

HOWARD COUNTY BOARD OF COMMISSIONERS MEETING JULY 19, 2010

The Howard County Board of Commissioners met in Regular Session on Monday, July 19, 2010 at 8:30 a.m. in Room 338 of the Administration Center. Those in attendance included President David Trine, Vice President William Thompson and Member Tyler Moore. 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 Trine. The Pledge of Allegiance was led by Commissioner Moore.

IN THE MATTER OF APPROVAL OF MINUTES:

The minutes of the July 6, 2010 Regular Meeting, having been previously submitted and reviewed, were approved on a motion made by Mr. Thompson and seconded by Mr. Moore.

The minutes of the July 12, 2010 Administrative Session were submitted and reviewed. A motion was made by Mr. Moore to approve the minutes as submitted. The motion was seconded by Mr. Thompson and carried.

The minutes of the July 12, 2010 Executive Session were submitted and reviewed, and approved on a motion made by Mr. Moore and seconded by Mr. Thompson.

IN THE MATTER OF HIGHWAY DEPARTMENT ISSUES:

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

1. **Contracts With INDOT:** Mr. Cain submitted Local Public Agency contracts with the Indiana Department of Transportation, required when receiving Federal Funds, as follows.
 - a) EDS #A249-10-321467 is between Howard County and INDOT as a Project Coordination Contract for the project located on County Road 100 South from Goyer Road to the new US 31, stating that we will abide by the State's Rules and pay in a timely manner. A motion was made by Mr. Thompson, seconded by Mr. Moore and carried to approve the Local Public Agency Project Coordination Contract for County Road 100 South.
 - b) This contract between Howard County and the Indiana Department of Transportation, as EDS # A249-11-320003, is for County wide bridge inspections. These inspections are conducted every two years. Mr. Cain informed the Board that state standards change almost annually and he continued to review the inspection process with the Board of Commissioners. Because our bridges may have a low rating doesn't necessarily mean they are unsafe. Mr. Cain does his own bridge inspections annually. At the close of Mr. Cain's review, a motion was made by Mr. Thompson, seconded by Mr. Moore and carried to approve the Contract for Bridge Inspections, EDS # A249-11-320003.
2. **Out Of Office:** Mr. Cain will be in and out of the office, in the next few weeks, because of his wife's second knee replacement. Mr. Cain will keep in touch with his office.

IN THE MATTER OF SHERIFF DEPARTMENT ISSUES:

Sheriff Marshall Talbert submitted the following issues for the Commissioners' information and approval:

1. **Jail Population:** The current inmate population is three hundred forty-six (346) with fifty-five (55) being female. Forty-six (46) people were booked in over the weekend.
2. **Courthouse Security:** Security for the murder trial, last week, went well. The Sheriff's Department was assisted by the Kokomo Police Department, the Emergency Management Agency, and the County Highway Department. Last week was also the County Fair; employees from the Sheriff's Department and the EMA worked there, as well.

3. **Patrol Rifles:** All Deputy and Reserve Deputy vehicles are now equipped with patrol rifles. This proved especially important during last Thursday's shooter incident in Howard County. At the most recent firearms training, Deputy Bart Taber set up a scenario of an active shooter at the County Fair. The Deputies were timed on how quickly they could neutralize the aggressor. Officer Gary Cook will be recognized for his assistance with the victim and applying pressure to slow the bleeding, even before knowing where the shooter was. The victim sustained three bullet wounds but none were life threatening. The shooter was quickly taken into custody. Sheriff Talbert commended the efforts of Officer Cook and all the officers on the afternoon shift.

IN THE MATTER OF PLAN COMMISSION ISSUES:

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

1. **Unsafe Property:** Mr. Davis, owner of property located at 1001 East Alto Road was in attendance to report to the Board of Commissioners from the previous Public Hearing (*please refer to page three, for the previously scheduled Public Hearing, of the Regular Meeting minutes dated July 6, 2010*). At this time the Regular Meeting was recessed to continue the Public Hearing concerning Unsafe Property located at 1001 East Alto Road, on a motion made by Mr. Moore and seconded by Mr. Thompson.

Mr. Davis took the floor and reported that the excavation is not completed. Alliance Excavating will be at the property this Wednesday or Thursday to begin excavation. Mr. Boise has spoken to the contractor to confirm that he does have a contract with Mr. Davis and confirmation was received. Once the excavation begins, the project should be completed in three to four days, with stripping of the brick to be the first part of the project. Mr. Murrell confirmed that the original Order On Unsafe premises still stands until the matter is resolved. A motion was made by Mr. Moore to continue the Public Hearing until August 2, 2010 at 4:30 p.m. The motion was seconded by Mr. Thompson and carried. The Public Hearing was recessed and the Regular meeting reconvened on a motion made by Mr. Moore and seconded by Mr. Thompson.

2. **Flood Hazard Mitigation Grant:** A new part of the grant application process is Assurances. These assurances have been given to Attorney Murrell for his review and will be submitted to the Board of Commissioners at their August 2nd meeting.
3. **U S 31 Corridors Plans:** Mr. Boise has reviewed the 2nd draft of the consultant's Corridors Plan. Mr. Boise has made several corrections and comments on formatting issues, and sent them back to the consultant.
4. **Agenda Item:** Commissioner Moore asked Mr. Boise to add the recently approved Zoning Ordinance to the next Plan Commission meeting agenda. Proposed amendments are ready for discussion.

IN THE MATTER OF MAINTENANCE DEPARTMENT ISSUES:

Buildings and Grounds Superintendent Scott Reed submitted the following issues for the Board's information and approval:

1. **Trial Preparation:** The Maintenance Department has been busy with trial preparations, this week. Part of the preparations included installing air conditioning at the Emergency Management Building.
2. **Energy Conservation Inc.:** Mr. Reed introduced Mr. David Reifeis of Energy Conservation, Inc. to speak about the electrical efficiency testing that took place at the Courthouse last week (*please refer to page two, item three, "In The Matter Of Maintenance Department Issues" of the Regular Meeting dated July 19, 2010*). Mr. Reifeis reviewed the Data Analysis sheet from the initial field survey of electric motors at the Courthouse with the Board of Commissioners. There is no cost to the survey at this time (free sample) and they can do a free survey of electric bills from the five other buildings. Mr. Reifeis then reviewed the costs of further survey services and installation of their equipment. At the conclusion of his review, a motion was made by Mr. Thompson to review the information in an Administration Meeting. The motion was seconded by Mr. Moore and carried.

IN THE MATTER OF PERSONNEL DEPARTMENT ISSUES:

In the absence of Personnel Director Wanda McKillip the following issues were addressed:

1. **Congratulations:** Congratulations were given to Administrative Assistant Brittany Campbell on her marriage.
2. **Commissioner Appointment:** Mr. Rick Ogg from the Howard County Convention and Visitor's Commission has resigned and the Board of Commissioners now appoints Ms. Buffey Hedrick to fulfill the unexpired term from July 19, 2010 to December 31, 2010. The appointment was approved on a motion made by Mr. Thompson and seconded by Mr. Moore.
3. **PAC Committee Meeting Report:** Mr. Thompson submitted and distributed copies of the PAC Committee's meeting report from July 31, 2010, and read it one time. The PAC Committee makes the following recommendations to the Travel Policy, for Board action as follows:
 - a) Change the automatic single occupancy approval rate from \$79.00 per night plus applicable taxes to \$99.99 per night plus applicable taxes (reason: a check of costs outside a 50 mile radius from Howard County shows the new approval rate to be more in line with current rates).
 - b) Approve authorizing the Auditor's office to make an immediate payment for all approved charges and a second payment for any special approved charges after review (reason: this type of pay will allow employees to receive approved payment immediately and contested payment when approved).

A motion was made by Mr. Thompson to approve the PAC recommendations to change the single occupancy room rate, and to authorize the Auditor's Office to immediately pay the portion that complies with the travel policy. The motion was seconded by Mr. Moore and carried.

At the July 6th meeting the Board of Commissioners approved to table the payment of five contested travel claims from the Prosecutor's Office (*please refer to page four, item three, "In The Matter Of Claims And Reports" of the Regular Meeting minutes dated July 6, 2010*). The PAC Committee made a recommendation to pay the tabled travel claims. A motion was made by Mr. Thompson, seconded by Mr. Moore and carried to approve the PAC Committee's recommendation to pay the tabled travel claims.

IN THE MATTER OF INFORMATION SYSTEMS DEPARTMENT ISSUES:

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

1. **Trial Preparations:** The Information Systems Department was also busy with preparations for last week's murder trial at the Courthouse. His department set up electronic audio/visual equipment and video equipment in the Administration Center for jury selection. They prepared a mobile recording system for use in the Emergency Management building. Because it was a secured facility, Mr. Tribby thanked Mr. Scott Purdee of the City of Kokomo and Sheriff Talbert for their assistance.
2. **Reassessment Certification:** June 18th was the date that Howard County was certified. They were the 6th or 7th in the state to receive their certification. It required a lot of cooperation between the different departments and Mr. Tribby expressed gratitude for elected officials and department heads that work together.

IN THE MATTER OF COUNTY ASSESSOR ISSUES:

County Assessor Jamie Shepherd submitted the following issues for the Board's information and approval:

1. **Appointment To PTABOA Board:** Due to the recent passing of PTABOA Board member William Sahn, Ms. Shepherd needs the Board of Commissioners to appoint someone to finish Mr. Sahn's unexpired term. Ms. Shepherd commented that Mr. Sahn was a wonderful man and dedicated his life in service to Howard County. Ms. Shepherd is a better person for knowing him. There have not been any

appeals since his passing, however, form 11's are now being sent out and the appeals process will begin soon. Ms. Shepherd recommends appointment of Mr. Andy Hardy. Mr. Hardy is a resident of Howard County and very knowledgeable in local real estate matters. He meets the requirements of the Board of Appeals but is not Level II Certified. There are two other Level II Certified members on the Board, meeting requirements, and though not a voting member, Ms. Shepherd is Level III Certified. A motion was made by Mr. Moore to appoint Mr. Andrew Hardy to the Property Tax Assessment Board of Appeals to complete the unexpired term of Mr. William Sahn. The motion was seconded by Mr. Thompson and carried.

Ms. Shepherd informed the Board of Commissioners that Form 11's (Notice of Assessments) have been mailed out. These forms inform taxpayers of last year's assessed values and this year's new trended value. July 1st was the mandated reassessment date. Reassessment takes place every eight to ten years. Howard County does a "rolling" reassessment that helps to save money as well as provide a more accurate reassessment. People are in the field everyday inspecting properties. Also the state has mandated that there needs to be a site inspection for every property that is sold, increasing the number of site inspections to be completed by the Assessor's office. Ms. Shepherd has spoken with the Surveyor's office and MS4 Coordinator Greg Lake and will be sharing the Surveyor's truck with the Assessor's Office for those site inspections. Ms. Shepherd expressed appreciation to the Treasurer, Auditor, Recorder and Surveyor offices for their help with preparation of the Form 11's (35 thousand pieces).

2. **Engagement Letter:** Last week Mr. Murrell submitted an Engagement Letter with Barnes and Thornburg for their services in several reassessment matters (*please refer to page five, item three, "In The Matter Of County Attorney Issues", of the Regular Meeting minutes dated July 6, 2010*). Mr. Murrell now submits an Engagement Letter with Crowe Horwath LLP for their services to the Center Township Assessor and County Assessor in reassessment matters. A motion was made by Mr. Moore to approve the Letter of Engagement with Crowe Horwath LLP. The motion was seconded by Mr. Thompson and carried.

IN THE MATTER OF KINSEY YOUTH CENTER ISSUES:

Director Brent Kelley submitted the following issues for the Board's information and approval:

1. **Replacement Equipment Purchases:** Kinsey Youth Center Director Brent Kelley submitted three requests for equipment purchases from the Cumulative Capital Fund. The first request is to replace the steamer in the kitchen. The current steamer broke down and cannot be repaired. Mr. Kelley has sought three quotes and the quote from Benchmark, in the amount of \$3,825.00 as the lowest quote, is recommended by Mr. Kelley. Two phones need to be replaced. They contacted a company called TeleTech who was able to locate five used phones in the amount of \$160.00 each (these phones are difficult to find). The phones are half the price of new phones and would give them several extra phones in the event that more phones need to be replaced. Also needed are two sweepers to replace two original sweepers that no longer work properly. The sweepers are \$265.00 each, from Ideal. At the conclusion of review of paperwork and ensuing discussion, a motion was made by Mr. Thompson to approve all the purchases, as submitted, for payment from the Cumulative Capital Fund (150-04000). The motion was seconded by Mr. Moore and carried.
2. **Proposed Graffiti Removal Project:** Commissioner Trine has been in contact with Chief Probation Officer Don Travis, concerning the possibility of youth probationers and Kinsey residents removing graffiti on downtown buildings. The paint can be purchased by the Auditor's Office (Other Supplies). Mr. Kelley believes this can be done. Mr. Trine would like to authorize the Auditor's Office to purchase \$500.00 worth of paint for the project. Mr. Kelley and Mr. Travis will work together on this project and appoint a contact person. A motion was made by Mr. Thompson to approve the purchase of paint and supplies from the Auditor's budget and authorize Mr. Travis and Mr. Kelley to form a committee to oversee the graffiti removal project. The motion was seconded by Mr. Moore and carried.
3. **Functional Family Therapy Contract:** Mr. Murrell submitted a contract between Howard County and the Trustees of Indiana University, Bloomington, Indiana, Center for Adolescent Family Studies, for the Functional Family Therapy System Training. Mr. Murrell has reviewed this one year contract and inserted one change to be approved by the Center. A motion was made by Mr. Moore, seconded by Mr.

Thompson and carried to approve the contract with Indiana University, with the recommended change, and authorize the President to sign on behalf of the Board of Commissioners.

IN THE MATTER OF A REQUEST TO PURCHASE EQUIPMENT FOR THE COUNTY AGENT:

County Agent Susan Neher submitted a request to purchase a new folding machine for the County Agent's 4-H program, from the Cumulative Capital Fund. Their current machine is ten years old and replacement parts are no longer available. Because she wants to purchase locally and because Shearer is the only local vendor that carries a folding machine, Ms. Neher submitted a quote from Shearer Printing and Office Solutions. This quote is for a Duplo DF-755 (manual folder) in the amount of \$2,290.00. A motion was made by Mr. Thompson to approve the purchase of a Duplo DF-755 folding machine, in the amount of \$2,290.00 for the County Agent's office, from the Cumulative Capital Fund (150-04000). The motion was seconded by Mr. Moore and carried.

Ms. Neher reported that last week was a very hot but successful fair week.

The County Agent's office has a new Youth Educator, Ms. Kelly Shearer. She will introduce Ms. Shearer to the Board of Commissioners at the August 2nd meeting.

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:** The Commissioners' Salary, hourly and overtime claims payable July 23 and 30, 2010, in the amount of \$346,484.04 each, were approved for payment on a motion made by Mr. Moore and seconded by Mr. Thompson.
2. **Operating Claims:** The Commissioners' Operating Claims payable today, in the amount of \$226,120.18, were submitted and approved on a motion made by Mr. Moore and seconded by Mr. Thompson.
3. **Treasurer's Report:** The Treasurer's Monthly Report for the month ending June 30, 2010, was submitted and accepted on a motion made by Mr. Moore and seconded by Mr. Thompson.
4. **Weights & Measures Report:** The Weights & Measures report for the month of June 16 – July 15, 2010 was submitted by Ms. Wells. A motion was made by Mr. Moore to accept the report. The motion was seconded by Mr. Thompson and carried.
5. **Soil & Water Agenda:** Ms. Wells submitted the Agenda for the July 20th meeting and the minutes from the June 15th Supervisor's meeting. The agenda and minutes were accepted on a motion made by Mr. Moore and seconded by Mr. Thompson.

IN THE MATTER OF COMMISSIONER ISSUES:

Commissioner Moore:

Mr. Moore will be attending the Traffic Commission meeting on Wednesday morning in the Plan Commission Office.

The next Drug Court Graduation will be held on Wednesday, at noon. It's always an inspiring event.

Last Thursday Mr. Moore attended a meeting of the Kokomo Downtown Association for downtown businesses. This meeting was to inform businesses of benefits available. There was a good turnout and it was encouraging to see the attendance of an employee from a former downtown business that is considering re-opening.

There is a Recycling District meeting at 2:30 p.m. tomorrow.

The Novia Clinic committee has recommended a location for the Employee Clinic, at the building that houses the City's Employee Health Clinic. Ms. Kathy Horton has been contacted concerning a lease arrangement and Ms. McKillip has contacted NOVIA concerning a business plan. Mr. Murrell has a final draft of the contract and is in the process of reviewing it. He has been in contact with Mr. Derrick Sublette, who is assisting the City of Kokomo with the lease. Once the lease is in place the Board of Commissioners will be ready to act on the agreement.

Commissioner Thompson:

Mr. Thompson commended Sheriff Talbert for the outstanding job the Sheriff's Department did during last week's trial. He also commended the Department for their work in capturing the shooter in last Thursday's incident. A thank you was extended to the City of Kokomo for their assistance, as well.

Mr. Thompson did not realize how complicated Travel claims could be until he was a part of last week's PAC Committee meeting that addressed the Travel Policy and non-compliant claims. The PAC Committee will work to make sure the Travel Policy more effectively addresses the travel needs of the offices and is easily enforceable by the Auditor's Office.

Commissioner Trine:

Mr. Trine submitted the June and July, 2010 EMA Calendar of Events and the activities schedule for July. A motion was made by Mr. Thompson to accept the calendar and activities events of the Emergency Management Agency. The motion was seconded by Mr. Moore and carried.

Thank you to the Commissioners for their attendance at the Howard County Fair, last week, as well as their help with the MS4 booth.

While at the fair Mr. Trine was able to speak to Eon, the company that is considering installing a windmill farm in Howard County. They are still in the process of gathering leases for Howard County and the project should be to the point of installing the windmills in 2013.

The Special Session that was called for Wednesday, July 21, at 4:30 is cancelled (*please refer to page five, item eight, "In The Matter Of Commissioner Issues" of the Regular Meeting minutes dated July 6, 2010*).

The Stuff-the-Bus Campaign for school supplies will be held at the Windmill Grill, from 7:00 a.m. – 10:00 a.m.:

August 9 – Taylor Schools
August 10 – Western Schools
August 11 – Kokomo Center Schools
August 12 – Eastern Schools (held at Brad Howell Ford)
August 13 – Northwestern Schools

The Windmill Grill will be providing free breakfast to the participants.

There being no further business to come before the Board at this time, the meeting was adjourned at 9:52 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 Commissioners Meeting July 19, 2010