

## **HOWARD COUNTY BOARD OF COMMISSIONERS MEETING FEBRUARY 3, 2014**

The Howard County Board of Commissioners met in Regular Session on Tuesday, February 3, 2014, at 4:00 p.m., in Hearing Room 338 of the 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 Wilson and Auditor Martha Lake.

The meeting was called to order by Sheriff Steve Rogers and conducted by President Paul 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 January 21, 2014, having been previously submitted and reviewed, were approved on a motion made by Mr. Moore and seconded by Mr. Bray.

The minutes of the January 24, 2014 Administrative Meeting were submitted. At this meeting Commissioners Paul Wyman, Tyler Moore, and Brad Bray received information and recommendations regarding a proposed reorganization of the Howard County Maintenance Department from Interim Superintendent Bill Stonestreet, Personnel Director Wanda McKillip, and Benefits Rep Brittany Dockemeyer. Auditor Martha Lake and County Attorney Larry Murrell were also in attendance. The Administrative Meeting minutes were approved on a motion made by Mr. Bray and seconded by Mr. Moore.

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

#### **PLAN COMMISSION:**

- 1) Plan Commission Director Greg Sheline submitted copies of the Federal Emergency Management Agency, concerning our updated flood zoning maps (Flood Insurance Rate Map, FIRM) and the Flood Insurance Study report. The packet also included information concerning the appeal process for our community and for private individuals, prior to the effective date of the new maps. FEMA will advertise the public appeal process in the Kokomo Tribune and the Kokomo Herald for public information.
- 2) The Plan Commission has held the last Steering Committee meeting for the Multi-Hazard Mitigation Update Plan. The Public Hearing is scheduled for March 27, 2014, at 7:00 p.m.

#### **HOWARD HAVEN (COUNTY HOME):**

Howard Haven Superintendent Jennifer Vary submitted an Admission Application for Ms. Renee Roberts. Ms. Roberts is a Howard County resident and will be an ARCH recipient. After reviewing the application packet, a motion was made by Mr. Moore to approve the Resident Application for Renee Roberts with the usual ninety (90) day probationary period. The motion was seconded by Mr. Bray and carried.

#### **EMERGENCY MANAGEMENT AGENCY:**

- 1) Interim EMA Director Janice Hart submitted an Emergency Management Performance Grant – Projects Subgrant EDS C44P-4-365B between Howard County Board of Commissioners and the Indiana Department of Homeland Security. The amount of the grant is not to exceed \$5,179.77 for the Identisys Identification System software and equipment for use in the office or in the field for identifying (credentialing) of personnel during disasters. The grant expires in one year. A motion was made by Mr. Moore, seconded by Mr. Bray and carried to approve the Emergency Management Performance Grant – Projects EDS C44P-4-365B, for an amount not to exceed \$5,179.77.
- 2) On behalf of Emergency Management, Attorney Murrell submitted a U.S. Small Business Administration Office of Disaster Assistance No Cost Space Agreement, for the temporary use of office space at the EMA office located at 120 East Mulberry Street, Kokomo, Indiana. The purpose for the space is to issue disaster loan applications, help applicants complete applications, receive completed applications, and close approved disaster loans for homeowners, renters and businesses affected by declared disasters. The term of occupancy will be February 5, 2014 to and including February 19, 2014. A motion was made by Mr. Moore to approve the No Cost Space Agreement with the US Small Business Administration (SBA) from February 5 – February 19, 2014. The motion was seconded by Mr. Bray and carried.

#### **HOWARD COUNTY ASSESSOR:**

County Assessor Jamie Shepherd submitted a Notice of Bids for Professional Appraiser Services. The specifications included a prescribed contract for Annual Adjustments & Cyclical Reassessment (including Maintenance – new construction) for 2014, 2015, 2016, 2017, and 2018. The specifications also request that all services be bid as one contract and performed by the same contractor, billed on one invoice. Copies of the Bid Package may be obtained from the Assessor's Office. The bids must be received no later than 10:00 a.m. on Monday, March 3, 2014. A motion was made by Mr. Moore to approve the Notice of Bids for Professional Appraiser Services, to be received no later than 10:00 a.m. on March 3, 2014, and opened at 4:30 p.m. The motion was seconded by Mr. Bray and carried.

#### **PERSONNEL OFFICE:**

1) In light of the Maintenance Department re-organization, Personnel Director Wanda McKillip submitted a Memorandum of Understanding between Howard County Board of Commissioners and employee Arthur Johnson, awarding Mr. Johnson an employee bonus with the early retirement agreement. Mr. Johnson was scheduled to retire at the end of 2014, but because of the reorganization of the Maintenance Department he was asked to retire early and his position was to be cut. A motion was made by Mr. Moore to approve the Memorandum Of Understanding between Arthur R. Johnson and the Howard County Board of Commissioners to receive a bonus for early retirement, and authorize the President to sign on behalf of the Board of Commissioners. The motion was seconded by Mr. Bray and carried.

2) Ms. McKillip submitted an employee memo concerning employee meetings with Compass SmartShopper, to be held on Tuesday, February 25 and Wednesday, February 26, 2014. Ms. McKillip asked that the memos be distributed through the mail system in the Auditor's Office. The Employee memo was approved for distribution on a motion made by Mr. Moore and seconded by Mr. Bray.

#### **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 February 7 and 14, 2014, in the amount of \$344,733.78 each, were approved on a motion made by Mr. Bray and seconded by Mr. Moore.
2. **Operating Claims:** The Commissioners' Operating Claims payable today, in the amount of \$1,021,629.55, were submitted, and approved on a motion made by Mr. Bray and seconded by Mr. Moore.
3. **EMA Monthly Calendar:** The EMA Monthly Calendar and Event Listing, for the Month of February, 2014, was submitted and accepted on a motion made by Mr. Bray and seconded by Mr. Moore.

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

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

1. **Resolution No. 2014-BCCR-3:** Mr. Murrell submitted Resolution No. 2014-BCCR-3. This is a resolution that amends Resolution No. 2011-BCCR-11, establishing meeting room rules for the Howard County Administration Center and Howard County Government Center. Rules number three (3) and eleven (11), adopted by Resolution No. 2011-BCCR-11, were changed, assigning meeting room scheduling to the Howard County Extension Office (Government Center) and the Howard County Auditor Office (Administration Center). A motion was made by Mr. Moore to approve Resolution No. 2014-BCCR-3, amending Resolution No. 2011-BCCR-11. The motion was seconded by Mr. Bray and carried.
2. **KSM Consulting Contract:** Mr. Murrell submitted a contract between KSM Consulting and Howard County Board of Commissioners for assistance and support of financial management responsibilities in the Auditor's Office. The County will be invoiced monthly and out-of-pocket expenses such as mileage will be charged. A motion was made by Mr. Moore to approve the KSM Consulting Agreement, bringing

support to the Auditor's Office, and authorize President Wyman to sign the agreement on behalf of the Board of Commissioners. The motion was seconded by Mr. Bray and carried.

#### **IN THE MATTER OF COMMISSIONER ISSUES:**

##### **COMMISSIONER MOORE:**

- 1) The Board of Commissioners received a Notice from DLZ Indiana LLC, concerning the Nickel Plate Trail, Des #1172473 Pedestrian Bridge Construction from Apperson Way to the new State Road 35. The Board of Commissioners may make comment or ask questions concerning the information. A motion was made by Mr. Moore to receive the Notice from DLZ Indiana, concerning construction of the Pedestrian Bridge. The motion was seconded by Mr. Bray and carried.
- 2) Mr. Moore submitted an invitation to the graduation ceremony of Robert "Scotty" Richardson, from the Howard County Adult Drug Court Program. This was received from the Superior Court I Drug Court Team. The ceremony will be held on Wednesday, February 12, 2014 at 12:00 noon. The invitation was received on a motion made by Mr. Moore and seconded by Mr. Bray.
- 3) Mr. Moore also submitted an IDEM Notification of Application Receipt of a Septage Management Business Permit for On-Site Services of North Central Indiana, LLC, 1568 S County Road 800 E, Greentown, Indiana. The IDEM Notice was received on a motion made by Mr. Moore and seconded by Mr. Bray.
- 4) Final closing papers were received for the last Flood Mitigation property buyout purchase for the McCloskey property on Ridge Road. A motion was made by Mr. Moore, seconded by Mr. Bray and carried to approve the final purchase of the McCloskey property on Ridge Road, and authorize President Wyman to sign the closing documents on behalf of the Board of Commissioners.

##### **COMMISSIONER WYMAN:**

- 1) Mr. Wyman is in receipt of a letter from Ms. Mary K. Cullison, Clinical Supervisor from Kinsey Youth Center. The letter requests \$2,000.00 from the Cumulative Capital Fund for the purchase of equipment for a structured recreation program for the youth at Kinsey Youth Center. This program is done in conjunction with Club Fitness 24, and will assist KYC in meeting standards and regulations for several of their programs. These standards include Federal School Nutrition and Wellness program, the Board of Health, the Department of Child Services and the Department of Corrections. Kinsey also hopes that this program can help children earn school physical education credit, using the Presidential Fitness Standards. A motion was made by Mr. Moore to approve \$2,000.00 from the Cumulative Capital Fund (Commissioner Equipment) to purchase equipment for Kinsey Youth Center's structured recreation program. The motion was seconded by Mr. Bray and carried.
- 2) President Wyman recognized the following employees for their years of service as follows:

<b>Five Years</b>	Linda Collins Rebecca Ables Kayci White Brittany Dockemeyer Jay Price
<b>Ten Years</b>	Teresa Keller
<b>Fifteen Years</b>	Katina Silver Jeannie Vondersaar Steven Kline
<b>Twenty Years</b>	Peggy Andrews Ernest Shirey Yolanda Phillips
<b>Twenty-Five Years</b>	Barton Taber Ted Cain

**Thirty Years**

Laura Johnson

These employees were congratulated and thanked for their years of hard work for Howard County.

*There being no further business to come before the Board of Commissioners at this time,  
the meeting was adjourned at 4:34 p.m. on a motion made by  
Mr. Moore and seconded by Mr. Bray.*

**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 February 3, 2014