

**HOWARD COUNTY COUNCIL REGULAR AND 2005 BUDGET MEETING – AUGUST 24<sup>TH</sup>, 25<sup>TH</sup>, 26<sup>TH</sup>  
AND SEPTEMBER 8<sup>TH</sup>, 2004**

*The Agenda for the Four Session Meeting proceeded as follows:*

A Regular Council Meeting was held, and the 2005 Budget Sessions began on August 24<sup>th</sup>, 2004. The first Session recessed at 8:55 p.m., with a reconvention time of 8:30 a.m., on August 25<sup>th</sup>, 2004, at which time the individual presentations of Department Heads/Elected Officials began regarding their Year 2005 Budget requests. The August 25<sup>th</sup> Session recessed at 3:15 p.m. and reconvened on August 26<sup>th</sup>, 8:30 a.m., with more Department Heads' and Elected Officials' presentations. A recess was called at approximately 3:20 p.m. On September 8<sup>th</sup>, the date of the Budget Adoption Hearing, the meeting reconvened at 8:30 a.m. and the Budget work began. The meeting adjourned at approximately 6:00 p.m.

An approximate one and one half hour lunch recess was called at each day meeting held.

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**SESSION 1 – AUGUST 24<sup>TH</sup>, 2003**

The Howard County Council met for a Regular Session and the first of the 2005 Budget Sessions on August 24<sup>th</sup>, 2004, at 7:00 p.m., in Room 338 of the Howard County Administration Center. Those present were Council President Richard Miller, Vice President James Papacek, Council Members Dwight Singer, Jr., Shearer, Leslie Ellison, Stanley Ortman, Jeffrey Stout, and Ronald Gilman, Jr. Also present were County Attorney Larry Murrell, Personnel Administrator Wanda McKillip, Chief Deputy Auditor Laurie Roper, and Auditor Martha Lake.

The Meeting was called to order by Sheriff Marshall Talbert. President Richard Miller presided over all sessions of this meeting. The minutes of the July 28<sup>th</sup>, 2004 Meeting, having been previously reviewed, were approved on a motion made by Mr. Papacek, seconded by Mr. Singer, and carried.

**IN THE MATTER OF COUNCIL OPENING COMMENTS:**

Mr. Ortman reported that he had received “excellent service” recently when as a “citizen” he did business with the Recorder’s Office, Treasurer’s Office and Sheriff’s Department.

**IN THE MATTER OF 2005 BUDGET PUBLIC HEARING OPENED:**

President Miller officially opened the Public Hearing in regard to Howard County Budgets for Year 2005. No comments in regard to the proposed budgets were heard from the public. Also, as per inquiry by President Miller, there were no specific comments made by any of the Council Members.

Mr. Papacek made a motion to continue the Hearing on the Howard County Budgets for Year 2005 to August 25<sup>th</sup>, 2004, at 8:30 a.m. in Room 338 of the Howard County Administration Center. Mr. Singer seconded the motion, which carried.

*The normal business was conducted as follows:*

**IN THE MATTER OF ORDINANCE NO. 2004-HCC-29 -- ADDITIONAL APPROPRIATIONS:**

Ordinance No. 2004-HCC-29 was read in full for the first time by Auditor Martha Lake, read in full for the second time by President Richard Miller. Ordinance No. 2004-HCC-29 was presented and acted upon as follows:

**APPROPRIATION ADDITIONS REQUESTED:**

	<b><u>REQUESTED:</u></b>	<b><u>APPROVED:</u></b>
<b><u>001 HOWARD COUNTY GENERAL FUND:</u></b>		
<b><u>001 HOWARD COUNTY CLERK:</u></b>		
3212 Postage	\$ 10,000.00	\$ 10,000.00

Clerk Mona Myers explained that \$60,000.00 was budgeted for postage for the year 2004. She is spending approximately \$7,000.00 per month. As of July 2004, she has spent approximately \$44,175.02. She will be using the postage money in her Election Board Budget for Absentee Ballots, etc. later this year. Ms. Myers hopes an additional appropriation of \$10,000.00 will carry the Clerk’s Office postage costs through to the end of the year. In the interim, the she is exploring various options to save on postage costs.

Mr. Stout made a motion to appropriate \$10,000.00 to Line Item 3212 Postage in Account 001 Howard County Clerk. Mr. Ellison seconded the motion, and it carried.

**005 HOWARD COUNTY SHERIFF’S DEPARTMENT:**

1122 Overtime Corrections Officers	\$ 100,000.00	\$ 100,000.00
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Sheriff Marshall Talbert reported that approximately \$92,000.00 was spent for overtime pay during last year. Overtime is essential to cover absenteeism resulting from instances such as illnesses/injuries, military leave, vacations, increased inmate population, mandatory training time, and minimum staffing requirements. Some

terminations on the correctional side of the jail have also resulted in overtime hours until their replacements could be hired. Sheriff Talbert estimated that an additional appropriation of \$100,000.00 is necessary to carry the Overtime line item through to the end of 2004.

Mr. Papacek asked if there was any money in the Correctional Officers' pay category that could be transferred into the overtime line item. Jail Personnel Administrator Ree Moon stated there is a small amount of money available, however the Sheriff's Department has decided to postpone before transferring those funds until later in the year.

Mr. Miller asked for the total number of corrections officers at the jail. Ms. Moon replied there currently 32 corrections officers employed by the Sheriff's Department.

Mr. Gilman said the overtime costs appear to be approximately 70% more than what was spent in 2003. He asked if this was the result of the increased jail population. Ms. Moon advised that some overtime costs occurred when Unit 6 was double staffed and there is a proposal to add another staff in the book in area.

At times when inmates are hospitalized, Sheriff Talbert explained that it is necessary for corrections officers to provide a continuous 24-hour watch when Emergency Management Agency personnel are not available to help. Ultimately, it is less expensive to place a correctional officer at a hospital on guard duty than pull a sheriff deputy away from patrol, especially when there are not enough deputies to cover some of the shifts. It was the Sheriff's opinion that even though overtime costs for the correctional side appear to be high, the overtime expenses for the deputies has gone very well.

Mr. Singer asked why double staffing is being used. Ms. Moon explained that due to overcrowding, double bunking was set up in Unit 6 to be used as overflow housing. Sheriff Talbert stated that Unit 6 was not initially designed for long-term housing. By statue, those inmates cannot be locked up 24 hours per day. In order to provide accommodations for showers, recreation hour and contact with media, correctional officers are needed to move inmates through a series of four locked doors. The regular cellblocks are already designed so the inmates can do those things without additional correctional supervision.

Prior to this meeting Ms. Moon met with the County Auditor to discuss the clean up of funds and possible transfers. Auditor Lake commented there would be a little money available to cover some shortages in other line items to close out the budget for the 2004-year.

Discussion ensued regarding the impact of direct supervision of inmates. Sheriff Talbert hopes that the National Institute of Corrections ("NIC") would provide information on those figures when they conduct the local systems assessment.

Mr. Singer made a motion to appropriate \$100,000.00 in Line Item 1122 Correction Officers in Account 005. Seconded by Mr. Ortman, the motion carried.

**009 HOWARD COUNTY CORONER'S OFFICE:**

3121 Autopsy & Lab	\$ 5,000.00	\$ 5,000.00
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Coroner Brad Bray commented that the budget has gone well up to this point. However, some recent homicide cases have impacted the budget. Mr. Bray requested an additional appropriation of \$5,000.00 to pay some outstanding bills.

Mr. Ortman made a motion to allocate \$5,000.00 to Line Item 3121 Autopsy & Lab in Account 009. Mr. Ellison seconded the motion, which carried.

**018 HOWARD COUNTY MAINTENANCE DEPARTMENT:**

2321 Gas, Oil and Lubricants	\$ 750.00	\$ 750.00
3120 Contract Services	\$ 2,500.00	\$ 2,500.00
3220 Utilities	\$ 22,000.00	\$ 22,000.00
3223 Repairs Garage and Motor	\$ 150.00	\$ 150.00
Total Maintenance Department:	\$ 25,400.00	\$ 25,400.00

Maintenance and Grounds Superintendent Thomas Harrison presented a request for additional appropriations to carry the 2004 Maintenance Department Budget through to the end of the year. Currently there is a zero balance in Line Item 2321, which provides gasoline for maintenance trucks, lawn mowers, and related equipment. Mr. Harrison stated the current balance remaining Line Item 3120 Contract Services is approximately \$3,676.00. He estimated that the amount to finish the year would fall short by \$2,500.00. Mr. Harrison advised the cost of utilities to operate the Administration Center, Government Center, and Courthouse runs about \$13,000 per month. With the current balance of \$32,000.00, Mr. Harrison estimated an additional \$22,000.00 would cover the utility costs to the end of the year. At present there is only \$35.00 left in 3223 Repairs Garage and Motor. Mr. Harrison was confident that an additional \$150.00 would cover minor repairs through to the end of the year.

Mr. Papacek made a motion to approve additional appropriations in the line items listed above in Account 018, Howard County Maintenance Department. Mr. Gilman seconded the motion, and it carried.

<b>Total Howard County General Fund:</b>	<b>\$140,400.00</b>	<b>\$ 140,400.00</b>
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**010 HOWARD COUNTY HEALTH DEPARTMENT:**

1122	Overtime	\$ 6,000.00	\$ 6,000.00
1521	FICA	\$ 460.00	\$ 460.00
<b>Total Health Department:</b>		<b>\$ 6,460.00</b>	<b>\$ 6,460.00</b>

Health Department Executive Director Kris Conyers proposed a paid overtime policy that would compensate non-exempt employees with pay in lieu of comp time. Due to the heavy workload, the employees in the Health Department have accumulated many hours of overtime. According to the County Employee Handbook, compensatory time is limited to 80 hours. Compensatory time has become an issue because the employees are so busy that it is difficult for them to take the time off.

Dr. Thomas Scherschel, Chairman of the Board of Health, expressed an interest in paid overtime and met with the County Attorney and County Auditor on July 20<sup>th</sup>, 2004 to discuss overtime issues in the Health Department. Also in attendance were Council Vice President James Papacek and Executive Director Kris Conyers.

Mrs. Conyers requested \$6,000 for overtime pay plus FICA through the end of 2004, and would like to put \$6,000 into a line item for overtime in the Budget for 2005. Primarily this would be used for the Environmental and Vital Records staff. Mrs. Conyers suggested that the staff could have a choice whether to be compensated with time off or receive pay. Auditor Martha Lake cautioned that allowing the employees to make this decision could generate disparity in the other county offices that do not have the same option. In order to be fair to all employees, Ms. Lake suggested allowing the maximum amount of compensatory time to remain at 80 hours before considering paid overtime.

Mr. Papacek said the shortage of staff at the Health Department was discussed during the meeting with Dr. Scherschel. Adding more compensatory time would only compound the problem. The option of paid overtime might be a viable alternative to try to help alleviate staffing problems. Mr. Papacek made a motion to approve \$6,000 to Line Item 1122 Overtime, and \$460.00 to Line Item 1521 FICA for a total of \$6,460.00 in Account 010 Howard County Health Department. Mr. Ortman seconded the motion, and it carried.

**120 HOWARD COUNTY DRUG FREE COMMUNITY FUND:**

3260	Allocation	\$ 7,824.00	\$ 7,824.00
3261	Criminal Justice	\$ 16,792.00	\$ 16,792.00
3262	Education	\$ 9,292.00	\$ 9,292.00
3263	Discretionary	\$ 8,292.00	\$ 8,292.00
<b>Total Drug Free Community Fund:</b>		<b>\$ 42,200.00</b>	<b>\$ 42,200.00</b>

Director Sonya Snow was unable to attend the meeting. Auditor Martha Lake explained that in years past, Mr. Rick Swigart, Coordinator for the Howard County Drug-Free Community Program, would address the Council in regard to the annual budget for the Mayor's Community Based Council on Substance Abuse. The State Statute divides the fund up into four parts with three parts going to three standing categories, and the fourth part going to a discretionary fund that provides operating expenses and covers projects at large that are not funded under the other allocations.

In researching the background for this fund, we found out that the County Council is required to control and appropriate all of the funds that are spent. In order to keep Director Sonya Snow's salary disbursed from the City, some of the guidelines are being rewritten. The City would be requesting a grant from Howard County to pay for her salary. In the past, their fiscal year has run from August 1<sup>st</sup> to July 31<sup>st</sup>. We will appropriate money now to accommodate 2004, and at 2005 Budgeting time, bring this department to a fiscal year operation of January 1 through December 31<sup>st</sup>. Ms. Snow will be conducting a presentation to the Council regarding the activities and address the proposed budget for the upcoming year.

Mr. Papacek made a motion to approve a total of \$42,200.00 in the line items listed above in Account 120 Howard County Community Drug Free Community Fund. Mr. Gilman seconded the motion, and it carried.

**150 HOWARD COUNTY CUMULATIVE CAPITAL DEVELOPMENT FUND:**

**000 HOWARD COUNTY INDIVIDUAL DEPARTMENT REQUESTS:**

4305.02	Sheriff – Miscellaneous Equipment	\$ 17,500.00	\$ 17,500.00
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Commissioner Paul Raver explained this appropriation request is to move \$17,500.00 into the Cumulative Capital Development Fund in order to free up some money in 001 General Fund. This corresponds to the next page where there is a reduction of an equal amount in the General Fund.

4320.01	Bldg. Repair – Howard Haven	\$ 7,100.00	\$ 7,100.00
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Commissioner Raver stated that the part of the additional appropriation of would be used for the project to connect Howard Haven Residential Center to the City sanitary sewer. The best quote received was approximately \$5,000.00 more than the amount that was initially estimated for the project. Mr. Raver said the estimates came in higher due to the increased costs for petroleum-based products.

Maintenance and Grounds Superintendent Thomas Harrison explained that \$2,100.00 is needed to pay for repair work to the roof at Howard Haven.

4720	Government Center Repair	\$ 40,000.00	\$ 40,000.00
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Mr. Harrison reported that three (3) proposals were received to replace the ACME chiller for the air conditioning system at the Howard County Government Center. Quality Heating and Plumbing was determined to be the most responsive and responsible proposal to provide a new chiller, equipment, and installation at a cost of \$38,000.00. Quality Heating and Plumbing proposes to furnish a new 40-ton Carrier chiller, and repair the existing chiller to be used as a back up. Mr. Harrison requested an additional appropriation of \$40,000.00 for installation and electrical connection for the new air conditioning system.

Mr. Papacek made a motion to appropriate a total of \$64,600.00 to Account 150 Cumulative Capital Development Fund for the line items as read. Mr. Singer seconded the motion, which carried.

<b>Total CCD Fund:</b>		<b>\$ 64,600.00</b>	<b>\$ 64,600.00</b>
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**182 HOWARD COUNTY USER FEES LAW ENFORCEMENT EDUCATION FUND:**

3213	Training	\$ 504.00	\$ 504.00
<b>Total County LEFF:</b>		<b>\$ 504.00</b>	<b>\$ 504.00</b>

Sheriff Talbert explained the money in this fund is generated from the fines collected by the County Clerk’s Office for traffic violations issued by the Sheriff’s Department. This appropriation represents a \$3.00 fee that was collected from 168 individual traffic violations for a total of \$504.00.

Mr. Stout made a motion to appropriate \$504.00 to Line Item 3213 Training in Account 182 Howard County User Fees Law Enforcement Education Fund. Seconded by Mr. Singer, the motion carried.

**202 HOWARD COUNTY SHERIFF’S MEDICAL CARE INMATES FUND:**

3263	Medical and Hospital Services	\$ 15,000.00	\$ 15,000.00
<b>Total Medical Care Inmates Fund:</b>		<b>\$ 15,000.00</b>	<b>\$ 15,000.00</b>

Sheriff Talbert said the money in the fund represents the medical co-pay fees collected from the inmates at the jail.

Mr. Singer made a motion to approve an appropriation of \$15,000.00 to Line Item 3263 Medical and Hospital Services in Account 202. Mr. Ellison seconded the motion, which carried.

**221 HOWARD COUNTY HEALTH DEPARTMENT BIOTERRORISM PREPAREDNESS/RESPONSE FUND:**

2360	Office Supplies	\$ 1,600.00	\$ 1,600.00
2370	Preparedness Supplies	\$ 3,000.00	\$ 3,000.00
3212	Postage	\$ 100.00	\$ 100.00
3213	Travel and Training	\$ 5,500.00	\$ 5,500.00
3216	Telephone/Communications	\$ 1,260.00	\$ 1,260.00
3241	Printing	\$ 2,000.00	\$ 2,000.00
3120	Contract Services	\$ 50,000.00	\$ 50,000.00
<b>Total Bioterrorism Preparedness/Response Fund:</b>		<b>\$ 63,460.00</b>	<b>\$ 63,460.00</b>

Executive Director Kris Conyers explained that approximately one year ago the State Health Department talked about offering the local Health Department a full-time Bioterrorism Coordinator. The Centers for Disease Control and Prevention (“CDC”) money recently came through for this position. The Board of Health approved the position at their August 9<sup>th</sup>, 2004 meeting as a contract position. The position can only be used for bioterrorism training and preparedness, and cannot be used for any Health Department functions. Mrs. Conyers plans to research how the language in the contract should be structured.

The one-year guaranteed grant will start August 1, 2004 through July 31, 2005, with the possibility of a second year of funding. The County would not be obligated beyond the scope of the grant. The Bioterrorism Coordinator shall assume the responsibilities of Bioterrorism Planning and Preparedness Training that is being conducted in the local health departments. Ms. Jennifer Sexton, Department Head Public Health Nursing, has been involved and would remain active with the Bioterrorism issues. The total amount of the grant is \$63,460. The grant is reimbursable on a monthly basis, which means that the County would need to appropriate the money up front.

Mrs. Conyers advised there are three sources of money for the Bioterrorism Preparedness Project. The Health Department received \$4,200.00 earlier this year for training (*See page 3, February 24<sup>th</sup>, 2004 minutes, “213 Howard County Health Department Bioterrorism Fund – Yr. 2 (2004-05)”, for related discussion*). When the Johanning Civic Center was designated as a community clinic for public health emergencies, \$10,800.00 was received. In addition \$10,600.00 was received recently and deposited for the project. Mrs. Conyers advised that the Health Department is working on determining what to purchase with the two recently received monies before requesting the appropriations. There is no deadline established to spend the money.

A motion was made by Mr. Papacek and seconded by Mr. Gilman to appropriate a total of \$63,460.00 in Account 221 Howard County Health Department Bioterrorism Preparedness/Response Fund as read.

**500 HOWARD COUNTY ECONOMICAL DEVELOPMENT INCOME TAX FUND:**

3100	1999 Flood Mitigation Grant Reconciliation	\$ 3,671.35	\$ 3,671.35
<b>Total EDIT Fund:</b>		<b>\$ 3,671.35</b>	<b>\$ 3,671.35</b>

The Howard County Flood Mitigation Assistance Planning Grant started in May of 1999. Auditor Martha Lake explained this was the amount of money owed to the County from the State when everything was reconciled for the Flood Mitigation Grant. However, by the time the County submitted a final request for the money, the reimbursement could not be recovered because the deadline had passed and new grant procedures had been established. On August 2<sup>nd</sup>, 2004, the Board of Commissioners recommended requesting an appropriation of \$3,671.35 out of EDIT to repay the General Fund the balance of the shortage.

Mr. Singer made a motion to approve an additional appropriation of \$3,671.35 to Line Item 3100 in Account 500 Howard County Economical Development Income Tax Fund. Seconded by Mr. Papacek, the motion carried.

**515 HOWARD COUNTY SHERIFF'S MISDEMEANANT GRANT FUND:**

4710 Equipment	\$ 11,940.00	\$ 11,940.00
<b>Total Misdemeanant Grant Fund:</b>	<b>\$ 11,940.00</b>	<b>\$ 11,940.00</b>

Sheriff Talbert advised that this appropriation request was a matter of housekeeping. In December 2003, \$11,000 was appropriated for the Real Time Audio/Video system in the Book-In area at the Criminal Justice Center, plus \$940.00 for a truck topper to be paid out of the Misdemeanant Grant Fund. For an unknown reason the money was not encumbered from last year.

Mr. Ortman made a motion to appropriate \$11,940.00 to Line Item 4710 in Account 515 as requested. Mr. Papacek seconded the motion, which carried.

<b>TOTAL ADDITIONAL APPROPRIATIONS</b>		
<b>ALL FUNDS:</b>	<b>\$ 348,235.35</b>	<b>\$ 348,235.35</b>

**REQUESTED APPROPRIATION REDUCTIONS:**

**001 HOWARD COUNTY GENERAL FUND:**

<b><u>005 HOWARD COUNTY SHERIFF'S DEPARTMENT:</u></b>		
2725 Red Lights, Sirens, etc.	-\$ 1,500.00	-\$ 1,500.00
2726 Police Equipment	-\$ 12,000.00	-\$ 12,000.00
2727 Police Radio Equipment	-\$ 4,000.00	-\$ 4,000.00
Total Reductions Sheriff's Dept.	-\$ 17,500.00	-\$ 17,500.00
<b>Total Reductions General Fund:</b>	<b>-\$ 17,500.00</b>	<b>-\$ 17,500.00</b>

<b>TOTAL APPROPRIATION REDUCTIONS</b>		
<b>ALL FUNDS:</b>	<b>-\$ 17,500.00</b>	<b>-\$ 17,500.00</b>

Mr. Papacek made a motion to approve the appropriation reductions listed in Account 005 Howard County Sheriff's Department as read. Seconded by Mr. Singer, the motion carried.

**IN THE MATTER OF RESOLUTION NO. 2004-HCC-17 -- TRANSFERS:**

Resolution No. 2004-HCC-17 addressing requested transfers was presented and read in full for Council information and review. The following actions were taken:

TRANSFERS:	AMOUNT:	ALLOWED:
<b><u>001 HOWARD COUNTY GENERAL FUND:</u></b>		
<b><u>005 HOWARD COUNTY SHERIFF'S DEPARTMENT:</u></b>		
1118-03 Temp. Sergeant	1119-07 Overtime Deputies	\$ 19,698.82
1119-01 Corrections Officers	1115-02 Part-time Clerical	\$ 8,000.00

Sheriff Talbert explained the purpose of the first transfer is to move the unused salary allotted to Sergeant Larry Shipman, who is currently serving time in the military, into the Deputies Overtime line item. Currently two sheriff deputies are on medical leave. The Sheriff estimated that the money would carry overtime costs for deputies through to the end of the year 2004.

Sheriff Talbert provided a detailed explanation regarding the transfer to Part-time Clerical. There are two Process Servers working for the Sheriff's Department. In addition to process serving responsibilities, Ms. Diane Howard is trained to assist in other areas of the jail. Currently the kitchen is experiencing problems with absenteeism, and Sheriff Talbert would like to have Ms. Howard's assistance in the kitchen area. Process Server Bill Ice is paid out of the Part-time Clerical line item. Due to the volume of documents needing served for civil matters, it would be impossible for Mr. Ice to solely cover the entire county on a part-time basis.

Mr. Papacek made a motion to approve the transfers in the line items listed above in Account 005. Mr. Stout seconded the motion, and it carried.

<b><u>144 HOWARD COUNTY RECORDER'S PERPETUATION FUND:</u></b>		
2372 Other Supplies	4720 Computer System	\$ 4,000.00
		\$ 4,000.00

Recorder Linda Koontz proposes to transfer \$4,000.00 from Other Supplies to Computer System in the Perpetuation Fund in order to purchase a software package. The software is designed to scan inferior microfilm and make the image decipherable.

Mr. Singer made a motion to approve the transfer of \$4,000.00 from Line Item 2372 Other Supplies to Line Item 4720 Computer System in Account 144 Howard County Recorder's Perpetuation Fund. Seconded by Mr. Ellison, the motion carried.

**156 HOWARD COUNTY JUVENILE PROBATION JABG FUND:**

1111	Surveillance Officer	3262	Urine Screens	\$ 2,200.00	\$ 2,200.00
1111	Surveillance Officer	3375	Instant Urine Screens	\$ 3,183.00	\$ 3,183.00

Don Travis, Chief Juvenile Probation Officer, was unable to attend the meeting. Mr. Papacek had spoken previously with Mr. Travis regarding the transfer requests. The purpose of the transfer is simply to provide more urine screening for the program.

Mr. Papacek made a motion to approve the transfer of \$2,200.00 to Line Item 3262 and \$3,183.00 to Line Item 3375 from Line Item 1111 in Account 156. Mr. Singer seconded the motion, which carried.

**165 HOWARD COUNTY HEALTH DEPARTMENT MOSQUITO CONTROL GRANT FUND:**

3120	Contract Services	2360	Supplies	\$ 1,000.00	\$ 1,000.00
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At the previous Council meeting Department of Health Executive Director Chris Conyers explained that \$1,000 was anticipated from the Preventive Health Block Grants from the State Department of Health, plus \$2,000.00 from a West Nile (reimbursable) Grant from the Center for Disease Control and Prevention ("CDC"). The Council took action to approve an additional appropriation of \$2,000.00 to Line Item 2360 Supplies and \$1,000.00 to Line Item 3120 Contract Services for a total of \$3,000.00 out of the EDIT Fund.

Because the Health Department would like to use the entire amount to purchase supplies, Ms. Conyers submitted a request to transfer the \$1,000.00 in Line Item 3120 Contract Services to Line Item 2360 Supplies.

There were no questions and Mr. Papacek made a motion to approve the transfer of \$1,000.00 from Line Item 3120 to Line Item 2360 as requested in Account 165. Seconded by Mr. Stout, the motion carried.

**IN THE MATTER OF AMENDED SALARY ORDINANCE NO. 2004-HCC-30 – AMENDING THE SALARY ORDINANCE FOR 2004:**

After the reading of Amended Salary Ordinance No. 2004-HCC-30, a motion was made by Mr. Papacek, seconded by Mr. Singer, and carried to approve the Ordinance as read with the exception of Line Item 1125.01 Assistant Nurse.

POSITION/NUMBER/SALARY		REQUEST:	APPROVED:	YTD:
<b><u>001 HOWARD COUNTY GENERAL FUND:</u></b>				
<b><u>005 HOWARD COUNTY SHERIFF'S DEPARTMENT:</u></b>				
1115-02	Part-time Clerical \$12,000	+ \$ 8,000.00	+ \$ 8,000.00	\$ 20,000.00
1119-01	Corrections Officers 32@\$27,234=\$871,488	- \$ 8,000.00	- \$ 8,000.00	\$863,488.00
1118-03	Temp. Sergeant 1@\$38,372.22	- \$ 19,698.82	- \$ 19,698.82	\$ 18,673.40
1119-07	Overtime Deputies \$20,000	+ \$ 19,698.82	+ \$ 19,698.82	\$ 39,698.82
1122	Overtime Corrections Officers \$16,000	+ \$100,000.00	+ \$100,000.00	\$116,000.00
1125.01	Assistant Nurse 2@\$32,140=\$64,280	+ \$ 4,360.00	+ \$ 4,360.00	\$ 64,280.00

Request \$16.50 per hour = \$132 per day X 260 days = \$34,320 annually  
(Subject to hourly rate change with change of number of yearly working days)

**010 HOWARD COUNTY HEALTH DEPARTMENT:**

1122	Overtime New	+ \$ 6,000.00	+ \$ 6,000.00	\$ 6,000.00
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**156 HOWARD COUNTY JUVENILE PROBATION JABG FUND:**

1111	Surveillance Officer 1@\$36,400	- \$ 5,383.00	- \$ 5,383.00	\$ 31,017.00
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**\*\*\* Line Item 1125.01 Assistant Nurse:** A discussion was held regarding a request for a salary change for two nurse positions. In July 2004, the Commissioners and the Council approved an increase in the LPN positions to \$32,140. Personnel Administrator Wanda McKillip explained there was a misunderstanding regarding whether the pay was hourly or salary. The Sheriff intended the pay to be hourly and the PAC based their recommendation on a salary basis. As a result the Sheriff submitted a request for the additional amount to bring the annual pay up to \$34,320 for the two LPN Nurse positions. The PAC reviewed the request on August 9<sup>th</sup>, 2004 and did not recommend an increase in salary at that time. After discussion and reviewing the job qualifications and liability that an LPN Nurse at the Sheriff's Department is responsible for, the PAC recommends the following options:

- The LPN Nurse salary should remain the current salary of \$32,140 as approved by the Council at the July 27, 2004 meeting.
- All county Nurses' salaries will be reviewed by the Council at Budget time.

At their meeting on August 16, 2004, the Board of Commissioners agreed with the PAC recommendations regarding the above requests. The Council was of the opinion that \$32,140.00 was the salary requested and approved it at the previous meeting on July 27<sup>th</sup>, 2004. If there are any further adjustments to consider, the Council will address the issues during the hearings for the 2005 Budgets.

**IN THE MATTER OF JOHANNING CIVIC CENTER/ AUTOMOTIVE HERITAGE MUSEUM, INC. :**

Commissioner Brad Bagwell introduced Ms. Kelli Austin as the new General Manager for the Johanning Civic Center/Automotive Heritage Museum Inc. Ms. Austin has been researching for grants and scheduled a meeting with Kokomo Howard County Coordinating Council Director Larry Ives to discuss a transportation grant. Ms. Austin reserved a spot on the Community Foundation Grant List and is actively exploring various other grant possibilities.

Currently Ms. Austin is working on general organization of the facility and starting weekly staff meetings. Recently she met with the Director of the Park Department to discuss a membership drive in conjunction with the Elwood Haynes Birthday Celebration. She is busily researching figures to find out where the numbers can be improved.

Mr. Singer commented that the Automotive Heritage Museum Inc. Board is very pleased to have Ms. Austin and her enthusiastic commitment to the facility.

Mr. Jim Parsons, Treasurer of the Johanning Civic Center/Automotive Heritage Museum, Inc. presented an Income Statement (revenues) comparing the first six months of 2002, 2003 and 2004, which read as follows: \$92,001 in 2002; \$138,824 in 2003; and \$139,274 in 2004; the report also showed a significant reduction in total operating expenses. The salaries and wages in the first six months of 2004 are actually below the figures for 2002. The insurance package policy, which renews on July 2<sup>nd</sup>, 2004, has been re-bid and significant reductions in insurance costs are anticipated.

The Council was pleased to hear the good news in regard to the Johanning Civic Center/Automotive Heritage Museum, Inc.

**IN THE MATTER OF SUPERIOR COURT I - INFORMATION FOR 2005 BUDGET, ETC.:**

Since Superior Court I Judge Michael Krebs would not be available on either August 25<sup>th</sup> or 26<sup>th</sup> due to a jury trial, the Council listened as he addressed and supported his 2005 budget requests.

In an unrelated matter, Judge Krebs advised that the contractors who performed the Courthouse renovations have not returned to resolve the problem of paint peeling and falling down into the courtroom and court reporter's office. Commissioner Paul Raver questioned whether painting the courtroom was included in part of the renovation contract. Maintenance and Grounds Superintendent Thomas Harrison commented that the painting was part of the contract because a specialist was brought in to match the scrollwork on the ceiling. The matter will be looked into.

**IN THE MATTER OF FLOOD MITIGATION – INTEREST IN PURCHASING LAND/STRUCTURES:**

Plan Commission Director Glen Boise presented **Resolution 2004-HCC-19, A Resolution of the Howard County Council Declaring an Interest in Purchasing Specified Land and Structures for Flood Mitigation Purposes.**

Mr. Boise reported there are six flood damaged properties that need to be purchased as a part of the Flood Mitigation efforts. He commented there are approximately 12 or more properties that should be bought before another flood occurs. The County received funding to purchase two (2) homes damaged from last year's floods. According to State law, the County must express an interest in purchasing the properties before moving forward with the buy-out process.

Mr. Papacek made a motion to approve Resolution No. 2004-HCC-19 as read. Mr. Singer seconded the motion, and it carried.

**IN THE MATTER OF THE CHAMBER OF COMMERCE REGARDING EDIT FUNDS:**

Mr. Rick Hamilton, President of the Chamber of Commerce, reminded the Council that the Board of Commissioners would be requesting \$10,000.00 out of EDIT Funds for the year 2005 for the County's annual support of the Chamber activities. The amount of funding requested is the same as in previous years. Mr. Hamilton presented a brief update on the Chamber's community projects and activities as follows:

- |                            |  |
|----------------------------|--|
| 1. Clearing House          | 8. Beautification Efforts                              |
| 2. Newcomers Guide         | 9. Events – Chili Cook Off                             |
| 3. Information on Internet | 10. Teachers Appreciation Dinner                       |
| 4. Maps (provide free)     | 11. Partners in Education                              |
| 5. Phone Book Distribution | 12. Staff Involved in Community Support                |
| 6. Demographic Information | 13. Promote the Community as a Whole                   |
| 7. Leadership Kokomo       | 14. Subsidize Main Street and Score (free or low rent) |

**IN THE MATTER OF SHERIFF DEPARTMENT ISSUES:**

Sheriff Marshall Talbert presented the following issues for Council information:

- 1. **Purchase of Livescan Unit:** Notice has been received that the Indiana Criminal Justice Institute is going to purchase a new Livescan unit and fund the maintenance contract for the next five years.
- 2. **Local Systems Assessment Update:** A letter was received from the National Institute of Corrections (“NIC”) acknowledging they have received the County’s request for technical assistance to conduct a Local Systems Assessment. Fran Zandi, Correctional Program Specialist, would review the request and contact the Sheriff to further discuss the proposed assessment.

The NIC is scheduled to start an assessment for the Miami County Sheriff’s Department soon. Sheriff Talbert plans to contact Miami County Sheriff Kenneth Roland to gain insight on the process and to make plans to attend their public hearing.

- 3. The **Monthly Commissary Reports for June and July 2004** were distributed to Council members.
- 4. **Jail Seminar:** DLZ Indiana, LLC will be hosting a County Jail and Community Corrections Seminar on **Thursday, September 23, 2004** in Indianapolis. The registration for the free seminar is scheduled to begin at 8:30 a.m. and concludes at 5:00 p.m. Sheriff Talbert invited members of the County Council to attend the seminar and likewise has extended an invitation to the Commissioners and County Attorney.

**IN THE MATTER OF PERSONNEL ADMINISTRATOR ISSUES:**

Personnel Administrator Wanda McKillip presented the following issues for Council information and approval:

- 1. **Job Descriptions Update:** The Personnel Department has been working on establishing job descriptions for every County employee. The project is about 70% complete. Because of changes in duties and exempt/nonexempt status, the job descriptions will be updated every two years.
- 2. **PERF Service Credit:** Records were unable to be found to verify Kathleen Young, Public Defender Deputy Attorney, number of years of service between December 31, 1974 and December 31, 1978. During that time Ms. Young served as a deputy prosecuting attorney under the supervision of Judge Parry and Charlie Myers. A letter will be written by Mr. Myers to confirm her employment during that time. Ms. Young has requested establishment of her service dates in order to receive credit on her PERF retirement, which is based on her number of years of employment and her age.

Mr. Papacek made a motion to approve the request to extend additional service credit for Kathleen Young. Mr. Singer seconded the motion, which carried.

- 3. **PAC Recommendations for 2005 Budget:** After a thorough review of the salary increases and job title changes proposed by individual departments for the Budget in 2005, Personnel Administrator Wanda McKillip presented recommendations from the PAC to the Board of Commissioners at their August 16<sup>th</sup>, 2004 meeting. Tonight, the recommendations from the Board of Commissioners to the County Council were distributed to Council members.

**IN THE MATTER OF MISCELLANEOUS BUSINESS:**

Copies of the **Soil and Water Conservancy District**, July 28<sup>th</sup> 2004 minutes, and the agenda for the August 25<sup>th</sup>, 2004 meeting were provided to the Council.

There being no further business to come before the Council at this time, at 8:30 p.m., a motion was made by Mr. Singer, seconded by Mr. Papacek and carried to recess this meeting until 8:30 a.m., August 26<sup>th</sup>, 2004.

\* \* \* \* \*

***RECONVENE -- AUGUST 25<sup>th</sup>, 2004***

The meeting was re-opened by President Miller at 8:30 a.m. There were no remonstrators, nor was anyone present to object to the proposed 2005 Howard County Budget.

The following Office Holders and Department Heads made appearance at the times scheduled to present detailed justification of their budget requests for 2005:

\*\* Superior Court I Tuesday, August 24, 2004 during the regularly scheduled Council Meeting.

8:30 a.m.	001-022 Historical Society (County Museum)	Kelly Thompson, Museum Director
8:45 a.m.	004-000 Department of Family & Children	Glynn Hipp, Director
9:00 a.m.	109-000 Convention & Visitors	Peggy Hobson, Director
9:15 a.m.	001-003 County Treasurer	Ann Wells
9:30 a.m.	001-004 County Recorder	Linda Koontz
9:45 a.m.	001-010 County Assessor	Ann Harrigan

10:00 a.m.	001-011 Center Township Assessor	Sheila Pullen
10:15 a.m.	001-023 Board of Commissioners	John Harbaugh, Sr., Paul Raver & Bradley Bagwell
10:30 a.m.	001-002 County Auditor	Martha Lake
10:45 a.m.	001-021 Plan Commission	Glen Boise, Director

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**IN THE MATTER OF WAIVER OF 90-95% RULE – MEETING ON JULY 27<sup>TH</sup>, 2004:**

*See page 1, July 27<sup>th</sup>, 2004, Probationary Employee Wage Issue:*

In regard to the previous motion to waive the probationary period as it applies to the wages of Darlene Burger as a new supervisor in the Howard County Clerk’s Office, a new motion was made by Mr. Singer to rescind the original motion due to the precedent previously set. The motion was seconded by Mr. Stout and unanimously carried.

\* \* \* \* \*

Lunch -- Kinsey Center

1:00 p.m.	001-005 Howard County Sheriff	Marshall Talbert
1:15 p.m.	001-020 Howard County Haven	Thomas Tolen, Superintendent
1:30 p.m.	001-032 Soil & Water Conservation	Scott Maple, Calvin Hartman
1:45 p.m.	001-012 Howard County Prosecutor	James Fleming
2:00 p.m.	001-007 Purdue Co-op Extension	Susan Neher
2:15 p.m.	001-024 Taylor Township Assessor	Not Available
2:30 p.m.	001-030 Public Defender	William Menges
2:45 p.m.	001-028 Weights & Measures	Charles Hackett
3:00 p.m.	120-000 Community Drug Free Program	Sonya Snow, Director & Don Travis, Juv. Prob. Chief

*(Recessed at approximately 3:15 p.m.)*

\* \* \* \* \*

***SESSION 3 -- RECONVENE – AUGUST 26<sup>th</sup>, 2004***

The meeting was re-opened by President Miller at 8:30 a.m. There were no remonstrators, nor was anyone present to object to the proposed 2005 Howard County Budget.

The following Office Holders and Department Heads made appearance at the times scheduled to present detailed justification of their budget requests for 2005:

8:30 a.m.	001-008 Superior Court II	Honorable Judge Stephen Jessup
8:45 a.m.	001-033 Superior Court III	Honorable Judge Michael Krebes
9:00 a.m.	001-006 County Surveyor	Beryl Grimme
9:15 a.m.	001-009 Harrison Township Assessor	Joyce Ancil
9:30 a.m.	001-001 County Clerk	Mona Myers
9:45 a.m.	002-000 Highway	Ted Cain
10:00 a.m.	138-000 C.A.S.A.	Katina Silver
10:15 a.m.	001-035 Kinsey Youth Center	Jan Weaver, Director
10:30 a.m.	104-000 Juvenile Probation	Donald Travis, Juv. Prob. Chief
10:45 a.m.	001-013 Circuit Court	Honorable Judge Lynn Murray

Lunch -- Howard Haven Home

1:00 p.m.	001-043 County Coroner	Jeffrey Stout, Chief Deputy Coroner
1:15 p.m.	001-034 Adult Probation	Gary Conwell, Adult Prob. Chief
1:30 p.m.	010-000 Health Department	Kris Conyers, Director
1:45 p.m.	001-017 Voter Registration	Carol Shallenberger and Darlene Elliott
2:00 p.m.	001-031 Information Systems	Terry Tribby
2:15 p.m.	000-000 Transportation	Larry Ives, Director
2:30 p.m.	001-029 Emergency Management	Larry Smith, Director
2:45 p.m.	001-018 County Superintendent	Thomas Harrison
3:00 p.m.	001-015 Veterans Services	

Recess

The following Office Holders and Department Heads made appearance at the times scheduled to present detailed justification of their budget requests for 2005:

*(Recessed at approximately 3:20 p.m.)*

\* \* \* \* \*

***SESSION 4 -- RECONVENE SEPTEMBER 8<sup>TH</sup>, 2004 –FINAL SESSION --BUDGET ADOPTION***

This session in the series of sessions was called to order by President Richard Miller. All Council members were present, along with the County Attorney, County Personnel Administrator, Chief Deputy Auditor, and Auditor. The meeting began at 8:30 a.m. At the suggestion of President Miller, the group united in a moment of silence to address the various needs and concerns as the day began. President Miller then led the Council in prayer.

**SPECIAL CONSIDERATION AND DECISIONS RECORDED PER THIS ADOPTION HEARING:**

After considerable discussion, perusal of information, and assessment of funds available, the various matters of business were addressed as follows:

1. Due to the fact that County General money is limited, the Council explored various ways to provide the funding to accommodate the necessary County services. The Council took the following actions:
  - a. Per authorization by the State Board of Accounts and County Assessor Ann Harrigan, a motion was made by Mr. Stout, seconded by Mr. Papacek and carried to move all assessing salaries, plus increases and benefits up to \$300,000 to the Reassessment Fund.
  - b. Because the Reassessment Fund currently maintains sufficient funds to pay the requested expenditures for 2005, the levy will be stopped; revenue normally going to the Reassessment Fund will be offset to the County General Fund.
  - c. The Cumulative Bridge Levy for 2005 will be set at \$560,000.
  - d. The Howard County Board of Commissioners along with the Howard County Council agreed to fund \$80,000 of the 2005 Plan Commission Budget from EDIT funds.
  - e. One Administrative Assistant position in the Adult Probation General Fund Budget, line item 001-034-1114 will be transferred to Fund 185 User Fees/Alcohol and Drug.
  
2. The Coroner Deputies will become contract employees in 2005. The Chief Deputy contract amount was set at \$3,400; with four Part-Time Deputy Coroners at \$2,900 each.
  
3. A motion was made by Mr. Papacek, seconded by Mr. Singer and carried to approve a new Administrative Assistant for the Public Defender’s Office at a salary of \$26,277, plus the general salary increase for 2005. The request for an investigator position was not approved for 2005.
  
4. When addressing budgets for 2004, the County Council committed to looking specifically at the **nurses salaries** when budgeting for 2005. The following actions were taken:
  - a. **Sheriff’s Department –**

Nurse Administrator (RN)	001-005-01125.00	1 @ \$42,000 (no increase for 2005 due to the large salary increase in June 2004)
Assistant Nurse (LPN)	001-005-01125.01	2@ \$34,320 each-the total amount requested by the Sheriff Department in 2004 (amount originally approved July 2004 -\$32,140)
<i>(no general increase added for 2005)</i>		
  - b. **Kinsey Center –**

Nurse (RN)	001-035,37,38-01118.00	1 @ \$38,000 (increase of \$5,297.00)
Nurse (RN)	001-035,37,38-01118.01	1 @ \$38,000 (increase of \$5,297.00)
<i>(no general increase added for 2005)</i>		
  - c. **Health Department**

Administrator (RN)	010-000-01113.00	1 @ \$42,000 (increase of \$2,153.00)
Pub. Health Nurs. Coord. (RN)	010-000-01108.00	1 @ \$39,500 (increase of \$3,887.00)
Public Health Nurses (All RN’s)	010-000-01119.00	3 @ \$38,000 (individual increase \$4,457.00)
<i>(no general increase added for 2005)</i>		
  
5. **Sheriff’s Department Restructuring and Title Changing:**
  - a. **Three deputy positions** were moved from 001-005-01113.00 to 01113.01 in order to identify them as Investigator’s. There was no increase given other than the general increase for 2005.
  - b. **The Clerical Staff** was changed to accommodate one Clerical I position, line item 001-005-01114 funded at \$30,230 with no general increase in 2005, due to the fact that this is no longer a supervisory position. This new position replaces the Administrative Supervisor position. Major Steve Rogers is supervising the clerical workers.
  - c. **The Assistant Administrative Supervisor position was combined with the seven Clerical Assistant positions** and the title for all eight workers was changed to Clerical II. The base salary for all eight Clerical II’s was set at \$25,189. The general increase for 2005 will be given to the eight employees.

- d. The position title of Labor/Maintenance 001-005-0008.01 was changed to Building Supervisor and the salary set at \$31,288 (consistent with Courthouse Shift Supervisors), plus the general increase.
  - e. Position 001-005-01119 Cook position title changed to Food Service Supervisor, approved salary of \$28,485 (consistent with Kinsey Youth Center), plus the general increase.
  - f. C.I. Specialist Pay increased \$175 each; S.W.A.T. Specialist Pay increase \$175 each.
6. The Department of Health requested that two new full-time positions be approved: 1.) an Environmental Health Specialist, and 2.) a Public Health Nurse. After considerable discussion, a motion was made by Mr. Ortman, seconded by Mr. Gilman to approve \$20,000 in part-time funds to address the Environmental Health Specialist request. All Council Members voted "aye" except one. Mr. Papacek voted "nay". The motion carried. Mr. Papacek was in the hope that the position could be funded as full time. The request for a new nurse position was not approved for 2005.
  7. A motion was made by Mr. Singer, seconded by Mr. Ortman and carried to approve one new Adult Probation Officer in 2005, the salary to be paid out of Fund 105 Adult Probation User Fees Fund.
  8. Since the Information Systems Department position, line item 01112 Network Administrator, paid out of 150 Cumulative Capital Development Fund, received a substantial increase to \$43,000 in late 2003, the Council agreed to forgo the general increase for this position for 2005.
  9. Employee Group Insurance appropriation for 2005 is set at \$2,300,000. This appropriation may fall \$200,000 short which could possibly be covered by the Insurance Reserve Fund or an additional appropriation.
  10. Councilman Vice President James Papacek stressed the importance of holding the line on additional appropriations during the early months of 2005.
  11. A motion was made by Mr. Papacek, seconded by Mr. Singer and carried to approve for all full-time employees a \$1,000 increase for 2005; and to approve for all job share and salaried part-time employees a \$500 increase for 2005.
  12. In conclusion, the Council signed all the appropriate documents. Council President Richard Miller, along with the other Council members, commended Department Heads and Elected Officials on their presentations and the fact that they were very prudent in the requests made. The amount of the General Fund 2005 Council approved budget is \$20,450,072.
  13. The Council thanked the second floor employees for the lunch carried in today.

There being no further business to come before the Council at this time, a motion was made by Mr. Papacek, seconded by Mr. Singer and carried to adjourn. The meeting closed at 6:00 p.m.

**HOWARD COUNTY COUNCIL:**

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**Richard H. Miller, President**

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**James Papacek, Vice President**

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**Ronald Gilman, Councilman**

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**Dwight Singer, Jr., Councilman**

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**Leslie Ellison, Councilman**

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**Stanley Ortman, Councilman**

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**Jeffrey Stout, Councilman**

Attest:

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MARTHA J. LAKE, AUDITOR  
 County Council Minutes, August 24<sup>th</sup>, 25<sup>th</sup>, 26<sup>th</sup>, and September 8<sup>th</sup>, 2004