

**HOWARD COUNTY COUNCIL REGULAR MEETING NOVEMBER 23<sup>RD</sup>, 2004**

The Howard County Council met Tuesday, November 23<sup>rd</sup>, 2004 at 7:00 p.m., in Room 338 of the Howard County Administration Center. Those present were Council President Richard Miller, Council Vice President James Papacek and Council Members Stanley Ortman, Jeffrey Stout and Ronald Gilman. Also present were County Attorney Larry Murrell, Personnel Administrator Wanda McKillip, and Auditor Martha Lake. Council members Leslie Ellison and Dwight Singer 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 October 26<sup>th</sup>, 2004 Regular Meeting, having been previously reviewed, were considered. Due to a "copy and paste" mistake, a motion was erroneously shown being seconded by the late Mr. James Shearer. At the mention of Mr. Shearer's name the Council took a moment to reflect on how he has been very much missed. Mr. Stout made a motion, seconded by Mr. Papacek, to approve the minutes with the following correction:

On page 3, "109 Howard County Innkeepers' Tax Fund", the motion should read: "***Mr. Ortman made a motion to appropriate \$500,000.00 to Line Item 3500 Innkeepers' Tax Clearing in Fund 109 as requested. Mr. Ellison seconded the motion, which carried.***"

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

There were no comments expressed by Council members at this time.

**IN THE MATTER OF ORDINANCE NO. 2004-HCC-40 -- ADDITIONAL APPROPRIATIONS:**

Ordinance No. 2004-HCC-40 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. 2004-HCC-40 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>005    HOWARD COUNTY SHERIFF'S DEPARTMENT:</u></b>		
3264    Meals for Prisoners	\$ 30,000.00	\$ 30,000.00

Sheriff Marshall Talbert explained an additional \$30,000.00 would carry the cost of meals for prisoners through to the end of the 2004-year. The meals are budgeted at \$3.00 per day for each inmate, costing about \$300,000.00 for the year. During 2004 the average population numbers and the length of stay increased, resulting in additional expense for extra meals. Auditor Martha Lake stated the original appropriation in 2004 for this line item was \$225,000.00 with an amended budget of \$291,000.00. The Sheriff has currently spent just a little under \$300,000.00; the line item is deficient by approximately \$9,000.00.

The Sheriff was pleased to report the jail population on this date has decreased to 290 inmates. The Sheriff attributed the decrease to an early release for the holiday and inmates being moved by the Department Of Corrections. In addition, DOC will be moving at least 17 inmates in the next two weeks.

Mr. Papacek made a motion to appropriate \$30,000.00 to Line Item 3264 in Account 005. Seconded by Mr. Gilman, the motion carried.

<b><u>017    HOWARD COUNTY VOTER'S REGISTRATION:</u></b>		
1114    Part-time	\$ 4,900.00	\$ 4,900.00

Department Heads Darlene Elliott and Carol Shallenberger represented a request for an additional \$4,900.00 in Line Item 1114 Part-time. The Council approved an additional appropriation of \$4,500.00 in September 2004 due to increased activity at the Voter Registration Office during the election process. (*See page 1, September 28<sup>th</sup>, 2004 minutes, "017 Howard County Voter Registration Office" for related discussion*) However, due to continued activity the additional money was not enough to carry the cost of part-time help through to the end of the 2004-year.

Voter Registration is planning to utilize the state-wide voter file next year which will save time. Ms. Shallenberger advised that they will continue to work hard and look for various ways to best utilize their resources.

Mr. Papacek made a motion to appropriate \$4,900.00 in Line Item 1114 Part-time in Account 017. Mr. Ortman seconded the motion, which carried.

<b><u>035    KINSEY YOUTH CENTER – SHELTER CARE:</u></b>		
1119-01 Shift Supervisors	\$ 500.00	\$ 500.00
<b><u>037    KINSEY YOUTH CENTER – RESIDENTIAL:</u></b>		
1119-01 Shift Supervisors	\$ 500.00	\$ 500.00
<b><u>038    KINSEY YOUTH CENTER – SECURE DETENTION:</u></b>		
1119-01 Shift Supervisors	\$ 500.00	\$ 500.00



Museum Director Kelly Thompson presented a funding request to pay for the electric service for the Howard County Museum and associated buildings. The museum expended the \$17,000.00 that was allocated for utilities at the beginning of the 2004-year. In May 2004, an additional appropriation of \$13,000.00 was requested and approved out of the Economic Development Income Tax Fund to assist with the cost of utilities. Ms. Thompson reported that the average utility bills cost \$3,400.00 per month and the museum needs an additional \$6,800.00 to carry through to the end of the year.

Regarding the utility costs for next year, Ms. Thompson estimated that the appropriation of \$37,000.00 in the Budget for 2005 would cover the cost of the utilities throughout the year, especially since the payments are now set up on the budget payment system.

Mr. Papacek made a motion to appropriate \$6,800.00 to Line Item 3226 County Museum Miscellaneous Operating from Fund 500 Howard County Economical Development Income Tax. Mr. Stout seconded the motion, which carried.

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

4720 Equipment	\$ 24,586.00	\$ 24,586.00
<b>Total Misdemeanant Grant Fund:</b>	<b>\$ 24,586.00</b>	<b>\$ 24,586.00</b>

Sheriff Talbert explained a proposal to make the following purchases with money from the Howard County Misdemeanant Grant Fund:

**Purchase Security Cameras:** Sheriff Talbert explained a proposal for security camera improvements to the jail at a cost of \$12,586.00. Sheriff Talbert has contacted Aadco, Inc., the company that installed the security camera system at the Courthouse and Book-In area at the jail. Aadco would connect four new cameras to the current security system; two cameras for the kitchen area, one camera for door number 1053 A, and one camera for door number 1053 B. The new cameras would be connected to a Kollector that records images (at a specific number of frames per second) for up to sixteen cameras. This process would also accommodate the twelve existing cameras to be connected to the system.

The Sheriff gave an account of a recent escape incident from the Elkhart County Jail. Two inmates found a way into an area of the jail with no video cameras. The inmates falsely identified themselves as law enforcement employees and used audio communication to persuade a central control operator to open a door to the outside. The two men were later apprehended in Kentucky. Sheriff Talbert stated a similar situation exists locally where no video cameras are available in the vicinity where the kitchen area leads from the secure portion of jail into the administration area. Communication is conducted via intercom but the central control operator does not have the ability to see who is at the doors. The new cameras would be connected to a Kollector that records images for up to sixteen cameras. The new system is able to accommodate the twelve existing cameras. The Sheriff felt that the new camera system would reduce possible liability issues. The cost of the equipment is proposed to be paid from the Misdemeanant Grant Fund as follows:

(4) Security Camera System and Related Equipment	\$ 4,644.00
Kollector, Monitor, and Equipment	<u>\$ 7,942.00</u>
Total	\$12,586.00

**Purchase New Radios:** The Sheriff would like to purchase 58 new 800 MHz radios for the jail at a price of \$430.00 each for a total cost of \$24,940.00. The Sheriff proposes to use \$12,000.00 from the Misdemeanant Grant Fund to purchase the radios and pay the remaining cost of \$12,940.00 from the Commissary Fund. Repair parts are no longer available for the existing radios and they cannot be serviced. The Sheriff recently received information that Integrity Communications and Electronics has access to a special close-out buy of some new radios. The radios were initially purchased by an entity and returned. Although the radios are in the original packaging the company cannot sell the radios at the original new price. Captain Harold Vincent has inspected the radios and found no problems with them.

Mr. Papacek made a motion to appropriate \$24,586.00 in Line Item 4720 in 515 Howard County Sheriff's Department Misdemeanant Grant Fund as outlined by the Sheriff. Mr. Gilman seconded the motion, and it carried.

**TOTAL ADDITIONAL APPROPRIATIONS**

<b>ALL FUNDS:</b>	<b>\$ 323,460.00</b>	<b>\$ 323,460.00</b>
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**IN THE MATTER OF RESOLUTION NO. 2004-HCC-22 --TRANSFERS:**

Resolution No. 2004-HCC-22 addressing requested transfers was presented and read in full for Council information. The following actions were taken:

TRANSFERS:		AMOUNT:	
FROM:	TO:	REQUESTED:	ALLOWED:
<b>001 HOWARD COUNTY GENERAL FUND:</b>			
<b>005 HOWARD COUNTY SHERIFF'S DEPARTMENT:</b>			
1115.00 Clerical Assistant	1122.00 Overtime Civilians	\$ 2,000.00	\$ 2,000.00
1115.02 Clerical Part-time	1122.00 Overtime Civilians	\$ 3,000.00	\$ 3,000.00
1118.01 Building Supervisor	1122.00 Overtime Civilians	\$ 300.00	\$ 300.00
1118.02 Corporal	1122.00 Overtime Civilians	\$ 7,000.00	\$ 7,000.00
1119.01 Corrections Officer	1122.00 Overtime Civilians	\$ 18,000.00	\$ 18,000.00

1119.06 Asst. Cook	1122.00 Overtime Civilians	\$ 500.00	\$ 500.00
1119.10 Jail Sergeant	1122.00 Overtime Civilians	\$ 1,750.00	\$ 1,750.00
1121.00 Longevity	1122.00 Overtime Civilians	\$ 2,500.00	\$ 2,500.00
1123.00 Dispatcher	1122.00 Overtime Civilians	\$ 2,900.00	\$ 2,900.00
1125.00 Nurse Admin.	1122.00 Overtime Civilians	\$ 9,200.00	\$ 9,200.00
1125.01 Asst. Nurse	1122.00 Overtime Civilians	\$ 13,000.00	\$ 13,000.00

(Total \$60,150.00)

**007 HOWARD COUNTY EXTENSION OFFICE:**

1117 Part-time	3213 Travel	\$ 500.00	\$ 500.00
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**017 HOWARD COUNTY VOTER'S REGISTRATION OFFICE:**

3241 Printing	2360 Office Supplies	\$ 661.60	\$ 331.60
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**033 HOWARD COUNTY SUPERIOR COURT III:**

1123 Per Diem Ct Rep Ven'd Cases	1129 Special Court Reporter	\$ 100.00	\$ 100.00
1124 Per Diem Bailiff Ven'd Cases	1129 Special Court Reporter	\$ 100.00	\$ 100.00
1125 Per Diem Judge Ven'd Cases	1129 Special Court Reporter	\$ 200.00	\$ 100.00

**105 HOWARD COUNTY ADULT PROBATION USER FEES FUND:**

3261 Education	1523 Group Insurance	\$ 1,900.00	\$ 1,900.00
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The Council members were given letters from Susan Neher, County Extension Office and Judge Douglas Tate of Superior Court III to support their requests for transfer listed above. Voter Registration Department Heads Darlene Elliott and Carol Shallenberger explained their need for office supplies. The Council understood the transfers requested by the Sheriff's Department and Adult Probation. No other comments in regard to the transfer requests were heard from members of the audience. 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 approve the transfers as read in the line items listed for Ordinance No. 2004-HCC-22. Seconded by Mr. Ortman, the motion carried.

**IN THE MATTER OF SALARY ORDINANCE NO. 2004-HCC-41 – AMENDING THE EXISTING SALARY ORDINANCE FOR 2004:**

A motion was made by Mr. Stout, seconded by Mr. Papacek, and carried to approve Amended Salary Ordinance 2004-HCC-41 as read. The amended salaries, any changed position titles and all other pertinent information is shown as follows:

POSITION/NUMBER/SALARY	REQUEST:	APPROVED:	YTD:
<b>001 HOWARD COUNTY GENERAL FUND:</b>			
<b>005 HOWARD COUNTY SHERIFF'S DEPARTMENT:</b>			
1115.00 Clerical Assistant 7@\$25,189=\$176,323	- \$ 2,000.00	-\$ 2,000.00	\$174,323.00
1115.02 Clerical Part-time \$12,000+\$8,000=\$20,000	- \$ 3,000.00	-\$ 3,000.00	\$ 17,000.00
1118.01 Building Supervisor 1@29,034	- \$ 300.00	-\$ 300.00	\$ 28,734.00
1118.02 Corporal 6@\$37,386=\$224,316	- \$ 7,000.00	-\$ 7,000.00	\$217,316.00
1119.01 Corrections Officer 32@\$27,234ea= \$871,488-8,000=\$863,488	- \$ 18,000.00	-\$ 18,000.00	\$845,488.00
1119.06 Asst. Cook 2@\$27,776=\$55,552	- \$ 500.00	-\$ 500.00	\$ 55,052.00
1119.10 Jail Sergeant 3@\$28,276=\$84,828	- \$ 1,750.00	-\$ 1,750.00	\$ 83,078.00
1121.00 Longevity \$21,700	- \$ 2,500.00	-\$ 2,500.00	\$ 19,200.00
1123.00 Dispatcher 9@29,144=\$262,296	- \$ 2,900.00	-\$ 2,900.00	\$259,396.00
1125.00 Nurse Admin. \$30,595 + \$6,300=\$36,895	- \$ 9,200.00	-\$ 9,200.00	\$ 27,695.00
Approved Salary \$42,000			
1125.01 Asst. Nurse 2@\$29,540+\$5,200=\$64,280	- \$ 13,000.00	-\$ 13,000.00	\$ 51,280.00
Approved Salaries \$32,140 ea.			
1122.00 Overtime Corr. \$16,000+\$100,000=\$116,000+	\$ 60,150.00	+\$ 60,150.00	\$176,150.00
<b>007 HOWARD EXTENSION OFFICE:</b>			
1117 Part-time Originally \$4,000	- \$ 500.00	-\$ 500.00	\$ 3,500.00
<b>017 HOWARD COUNTY VOTER'S REGISTRATION:</b>			
1114 Part-time \$12,000+\$8,000+\$4,500=\$24,500 + \$	4,900.00	+\$ 4,900.00	\$ 29,400.00
<b>035 KINSEY YOUTH CENTER – SHELTER CARE:</b>			
1119-01 Shift Supervisors 4@\$8,256.25ea=\$33,025 + \$	500.00	+\$ 500.00	\$ 33,525.00
<b>037 KINSEY YOUTH CENTER – RESIDENTIAL:</b>			
1119-01 Shift Supervisors 4@\$8,256.25ea=\$33,025 + \$	500.00	+\$ 500.00	\$ 33,525.00
<b>038 KINSEY YOUTH CENTER – SECURE DETENTION:</b>			
1119-01 Shift Supervisors 4@\$8,256.25ea=\$33,025 + \$	500.00	+\$ 500.00	\$ 33,525.00

## IN THE MATTER OF COUNTY PROJECT UPDATES:

Commissioner Vice President Paul Raver presented the following information for Council information:

1. **Howard Haven Residential Center:**
  - a. **Sewer Connection:** (See page 3, April 27<sup>th</sup>, 2004 minutes, “150 Howard County Cumulative Capital Development Fund”, Line Item 4320.01 for related discussion). The project to connect Howard Haven to the Kokomo Sanitary Sewer System is progressing. The Council has appropriated \$32,000.00 for the project. William Noland and Son Excavating, Inc. bored under West Boulevard to make a connection with the City’s manhole on the south side of the street. They are waiting on a grinder pump to arrive in order to finish the project. Mr. Raver anticipates the project to be completed in the 2004-year.
  - b. **Roof Repair:** (See page 3, August 24<sup>th</sup>, 2004 minutes, “150 Howard County Cumulative Capital Development Fund”, Line Item 4320.01, for related discussion) In August, the Council appropriated \$2,100.00 to repair areas of the roof that had resulted in water leaks. The repair work has been completed.
  - c. **Door Problems:** The problems with doors not locking have been resolved. The materials for the doors have been order from Kokomo Glass & Paint.
2. **Superior I Painting Project:** (See page 7, August 24<sup>th</sup>, 2004 minutes, “In The matter of Superior Court I- Information for 2005 Budget”, for related information) In August, Judge Michael Krebs reported a problem with paint peeling and falling down into the courtroom and office area. Maintenance and Grounds Superintendent Thomas Harrison obtained a painting proposal from Williams Painting Company to repair and paint the Superior Court I area at an initial cost of \$6,850.00 to be paid out of the Courthouse Renovation Fund. The Board of Commissioners has authorized Mr. Harrison to proceed with the proposal from Williams Painting Company. The project has been temporarily delayed in order for Mr. Harrison to coordinate the project with newly elected Judge William Menges and the painting contractor.
3. **Auditor’s Office Shelving Project:** Auditor Martha Lake and newly elected Auditor Ann Wells initiated a project to design new shelving for the transfer books. Files and some equipment were relocated in order to use space more efficiently. The cost of the project is approximately \$19,000.00 to be paid out of the Howard County Economical Development Income Tax Fund. Hayes Brothers, Inc. is currently working on the project. Mr. Raver anticipates the project to be completed in the next few days. Mrs. Lake commended Hayes Brothers excellent design and carpentry work.
4. **Howard County Government Center:**
  - a. **Air Conditioning System:** (See page 4, August 24<sup>th</sup>, 2004 minutes, “150 Howard County Cumulative Capital Development Fund”, Line Item 4320.01, for related discussion) The Council appropriated \$40,000.00 to replace the ACME chiller for the air conditioning system at the Government Center. The project was awarded to Quality Heating and Air Conditioning, having the lowest responsive and responsible quote of \$38,000.00. A new 40-ton Carrier chiller was ordered; the existing chiller will be repaired to be used for a back up. The project is anticipated to be finished by Spring 2005.
  - b. **Department of Health:** The Department of Health is in the process of shifting around furniture and dividers to accommodate two new employees that will join the staff at the first of the 2005-year. Ceiling tile was replaced and some painting has been scheduled. The Maintenance Department is going to purchase the paint and Work Crew Leader Mike Chapman from the Sheriff’s Department has been contacted regarding scheduling the inmate work crew do the painting work. On December 1-3, 2004 the inmate work crew will be removing some old carpet that will eventually be replaced with vinyl tile floor covering. The total cost of the floor covering is \$17,000.00 to \$18,000.00. There is a balance of \$5,025.00 in the Courthouse Renovation Fund, which can be transferred to pay toward the cost of the project; Funds in EDIT and/or CCD are being considered for the \$12,000.00 to \$14,000.00 that will be needed to cover the remainder of the cost.

## IN THE MATTER OF CAPITAL EXPENDITURE REQUESTS FOR 2005:

In the manner of customary procedure, Capital Expenditure requests were deferred during Budget Hearings this year and are to be readdressed by the Council in January 2005. The initial amount of the requests was approximately \$666,000.00 however this figure might change since a few of the requests have been fulfilled. Commissioner Raver and Auditor Martha Lake composed a letter informing the Department Heads that the capital requests had been zeroed out and the deadline to resubmit requests has been set for December 15<sup>th</sup> 2004.

## IN THE MATTER OF SHERIFF DEPARTMENT ISSUES:

Sheriff Marshall Talbert presented the following issues for Council information:

1. The **Commissary Report for the Month of October 2004** was submitted to the Council.

2. **2005 Legislative Session:** Sheriff Talbert submitted a memorandum obtained from the Sheriff's Conference listing issues proposed to be placed on the agenda for the Indiana Sheriff's Association 2005 Legislative Session.
3. **Medical Billing Issues:** The jail does not receive any discounts and pays the full amount of medical expenses. The Sheriff's Association is going to advocate a new law that requires providers receiving state monies to charge county jails the same reimbursement rates they would receive from Medicaid. The Sheriff met today with Mr. Ted Brown, CEO of Howard Regional Health System to review and discuss medical expenses and billing.
4. **Local Systems Assessment:** The National Institute of Corrections ("NIC") provided a preliminary draft of the local systems analysis of the jail. Mr. Billy Wasson of NIC concluded that a jail expansion is not necessary at this point in time to resolve the inmate overcrowding issue. Mr. Wasson made recommendations regarding staffing and judiciary issues. Sheriff Talbert anticipates the final analysis report to be available soon.
5. **Payphone Lawsuit:** The motion to make the lawsuit against the Marion County Sheriff's Department for payphone charges into a class action lawsuit and include the Sheriffs in the other 91 counties in Indiana has failed. However, the lawsuit against Marion County will carry on.

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

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

1. **Healthcare Renewal for 2005:** Anthem Blue Cross and Blue Shield annual enrollment packets were distributed to Council members. Open enrollment meetings for medical insurance have been scheduled for **Thursday, December 2<sup>nd</sup> and Friday, December 3<sup>rd</sup>, 2004**. The new changes will be included in the first payroll deductions in January 2005.
2. **Council Appointments for 2005:** The Council Appointments and Reappointments for the Year-2005 were presented for perusal, which will be acted upon at the December 2004 meeting.

**IN THE MATTER OF FINAL MEDICAL INSURANCE PREMIUM PAYMENT FOR 2004:**

On November 15, 2004, the Commissioners agreed, pending concurrence of the Council, to pay \$110,000.00 out of the Insurance Reserve Fund instead of appropriating money from the General Fund to pay in full the December health insurance premium. As noted by President Miller, there were no objections made by any of the Council Members regarding this issue.

**IN THE MATTER OF SCHEDULING FINAL COUNCIL MEETING FOR 2004:**

The final Council Meeting for this year was scheduled for **Tuesday, December 21<sup>st</sup>, 2004, at 1:30 p.m., in Room 338 of the Administration Center**. The primary business of this meeting is to address 2004-year end needs.

There being no further business to come before the Council, Mr. Papacek made a motion to adjourn. The motion was seconded by Mr. Ortman and carried. The meeting adjourned at 8:18 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, November 23<sup>rd</sup>, 2004