

**HOWARD COUNTY COUNCIL REGULAR YEAR END MEETING DECEMBER 21<sup>ST</sup>, 2004**

The Howard County Council met Tuesday, December 21<sup>st</sup>, 2004 at 1:30 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 Dwight Singer, Stanley Ortman, Jeffrey Stout, Leslie Ellison and Ronald Gilman. Also present were County Attorney Larry Murrell, Personnel Administrator Wanda McKillip, and Auditor Martha Lake.

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

The minutes of the November 23<sup>rd</sup>, 2004 Regular Meeting, having been previously reviewed, were considered. Mr. Papacek made a motion, seconded by Mr. Stout to approve the minutes as presented. The motion carried.

**THE MATTER OF COUNCIL OPENING COMMENTS:**

Auditor Martha Lake expressed appreciation for the plaque she received from the Council and Board of Commissioners commemorating her eight years of dedicated service as the Howard County Auditor. Ms. Lake said "It was a dream come true. I always wanted to be Auditor". Furthermore she commented that it has been a pleasure to work together with everyone.

*\*\*\* Due to the Superior Court III schedule, discussion of Judge Douglass Tate's request was moved forward on the agenda for discussion. \*\*\**

**IN THE MATTER OF REQUEST TO CHANGE POSITION TO FULL TIME:**

Superior Court III Judge Doug Tate submitted a letter to the Council outlining a request to change a vacant part-time position to full-time. In July 2005, the jurisdictional limit for small claims will increase from \$3,000.00 to \$6,000.00. A significant increase is anticipated in the already heavy caseload creating an immediate need for a third full-time employee. According to the Budget for 2005, Judge Tate estimates that an additional \$10,000.00 is needed to pay the difference in salary and associated benefits. Chief Adult Probation Officer Gary Conwell has indicated there are sufficient funds in Probation User Fees to pay for the full-time position. The position would continue to be funded by the Probation User Fees in subsequent years.

Mr. Papacek stated due to the validity of the request and because the money for the position would come out of the Probation User Fees and not the General Fund, he would be supportive of the Judge's request.

Mr. Gilman asked if were possible to increase court fees to offset some of the costs for the full-time position. Judge Tate replied that he does not have authority to change the current court fees.

The Council was sympathetic to the circumstances and request for additional money. However the request is required to be reviewed by the PAC before returning to the Council for consideration. The Council took no action on this issue at the present time.

**IN THE MATTER OF ORDINANCE NO. 2004-HCC-47 -- ADDITIONAL APPROPRIATIONS:**

Ordinance No. 2004-HCC-47 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-47 was presented and acted upon as follows:

**APPROPRIATION ADDITIONS REQUESTED:**

	<b><u>REQUESTED:</u></b>	<b><u>APPROVED:</u></b>
<b><u>515 HOWARD COUNTY SHERIFF'S DEPARTMENT MISDEMEANANT GRANT FUND:</u></b>		
4721 Photo Digital Capture System	\$ 3,100.00	\$ 3,100.00
<b>Total Misdemeanant Grant Fund:</b>	<b>\$ 3,100.00</b>	<b>\$ 3,100.00</b>
<b>TOTAL ADDITIONAL APPROPRIATIONS</b>		
ALL FUNDS:	\$ 3,100.00	\$ 3,100.00

Sheriff Marshall Talbert explained the additional appropriation would be used to update software for the digital photo system used in the book-in area. The vendor for the current Digital Mug Photo System sold the company to another vendor and is no longer in business. DigiMug no longer has an interface with the current CISCO Systems, which is used for computer aided dispatch, book-in, and records management. CISCO developed a new photo digital capture system for photographs of inmates called CISPHOTO. The software is fully integratable to the current system and has unlimited user licenses. The total cost of the system is \$9,600.00. Because \$6,500.00 was refunded to the County earlier in the 2004-year from CSI Law Enforcement to the DigiMug and Interface, only \$3,100.00 is needed for the software upgrade.

Mr. Papacek made a motion to appropriate \$3,100.00 to Line Item 4721 in 515 Howard County Sheriff's Department Misdemeanor Grant Fund. Mr. Gilman seconded the motion, and it carried.

**IN THE MATTER OF RESOLUTION NO. 2004-HCC-23 --TRANSFERS:**

Resolution No. 2004-HCC-23 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</b>	<b><u>HOWARD COUNTY GENERAL FUND:</u></b>				
<b>020</b>	<b><u>HOWARD HAVEN RESIDENTIAL CENTER:</u></b>				
1111	Superintendent	1117	Part-time	\$ 1,000.00	\$ 1,000.00
1112	Ass't. Superintendent	1117	Part-time	\$ 1,000.00	\$ 1,000.00
1114	Housekeeper/Cook	1117	Part-time	\$ 2,000.00	\$ 2,000.00
1114	Housekeeper/Cook	1118	Overtime	\$ 4,000.00	\$ 4,000.00

Howard Haven Residential Center Superintendent Thomas Tolen explained that the money available in Line Items 1111 and 1112 was due to vacancies in the positions of Superintendent and Assistant Superintendent during part of the 2004-year. More part-time help and overtime was used than previously anticipated, therefore Mr. Tolen requested the above listed transfers.

Mr. Papacek made a motion to approve the transfers as listed in the line items above. Seconded by Mr. Ortman, the motion carried.

<b>035</b>	<b><u>ROBERT J. KINSEY YOUTH CENTER (Shelter Care):</u></b>				
2340	Food	3212	Postage	\$ 333.00	\$ 333.00
2350	Clothing	3251	Rep. Bldg. & Str.	\$ 125.42	\$ 125.42
2372	Ed. Material	3252	Rep. Equip.	\$ 63.67	\$ 63.67
2371	Household	3265	Activities	\$ 18.83	\$ 18.83
2372	Ed. Material	3265	Activities	\$ 20.29	\$ 20.29
2373	Beh. Incentive	3265	Activities	\$ 79.02	\$ 79.02
2340	Food	3251	Rep. Bldg. & Str.	\$ 2,333.51	\$ 2,333.51
2321	Gas	3220	Utilities	\$ 105.89	\$ 105.89
2350	Clothing	3220	Utilities	\$ 127.75	\$ 127.75
2352	Medical	3220	Utilities	\$ 133.66	\$ 133.66
2360	Supplies	3220	Utilities	\$ 38.24	\$ 38.24
2371	Household	3220	Utilities	\$ 4.25	\$ 4.25
<b>037</b>	<b><u>ROBERT J. KINSEY YOUTH CENTER (Residential):</u></b>				
2340	Food	3212	Postage	\$ 333.00	\$ 333.00
2372	Ed. Materials	3215	Beepers	\$ 90.00	\$ 90.00
2340	Food	3252	Rep. Equip.	\$ 435.41	\$ 435.41
2340	Food	3220	Utilities	\$ 238.65	\$ 238.65
2350	Clothing/Toiletries/Linens	3220	Utilities	\$ 171.38	\$ 171.38
2350	Clothing/Toiletries/Linens	3240	Stationary and Cards	\$ 23.33	\$ 23.33
2352	Medical	3220	Utilities	\$ 31.94	\$ 31.94
2371	Household	3220	Utilities	\$ 90.38	\$ 90.38

2372	Ed. Material	3220	Utilities	\$ 12.41	\$ 12.41
2373	Beh. Incentive	3220	Utilities	\$ 27.62	\$ 27.62
2374	Res. Needs	3220	Utilities	\$ 444.78	\$ 444.78
2350	Clothing	3220	Utilities	\$ 91.75	\$ 91.75

**038 ROBERT J. KINSEY YOUTH CENTER (Secure Detention):**

2340	Food	3212	Postage	\$ 334.00	\$ 334.00
2340	Food	3251	Rep. Bldg. & Str.	\$ 335.91	\$ 335.91
2340	Food	3251	Rep. Bldg. & Str.	\$ 3,403.54	\$ 3,403.54
2340	Food	3240	Stationary	\$ 617.00	\$ 617.00
2340	Food	3252	Rep. Equip.	\$ 691.77	\$ 691.77
2350	Clothing	3252	Rep. Equip.	\$ 1,686.01	\$ 1,686.01
2372	Ed. Material	3252	Rep. Equip.	\$ 8.41	\$ 8.41
2373	Beh. Incentive	3252	Rep. Equip.	\$ 133.60	\$ 133.60

Kinsey Youth Center Assistant Director Jeff Lipinski represented the transfer requests on behalf of Director Janet Weaver. To date the Kinsey Youth Center has returned \$817,997.10 to the County. The \$50,000 appropriated earlier in the year for the Early and Periodic Screening, Diagnosis, and Treatment Rehabilitation Option (EPSDT RO) Program is being returned because the process was not started by the State as expected in 2004. (*See page 2, May 25<sup>th</sup>, 2004 minutes, "037 Howard County Kinsey Youth Center (Residential)" for related discussion*)

The above transfer requests are proposed to accommodate various repair projects at the Center.

Mr. Papacek made a motion to approve the transfers in Accounts 035, 037, and 038 as read in the Ordinance. Mr. Ortman seconded the motion, and it carried.

**002 HOWARD COUNTY MOTOR VEHICLE HIGHWAY FUND:**

14521	FICA	24321	Gas, Oil and Lube	\$ 20,000.00	\$ 20,000.00
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Mr. Ted Cain, Howard County Highway Engineer/Superintendent, said the transfer of \$20,000.00 to the Gas, Oil, and Lube Line Item would cover the increased price of gasoline. The extra money in FICA resulted from: 1.) Some job positions determined by fluxuation in workload are not currently filled; 2.) Not as much overtime was used in 2004 as anticipated because of the mild winter; and 3.) Anticipation of additional FICA needed for the requested salary increases, which did not occur, created a surplus of funds.

**007 HOWARD COUNTY LOCAL ROAD & STREET FUND:**

23754	Bituminous	33759	Dixon Rd.-Zartman to Judson	\$ 64,000.00	\$ 64,000.00
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Mr. Cain stated that the County recently received a bill from the Indiana Department of Transportation for the Dixon Road Project from Alto Road to Greentree Lane (Phase 3B) in the amount of \$764,823.55. The City of Kokomo has provided the County with a payment of \$231,741.24 for city's portion of the project. The remaining amount needed to pay the bill is approximately \$64,000.00. Paying the bill will allow the contractor to receive the Notice to Proceed and order materials for the project.

Mr. Singer made a motion to approve the transfers in Account 002 Howard County Motor Vehicle Highway Fund, **and** Account 007 Howard County Local Road and Street Fund as read. Mr. Gilman seconded the motion, and it carried.

*\*\*\* Mr. Cain expressed that it has been a pleasure working with Auditor Martha Lake for the past eight years. He commended her proficiency and organization in maintaining the records in the Auditor's Office. Mr. Cain said, "Martha has been more than just an auditor. She has been a friend. I am going to miss her in that respect but I know where her (new) office is." \*\*\**

**010 HOWARD COUNTY DEPARTMENT OF HEALTH:**

1121	Clerk/Registrar	1122	Part-time	\$ 500.00	\$ 500.00
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Executive Director Kris Conyers proposes to transfer \$500.00 from the Clerk/Registrar salary to Part-time to hire an individual to fill in for a full time employee that is absent due to a health related issue. The \$500.00 will adequately

cover the part-time salary through the end of the 2004-year. After the first of the year 2005, Mrs. Conyers anticipates submitting an additional request for funding to continue paying the part-time help as needed.

Mr. Singer made a motion to approve a transfer of \$500.00 from Line Item 1121Clerk/Registrar to Line Item 1122 Part-time in Fund 010. Mr. Ortman seconded the motion, which carried.

**104 HOWARD COUNTY JUVENILE PROBATION USER FEES FUND:**

3261	Psych Services	2360	Office Supplies	\$ 500.00	\$ 500.00
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\*\*\* Chief Probation Officer Don Travis echoed Mr. Ted Cain's accolade to Auditor Martha Lake. Mr. Travis and Ms. Lake simultaneously came into their respective offices eight years ago. Mr. Travis said she helped him learn and understand the full process of County Government. He thanked Ms. Lake for her guidance and help with grant calculations. \*\*\*

Mr. Travis explained the transfer request is to cover the Office Supply Budget until the end of the 2004-year.

Mr. Papacek made a motion to approve the transfer of \$500.00 to Line Item 2360 from Line Item 3261 in Account 104 as read. Mr. Gilman seconded the motion, and it carried.

**144 HOWARD COUNTY RECORDER PERPETUATION FUND:**

3252	Imaging Lease	4720	Contracts	\$ 4,337.98	\$ 4,337.98
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Recorder Linda Koontz submitted a request to transfer \$4,337.98 from Imaging Lease to Contracts to pay for the purchase of a Reader/Printer. Mrs. Koontz reported that the Fidlar Software Program is up and running and the Recorder's Office is very pleased with the system.

Mr. Papacek made a motion, seconded by Mr. Gilman and carried, to transfer \$4,337.98 from Line Item 3252 to Line Item 4720 in Fund 144.

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

3120	MS4 Contract Service	4726	Government Center Rep.	\$ 5,393.27	\$ 5,393.27
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*(See page 5, November 23<sup>rd</sup>, 2004 minutes, "In the Matter of County Project Updates", Item 4.b., for related discussion)*

Commissioner Vice President Paul Raver reported on the progress of the renovation work in the Vital Records and Environmental Offices of the Department of Health. The ceiling tile has been replaced, walls were painted, and vinyl tile floor covering is in the process of being installed. At the previous Council meeting, Commissioner Raver talked about transferring some funds to cover the cost of these improvements. As a result, \$5,393.27 was requested to be transferred from Line Item 3120 MS4 Contract Service to Line Item 4726 Government Center Repair.

Mr. Gilman made a motion to approve the transfer of \$5,393.27 from Line Item 3120 to Line Item 4726 in 500 Howard County Economical Development Income Tax Fund. Seconded by Mr. Singer, the motion carried.

**IN THE MATTER OF CUMULATIVE CAPITAL DEVELOPMENT FUNDS FOR 2005:**

The Board of Commissioners received the detailed requests for additional appropriations out of the Cumulative Capital Development Fund for the year 2005. The total amount requested is approximately \$1,200,000.00, which is the estimated amount to be received for the 2005-year. Commissioner Raver advised that the Commissioners would review the requests and take action at their next regular meeting on January 3<sup>rd</sup>, 2005. Department Heads and Office Holders will need to attend the Council meeting on January 25<sup>th</sup>, 2005 to defend their requests.

**IN THE MATTER OF SALARY ORDINANCE NO. 2004-HCC-48 – AMENDING THE EXISTING SALARY ORDINANCE FOR 2004:**

A motion was made by Mr. Papacek, seconded by Mr. Singer and carried to approve Amended Salary Ordinance 2004-HCC-48 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>020 HOWARD HAVEN RESIDENTIAL CENTER:</b>			
1111 Superintendent 1 New for 2004 @ \$29,000 (Effective 8/02/04 + \$12,000 approved 7/27/04)	- \$ 1,000.00	- \$1,000.00	\$11,000.00
1112 Ass't. Superintendent 1 New for 2004 @\$25,000 (Effective 10/11/04 + \$5,450 approved 9/28/04)	- \$ 1,000.00	- \$1,000.00	\$ 4,450.00
1114 Housekeeper/Cook Originally 1@\$21,201 (Change to 2 at \$21,201 ea Effective 10/11/04 - +\$5,000 9/28/04=\$26,201.00)	- \$ 6,000.00	- \$6,000.00	\$ 20,201.00
1117 Part-time Originally \$4,000+\$8,000 +\$2,000+\$7,750=\$21,750	+ \$ 4,000.00	+ \$4,000.00	\$ 25,750.00
1118 Overtime Originally \$6,000+\$7,000 +\$3,000= \$16,000	+ \$ 4,000.00	+ \$4,000.00	\$ 20,000.00
<b>010 HOWARD COUNTY DEPARTMENT OF HEALTH:</b>			
1121 Clerk/Registrar 1@\$22,202	- \$ 500.00	- \$ 500.00	\$ 21,702.00
1122 Part-time New	+ \$ 500.00	+ \$ 500.00	\$ 500.00

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

Sheriff Marshall Talbert presented the following issues for Council information and approval:

1. The **Commissary Report for the Month of November 2004** was submitted to the Council. Mr. Miller thanked the Sheriff's Department for supplying the information to the Council on a regular basis.
2. **Door Repair Update:** Crowder Detention Equipment completed the repairs to the electronic security door to the sally port area. Sheriff Talbert invited the Council to take a look at the door. He commented the mechanisms for the door operate very smoothly and quietly. The repairs are guaranteed for two years. Approximately 80% of the traffic using the door is employees. The Sheriff's Department is exploring the possibility of diverting the employees through the electronic hinged door located on the east side of the building. This would, however, necessitate construction of a new sally port area to be used in verifying employee identifications. Price quotes to construct a sally port are currently being sought.
3. **Security Camera System:** Five security cameras have malfunctioned in the past few weeks and Simplex Grinnell is having difficulty fulfilling the current service contract. Simplex Grinnell is having problems finding replacement parts and cameras because the current camera system is outdated. Most of the cameras are 12 to 13 years old. Sheriff Talbert called attention to the fact that this issue might need to be addressed early next year.
4. **Block Grant Update:** The Local Law Enforcement Block Grant in the amount \$6,100.00 to fund the Reserve Deputy Program came through. The money has been wired from the U.S. Department of Justice. The local match in the amount of approximately \$600.00 will be paid out of the Commissary Fund. The grant money will be used to purchase law enforcement equipment for the current two reserve deputies.
5. **Local Systems Assessment:** (See page 6, November 23<sup>rd</sup>, 2003 minutes, "In the Matter of Sheriff Department Issues", Item 4, for related discussion) The National Institute of Corrections ("NIC") final report has concluded. Copies of the booklets are at the jail and will be distributed to Council Members and Commissioners in January 2005. The Sheriff expressed appreciation for the services of Mr. Billy Wasson of NIC and for the recommendations that were made.

The Sheriff's Department has already implemented some of the changes recommended by NIC. The current jail population on this day is a 271 inmates, which is a more manageable figure. Sheriff Talbert attributed the reduction in-part to a software program that lists inmate names, length of incarceration, and their assignments to a Court. Copies of the lists are provided to the Prosecutor and all of the judges on a weekly basis. They will soon be provided to the Public Defender also. The lists are used to determine the inmates who might be eligible for release or plea bargain.

**6. Thanks For Support:**

- Sheriff Talbert thanked the Council for their support throughout the year 2004. With the Council and Commissioner's support, the Sheriff's Department was able to accomplish several significant improvements. The Sheriff briefly recapped the accomplishments during the year 2004.
- Sheriff Talbert thanked Council Member Ron Gilman for being available when called upon for assistance.
- The Sheriff also thanked Auditor Martha Lake for her help with line items and the county budget.

*\*\*\* Sheriff Talbert received a message on his pager that the jail population had just dropped below 260 inmates. Mr. Miller commented that in 2005, it is the Council's priority to address the issues of jail population and the recommendations made by Mr. Billy Wasson of the National Institute of Corrections. \*\*\**

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

Personnel Director Wanda McKillip presented the following issues for Commissioner information and approval:

1. **County Handbook:** Copies of the revised County Personnel Policies Handbook effective January 1, 2005 was distributed to the Commissioners. The county employees received their revised copies and the Personnel Office awaits the signatures from each Department. This week the handbook is available on the County Website.

**IN THE MATTER OF COUNTY COUNCIL COMMITTEE APPOINTMENTS FOR 2005:**

The Commissioner Committee Appointments for 2005 are as follows:

1. **Howard County Alcoholic Beverage Commission:** Mr. Singer made a motion to reappoint Mr. Kent Evans to serve a one (1) year term beginning January 1, 2005 to December 31, 2005. Seconded by Mr. Stout, the motion carried.
2. **Kokomo-Howard County Public Library Board:** Mr. Bill Sahm was reappointed to serve a four (4) year term beginning January 1, 2005 to December 31, 2008 on a motion made by Mr. Papacek. The motion was seconded by Mr. Singer and carried.
3. **City of Firsts Automotive Heritage Museum, Inc. Board:** Mr. Singer made a motion to reappoint Mr. Mike Ullery to serve a two (2) year term beginning January 1, 2005 to December 31, 2006. Seconded by Mr. Gilman, the motion carried.
4. **Kokomo-Howard County Emergency Management Agency:** Mr. Bob Lukes was reappointed to serve a three (3) year term beginning January 1, 2005 to December 31, 2007 on a motion made by Mr. Papacek. The motion was seconded by Mr. Singer and carried.

*\*\*\* Mrs. McKillip thanked Ms. Martha Lake for her years of service as the County Auditor and is looking forward to working with Ms. Ann Wells. Mrs. McKillip thanked Mr. Ron Gilman for serving one year on the County Council and anticipates working with new Council Member, Mr. Joseph Pencek. \*\*\**

**IN THE MATTER OF MISCELLANEOUS ISSUES:**

1. **Automotive Museum Renovation:** Mr. Singer reported that the renovations are progressing on the City of Firsts Automotive Museum. Mr. Singer invited Council Members to the rededication and reopening scheduled on January 12th, 2005. Mr. Singer expressed excitement regarding the accomplishments of the new and energetic General Manager.
2. **Meeting Schedule for 2005:** The schedule of meeting dates for 2005 was presented to the Council with the first meeting commencing on Tuesday, January 25<sup>th</sup>, 2005 at 7:00 p.m. in Room 338 of the Howard County Administration Center.
3. **Notes of Appreciation:**
  - The Council thanked Mr. Gilman for serving one year as a Council Member. Mr. Miller cited Mr. Gilman’s inquisitiveness, careful scrutiny, and questions. Mr. Gilman has been an asset to the Council. Mr. Gilman responded in kind by stating it has been a great experience to serve and respectfully referred to the Council as the “Guardians of the People’s Money”.
  - Mr. Gilman commended Auditor Martha Lake for her organization and commitment to the County. The Council members echoed Mr. Gilman’s commemoration. Mr. Miller expressed appreciation of Ms. Lake’s ability to organize and motivate both the Council and the Commissioners, and in establishing a bridge of communications with the legislative body.
  - The Council commended Treasurer Ann Wells’ extremely successful and very efficient service to the County for the past eight years. The Council extended a warm welcome to Mrs. Wells for her term commencing on January 1<sup>st</sup>, 2005 as County Auditor.

There being no further business to come before the Council, Mr. Papacek made a motion to adjourn. The motion was seconded by Mr. Gilman and carried. The meeting adjourned at 2:45 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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**Leslie Ellison, Councilman**

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**Stanley Ortman, Councilman**

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**Joseph A Pencek Councilman**

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**Dwight Singer, Jr., Councilman**

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**Jeffrey Stout, Councilman**

Attest:

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Ann Wells, Auditor  
County Council Minutes, December 21<sup>st</sup>, 2004