

HOWARD COUNTY BOARD OF COMMISSIONERS MEETING DECEMBER 1, 2014

The Howard County Board of Commissioners met in Regular Session on Monday, December 1, 2014, 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 and Auditor Martha Lake.

The meeting was called to order by Sheriff Steve Rogers and conducted by President Wyman. Commissioner 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 Regular Meeting dated November 17, 2014, having been previously submitted and reviewed, were approved on a motion made by Mr. Moore, seconded by Mr. Bray and carried.

The minutes of the Executive Session dated November 21, 2014, were submitted. Those in attendance included Commissioners Paul Wyman, Tyler Moore, and Brad Bray; Auditor Martha Lake; County Attorney Larry Murrell; and Community Corrections Director Ray Tetrault. The purpose of the meeting was to discuss strategy with respect to possible purchase or lease of real property. A motion was made by Mr. Bray to approve the Executive Session minutes dated November 21, 2014. The motion was seconded by Mr. Moore and carried.

IN THE MATTER OF DEPARTMENTAL REPORTS:

ADULT PROBATION:

Chief Probation Officer Dustin Delong submitted a request for permission and funding for a construction project in the basement of the Courthouse. The project will include the creation of four (4) new offices and a reception area with two (2) work stations, to use as an assessment center. This addition will help increase the production and effectiveness of the Probation Department as Mr. Delong utilizes probation officers from the Juvenile Probation Department, part-time probation officers, and part-time employees and interns. Mr. Delong is working closely with the Maintenance Department and sought quotes. The lowest quote is from Bergstrom, in the amount of \$12,686.00, and includes work done in the hallway of Superior Court III. A motion was made by Mr. Moore to approve the renovation project for the Probation Department in the basement of the Courthouse, and the quote from Bergstrom Home Improvement in the amount of \$12,686.00, to be paid from the Cumulative Capital Fund. The motion was seconded by Mr. Bray and carried. A motion was made by Mr. Moore to authorize the President to sign any and all paperwork for this project. The motion was seconded by Mr. Bray and carried.

EMERGENCY MANAGEMENT:

EMA Director Janice Hart submitted the 2014 Emergency Management Performance Grant given to Howard County, in the amount of \$8,485.29. This is a one-time reimbursable grant approved for payment by the County Council at their October 28th meeting. A motion was made by Mr. Moore to approve the 2014 Emergency Management Performance Grant, CFDA #97.042 in the amount of \$8,485.29. The motion was seconded by Mr. Bray and carried. Mr. Wyman thanked Ms. Hart and the EMA Department for their assistance at the Seiberling Mansion festivities over the weekend.

HOWARD COUNTY RECORDER:

Recorder Brook Cleaver submitted two new access agreements with Laredo. One is for Renee Preniczny on behalf of Meridian Title Corp; the second one is for Mr. Brian Cesarotti on behalf of Red Vision Systems. A motion was made by Mr. Moore, seconded by Mr. Bray and carried to approve the two additional Laredo Access Agreements as submitted.

HOWARD COUNTY CLERK:

Clerk Kim Wilson submitted an Agreement with Election Systems & Software, concerning an election equipment upgrade. The Election Board would like to stay with paper ballots but the current voting machines do need to be upgraded. As a part of the agreement, E S & S will give a credit if we decide to use vote centers in the future. Attorney Murrell has not had an opportunity to review the agreement and the purchasing process. It was the consensus of the Board to table this request to the December 15th meeting giving Mr. Murrell the opportunity to review the agreement and the purchasing guidelines. Ms. Wilson would like to make the purchase from the Cumulative Capital Fund.

SHERIFF ROGERS:

Sheriff Rogers reported a hazardous road condition at 413 West County Road 2437 South (listed as 410 West but signed as 413 West). There is water on the roadway and this has been an on-going problem with many complaints being received. Sheriff Rogers is asking for legal assistance from County Attorney Murrell to correct the problem. It was the consensus of the Commissioners to authorize Mr. Murrell to review the situation and give notice by letter of a possible lawsuit.

MAINTENANCE DEPARTMENT:

Buildings & Grounds Superintendent Bill Stonestreet submitted a request to purchase a new cooking stove for Howard Haven (County Home). Their current range is about twenty-one (21) years old and replacement parts are difficult to find and very expensive. An exact replacement of the current range would be more than \$6,000.00. Mr. Stonestreet was able to find a Vulcan Range for \$4,352.68, from Indianapolis. He is requesting to pay for the stove from the Cumulative Capital Fund, Building Repair. Mr. Stonestreet reported that the boilers in the Administration Center are working well and he believes buildings and equipment are in good shape. A motion was made by Mr. Moore, seconded by Mr. Bray and carried to authorize the purchase of a new Vulcan Range for Howard, in the amount of \$4,352.68, from the Building Repair Line item in the Cumulative Capital Fund (1138-04724.05).

HIGHWAY DEPARTMENT:

Regarding the 2015 Highway Materials Bids, opened at the November 17th meeting, Highway Superintendent / Engineer Ted Cain recommends that all the bids be accepted with the exception of the Diesel Fuel Bid from Petroleum Traders Corp (*please refer to page two, "In The Matter Of Departmental Reports: Highway Department" of the Regular meeting minutes dated November 17, 2014*). Their bid was not responsive to the bid specifications and did not include a 10% bid bond for fuel. A motion was made by Mr. Moore to accept all bids received for 2015, except the bid received from Petroleum Traders Corp. The motion was seconded by Mr. Bray and carried.

IN THE MATTER OF RESOLUTION NO. 2014-BCCR-32:

Resolution No. 2014-BCCR-32, a resolution to determine the intent to conduct a Commissioners' sale of Tax Sale Certificates was submitted. The Resolution will be tabled until the December 15th meeting, giving the Commissioners the opportunity to complete the review of the properties and discussions with the City of Kokomo.

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 December 5 and 12, 2014, in the amount of \$365,471.56 each, were submitted, and 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 \$742,455.21, were submitted and approved on a motion made by Mr. Bray, seconded by Mr. Moore and carried.
3. **Mendenhall Early Pay Claim:** Ms. Lake submitted an early pay claim to Mendenhall and Associates, LLC, for administrative work on the Hardest Hit Fund (unsafe properties), in the amount of \$2,100.00, and asked that it be approved by the Commissioners. A motion was made by Mr. Bray to approve the claim to Mendenhall and Associates, in the amount of \$2,100.00. The motion was seconded by Mr. Moore and carried.
4. **Harris Contract Increase:** On December 2, 2013 the Board of Commissioners approved an agreement with Harris Software for their Asset Tracking program. The price was to be \$7,460.00 for the software and services, and \$780.00 for the Maintenance Contract. The final invoice was \$71.00 more than what was approved in the December, 2013 meeting. A motion was made by Mr. Bray to approve the additional \$71.00 for the Harris Asset Tracking Software. The motion was seconded by Mr. Moore and carried.
5. **Monthly Reports:** Ms. Lake submitted the following reports: Weights & Measures report for the month of October 16 – November 14, 2014; the Treasurer's report for the month ending October 31, 2014. Both reports were accepted on a motion made by Mr. Bray and seconded by Mr. Moore.

6. **Office Party:** The Auditor and Treasurer offices will be having their Christmas party on Thursday, December 11th. Ms. Lake is asking that one office be closed but the other office door open to receive taxpayers when needed. It was the consensus of the Commissioners to approve the Office Christmas Party for the Treasurer and Auditor Offices and allow them to close all but one door.

At this time the Regular Meeting was recessed in order to hold a previously scheduled Public Hearing for the Unsafe Property located at 1040 South Emery Street, on a motion made by Mr. Moore, seconded by Mr. Bray and carried.

Plan Commission Director Greg Sheline's office started receiving complaints about this property on Emery Street several months ago. After initial complaints, the property caught on fire, increasing the safety risk. Commissioner Wyman opened the floor for public comment. No public comment was received and the owner of the property, nor any representative, were present at the meeting. There being no public comment Attorney Larry Murrell submitted Resolution No. 2014-BCCR-33, a resolution affirming the May 22, 2014 order on unsafe premises issued by the Howard County Enforcement Authority. This resolution schedules the final hearing date at January 5, 2015, at 4:30 p.m. A motion was made by Mr. Moore to approve Resolution No. 2014-BCCR-33, scheduling a final Public Hearing on January 5, 2015. The motion was seconded by Mr. Bray and carried. Notice of the hearing will be advertised and a copy will be sent to the owner, Harbour Portfolio.

A motion was made by Mr. Moore, seconded by Mr. Bray and carried to close the Public Hearing and reconvene the Regular Meeting. The Regular Meeting was reconvened at 4:34 p.m.

IN THE MATTER OF COUNTY ATTORNEY ISSUES:

County Attorney Larry Murrell submitted the following issues for the Board's information and approval:

1. **Amended MOU:** Mr. Murrell submitted an amended Memorandum of Understanding for the Small Business Grant for Blossoms Soaps and Candles. The amendment includes a name and address change to Walnut Street Artisan, 124 West Walnut Street. The Amendment to the Memorandum of Understanding was approved as submitted on a motion made by Mr. Moore, seconded by Mr. Bray and carried.
2. **Ordinance No. 2014-BCCO-36:** Mr. Murrell submitted Ordinance No. 2014-BCCO-36, a revision to the Personnel Policies Handbook, section 5:18, Employee Downtown Parking Policy. This concerns the eighty (80) covered spaces the City of Kokomo is assigning to county employees per an agreement, Resolution No. 2012-BCCR-38. A motion was made by Mr. Moore to approve Ordinance No. 2014-BCCO-36. The motion was seconded by Mr. Bray and carried.

IN THE MATTER OF COMMISSIONER ISSUES:

COMMISSIONER MOORE:

Mr. Moore received the following notices:

Indiana Department of Transportation regarding Des No. 1296439, the Small Structure Replacement Project on State Road 22 at Reference Post 130+83. They are requesting comments regarding any possible environmental effects associated with the project.

Butler Fairman & Seufert regarding a Critical Finding Report for Howard County Bridge No. 21, following their inspection of said bridge. This finding has been copied to INDOT.

Mr. Moore thanked Bill Stonestreet and the Maintenance Department for their work in setting up the lights for this Friday's event.

IN THE MATTER OF PUBLIC COMMENT:

Commissioner Wyman opened the floor for public comment as follows:

Jerry Paul, President of the Howard County Veterans Memorial Corporation at Darrough Chapel Park: Mr. Paul thanked the Board of Commissioners for their \$15,000.00 of assistance to the Memorial Corporation. Mr. Paul issued another request for assistance for a veteran home through Habitat for Humanity. He is asking that the Auditor's Office compile a list of properties to be on the Commissioners' Certificate sale next year that would be an appropriate location for a nice home. He is also requesting the same information from the City of Kokomo. He would like to have the list by January 6, 2015.

William "Bill" Galles, 804 Jeff Drive, Kokomo, Indiana: Mr. Galles reiterated his request for the Board of Commissioners to pass a Howard County Burn Ordinance. He submitted additional information concerning the need for a Burn Ordinance.

*There being no further business to come before the Commissioners at this time,
the meeting was adjourned at 4:55 on a motion made by Mr. Moore,
seconded by Mr. Bray and carried.*

HOWARD COUNTY BOARD OF COMMISSIONERS:

PAUL G. WYMAN, PRESIDENT

TYLER O. MOORE, VICE PRESIDENT

ROBERT B. BRAY, MEMBER

ATTEST:

MARTHA J. LAKE, AUDITOR

Howard County Commissioner Meeting December 1, 2014