

## **HOWARD COUNTY BOARD OF COMMISSIONERS MEETING NOVEMBER 16, 2015**

The Howard County Board of Commissioners met in Regular Session on Monday, November 16, 2015, at 4:00 p.m. in Hearing Room 338 of the Howard County Administration Center. Those in attendance included President Paul Wyman, Vice President Tyler Moore, and Member Brad Bray. Also in attendance were County Attorney Larry Murrell, Assistant County Attorney Alan D. Wilson, and Auditor Martha Lake.

The meeting was called to order by Sheriff Steve Rogers and conducted by President Paul Wyman. Commissioner Brad Bray led in the Pledge of Allegiance, and Vice President Moore offered a word of prayer.

### **IN THE MATTER OF APPROVAL OF MINUTES:**

The minutes of the November 2, 2015, Regular Meeting, having been previously submitted and reviewed, were approved on a motion made by Mr. Bray, seconded by Mr. Moore and carried.

### **IN THE MATTER OF DEPARTMENTAL REPORTS:**

#### **HIGHWAY DEPARTMENT:**

1) Highway Department Engineer / Superintendent Ted Cain submitted the 2016 Annual Highway Operating Bids and they were opened as follows:

Item 1, Precast and Pre-stressed Beams	Primco Inc.
Item 2, Various Grades of Asphalt, Emulsions & Tar	Asphalt Materials, Inc. Mohr Construction Co (E & B Paving)
Item 3, Bituminous Coated Aggregate, Concrete Binder And Top	Mohr Construction Co (E & B Paving)
Item 4, Stone	Hanson Aggregates Irving Materials, Inc. Martin Marietta Materials
Item 5, Equipment Rental	Primco, Inc.
Item 6, Diesel Fuel	North Central Co-op Petroleum Traders Corp

A motion was made by Mr. Moore to accept the bids and take them under advisement for further review, until the December 7<sup>th</sup> meeting. The motion was seconded by Mr. Bray and carried.

2) Mr. Cain submitted letters to the Indiana Department of Transportation Director 1, Mr. Donald Ballard, certifying that no additional right-of-way is required for the construction project of Howard County Bridge No. 508, Park Avenue over Kokomo Creek (Des # 1400605), and is asking that President Wyman sign the letter. A motion was made by Mr. Moore to approve the letters to INDOT and authorize President Wyman to sign the letters on behalf of the Board of Commissioners. The motion was seconded by Mr. Bray and carried.

3) Mr. Cain submitted a Local Public Agency Project Coordination Contract with INDOT for the Judson Road Project (Dixon Rd. to Phillips St.), Des No. 0710021. Over \$2,000,000.00 of Federal Funds is set aside for this project but Mr. Cain plans on spending only \$1,000,000.00, depending on letting costs. County Attorney Larry Murrell has approved this State Agreement. A motion was made by Mr. Moore to approve the LPA with the Indiana Department of Transportation for the Judson Road Project (Dixon Rd. to Phillips St.), Des No. 0710021, in the amount of \$1,000,000.00 of Federal Funds. The motion was seconded by Mr. Bray and carried.

#### **KINSEY YOUTH CENTER:**

Kinsey Youth Center Director Jeff Lipinski reported on the new program of eliminating Residential Care and increasing Shelter Care. They are forty-five (45) days into the project and are seeing positive results. Assistant Director Kathy Cullison is a Master Level therapist and reviews every intake into Kinsey. Kinsey Youth Center is

already down two Functional Family Therapists. Ms. Cullison will be going on a six to eight week medical leave and Mr. Lipinski needs to contract for a therapist to review the intakes until Ms. Cullison has concluded her Medical Leave. Mr. Lipinski has prepared a contract with Ms. Susan Maxon and Attorney Murrell has reviewed and approved the contract. A motion was made by Mr. Moore to approve the Agreement for Intake services between Howard County and Ms. Susan Maxon. The motion was seconded by Mr. Bray and carried.

#### **MAINTENANCE DEPARTMENT:**

1) Buildings and Grounds Superintendent Bill Stonestreet submitted a request to purchase a new Unimac 65lb. washer for the Criminal Justice Center. The cost of the washer is \$9,569.80 including delivery and installation.

2) The second equipment purchase request is for a new UPS unit. This unit protects the circuitry for electronics and correctional cell doors. The cost for this unit is \$12,136.00 including installation. Mr. Stonestreet can get that cost reduced by having the installation done in-house. He would like to pay for both items from 1138-000-03724.00, Cum Cap Building Repair line items. This will leave a balance of \$69,534.20. A motion was made by Mr. Bray to approve both purchases as presented. The motion was seconded by Mr. Moore and carried.

#### **PERSONNEL DEPARTMENT:**

Personnel Director Debbie Lorenz submitted Ordinance No. 2015-BCCO-41, an ordinance of the Howard County Board of Commissioners to amend the Personnel Policies Handbook to clarify and standardize the application of "Paid Holidays". Currently the 2<sup>nd</sup> paragraph of Section 4.2 reads:

"The County will grant paid holiday time off to all FTPR employees, excluding full-time probationary employees."

And the first paragraph of Section 4.2.1 of the handbook reads:

"Part-Time employees who are employed with the Criminal Justice Center and Howard Haven Residential Center that are required to work on a holiday shall be eligible for holiday pay." The employee must complete their probationary period to be eligible."

The first sentence of the 2<sup>nd</sup> paragraph of Section 4.2 is hereby repealed in its entirety and replaced with the following new first sentence:

"The County will grant paid holiday time off to all FTPR employees, including full-time probationary employees."

The first paragraph of Section 4.2.1 is amended by **deleting the second sentence, "The employee must complete their probationary period to be eligible"**. The effective date of this amendment is November 16, 2015. A motion was made by Mr. Moore, seconded by Mr. Bray and carried to approve Ordinance No. 2015-HCCO-41 as submitted.

#### **IN THE MATTER OF CLAIMS AND REPORTS:**

Auditor Martha Lake submitted the following claims and reports for the Commissioners' information and approval:

1. **Salary Claims:** The Commissioners' Salary, Hourly, and Overtime Claims payable November 27 and December 4, 2015, in the amount of \$383,918.82 each, were approved on a motion made by Mr. Bray, seconded by Mr. Moore and carried.
2. **Operating Claims:** The Commissioners' Operating Claims payable today, in the amount of \$415,289.79, were approved as submitted on a motion made by Mr. Bray, seconded by Mr. Moore and carried.
3. **Monthly Reports:** Ms. Lake submitted the Clerk's Monthly Report for the Month ending September 30, 2015, and the Weights and Measures Monthly Report for the month of October 16 – November 15, 2015. Both reports were accepted as submitted on a motion made by Mr. Bray, seconded by Mr. Moore and carried.

4. **2016 Meeting and Holiday Schedules:** Ms. Lake submitted the proposed Holiday Schedule for 2016 and the 2016 Scheduled Commissioner Meeting Dates. A motion was made by Mr. Moore to take both schedules under advisement for further review. The motion was seconded by Mr. Bray and carried.

#### **IN THE MATTER OF COUNTY ATTORNEY ISSUES:**

County Attorney Larry Murrell and Projects Manager Pam Isaac submitted the following issues for the Commissioners' information and approval:

1. **Grants:** Project Manager Pam Isaac informed the Commissioners that the Community Corrections Grant for both the Community Corrections and Adult Probation Departments has been approved by the State, in the amount of \$124,422.66, and broken down as follows:

\$51,000.00	Community Corrections
\$ 8,422.66	Community Corrections Performance Bonus
\$65,000.00	Adult Probation

A motion was made by Mr. Moore to approve the Acceptance Agreement for the Community Corrections Grant and authorize the President to sign on behalf of the Board of Commissioners. The motion was seconded by Mr. Bray and carried.

2. **Bulk Purchase Invitation to Quote:** Mr. Murrell reminded the Commissioners that at their September 8, 2015 meeting they approved an Invitation to Quote for Bulk Office Supply Purchases. Several quotes have been received and were taken under advisement for further review (*please refer to page two, item two, "In The Matter of Departmental Reports, Special Projects", of the meeting minutes dated September 8, 2015; and page two, item three, "In the Matter of County Attorney Issues", of the Regular Meeting Minutes dated September 21, 2015*). After reviewing the quotes and new information, it was the recommendation of Mr. Murrell, Ms. Isaac, and Commissioner Wyman to reject the bids and re-quote for bulk office supplies. Ms. Isaac will contact those who submitted quotes. A motion was made by Mr. Moore, having received quotes for the Bulk Office Supply Purchase, to reject all quotes pursuant to the authority granted by IC-5-22-8-3(e). The motion was seconded by Mr. Bray and carried.

3. **Hardest Hit Grant Replacement Property:** Several properties have been identified for the Hardest Hit Grant. One of those properties has been denied and will be dropped from the listing. The property listed at 3315 West County Road 50 South has been identified by Plan Commission Director Greg Sheline and Grant Administrator Tina Henderson as the replacement property. The first step in replacement is to apply for substitution to the IHCD and Mr. Murrell has prepared the letter for the Board's approval. The owner of the property is willing to sell it to the Redevelopment Commission and has submitted a Proposed Purchase Agreement. Mr. Murrell has reviewed the agreement and would like to make several revisions to language. Currently the property has been purchased at tax sale and the owner has allowed the property to fall into arrears, in the amount of \$2,100.00, and as part of the purchase agreement, refuses to pay the taxes. Along with the proposed revisions to the Proposed Purchase Agreement, Mr. Murrell would like to request that taxes be paid by the seller. Mr. Murrell submitted a Request Letter of Substitution and a Waiver Form to the State. A motion was made by Mr. Moore to approve the Letter of Substitution and the Waiver Form to the State for the Hardest Hit Grant, and authorize the President to sign on behalf of the Board of Commissioners. The motion was seconded by Mr. Bray and carried.

Mr. Murrell requested that he be given authority to submit to the seller a revised Purchase Agreement as per discussion. The motion was made by Mr. Moore to authorize Attorney Murrell to submit a revised Purchase Agreement to the seller, as discussed. The motion was seconded by Mr. Bray and carried.

A motion was made by Mr. Moore to authorize President Wyman to sign the Revised Purchase Agreement on behalf of the Board of Commissioners, if the revised agreement is approved by the property seller. The motion was seconded by Mr. Bray and carried.

**IN THE MATTER OF COMMISSIONER ISSUES:**

**COMMISSIONER MOORE:**

Mr. Moore reminded the Board of Commissioners that their signatures on Resolution No. 2015-BCCR-23 need to be ratified. The proclamation was presented at the Veterans Appreciation Week opening ceremony, last week. Mr. Moore thanked Mr. Wyman for presenting the proclamation, and he thanked Veterans Service Officer Retired Colonel Ross Waltemath for the outstanding job he did representing Howard County and its veterans. A motion was made by Mr. Moore, seconded by Mr. Bray and carried to approve Resolution No. 2015-BCCR-23, a resolution of the Howard County Board of Commissioners in recognition of the Veterans Appreciation Week, 2015, and ratify the Commissioners' signature.

**COMMISSIONER WYMAN:**

Mr. Wyman submitted a request from Z92.5 and Kokomo High School to host a two minute Flash Mob on the Courthouse Lawn, sometime in the next five to seven days. A motion was made by Mr. Moore to approve the random Flash Mob sponsored by Z92.5 and Kokomo High School on the Courthouse Lawn, sometime in the next seven days. The motion was seconded by Mr. Bray and carried.

*There being no further business to come before the Commissioners at this time,  
the meeting was adjourned at 4:40 p.m. on a motion  
made by Mr. Moore, seconded by Mr. Bray and carried.*

**HOWARD COUNTY BOARD OF COMMISSIONERS**

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PAUL G. WYMAN, PRESIDENT

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TYLER O. MOORE, VICE PRESIDENT

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ROBERT B. BRAY, MEMBER

ATTEST:

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MARTHA J. LAKE, AUDITOR

Howard County Commissioner Meeting November 17, 2015