

## **HOWARD COUNTY BOARD OF COMMISSIONERS MEETING APRIL 21, 2014**

The Howard County Board of Commissioners met in Regular Session on Monday, April 21, 2014, at 8:30 a.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 and Auditor Martha Lake.

The meeting was conducted and called to order 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 April 7, 2014, Regular Meeting, having been previously submitted and reviewed, were approved on a motion made by Mr. Moore and seconded by Mr. Bray.

The minutes of the April 16, 2014 Joint Executive Session were submitted. Those in attendance included Commissioners Paul Wyman, Tyler Moore and Brad Bray; Councilmen Dick Miller, Stan Ortman, Jeff Stout, and John Roberts; Auditor Martha Lake; County Attorney Larry Murrell. The purpose of the meeting was to discuss the initiation of litigation or litigation that is either pending or has been threatened specifically in writing, as authorized by IC5-14-1.5-6.1(b)(2)(B). The minutes were approved on a motion made by Mr. Moore and seconded by Mr. Bray.

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

#### **PLAN COMMISSION:**

- 1) At the April 7<sup>th</sup> meeting the Board of Commissioners took the demolition bids for 617 Hillcrest Court under advisement for review by Plan Commission Director Greg Sheline (*please refer to page one, "In The Matter Of Departmental Reports: Plan Commission", of the Regular Meeting minutes dated April 7, 2014*). The two bids received were from Alliance Excavating and Demolition Inc., and Feightner Excavating. In the bid specifications, directions had been given concerning how to fill out Form 96. Because the Feightner bid did not include a correct Form 96, their bid was found to be not responsive. Mr. Sheline recommended accepting the bid from Alliance Excavating and Demolition as the lowest most responsive bid. A motion was made by Mr. Moore, seconded by Mr. Bray and carried to accept the bid from Alliance Excavating and Demolition, Inc. as the lowest most responsive bid.
- 2) Mr. Sheline submitted Case 1-CP-14, two (2) lots in Hardbeck Subdivision located at 3048 E. County Road 00 N.S. There were no remonstrators against this case. A motion was made by Mr. Moore, seconded by Mr. Bray and carried to approve 2 lots in Hardbeck Subdivision located at 3048 E. County Road 00N.S, as submitted.
- 3) Mr. Sheline submitted Resolution No. 2014-BCCR-07, a resolution amending fees for services and publications of the Howard County Plan Commission. This resolution will allow the County and City fees to be uniform and give the Plan Commission the authority to levy fines on abandoned property. A motion was made by Mr. Moore, seconded by Mr. Bray and carried to approve Resolution No. 2014-BCCR-07 as submitted.

#### **HOWARD COUNTY RECORDER:**

Recorder Brook Cleaver submitted an Extension Agreement with Fidler Technologies, extending the Software License Agreement (including Exhibits B through D) through December 31, 2019. There will no fee increase for the extended period. A motion was made by Mr. Moore to approve the Extension Agreement with Fidler Technologies, extending licensing through December 21, 2019. The motion was seconded by Mr. Bray and carried.

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

EMA Director Janice Hart informed the Board of Commissioners that she would like to apply for two grants, and is requesting a Letter of Approval for each grant, from the Board of Commissioners. The first grant is in the amount of \$25,000.00 and would be applied to the purchase of a generator. She has received an estimate of \$26,664.00 but there is the possibility that the estimate could be negotiated. If negotiations are still above \$25,000.00, she will request money from Cum Cap (Commissioner Equipment Line item) to complete the funding.

The second grant is in the amount of \$5,090.00 and if received, will go toward the purchase and installation of security doors at the EMA building on Berkley Street. EMA has received a quote from Netech for an EMA

Building RS2 Access Control Solution, in the amount of \$6,997.89, and will ask that the difference in the grant amount and the actual cost of the project be funded from Cum Cap, also.

A motion was made by Mr. Moore, seconded by Mr. Bray and carried to direct Ms. Hart to draft letters of support for both grants and authorize the President to sign on behalf of the Board of Commissioners.

#### **COUNTY HOME HOWARD HAVEN:**

Ms. Jennifer Vary, Superintendent of Howard Haven, submitted an Admission Agreement on behalf of Ms. Teresa Martinez. Ms. Martinez currently resides in Peru, Miami County, Indiana and has been ARCH approved. After reviewing the application for residence, a motion was made by Mr. Moore to approve the Admission Agreement of Ms. Teresa Martinez with the usual 90-day probationary period. The motion was seconded by Mr. Bray and carried.

#### **MAINTENANCE DEPARTMENT:**

Buildings & Grounds Superintendent Bill Stonestreet submitted a maintenance contract for the Criminal Justice Center, from Tremco Roof Management. The roof at the CJC is twenty-two (22) years old. The cost of the contract is \$4,011.00 per year, for up to four years, and includes all repairs and materials. This proposal has already been budgeted in the Cumulative Capital Fund (1120-018-03121.00). At the conclusion of discussion a motion was made by Mr. Moore to take the contract under advisement and direct Mr. Stonestreet to ask Tremco to review the Kinsey Youth Center roof situation, with the possibility of extending the contract to the KYC building. The motion was seconded by Mr. Bray and carried.

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

Director Jeff Lipinski submitted three building concerns that require immediate attention as follows:

1) The first is the need for a UPS back-up battery system, in the amount of \$5,350.00. Huston Electric will be able to supply and install the system. Because the need is so urgent, Mr. Lipinski is asking the Commissioners to pay this from the Cumulative Capital Fund, Commissioners Equipment (1138-000-04000-00). A motion was made by Mr. Moore, seconded by Mr. Bray and carried to approve the purchase and installation of the UPS battery back-up for Kinsey Youth Center, to be paid from Cum Cap.

2) The second request is for two new metal doors and frames; one by the kitchen and the other going in to the boiler room. Mr. Lipinski has received a quote from All American Door for two hollow metal doors and frames, in the amount of \$5,878.00. Mr. Lipinski will be funding \$5,000.00 of this project from the Functional Family Therapy Fund. (4913). A motion was made by Mr. Moore, seconded by Mr. Bray and carried to approve the purchase and installation of two doors and frames, in the amount of \$5,878.00, \$5,000.00 of which will be paid from Functional Family Therapy Fund (4913), and the remaining \$878.00 to be paid from Cum Cap (1138-04000).

3) The rear loading dock at the Center is in dire need of repair. Mr. Lipinski's first action was to ask to have the deck area patched, but was advised that a patching job would not be effective considering the amount of damage it has sustained. Mr. Lipinski has obtained a quote from Cole & Sons Inc. for demolition of the remaining dock and installation of a new dock, in the amount of \$10,065.40. At the conclusion of discussion a motion was made by Mr. Moore to approve the demolition of the old dock and construction of the new dock, in the amount of \$10,065.40, to be paid half from the FFT Fund and half from the Cumulative Capital Fund. The motion was seconded by Mr. Bray and carried.

4) Mr. Lipinski submitted a contract with Waste Management for waste pick-up services. Mr. Murrell has not fully reviewed the contract, but did offer the suggestion to consolidate service contracts with other departments in Howard County government. Mr. Lipinski will meet with Mr. Stonestreet to look toward consolidating service agreements.

#### **HIGHWAY DEPARTMENT:**

On behalf of Highway Engineer/Superintendent Ted Cain, Mr. Wyman brought up the 2013 Annual Highway Report that was taken under advisement at the last meeting (*please refer to page three, item eight, "In The Matter Of Claims and Reports", of the Regular Meeting minutes dated April 7, 2014*). The 2013 Annual Report was approved as submitted on a motion made by Mr. Moore, seconded by Mr. Bray and carried.

#### **VETERANS SERVICE OFFICE:**

- 1) Veterans Service Officer Retired Colonel Ross Waltemath informed the Commissioners that he has passed his accreditation exam. Mr. Waltemath will also be doing an on-line program called TRIPS giving him access to VA computer systems and accreditation with various VA groups. Employee Linda Ritchey will be the next to begin accreditation classes. The expenses of Mr. Waltemath's class is \$775.00 and the State will reimburse the general fund \$500.00 of that amount.
- 2) Mr. Waltemath distributed Survivor Assistance Cards to the Commissioners. These cards are being distributed to all the area Funeral Homes, giving contact information on the Veterans Service Office, and inviting families to connect with the VSO office for possible veteran benefits. This project is headed by a volunteer from DAV, Terry Baumfalk. To date the office has had thirteen widows come in for assistance that said they would never have made contact with the VSO office if not for the cards at the funeral home. Eleven of the thirteen have already qualified and received their benefits. Mr. Waltemath thanked the Commissioners for their support of this program.
- 3) The State no longer requires monthly reports from the VSO offices. Mr. Waltemath will still submit monthly reports to the Board of Commissioners and the County Council.

#### **COUNTY ASSESSOR:**

County Assessor Jamie Shepherd-Bryant updated the Board of Commissioners on the quarterly compensatory time hours, requested by the Board. She also updated the Commissioners on the impact of the employee changes due to the Affordable Healthcare Act and the changes made by the Commissioners for the 1<sup>st</sup> quarter of 2014. Because her office has encountered so many changes in duties and deadlines, she has tried to use part time employees in lieu of additional full-time employees. Much of the assessment process is greatly aided by the work of several part time employees. Ms. Shepherd-Bryant has had to decrease the number of hours worked and is shy of one full-time employee hours (32 hours) from 2013. Her part-time employees are trained and certified; she cannot just go out and hire untrained personnel. This is the busiest time of year for her office and there is no other recourse than to start missing deadlines.

#### **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 Salary, Hourly, and Overtime Claims payable April 25 and May 2, 2014, in the amount of \$357,338.30 each, were approved on a motion made by Mr. Bray, seconded by Mr. Moore and approved.
2. **Operating Claims:** The Commissioners' Operating Claims payable today, in the amount of \$700,013.75, were submitted and approved on a motion made by Mr. Bray and seconded by Mr. Moore, and approved.
3. **Monthly Reports:** Ms. Lake submitted the following monthly reports: Treasurer Report for the month ending March 31, 2014; Clerk Monthly Report for the month ending March 31, 2014; Weights & Measures report for the month of March 16 – April 15, 2014; EMA March and April Calendars and event listings. All the listed monthly reports were accepted as submitted on a motion made by Mr. Bray, seconded by Mr. Moore and carried.
4. **Bridge Inspection:** On behalf of Highway Engineer/Superintendent Ted Cain, Ms. Lake submitted the letter of completion of the Howard County Bridge Inspections, Des. No. 1005622, by Butler, Fairman, and Seufert. The letter also states that all claims have been paid. A motion was made by Mr. Bray to approve and accept the Bridge Inspection Letter, and authorize President Wyman to sign on behalf of the Board of Commissioners. The motion was seconded by Mr. Moore and carried.
5. **Notice from Martin Marietta:** Ms. Lake submitted a letter from Martin Marietta Materials notifying the Commissioners of their intent to locate a portable crushing plant at E & B Paving on 2350 West County Road 50 South, in Kokomo. The letter was accepted on a motion made by Mr. Bray, seconded by Mr. Moore and carried.

#### **IN THE MATTER OF PURGING OF PROPERTY/EVIDENCE AT THE SHERIFF'S DEPARTMENT:**

County Attorney Larry Murrell has been working with the Sheriff's Department on the proper disposal of confiscated and stored property. The Sheriff's Department does not have the staff to properly dispose of property through sales. They have been in contact, and now submit a contract, with Property Room.Com for Asset Disposition Services, to take the property and sell it on-line. This is a legal recourse since the State Legislature has handed down a ruling concerning the sale of confiscated firearms, this year. Property Room.Com is certified with the State of Indiana, and the Kokomo Police Department currently uses their services. It allows the continual purging of property that is deemed by the courts as no longer needed. Mr. Murrell has reviewed the contract and given his approval. Other county property can also be disposed of by this method (sheriff's sales) and an indemnity clause has been included. A motion was made by Mr. Moore, seconded by Mr. Bray and carried to approve the Asset Disposition Services contract with Property Room.Com for the disposition of confiscated property no longer needed by the courts. The motion was seconded by Mr. Bray and carried. Mr. Murrell thanked Sheriff Rogers and Detective Hargrove for their work on this contract.

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

##### **COMMISSIONER BRAY:**

Mr. Bray informed the Commissioners of the project he's been working on recently. The Mayor's office was contacted by a citizen whose husband had died four (4) years ago. She had his ashes and requested that he be buried in Salem Cemetery in Howard County. Mr. Bray was contacted by the City to help her. Mr. Bray has been working with Councilman Stout on this issue and they found that the Salem Cemetery is closed. Mr. Stout met with the Township Trustee and they were able to allow burial of his ashes at the cemetery. The wife originally wanted the burial to commence on Memorial Day, because her husband was a veteran. But she was told by her caretaker that she may not live long enough to see it accomplished. So, last Saturday the woman met Mr. Bray at his house. They walked over to the cemetery where she turned the ashes over to Mr. Bray. They will take care of the burial for her.

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

- 1) The Commissioners received an invitation to a Drug Court Graduation, this Wednesday at noon, for Ashley Turner. Mr. Moore has attended graduations before and comments that it is a good thing.
- 2) An invitation was received for the Grand Opening of the Jackson Street Commons at 2:00 p.m. on Thursday, May 22, 2014. Tours are from 2:30 – 4:00 p.m. that day. Jackson Street Commons offers permanent housing for homeless veterans, as well as support services to residents of the home and veterans of the community.
- 3) The week of May 5<sup>th</sup> is Be Kind to Animals Week, and the Commissioners received an invitation to visit and tour the Kokomo Humane Society animal shelter at 713 North Elizabeth Street.
- 4) NIPSCO and Pioneer Transmission are working together on a project to construct a new electric transmission line that will span seventy (70) miles from Greentown to Reynolds, Indiana. The 1<sup>st</sup> set of public open houses were in January. The second set of open houses will be the week of May 12 – 15, 2014, at venues in Kokomo, Logansport, Delphi, and Monticello. The Kokomo Open House will be on Monday, May 12, from 3:30 – 7:00 p.m. at the Kokomo Event Center. Additional information about the project will be available and questions will be addressed. A letter will be mailed to every landowner within 1,000 feet of any proposed route.
- 5) Mr. Moore thanked the Personnel Office, Sheriff's Department, Deputy Bart Taber and the Courthouse Security Staff, and various department heads, Judges and elected officials for their participation in the student tours during National County Government Month.

*There being no further business to come before the Board at this time,  
the meeting was adjourned at 9:30 a.m. on a motion  
made by Mr. Bray and seconded by Mr. Moore.*

#### **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 April 21, 2014