, subject to the Attorney's review and approval, and authorize the President to sign on behalf of the Board of Commissioners.

IN THE MATTER OF CLAIMS AND REPORTS:

Auditor Ann Wells submitted the following claims and reports for the Commissioners' information and approval:

1. **Salary Claims:** Salary, hourly and overtime claims payable February 20 and 27, 2009, were submitted and approved on a motion made by Mr. Moore and seconded by Mr. Thompson.
2. **Operating Claims:** Commissioners Operating Claims payable today, in the amount of \$384,746.70, were approved as submitted on a motion made by Mr. Moore and seconded by Mr. Thompson.
3. **Incumbent Acknowledgements:** Ms. Wells submitted two Incumbent Acknowledgements to be forwarded to Sprint Nextel. One invoice is from Keller & Heckman LLP in the amount of \$350.00 for services rendered through December 31, 2008, and the other invoice is from Integrity Communications & Electronics, in the amount of \$17,150.00 for equipment storage for fourteen months. A motion was made by Mr. Thompson to approve the Incumbent Acknowledgements and forward them to Spring Nextel, and authorize the President to sign on behalf of the Board of Commissioners. The motion was seconded by Mr. Moore and carried.
4. **Treasurer's Report:** The Monthly Treasurer's Report for the month ending January 31, 2009, was accepted as submitted on a motion made by Mr. Moore and seconded by Mr. Thompson.
5. **Clerk's Report:** The monthly report of the Clerk of the Circuit Court for the month ending January 31, 2009, was accepted on a motion made by Mr. Thompson and seconded by Mr. Moore.
6. **Contract With A T & T:** Ms. Wells submitted an annual automatic renewal contract with A T & T for Norstar Phone Equipment Maintenance. Previously this contract had been for equipment at the Administration Center only. The contract has been amended to include equipment associated with the PRI lines at the Courthouse, in the amount of \$5,270.41. A motion was made by Mr. Thompson, seconded by Mr. Moore and carried to approve the contract with A T & T for equipment maintenance, in the amount of \$5,270.41, and authorize the President to sign on behalf of the Board of Commissioners.

IN THE MATTER OF COMMISSIONER ISSUES:

1. **Thank You Note Received:** Commissioner Moore received a note from Ms. Michelle Martin thanking the Board of Commissioners for her appointment to the Automotive Heritage Board.
2. **Meeting With Information Systems:** Mr. Moore met with the Information Systems Department last week and much of what he intended to report was talked of earlier in the meeting. He has a great respect for Mr. Tribby and his department for the work they do to "... keep their finger on the pulse of technology ...".
3. **Mail Services By The Box Store:** Mr. Thompson wondered how service from the Box Store is progressing at the Sheriff's Department. Matron Ree Moon responded that they had some envelopes that had not been sealed. The Box Store will repair the sealer equipment. Some delays were experienced and The Box Store informed Ms. Moon that the United States Post Office was behind in their delivery one day. Mr. Thompson believes that there may be other offices interested in contracting with the Box Store for postal service. Ms. Wells offered the idea for offices that use postage stamps to buy the Forever Stamps, now, before the postage rate increases in May of this year.
4. **Thank You To Attorney Oaks:** Mr. Thompson thanked Attorney Brian Oaks for attending today's meeting during Mr. Murrell's absence.
5. **Report On Meetings:** Mr. Trine reported that he and Commissioner Moore attended Senate Hearings that dealt with local government reform. It was very interesting. Mr. Trine also met with Mayor Goodnight concerning MS4 issues, and they are moving forward in that area. Later in the week the

Board of Commissioners will be meeting with Mayor Goodnight and the Library Board concerning issues that will affect the entire community. Mr. Trine believes that all the government entities can sit at the table and negotiate the issues involved.

Mr. Trine met with representatives from Delphi's salary division for an informational meeting.

Mayor Goodnight advised Mr. Trine that the City would be interested in using an Inmate Work Crew for mowing jobs for cemeteries, parks, etc.

There being no further business to come before the Board of Commissioners at this time, the meeting was adjourned at 10:28 a.m. on a motion made by Mr. Moore and seconded by Mr. Thompson.

HOWARD COUNTY BOARD OF COMMISSIONERS:

DAVID A. TRINE, PRESIDENT

WILLIAM THOMPSON, VICE PRESIDENT

TYLER O. MOORE, MEMBER

ATTEST:

ANN WELLS, AUDITOR

Howard County Board of Commissioner Meeting February 16, 2009