

## **HOWARD COUNTY BOARD OF COMMISSIONERS MEETING FEBRUARY 7, 2011**

The Howard County Board of Commissioners met in Regular Session on Monday, February 7, 2011, at 4:00 p.m. in Hearing Room 338 of the Administration Center. Those in attendance included President Tyler Moore, Vice President Paul Wyman, and Member Bill Thompson. Also in attendance were Assistant County Attorney Alan Wilson and Auditor Ann Wells.

The meeting was called to order by Sheriff Rogers and conducted by President Moore. Mr. Thompson led in the Pledge of Allegiance and Mr. Wyman offered a word of prayer.

President Moore welcomed newly elected Councilman John Roberts and Assistant County Attorney Alan Wilson.

### **IN THE MATTER OF APPROVAL OF MINUTES:**

The minutes of the Regular Meeting dated January 18, having been previously submitted and reviewed, were approved on a motion made by Mr. Wyman and seconded by Mr. Thompson.

The minutes of the January 21, 2011 Administrative Meeting were submitted, reviewed and approved on a motion made by Mr. Wyman and seconded by Mr. Thompson.

The minutes of the January 19, 2011 Administrative Meeting were submitted, reviewed and approved on a motion made by Mr. Wyman and seconded by Mr. Thompson.

The minutes of the January 26, 2011 Administrative Meeting were submitted, reviewed and approved on a motion made by Mr. Wyman and seconded by Mr. Thompson.

The minutes of the February 3, 2011 Administrative Meeting were submitted, reviewed and approved on a motion made by Mr. Wyman and seconded by Mr. Thompson.

It is noted for the record that an Executive Session was called for Wednesday, February 2, 2011 at 7:30 am. That Session was cancelled due to the anticipated inclement weather, and will be rescheduled at a later date.

Mr. Moore took this opportunity to give a brief synopsis of the topics of the Administrative Meetings, which will also be posted on the County's website.

### **IN THE MATTER OF THE SIGNATORY AUTHORIZATION RESOLUTION:**

MS4 Coordinator Greg Lake submitted a new Signatory Authorization Resolution. This resolution will authorize President Tyler Moore to make application for an SRF Loan and provide the State Revolving Loan Fund Program with the information, data, and documents pertaining to the loan process. A signatory was signed last year but is no longer valid since David Trine is no longer the President of the Board of Commissioners. A motion was made by Mr. Wyman, seconded by Mr. Thompson and carried to ratify the signatures on the Signatory Authorization Resolution as Resolution No. 2011-BCCR-04, authorizing President Moore as the signatory.

### **IN THE MATTER OF DEPARTMENT REPORTS:**

President Moore informed the Board that the Departments listed on the Agenda are the only reports received.

**SHERIFF DEPARTMENT:** Sheriff Rogers thanked Mr. Ted Cain and his department for all the roadwork done during the winter storms, last week. There were a lot of citizen volunteers who stepped up to the plate. There was very close communication between the agencies and they all worked together.

Commissioner Moore thanked all those, involved, as well.

**PLAN COMMISSION:** Plan Commission Director Greg Sheline had two plats for consideration.

The first plat is case 1-CP-10, one lot in Wild Acres Subdivision, located at 2173 South County Road 1100 East. This subdivision was started last year but there were several drainage issues that had to be resolved. Surveyor Dan Minor

confirmed that all the drainage issues have been resolved and the plat is ready for approval. A motion was made by Mr. Wyman to approve 1-CP-10, in Wild Acres Subdivision. The motion was seconded by Mr. Thompson.

The second plat is case 2-CP-10, one lot in N & M Subdivision (Nancy and Mary), located at 11541 East County Road 400 South. There was no remonstrance for this plat. Case 2-CP-10 was approved on a motion made by Mr. Wyman and seconded by Mr. Thompson.

**HOWARD HAVEN (COUNTY HOME):** Superintendent Jennifer Vary submitted Applications for Admission for Mr. John Young and Ms. Shirley Woodring. Both Mr. Young and Ms. Woodring have been assessed and they meet the requirements for residency. Both are private pays and both are residents of Howard County. The applications were previously e-mailed to the Board of Commissioners for their review and the Commissioners appreciated receiving the paperwork before the meeting. A motion was made by Mr. Wyman to approve the Application for Admission for Mr. John Young and Ms. Shirley Woodring, with the standard 90 day probationary period. The motion was seconded by Mr. Thompson and carried.

**PERSONNEL:** Personnel Director Wanda McKillip submitted the OSHA Form 300, a Log of Work-Related Injuries and Illnesses, from 2008 – 2010. This report is mandated to be posted in all the County Buildings from February 1<sup>st</sup> through April 30, 2011, and does not include any personal information. Any personal information can be reviewed by the Commissioners, in the Personnel Office. Ms. McKillip is impressed with the team at Travelers Insurance Company. At no cost to Howard County, if our claims increase, Traveler's will send their Safety Director to review our claims and educate the employees. Ms. McKillip also commented that our claims are stable.

Concerning Board Appointments, the Board needs to rescind an appointment to the Convention and Visitor's Bureau. One of the requirements for this position is that the appointee be the owner of a local restaurant. Ms. David does not meet that requirement. A motion was made by Mr. Wyman to rescind the appointment of Ms. Birdie David as a result of classification requirements not being met. The motion was seconded by Mr. Thompson and carried. A motion was made by Mr. Wyman to appoint Mr. Craig Harts to the Howard County Convention and Visitor's Bureau. The motion was seconded by Mr. Thompson and carried. Mr. Harts owns Whiskey Creek Steak House.

Mr. Moore thanked Ms. McKillip and her staff for preparing the employee memo for the YMCA weight loss challenge.

**SHERIFF DEPARTMENT:** At the January 18<sup>th</sup> meeting the Board of Commissioners authorized Sheriff Rogers and Prosecutor McCann to proceed with negotiations concerning the unused vehicle in the Prosecutor's Office (*please refer to page two, item one, "In The Matter Of Sheriff Department Issues" of the Regular Meeting minutes dated January 18, 2011*). Sheriff Rogers has met with Prosecutor McCann and determined a value for the 4 wheel drive vehicle at \$23,000. Mr. McCann will apply \$10,000 from the Law Enforcement Fund (198) toward the cost of the vehicle, and Mr. Rogers is requesting approval to use \$13,000 from the Commissioners Vehicle line item in the Cumulative Capital Fund. A motion was made by Mr. Wyman, seconded by Mr. Thompson and carried to authorize \$13,000 from the Cumulative Capital Fund, Commissioner Vehicles Line Item to the Law Enforcement Fund.

#### **IN THE MATTER OF A SHORT TERM LEASE AGREEMENT WITH KOKOMO MALL:**

Commissioner Wyman submitted a Short Term Lease between Howard County and Kokomo Mall, for the use of mall space for the 2<sup>nd</sup> Annual Clash of the Cans food drive (*please refer to page three, item five, "In The Matter Of Personnel Department Issues" of the Regular Meeting minutes dated January 18, 2011*). A motion was made by Mr. Wyman, seconded by Mr. Thompson and carried to approve the Short Term Lease with Kokomo Mall for the 2<sup>nd</sup> Annual Clash of the Cans Event, and authorize the President to sign on behalf of the Board of Commissioners. The Build Day for the event is March 19, 2011.

#### **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 11 and 18, 2011, in the amount of \$348,504.63, were submitted and approved on a motion made by Mr. Wyman and seconded by Mr. Thompson.

2. **Operating Claims:** The Commissioners' Operating Claims payable today, in the amount of \$744,598.16, was submitted and approved on a motion made by Mr. Wyman and seconded by Mr. Thompson.
3. **Claim For Early Payment:** Ms. Wells submitted a claim on behalf of Recorder Brook Cleaver, for early payment of lodging for the Recorder's Conference. Early payment is requested in order to waive certain taxes. The early payment claim request was approved on a motion made by Mr. Wyman and seconded by Mr. Thompson.
4. **County Wage Report:** Ms. Wells submitted the County Wage Report that was published in the newspapers in January, 2011. This report is submitted on behalf of the Board of Commissioners and Ms. Wells submits the report for the Commissioners' approval. A motion was made by Mr. Wyman, seconded by Mr. Thompson and carried to approve and sign the County Wage Report.
5. **Ratify President Moore's Signature:** Last Friday President Moore signed an early pay claim for the County's share of the mobile and portable radios approved by the Mobile Radio Grant with the City of Kokomo. He is asking that the Board of Commissioners ratify his signature. A motion was made by Mr. Wyman to ratify the signature of President Moore on the claim for Mobile Radios. The motion was seconded by Mr. Thompson and carried.

#### **IN THE MATTER OF COUNTY ATTORNEY ISSUES:**

Assistant County Attorney Alan Wilson submitted the following issues for the Board's information and approval:

1. **WMS Contract:** Mr. Wilson submitted a Maintenance Agreement with WMS Electronics for E911 Dispatch maintenance, in the amount of \$1,008.00. A motion was made by Mr. Wyman, seconded by Mr. Thompson and carried to approve the Dispatch Maintenance Agreement with WMS Electronics Inc. for the amount of \$1,008.00, and to authorize the President to sign on behalf of the Board of Commissioners.
2. **US Imaging Contract:** An agreement with US Imaging was submitted on behalf of Auditor Wells, for the scanning of bound transfer books. The project will be in three phases for a total amount of \$72,826.00. The contract with US Imaging for the scanning of bound transfer books, in the total amount of \$72,826.00, was approved on a motion made by Mr. Wyman and seconded by Mr. Thompson. Ms. Wells commented that Howard County is the **first county in Indiana** to scan Transfer Books. Her goal is to have the transfers linked to MVP parcels.
3. **Proforma:** Mr. Wilson submitted a contract with Proforma for the printing and mailing of tax statements. They can print the statements for about \$5,000 less than the company that was used last year. A motion was made by Mr. Wyman, seconded by Mr. Thompson and carried to approve the contract with Proforma, and authorize the President to sign on behalf of the Board of Commissioners.
4. **Ordinance No. 2011-BCCO-04:** This Ordinance is to enact and adopt the 2010 Supplement to the Howard County, Indiana Code of Ordinances. Ordinance No. 2011-BCCO-04 was approved on a motion made by Mr. Wyman and seconded by Mr. Thompson.

*At 4:43 p.m. a motion was made by Mr. Wyman to recess the Regular Meeting  
to hold the previously scheduled Board of Finance Meeting.  
The motion was seconded by Mr. Thompson and carried.*

*The Board of Finance Meeting was adjourned at 4:56 p.m. and the  
Regular Meeting was reconvened on a  
motion made by Mr. Wyman and seconded by Mr. Thompson.*

## **IN THE MATTER OF COMMISSIONER ISSUES:**

### **Commissioner Thompson:**

Mr. Thompson read the following statement:

“Last week, a major snow storm from New Mexico to New England swept through Indiana. Because of the weather, schools that had not been closed in four decades were shut down; power outages, abandon vehicles, cancelled flights, and emergency shelters became the norm. For Howard County, it all started on Saturday when Larry Smith, director of EMA working with Homeland Security and other emergency agencies, first called County officials about the pending storm.

Larry and his first responders set up an emergency command center and kept us updated throughout the entire ordeal. County Attorney Larry Murrell provided advice on all legal matters and proper notification procedures. Maintenance Superintendent Scott Reed and his team prepared County facilities for possible utility interruptions and snow removal. Terry Tribby’s IT Department worked with the County service provider to insure all computer records were saved. Sheriff Steve Rogers and his staff prepared for all contingencies pertaining to security and law enforcement. County Engineer Ted Cain and the entire highway crew made ready all personnel and equipment for long days and longer nights. Many County employees laid out two days of work in anticipation of a possible closing. On Monday, the State House closed. On Tuesday, State workers went home early. By Wednesday afternoon most Counties in the state were under emergency restrictions or advisories. I want to thank all the elected officials in Howard County and throughout the state for putting the safety of the public and the safety of their employees first; and a big thank you to all Howard County employees that worked through this unpredictable and potentially dangerous situation. ***Through it all, Howard County acted in unison as one well oiled machine.***”

President Tyler Moore also helped as he acted as “Point Man” for the Board of Commissioners and did an excellent job.

Mr. Thompson informed Department Heads, Elected Officials and employees that the Board has tabled the proposed changes to the Employee Handbook for further review.

### **Commissioner Wyman:**

At the January 18<sup>th</sup> meeting the Board of Commissioners assured Ms. Liggin that the drawing of the proposed Veterans’ Monument would be taken to Mr. John Wiles at the Kokomo Downtown Association (***please refer to page one, item two, “In The Matter Of Public Comments” of the Regular Meeting minutes dated January 18, 2011***). Mr. Wyman reported that it has been delivered. Mr. Wiles informed Mr. Wyman that discussion for the proposed monument would be on the spring agenda for the Beautification Committee, as Phase II of the Downtown Beautification project. They will submit a report to the Board of Commissioners.

Mr. Wyman met with members of the Westside Association concerning several projects under consideration. On behalf of the Board of Commissioners, Mr. Wyman asked them to submit the information to the Board of Commissioners for possible future involvement.

### **Commissioner Moore:**

Mr. Moore commended Captain Harold Vincent for the work he does at the Criminal Justice Center, and congratulated both Captain Vincent and Sheriff Rogers for the 2010 Jail Inspection Report and for making Howard County’s facility one of the best in the State of Indiana.

#### **IDEM Notices:**

Wastewater Permit #826 to Merrell Brothers Inc. – to conduct wastewater/septage management activities in Indiana.

Wastewater Permit #505 to Roto-Rooter Sewer Service – to conduct wastewater/septage management activities in Indiana.

Wastewater Permit #586 to JCCF Inc. d/b/a Don’s Sewer Service – to conduct wastewater/septage management activities in Indiana.

A motion was made by Mr. Wyman, seconded by Mr. Thompson and carried to accept the IDEM notices listed above.

The EMA Calendars for January and February, 2011, were accepted on a motion made by Mr. Wyman and seconded by Mr. Thompson.

The Weights and Measures Report for November 16 – December 15, 2010, and for December 16, 2010 – January 15, 2011, were submitted and accepted on a motion made by Mr. Wyman and seconded by Mr. Thompson.

The Veterans Service Officer report for the month ending December 31, 2010, was submitted and accepted on a motion made by Mr. Wyman and seconded by Mr. Thompson.

A motion was made by Mr. Wyman to accept the designation, from Center Township Trustee Jean Lushin, of Mr. Isaac David Breeden to the position of Executive Assistant for the office of Center Township Trustee. The motion was seconded by Mr. Thompson and carried.

Winamac Southern Railroad Company has agreed to the amendments suggested by Attorney Murrell to the Occupancy License Agreement (*please refer to page four, "In The Matter Of An Occupancy License Agreement", of the Regular Meeting dated January 18, 2011*). Mr. Moore signed the agreement on behalf of the Board of Commissioners.

Mr. Moore offered congratulations to the Green Bay Packers (and their fans) for their win in the 2011 Super Bowl.

Mr. Moore informed the Board of Commissioners that the Polar Plunge for the Special Olympics is February 19, 2011, at Crossroads Community Church. He and Randy Morris will be involved.

**IN THE MATTER OF THE OPENING OF THE QUOTES FOR THE DEMOLITION OF 1207 MOCCASIN TRAIL:**

Plan Commission Director Greg Sheline submitted quotes for demolition of the 1207 Moccasin Trail unsafe building. They were opened as follows:

Stephens Bulldozing Inc.	\$4,845.00
Rice Tree Company	\$4,125.00
Feightner Excavating	\$4,990.00

A motion was made by Mr. Wyman to take the quotes under advisement for Mr. Sheline and the Board of Commissioners' review. The motion was seconded by Mr. Thompson and carried.

There being no further business to come before the Board at this time, a motion was made by Mr. Wyman to adjourn the meeting. The motion was seconded by Mr. Thompson and carried. The meeting was adjourned at 5:13 p.m.

**HOWARD COUNTY BOARD OF COMMISSIONERS:**

\_\_\_\_\_  
TYLER O. MOORE, PRESIDENT

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PAUL G. WYMAN, VICE PRESIDENT

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WILLIAM THOMPSON, MEMBER

ATTEST:

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ANN WELLS, AUDITOR

Howard County Board of Commissioner Meeting January 18, 2011