

HOWARD COUNTY BOARD OF COMMISSIONERS MEETING FEBRUARY 20, 2012

The Howard County Board of Commissioners met in Regular Session on Monday, February 20, 2012, at 8:30 a.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 Steve Rogers and conducted by President Moore. Commissioner Thompson led all in attendance in the Pledge of Allegiance, and Commissioner Wyman offered a word of prayer.

IN THE MATTER OF APPROVAL OF MINUTES:

The minutes of the February 6, 2012, Regular Meeting, having been previously submitted and reviewed, were approved on a motion made by Mr. Wyman and seconded by Mr. Thompson.

The minutes of the February 6, 2012, Administrative Meeting were submitted and reviewed. This meeting was for the purpose of receiving information and recommendations from Surveyor Dave Duncan, Deputy Surveyor Greg Lake and Treasurer Martha Lake regarding possible loans to finance pending drain reconstructions. The minutes were approved on a motion made by Mr. Wyman and seconded by Mr. Thompson.

At this time President Moore recognized the attendance of Assistant County Attorney Alan D. Wilson.

IN THE MATTER OF DEPARTMENTAL REPORTS:

SHERIFF DEPARTMENT:

- 1) Sheriff Steve Rogers submitted a request to replace the original dishwasher at the Criminal Justice Center from the Commissioners CUM CAP Equipment line item. There are no longer parts available to fix the current dishwasher. The cost of the dishwasher that was recommended to them by their soap and rinse chemicals representative, a CMA Dish Machine EST 44HRL, is \$10,500. The Maintenance staff at the CJC will be removing the old dishwasher and installing the new one. A motion was made by Mr. Wyman to approve the purchase of the CMA Dish Machine, 44HRL, in the amount of \$10,500, to be purchased from the CUM CAP Commissioner Equipment account (150-000-04000-00). The motion was seconded by Mr. Thompson and carried.
- 2) At the February 6th Commissioner meeting the Board approved the CJC Renovation Project and authorized President Moore to sign the amended contract. The amended Contract was signed by Mr. Moore on February 9th, and his signature is ratified on a motion made by Mr. Wyman and seconded by Mr. Thompson. The Bid proposal and time schedule will be submitted at the March 5th meeting.
- 3) Captain Jerry Asher submitted the Bids for Vehicles, to be opened by the Board of Commissioners. They were opened and recorded as follows:

Button Dodge	5 pursuit vehicles at \$25,495 each	less \$8,400 Trade-In	\$119,075.00
Erik's Chevrolet	5 pursuit vehicles at \$26,997 each	less \$15,400 Trade-In	\$119,585.00
Kokomo Auto World	5 pursuit vehicles at \$22,957.25 each	less \$16,000 Trade-In	\$ 98,786.25

A motion was made by Mr. Wyman to accept the Pursuit Vehicle bids and take them under advisement for further review by the Sheriff's Department. The motion was seconded by Mr. Thompson and carried. Captain Asher will bring the bids to the March 5th meeting.

PERSONNEL DEPARTMENT:

- 1) Personnel Director Wanda McKillip submitted an Employee Memo informing employees of a Free Luncheon Seminar for all eligible employees, concerning the County's sponsored 457 Deferred Compensation Plan through Edward Jones Investments, at the Government Center. The date of the luncheon/seminar is Tuesday, March 13, 2012, at 11:15 a.m. – 11:45 a.m. and 12:15 a.m. – 12:45 a.m. The meeting is voluntary and the box lunch is supplied by Edward Jones. A motion was made by Mr. Wyman to approve the free luncheon/seminar sponsored by Edward Jones, and the distribution of the memo to the employees. The motion was seconded by Mr. Thompson and carried.

2) Ms. McKillip submitted an employee memo to be distributed to employees, informing them of voluntary enrollment meetings for Colonial Life Supplemental Life Insurance Plan. The meetings will be held Wednesday, March 14, and Thursday March 15, 2012. Colonial Life offers supplemental Cancer, Accident, Life, Critical Illness, Hospital Indemnity and Short-term Disability policies. A motion was made by Mr. Wyman, seconded by Mr. Thompson and carried to approve the employee memo for Colonial Life meetings, and its distribution.

3) Ms. McKillip introduced Mr. Lee Hauser of Boston Mutual Life Insurance Company. Mr. Hauser introduced local agent Ms. Priscilla George. This is the five year anniversary of Boston Mutual's relationship with Howard County. The Plan's rate is 4.25% and the policy remains with the employee after he/she leaves employment. Mr. Hauser reviewed the policy plan with the Board of Commissioners, and submitted a request to hold an open enrollment. He will coordinate meetings with department heads, and Ms. McKillip will prepare a memo for Department Heads and employees. A motion was made by Mr. Wyman to approve the letter from Boston Mutual, and coordinate dates with Department Heads. The motion was seconded by Mr. Thompson and carried.

4) PAC requests and recommendations were submitted by Ms. McKillip as follows:

Prosecutor Office:

- a) Request a new full-time Investigator position at a salary of \$42,000. \$35,333 will be paid from fund 198 and \$14,500 will be paid from County General (012-01117). These funds will also support PERF and FICA. No new monies will be requested.
- b) Eliminate one (1) part-time Criminal Enforcement Clerk position in the amount of \$14,500 (012-01117).

The PAC recommends the request for a full-time Investigator position with a salary of \$42,000. A motion was made by Mr. Wyman, seconded by Mr. Thompson and carried to approve the PAC recommendation as submitted and forward the recommendation to the County Council.

Stormwater District:

- a) Request a title change from Clerical to Marketing/Public Education Specialist (001-015-01117.00).
- b) Requesting salary increase from \$28,884 up to \$35,000 (based on experience).

The PAC recommends the title change from Clerical to Marketing/Public education Specialist, but did not have a majority vote for a recommendation for the salary request. The committee's discussion was in the salary range recommended. Commissioner Thompson spoke to this request, and Stormwater Coordinator (Deputy Surveyor) Greg Lake clarified his request and answered questions from the Board. A Bachelor's Degree in Marketing would be required for this position, and he is asking for a **RANGE** of salary, depending upon experience and education. The person in the new position would work with the Surveyor's office when needed. He would like to get some longevity in this position. Discussion ensued as to the feasibility of being able to have a "range" salary. It was clarified that the salary would need to be advertised at the highest rate, but Mr. Lake could choose to pay a lower salary. At the conclusion of explanation, a motion was made by Mr. Wyman to approve the PAC recommendation for the Title change from Clerical to Marketing/Public Education Specialist, and recommend the Salary to increased to \$35,000, and forward these recommendations to the County Council. The motion was seconded by Mr. Thompson and carried.

INFORMATION SYSTEMS:

Information Systems Director Terry Tribby submitted a Purchase Order Agreement with Verizon Wireless service on accounts totaling up to 120 units, for various rate plans, from February 16, 2012 through 2013. This PO combines the cell phone accounts and the Sheriff Vehicle data card accounts. A motion was made by Mr. Wyman to approve the GSA-Federal Supply Schedule Purchase Order, and authorize the President to sign on behalf of the Board of Commissioners. The motion was seconded by Mr. Thompson and carried.

VETERANS SERVICE:

1) Veterans Service Officer Bob Ladd submitted a request for more signage for the Veterans Service Office. They have been at the Administration Center location for three years, but many veterans have expressed difficulty in locating the Office. Several Veterans' organizations have offered to fund the signage project for the front of the

Administration Center. The plans would be submitted to the Board after they've been completed. It was the consensus of the Board to proceed with the plans.

2) The Wounded Warriors organization is planning to sponsor a Veterans Parade for Howard County and surrounding areas, in August. Mr. Ladd will update the Board when plans have been finalized.

3) Mr. Ladd will be traveling to Washington D.C., this Friday, February 24, for a week. This will be the fourth year that he has been able to testify on behalf of veterans.

4) President Moore's signature was stamped (with his permission) on a letter of recommendation for funding for Mr. Ladd to begin his Master's program. Mr. Moore's signature was ratified on a motion made by Mr. Wyman and seconded by Mr. Thompson.

IN THE MATTER OF THE POLLING SITE LISTING FOR 2012:

Howard County Clerk Kim Wilson submitted the Polling Site listing for 2012. The following sites were changed:

Precincts previously listed at Family Worship Center have been moved to Taylor High School Gym.

Precincts previously listed at Western High School Gym will be moved to the Lion's Club in Russiaville.

Commissioner Thompson was concerned that voting citizens who show up to the old site, be directed to the new polling site. Ms. Wilson will look into the matter to help voters attend the correct polling site. At the conclusion of ensuing discussion, a motion was made by Mr. Wyman to approve the 2012 Polling Sites list as submitted. The motion was seconded by Mr. Thompson and carried.

IN THE MATTER OF A CONFLICT OF INTEREST DISCLOSURE:

President Moore informed the Board that he has filed a Conflict of Interest Disclosure form with the Clerk's Office on behalf of property title work being done by his family's title company. A motion was made by Mr. Wyman, seconded by Mr. Thompson and carried to accept the Conflict of Interest filed by President Moore. President Moore abstained from the vote.

IN THE MATTER OF THE MOU ON BEHALF OF CRYSTAL WAND CREATIONS:

At the February 6, 2012 Regular Meeting the Board of Commissioners approved a Small Business Grant for Crystal Wand Creations (*please refer to page six, "COMMISSIONER WYMAN", of the Regular Meeting minutes dated February 6, 2012*). Attorney Alan Wilson now submits the Memorandum of Understanding with the Greater Kokomo Economic Development Alliance for the distribution of the \$5,000 Grant to Crystal Wand Creations. A motion was made by Mr. Wyman, seconded by Mr. Thompson and carried to approve the Memorandum of Understanding with the Greater Kokomo Economic Development Alliance.

IN THE MATTER OF THE DARROUGH CHAPEL SEWER PROJECT CONTRACT:

Stormwater Coordinator Greg Lake submitted two amendments to the Darrough Chapel Sewer Engineering Contract with Fleis & Vandenbrink. A move has been made in the interceptor line that the County will be tying into for the Darrough Chapel Sewer project, increasing Howard County's requirements for design and construction. This needs to be in the design before bids can be sought. These amendments must also be approved by the Stormwater Board. At the conclusion of discussion, a motion was made by Mr. Wyman to approve both variations of the amendment to the Engineering Contract with Fleis and Vandenbrink, subject to the Stormwater Board's review and final amendment approval, and authorize the President to sign on behalf of the Board of Commissioners. The motion was seconded by Mr. Thompson and carried.

IN THE MATTER OF THE JACKSON STREET PROPERTY TO BE TURNED OVER TO THE CITY OF KOKOMO:

Plan Commission Director Greg Sheline submitted a request for the re-zoning of the Jackson Street Property (322 E. Jackson Street). This is a time sensitive issue and there is a rezoning request and a Special Exception request through the Board of Zoning Appeals. At the conclusion of ensuing discussion, a motion was made by Mr. Wyman to approve moving

forward with the rezoning activity for 322 East Jackson Street (requested by Family Service Association), subject to the Court's approval of assigning the certificate of sale to the Board of Commissioners, and authorize the President to sign any re-zoning applications on behalf of the Board of Commissioners. The motion was seconded by Mr. Thompson and carried.

Mr. Sheline took this opportunity to inform the Board that the demolition of the 2295 South County Road 300 West has been completed, but because of the wetness of the ground, it has not been seeded. \$500 was taken off the demolition invoice. Rice Demolition Company will invoice for the seeding, separately, once they are able to complete the project.

IN THE MATTER OF THE FLU VACCINE ORDER FOR 2012:

Public Health Nursing Coordinator Karen Long submitted the recommendation to purchase three hundred sixty doses of the seasonal flu vaccine for the 2012-2013 flu season. The projected cost of the vaccine is \$11.44 per dose for a total of \$4,118.40. For the 2011/2012 season, the projected cost was \$4,048.20 and the actual cost was \$3,636.00. Ms. Long is hopeful we will not have to pay the full amount of this year's vaccine as well. A motion was made by Mr. Wyman to approve the 2012/2013 vaccine order of three hundred sixty doses, in the amount not to exceed \$4,118.40, as submitted. The motion was seconded by Mr. Thompson and carried.

IN THE MATTER CLAIMS AND REPORTS:

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

1. **Yellow Page Contract:** Ms. Wells submitted an annual renewal contract from AT & T for yellow and white page services. A motion was made by Mr. Wyman, seconded by Mr. Thompson and carried to approve the AT & T Yellow/White Page services annual agreement, in the amount of \$960 (\$80 monthly) and authorize the President to sign on behalf of the Board of Commissioners.
2. **Salary Claims:** The Commissioners' Salary, Hourly and Overtime claims payable February 24 and March 2, 2012, in the amount of \$346,348.97 each, were submitted and approved on a motion made by Mr. Wyman and seconded by Mr. Thompson.
3. **Operating Claims:** The Commissioners' Operating Claims payable today, in the amount of \$310,397.74, were submitted and approved as submitted on a motion made by Mr. Wyman and seconded by Mr. Thompson.
4. **Treasurers Report:** The Treasurer's Report for the month ending January 31, 2012, was submitted and accepted on a motion made by Mr. Wyman and seconded by Mr. Thompson.
5. **Clerk's Report:** The Clerk's Monthly Report for the month ending January 31, 2012, was submitted and accepted on a motion made by Mr. Wyman and seconded by Mr. Thompson.
6. **Weights and Measures Report:** The Weights and Measures Monthly Report for the month of January 16 – February 15, 2012 was submitted and accepted on a motion made by Mr. Wyman and seconded by Mr. Thompson.
7. **EMA Calendar:** The EMA Calendars for January and February, 2012, and the February listing of events, was submitted and accepted on a motion made by Mr. Wyman and seconded by Mr. Thompson.

IN THE MATTER OF COMMISSIONER ISSUES:

COMMISSIONER MOORE:

- 1) **Ratify Signatures:** On February 14, 2012, President Moore signed two claims for the Flood Mitigation Project. One was sent to Indiana Housing and Community Development Authority and one was sent to Indiana Department of Homeland Security, Response and Recovery Division. Both claims were in reference to the Howard County Flood Mitigation Project. President Moore's signature was ratified on both, claims on a motion made by Mr. Wyman and seconded by Mr. Thompson.
- 2) **Extension Office Annual Report:** Mr. Moore submitted the Annual Report for the County Extension Office, and it was received by consensus.

- 3) **Public Meeting Notice:** The Board received notice from Mr. Wyatt Johnson, Chairman of Howard County Drainage Board, informing them of the Public Meeting being held on Monday, February 20, 2012 at 10:30 a.m., as it concerns land at 4264 West County Road 250 South and its development by Mr. Marc L. Rice.
- 4) **Employee Service Certificates:** President Moore recognized the following employees and their years of service.

5 Years: Lynn Waddell
Paul Wyman
Melinda Heady
Dustin Delong
Randy Hainlen
Gary Cook
Kari Rennaker
Elizabeth Peck
Jennifer Scheiman
Brandon Fisher
Christina Kline

10 Years: Tamara Baldwin
Jennifer Lerche

15 Years: Cynthia May
Konny Zurcher
Bill Baldwin

25 Years: Ann Wells
Harold Vincent
Steve Raquet

35 Years: Mark Norwich

- 5) **Grant Award:** Last Friday Commissioner Wyman, President Moore, and Chief Deputy Surveyor Greg Lake attended the Grant Award Ceremony at the State House for the \$600,000 Community Block Grant awarded to Howard County.

There being no further business to come before the Board of Commissioners at this time, a motion was made by Mr. Wyman and seconded by Mr. Thompson.

HOWARD COUNTY BOARD OF COMMISSIONERS:

TYLER O. MOORE, PRESIDENT

PAUL G. WYMAN, VICE PRESIDENT

ATTEST:

WILLIAM THOMPSON, MEMBER

Howard County Commissioner Meeting 02/20/2012