

HOWARD COUNTY COUNCIL REGULAR MEETING OCTOBER 28TH, 2003

The Howard County Council met Tuesday, October 28th, 2003 at 7:00 p.m., in Room 338 of the Howard County Administration Center. Those present were Council President Richard Miller and Council Members Dwight Singer, James Shearer, Stanley Outman and Jeffrey Stout. Also present were County Attorney Larry Murrell, Personnel Administrator Wanda McKillip, and Auditor Martha Lake. Council Vice President James Papacek and Councilman Leslie Ellison were unable to attend this meeting.

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

The minutes of the September 23rd, 2003 Regular Meeting, having been previously reviewed, were approved as submitted on a motion made by Mr. Shearer, seconded by Mr. Singer, and carried.

IN THE MATTER OF ORDINANCE NO. 2003-HCC-46 ADDITIONAL APPROPRIATIONS:

Ordinance No. 2003-HCC-46 was read in full for the first time by Auditor Martha Lake, and read in full for the second time by President Richard Miller. Ordinance No. 2003-HCC-46 was presented and acted upon as follows:

APPROPRIATION ADDITIONS REQUESTED:

	<u>REQUESTED:</u>	<u>APPROVED:</u>
<u>001 HOWARD COUNTY GENERAL FUND:</u>		
<u>005 HOWARD COUNTY SHERIFF’S DEPARTMENT:</u>		
3220 Utilities	\$ 70,000.00	\$ 70,000.00

Sheriff Marshall Talbert presented the County Auditor with checks totaling \$51,415.00, a reimbursement from the State Department of Corrections for Department of Corrections inmates held at the Howard County Criminal Justice Center. Also, copies of the Commissary Financial Report for the month of September were distributed to Council members.

In regard to the request for additional money in Line Item 3220, the appropriation for utilities has been depleted. The elevated inmate population has resulted in extra utility costs. The Sheriff estimated that an appropriation of \$70,000.00 would cover the cost of utilities through to the end of the 2003-year.

Mr. Stout made a motion to appropriate \$70,000.00 to Line Item 3220 Utilities as requested. Mr. Singer seconded the motion, and it carried.

<u>008 HOWARD COUNTY SUPERIOR COURT II:</u>		
4724 Law Books	\$ 2,000.00	\$ 2,000.00

Superior II Court Employee Connie Cook was hopeful that the \$2,000.00 would carry the Law Books line item to the end of the 2003-year. A motion was made by Mr. Singer to appropriate \$2,000.00 to Line Item 4724 Law Books. Mr. Stout seconded the motion, which carried.

<u>014 HOWARD COUNTY SUPERIOR COURT I:</u>		
1113 Court Reporter	\$ 6,200.00	\$ 6,200.00

Superior Court I Judge Michael Krebes explained that Ms. Susie Rayl retired after 37 years of service. Ms. Rayl has accumulated vacation and compensatory time that she needed to be paid for. This created a shortfall in the Court Reporter’s salary budget by about \$6,200.00.

Mr. Singer made a motion to appropriate \$6,200.00 in Line Item 1113 Court Reporter as requested. Seconded by Mr. Stout, the motion carried.

Total Howard County General Fund:	\$ 78,200.00	\$ 78,200.00
<u>150 HOWARD COUNTY CUMULATIVE CAPITAL DEVELOPMENT FUND:</u>		
4329 Emergency Management-Equip./Repair	\$ 19,000.00	\$ 10,000.00
Total CCD Fund:	\$ 19,000.00	\$ 10,000.00

Maintenance Superintendent Thomas Harrison explained that only \$10,000.00 will be needed for the repair work in the Emergency Management Office and installation of check valves in the basement of the Government Building. The total repair costs are approximately \$51,000.00. Mr. Harrison further clarified that if the Council approves the additional request for the \$10,000.00, approximately \$44,000.00 of the \$51,000.00 will be reimbursed from insurance and FEMA, leaving only a cost of \$7,000.00 to the County.

Mr. Miller asked if the water back up problem has been resolved in the basement. Mr. Harrison said the repair estimate includes installation of four one-way check valves at a cost of \$3,900.00.

Mr. Stout made a motion, seconded by Mr. Shearer, and carried, to appropriate \$10,000.00 to Line Item 4329 Emergency Management-Equipment/Repair.

182 HOWARD COUNTY LAW ENFORCMENT EDUCATION FUND:

3213 Travel and Training	\$ 543.00	\$ 543.00
Total LEEF:	\$ 543.00	\$ 543.00

Sheriff Talbert explained this fund is generated from traffic tickets. Mr. Shearer made a motion to appropriate \$543.00 to Line Item 3213 Travel and Training as requested. Mr. Ortman seconded the motion, and it carried.

500 HOWARD COUNTY ECONOMICAL DEVELOPMENT INCOME TAX FUND:

4733.01 Emergency Equipment	\$ 2,600.00	\$ 2,600.00
Total EDIT Fund:	\$ 2,600.00	\$ 2,600.00

Commissioner President Brad Bagwell said this money will be used to purchase four (4) security radios at a cost of \$650.00 each, for a total cost of \$2,600.00. Courtroom Security Officers will use three radios. One radio will be used by the new Deputy Coroner.

Mr. Shearer made a motion to approve the appropriation of \$2,600.00 to Line Item 4733.01 Emergency Equipment. The motion was seconded by Mr. Ortman and carried.

515 HOWARD COUNTY MISDEMEANANT GRANT FUND:

1118.04 Temporary Corporal	\$ 6,000.00	\$ 6,000.00
1523 Group Insurance	\$ 1,355.20	\$ 1,355.20
1521 FICA	\$ 459.00	\$ 459.00
3252 Car Repair	\$ 5,000.00	\$ 5,000.00
Total Misdemeanant Grant Fund:	\$ 12,814.20	\$ 12,814.20

Sheriff Talbert reported there is just a little over \$70,000.00 in the Misdemeanant Grant Fund. He proposes to use some of the money to pay for a temporary corporal position. He would like Corporal David McKinney to return to work on November 1st, 2003.

The Sheriff's Department has been short handed due to illnesses, family medical leave, and deployment into the military. There are only three patrol cars running during the afternoon shift and a minimum number of cars during the midnight shift. Corporal McKinney and Captain Harold Vincent are the only two officers certified to teach DARE. Since Corporal McKinney has been laid off, Captain Harold Vincent has to teach the DARE Program to the schools two days per week. Sheriff Talbert is not comfortable having Captain Vincent out of the jail two days a week. It would take several weeks of classes and expense to certify another officer to the DARE Program. Sheriff Talbert requested approval bring Corporal McKinney back to the department on a temporary basis through the months of November and December 2003 to teach DARE and help alleviate the manpower shortage.

Sergeant Larry Shipman, a midnight shift supervisor, has been called for active duty. Sergeant Shipman is due to report to Camp Atterbury on December 1st, 2003 for a minimum of one year. Sheriff Talbert advised that Corporal McKinney could help fill the void while Sergeant Shipman is away. This is going to be a temporary position and the Council is unsure whether funding will be available through the end of the year. From a legal standpoint County Attorney Larry Murrell strongly recommended that the Council place a condition on this request that if passed, a written statement would need to be signed by Corporal McKinney verifying that he understands that it is a temporary position; if funds are not available after the first of the 2004-year, the position will be terminated. Mr. Miller commented that he is keenly aware of and appreciates the efforts that Sheriff Talbert put forth to find a way to fund the services for Corporal McKinney. However, Mr. Miller agreed with placing a written conditional agreement on the temporary position. Sheriff Talbert said he did not have a problem with a conditional agreement.

Regarding Line Item 3252 Car Repair, Sheriff Talbert said money was transferred out of the line item in his General Fund budget to cover some shortfalls in salaries. He requested an appropriation of \$5,000.00 out of the Misdemeanant Grant Fund to be used for car repairs to the end of December 31st, 2003. Approximately \$3,100.00 will be used to replace a car engine with only 50,000 miles, on which the warranty has expired.

Sheriff Talbert complimented the new mechanic at the Emergency Management Garage. The mechanic is very personable and has been doing excellent work. The mechanic has saved the Sheriff's Department a considerable amount of money in car repairs.

Mr. Singer made a motion to appropriate \$12,814.20 to the line items in Account 515 Misdemeanant Grant Fund as stated. Mr. Shearer seconded the motion, which carried.

As a point of order, Attorney Murrell noted that the motion did not include creating the new temporary position. A discussion ensued whether the position already existed before the funding ran out. Sheriff Talbert said a temporary corporal position was created in the beginning of 2003. The funding ran out due to Deputy Larry Sparks' return from active military duty on November 3rd, 2003. Now Sheriff Talbert has found a way to fund the temporary corporal position again. For the record Mr. Singer made a motion to include the clarification of this particular position as remaining temporary. Seconded by Mr. Ortman, the motion carried.

TOTAL ADDITIONAL APPROPRIATIONS	\$ 113,157.20	\$ 104,157.20
ALL FUNDS:		

APPROPRIATION REDUCTIONS:**001 HOWARD COUNTY GENERAL FUND:**

030 <u>HOWARD COUNTY PUBLIC DEFENDER DEPARTMENT:</u>			
1114	Deputies	-\$ 4,619.37	-\$ 4,619.37
1115	Secretaries	-\$ 1,580.63	-\$ 1,580.63
Total Public Defender:		-\$ 6,200.00	-\$ 6,200.00

Howard County Public Defender William Menges stated that the Council already heard Superior Court I Judge Michael Krebs’ explanation about needing \$6,200.00 in Account 014 for a shortfall in the Court Reporter’s salary budget. The Public Defender’s Office decided not to fill the position that Mr. Krebs occupied until recently. The position was left vacant and this accommodates a decrease in Line Item 1114 Deputies in the amount of \$4,619.37. Because the Deputy’s position was not filled, the part time secretary was not employed. This allows for a decrease of \$1,580.63 in Line Item 1115. The total reduction in Account 030 is \$6,200.00.

The Council members expressed gratitude to Mr. Menges for planning this proposal in advance.

Mr. Singer made a motion to approve the reduction in the Line Items listed above for a total amount of \$6,200.00. Mr. Shearer seconded the motion, which carried.

TOTAL REDUCTIONS			
GENERAL FUND:		-\$ 6,200.00	-\$ 6,200.00

IN THE MATTER OF RESOLUTION NO. 2003-HCC-18 -- TRANSFERS:

Resolution No. 2003-HCC-18 addressing requested transfers was presented and read in full for Council information and review. The following actions were taken:

TRANSFERS:		AMOUNT:	
FROM:	TO:	REQUESTED:	ALLOWED:
001 <u>HOWARD COUNTY GENERAL FUND:</u>			

003 <u>HOWARD COUNTY TREASURER’S OFFICE:</u>			
2371	Tax Statements	4722 Equipment	\$ 3,000.00 \$ 3,000.00
2371	Tax Statements	3251 Maintenance	\$ 475.00 \$ 475.00

Howard County Treasurer Ann Wells explained her proposal to purchase a new photocopy machine and give the old machine to the Auditor’s Office.

Mr. Singer made a motion to approve the transfers in the Line Items as listed above. Seconded by Mr. Shearer, the motion carried.

005 <u>HOWARD COUNTY SHERIFF’S DEPARTMENT:</u>			
1128	Community Policing	1113 Deputies	\$ 4,449.35 \$ 4,449.35
1118.04	Temp. Corporal	1113 Deputies	\$ 6,389.25 \$ 6,389.25
4723	Motor Vehicles	1113 Deputies	\$ 5,680.50 \$ 5,680.50
4723	Motor Vehicles	1118.01 Labor/Maintenance	\$ 2,084.26 \$ 2,084.26
4723	Motor Vehicles	1115.02 Part-time Clerical	\$ 2,170.00 \$ 2,170.00
3232	Firearm’s Training	2726 Police Equipment	\$ 2,500.00 \$ 2,500.00

Sheriff’s Department Personnel Administrator Ree Moon explained the shortfalls and solutions in each of the above listed positions. The transfers are anticipated to carry the Sheriff’s Department through to the end of the 2003-year.

Sheriff Talbert talked about a proposal to purchase and install LED light bar and two LED deck lights on a new car with the money in Line Item 2726 Police Equipment. The lights will provide better visibility and safety in the event of inclement weather, fog, or snow. If the LED lights on this first car are as helpful as anticipated, Sheriff Talbert plans to request additional LED lights when applying for the Indiana Criminal Justice Center Block Grant in 2004.

Mr. Stout made a motion to approve the transfers in the Line Items as listed above. Mr. Shearer seconded the motion, and it carried.

014 <u>HOWARD COUNTY SUPERIOR COURT I:</u>			
1114	Assistant Court Reporter	1113 Court Reporter	\$ 400.00 \$ 400.00

Superior Court I Judge Michael Krebs previously addressed the explanation regarding the salary for a Court Reporter.

Mr. Shearer made a motion to approve the transfer of \$400.00 from Line Item 1114 Assistant Court Reporter to Line Item 1113 Court Reporter as requested. Mr. Ortman seconded the motion, which carried.

024 <u>TAYLOR TOWNSHIP ASSESSOR:</u>			
2360	Office Supplies	3213 Travel Expenses	\$ 32.83 \$ 32.83

The Taylor Township Assessor was not in attendance. Auditor Martha Lake explained that she likely attended a State called meeting and needed additional money to pay for the travel expense.

Mr. Singer made a motion to transfer \$32.83 to Line Item 3213 Travel Expenses from Line Item 2360 Office Supplies. Mr. Ortman seconded the motion and the motion carried.

031 **HOWARD COUNTY INFORMATION SYSTEMS DEPARTMENT:**

3120.02 Contract Services	1112	Network Administrator	\$ 900.00	\$ 900.00
3120.02 Contract Services	1114	Systems Administrator	\$ 7,000.00	\$ 7,000.00

Information Systems Manager Terry Tribby said the Council was aware that he lost valuable contract employee Mr. Ed Beheler to Cass County. Mr. Tribby met with Commissioners, PAC, and Council representatives to discuss reorganization of the Information Systems Department. The plan is to move the contractual employee services account to a full time staff position, which would save on costs to the County. The Network Administrator and Systems Administrator would report directly to an Information Systems Director. Mr. Tribby met with the County Auditor to determine the amount of money that needed to be transferred from Contract Services to these positions for the remainder of the 2003-year.

Mr. Miller inquired as to the purpose for changing Mr. Tribby’s title to “Director”? Mr. Tribby stated he researched top positions in various counties and found the positions were named as Director positions rather than manager positions. Mr. Tribby said he emulated their titles in terms of a chain of command. With only three employees on staff, Mr. Tribby still considers himself a working manager to help support at least 300 computers and 25 servers in Howard County offices. Mr. Miller commented that Mr. Tribby has done a tremendous amount of work for Howard County and hopes to see it continue. Mr. Tribby assured that his work efforts would carry on.

In the interim, Mr. Tribby hired a college graduate and is paying him out of his Contract Services line item. Mr. Tribby commented that he is very impressed with the employee’s work and communications/organization skills.

Mr. Shearer made a motion to approve the transfers in the Line Items as requested. Mr. Stout seconded the motion, and it carried.

192 **HOWARD COUNTY ISDH DRAINAGE GRANT:**

1111 Salary Environ. Intern	4723	Equipment	\$ 4,787.00	\$ 4,787.00
1521 FICA	4723	Equipment	\$ 67.76	\$ 67.76
2360 Supplies	4723	Equipment	\$ 1,204.74	\$ 1,204.74

Mr. Greg Lake, Environmental Coordinator for the Department of Health, explained the Preventive Health and Health Services Block Grant from the Indiana State Department of Health. The Health Department is in the final year of this grant. Mr. Lake said over the last four years, the Health Department has been studying the effectiveness of perimeter drains around septic systems. The transfer of money would be used to purchase a portable water submersible camera to use in the study.

Mr. Singer made a motion, seconded by Mr. Shearer and carried, to approve the transfers in the Line Items as requested by the Howard County Health Department.

IN THE MATTER OF SALARY ORDINANCE NO. 2003-HCC-47 – AMENDING THE EXISTING SALARY ORDINANCE FOR 2003:

A motion was made by Mr. Singer, seconded by Mr. Shearer, and carried to approve Amended Salary Ordinance 2003-HCC-40 as read. The amended salaries, any changed position titles and all other pertinent information is shown as follows:

POSITION/NUMBER/SALARY		REQUEST:	APPROVED:	YTD:
001 HOWARD COUNTY GENERAL FUND:				
005 HOWARD COUNTY SHERIFF’S DEPARTMENT:				
1128 Community Policing	\$12,500	-\$ 4,449.35	-\$ 4,449.35	\$ 8,050.65
1118.04 Temp. Corporal	\$31,364	-\$ 6,389.25	-\$ 6,389.25	\$ 24,974.75
1113 Deputies 19@\$36,549-				
	\$61,054-\$17,226.89=\$616,150.11	+\$ 16,519.10	+\$16,519.10	\$632,669.21
1118.01 Labor/Maintenance	1@\$29,034	+\$ 2,084.26	+\$ 2,084.26	\$ 31,118.26
1115.02 Part-time Clerical	\$12,000	+\$ 2,170.00	+\$ 2,170.00	\$ 14,170.00
014 HOWARD COUNTY SUPERIOR COURT I:1113				
1113 Court Reporter	1@\$34,164	+\$ 6,600.00	+\$ 6,600.00	\$ 40,476.00
1114 Assistant Court Reporter	1@\$26,023	-\$ 400.00	-\$ 400.00	\$ 25,623.00
030 HOWARD COUNTY PUBLIC DEFENDER DEPARTMENT:				
1114 Deputies 11@\$33,444		-\$ 4,619.37	-\$ 4,619.37	\$363,264.63
1115 Secretaries 12@\$11,464		-\$ 1,580.63	-\$ 1,580.63	\$135,987.37
031 HOWARD COUNTY INFORMATION SYSTEMS DEPARTMENT:				
*1111 Information Systems Manager – Change title to Information Systems Director				
*1112 Network Administrator/New Salary Request 1 @ \$43,000 N/K/A Network Systems Technician				
	<u>1@\$38,000.00</u>	+\$ 900.00	+\$ 900.00	\$ 38,900.00

*1113	Systems Administrator New 1@	\$43,000	+\$ 7,000.000	+\$ 7,000.00	\$ 7,000.00
	<i>*Effective October 29th, 2003</i>				

192 HOWARD COUNTY ISDH DRAINAGE GRANT:

1111	Salary Environmental Intern 1@	\$10,500	-\$ 4,787.00	-\$ 4,787.00	\$ 5,713.00
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515 HOWARD COUNTY MISDEMEANANT GRANT FUND:

1118.04	Temporary Corporal (New to this fund)		+\$ 6,000.00	+\$ 6,000.00	\$ 6,000.00
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IN THE MATTER OF KOKOMO/ HOWARD COUNTY DEVELOPMENT CORPORATION:

Director Greg Aaron presented a report about the economic development activities during 2003. Economic development has not been good in other communities and they have been losing jobs. Kokomo and Howard County are fortunate to be able to talk about reinvestment into the community by some of the larger corporations that were approved for tax abatements for new expansions. This retains the community’s current jobs and as well as creates new jobs. New businesses have come into the Kokomo area. Compared to other communities, Kokomo is fairing very well in terms of economic development.

Mr. Aaron said the Kokomo Howard County Development Corporation works with small business, large business, and entrepreneurs. A tremendous amount of time and energy has been spent on the development of the Kokomo Technology Center. The KHDC is currently working on an economic development strategic plan and welcomes the Council’s input with an open invitation to attend the meetings. A Focus Group meeting will be held on **October 29th, 2003 at 5:30 p.m. at Kokomo City Hall**. There will be other public meetings scheduled for community input.

Mr. Aaron thanked the Council for their continued support of the KHDC and the Kokomo Technology Center. He commended the City and County elected officials’ efforts working together as a team to support economic development. He said, “This type of cooperation presents a positive message for the community.” Mr. Aaron also stated, “I recognize the fact that our budget was decreased. I understand that, we just like everybody else, has to figure out a way to continue to make things happen with less.” At some point in time if funds are available, Mr. Aaron asked the Council to consider reinstating the level of financial support which has been done in the past.

IN THE MATTER OF JOHANNING CIVIC CENTER FINANCIAL REPORT:

General Manager Jerry Jenkins and Bookkeeper Jim Parsons were in attendance to present a financial report. Mr. Parsons distributed copies of the report to the Commissioners containing the following information:

	<u>YEAR-TO-DATE</u> (9-Month Period)	<u>BUDGET</u>	<u>PRIOR YEAR</u>
Gross Revenue	\$174,461	\$139,533	\$127,801
Total Sales Expense	\$ 23,865	\$ 10,753	\$ 9,710
Net Operating Revenue	\$150,596	\$128,780	\$118,091
Total Operating Expenses	\$274,639	\$222,174	\$230,245
Operating Income (loss) *	- \$ 124,043	- \$ 93,394	- \$112,154
Non-Operating Income/Expense	<u>\$ 60,707</u>	<u>\$ 92,550</u>	<u>\$ 65,666</u>
NET INCOME	- \$ 63,335	- \$ 844	- \$ 46,488

Mr. Parsons said the Civic Center is currently ahead of the budget in all the major areas of revenue except for museum admissions. The first and last four months of each year are full of activity at the Civic Center. The months of May through August are the slowest. Even though the bottom line loss for the year is \$63,335 it does not show the economic value that the Civic Center brings into the community.

The Civic Center is actively seeking grants and various other types of financial support. A cost reduction program has been implemented. The museum and gift shop are closed on Monday and Tuesday of each week, saving on electricity and labor costs. In addition, the museum is closed an hour earlier every other day. Turning the lights off until needed and eliminating extra telephone lines and pay phone has resulted in a substantial savings on operating costs.

Mr. Jenkins stated the Civic Center is finding new areas of growth such as holding business events and small meeting trade shows during the middle of the week. Holding the Positively Kokomo event is another new source of revenue. Howard County supports the Hall of Fame that is housed at the Center, which leads to a new audience and opportunities. The Civic Center received an \$11,000 grant from the Howard County Community Foundation for upgrading two exit doors. Mr. Parsons said one of the largest expenses is maintaining the building.

IN THE MATTER OF CHRYSLER BOND ISSUE:

In 1995 the City and County set a levy for economic development income tax to pay off \$13.05 million in municipal bonds for the new Chrysler Transmission Plant by the year 2007. According to a financial report from Chris Johnston of Crowe Chizek, the County’s financial advisor, refinancing the bonds at a lower interest rate could save about \$1,300,000 between now and 2007. Refinancing the bonds would result saving the County about \$100,000 per year throughout the remaining term of the bond issue and the City would save about \$151,000 annually. An alternative option would be to retire the bond one year early. If the County chooses the option to take the savings in five annual installments, the City and County would save approximately \$1.29 million.

The Commissioners had indicated at their last meeting that they wish to proceed with the refinancing. Attorney Murrell contacted Mr. Rick Hall at Barnes and Thornburg Law Firm to begin the necessary paperwork. Mr. Hall

estimated that the refinancing could be completed by the end of the 2003-year. The bonds have been paid down to approximately \$7.3 million. The percentage rate of the original bond issue is 5% to 5.3%. The refinancing is anticipated to drop rate to a low 2% rate. The estimated cost of refinancing is \$133,000.00, which includes the underwriters’ discount, bond insurance, attorneys and consultant fees. The process involves having the County Council, Redevelopment Authority, and Redevelopment Commission hold special meetings to approve the documentation that Barnes and Thornburg will generate.

Mr. Ortman made a motion to schedule a Special Meeting of the Howard County Council to include the Redevelopment Authority and Redevelopment Commission on **Wednesday, November 12th, 2003 at 12:00 p.m. in Room No. 338 of the Howard County Administration Center** to discuss the refinancing the municipal bonds for the new Chrysler Transmission Plant. Mr. Singer seconded the motion, which carried.

Mr. Chris Johnston of Crowe Chizek will be present to review documents to get the refinancing in place before the end of the 2003-year.

There being no further business to come before the Council, Mr. Ortman made a motion to adjourn. The motion was seconded by Mr. Singer and carried. The meeting adjourned at 8:15 p.m.

HOWARD COUNTY COUNCIL:

Richard H. Miller, President

James Papacek, Vice President

James Shearer, Councilman

Dwight Singer, Jr., Councilman

Leslie Ellison, Councilman

Stanley Ortman, Councilman

Jeffrey Stout, Councilman

ATTEST:

MARTHA J. LAKE, AUDITOR
County Council Minutes, October 28th, 2003