

HOWARD COUNTY BOARD OF COMMISSIONERS MEETING JANUARY 20, 2004

The Howard County Board of Commissioners met in Regular Session on Tuesday, January 20, 2004, at 8:30 a.m. in Hearing Room No. 338 of the Howard County Administration Center. This meeting was scheduled for Tuesday instead of Monday due to the Martin Luther King Jr. Holiday. Those in attendance included President John B. Harbaugh, Vice President Paul J. Raver. Also present were County Attorney Larry Murrell, Personnel Administrator Wanda McKillip and Auditor Martha Lake. Commissioner Member Bradley J. Bagwell was unable to attend the meeting.

The meeting was called to order by Sheriff Marshall Talbert and conducted by President John B. Harbaugh.

As a matter of proper procedure, President John Harbaugh vacated the chair when necessary in order to carry out the business of the County in the absence of Commissioner Member Bradley J. Bagwell.

The minutes from the last regular meeting held on January 5th, 2004 were considered. Mr. Raver made a motion to approve the minutes as submitted. Mr. Harbaugh seconded the motion, and it carried.

IN THE MATTER OF SHERIFF DEPARTMENT ISSUES:

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

1. **A check in the amount of \$17,220.00 was presented to the Auditor** from the Indiana Department of Corrections for holding IDOC inmates. On the other hand, Howard County owes IDOC \$4,241.40 for holding safe keepers, the inmates that display disruptive and dangerous behavior at the Howard County Jail. Sheriff Talbert and Auditor Martha Lake will look into finding an appropriate line item to pay the outstanding bill.
2. **Proposed New Prisoner Transport Van:** Currently the Sheriff's Department has two (2) transport vans. Sheriff Talbert requested permission to investigate the cost of purchasing another prisoner transport van and move the old 3/4-ton Ford 12-passenger van to the Kinsey Center. The Kinsey Youth Center uses a car that is approaching 90,000 miles to transport juveniles, causing security concerns. Their vehicle is only capable of holding a maximum of five people and there is no way to separate male from female juveniles. Kinsey Youth Center Director Jan Weaver has indicated that she is receptive to the Sheriff's proposal.

The Sheriff is interested in a new General Motors van with hinged cargo doors on both sides. Mavron Inc. now manufactures an insert that will separate prisoners in four ways. This smaller van would be easier to maneuver in large cities and does better on gas mileage. The Commissioners confirmed that the Sheriff's concept was a good idea.

3. **Service Contract Renewal:** Mr. Raver made a motion to approve renewal of a one-year service contract with Control Power Company and the Sheriff's Department in the amount of \$1,415.00 for UPS Customer Support Plan and Battery Change for Model No. 5MZX-7.5K-10A. Seconded by Mr. Harbaugh, the motion carried.
4. **DigiMug Software Upgrade:** New regulations require photographs to accompany warrant information. Sheriff Talbert received a quote from CSI Law Enforcement, Inc. in Indianapolis to upgrade the current DigiMug Software at a cost of \$6,400.00. He plans to submit a request to the Council to pay for the upgrade out of the Misdemeanant Grant Fund.

Mr. Raver made a motion to authorize the Howard County Sheriff's Department to purchase the upgrade out of the Misdemeanant Grant Fund in the amount of \$6,400.00 pending County Council approval of funds. Mr. Harbaugh seconded the motion, and it carried.

5. **Military Service Personnel Update:** Sheriff Deputy Paul Cherry has been called to active duty and expects to be away for one (1) year. Currently Deputy Cherry is the only employee that is activated.
6. **State Jail Inspection:** Last week the Indiana State Jail Inspector conducted an unannounced inspection. Coincidentally, Council President James Miller was visiting the facility. Captain Vincent and Sergeant Sokol were not aware of any problems relating to the inspection.
7. **Merit Board Change:** Attorney Steven Raquet submitted a letter to the Merit Board stating that he did not wish to be reappointed to the Howard County Sheriff's Merit Board at the end of his term on December 31st, 2003. Attorney Richard Russell was appointed to fill the vacancy and accepted the assignment at the last Merit Board meeting.
8. **Audio – Video Recording Equipment:** (See page 2, December 15th, 2003 minutes, “In the Matter of Sheriff Department Issues”, Item 2, for related discussion) The real time audio-video equipment has been installed and is working beautifully. Aadco Representative John Hill is going to set up a training session with the officers. Once training has been completed, the Sheriff's Department plans to invite several City and County Officials to see a demonstration of the equipment.

IN THE MATTER OF HIGHWAY ISSUES:

Mr. Ted Cain, Howard County Highway Engineer/Superintendent presented the following issues for Commissioner information and approval:

1. Maintenance Bonds:

- a. **Maintenance Bond No. BCI 1717925:** A three (3) year maintenance bond in the amount of \$18,800.00 was submitted from Mohr Construction Company, Inc. for the maintenance of stone base and asphalt pavement for street, storm sewer system, concrete curbs and gutters for *Cloverdale Subdivision, Section 9*, in Liberty Township.

Mr. Raver made a motion to accept the maintenance bond for Cloverdale Subdivision as presented. Mr. Harbaugh seconded the motion and it carried.

- b. **Maintenance Bond No. 400TC1217:** A three (3) year maintenance bond in the amount of \$16,700.00 was submitted from Mohr Construction Company, Inc., a Division of E & B Paving, Inc. for *Walnut Estates Subdivision, Section 16*, Harrison Township, for the storm sewer system, stone base for street, asphalt pavement for street, concrete curbs and gutter.

Mr. Raver made a motion to accept the maintenance bond for Walnut Estates Subdivision, Section 16, as presented. Mr. Harbaugh seconded the motion and it carried.

- c. **Maintenance Bond No. 3-787-034:** A three (3) year maintenance bond in the amount of \$16,800.00 was submitted from Harvey Construction Company, Inc. for *The Greens at Wildcat Subdivision, Section 2*, Harrison Township, for the storm sewers.

Mr. Raver made a motion, seconded by Mr. Harbaugh and carried, to accept the maintenance bond for The Greens at Wildcat Subdivision, Section 2.

IN THE MATTER OF PLAN COMMISSION ISSUES AND PROPERTIES FOR APPROVAL:

Plan Commission Director Glen Boise presented the following issues for Commissioner information:

1. There were no **subdivision plats** to be presented at this time.
2. **Unsafe Building Issue:** Mr. Boise received a complaint letter from Ervin Township Trustee Thomas Gillam concerning a house at **1757 North 1050 West** owned by John P. Collins. The Ervin Township Trustee sent letters and a statement of costs for removal of weeds to the property owner and mailed copies to the mortgage holder. No response has been received, therefore the Township Trustee requested the Howard County Officials to take the necessary action to resolve this issue. Mr. Boise recommended demolition of the building. Discussion ensued regarding the funding source for the demolishing work. Mr. Boise suggested setting up a fund for demolition of abandoned buildings within the County budget. At this point in time the Commissioners did not take any official action on this issue.
3. **Flood Mitigation Issues:** (*Also see page 5, attached, "In the Matter of Grant Activity", Item 4 for related discussion*) Mr. Boise received a telephone call from S.E.M.A. asking Howard County to apply whatever money that might be available to fund the buy out of homes. S.E.M.A. has Federal authority to allocate money from a previous project that ran into problems and was abandoned. S.E.M.A. requested Howard County to submit an application in order to help prevent the money from going back to the federal government. Because Howard County has not been able to allocate funds to complete the entire project, S.E.M.A. suggested that the project could be completed in phases. Mr. Boise reformatting a new application to meet the new guidelines. The cost for the total project to buy and remove six (6) homes is \$871,787.00. Phase I consists of buying and removing approximately three (3) homes with \$336,000 from F.E.M.A, and approximately \$12,000 from insurance funds, and \$100,000 from local funds for a 25% match. An additional \$93,947 would be needed for the local match during Phase II of the project.

Discussion ensued whether \$100,000 was encumbered for the project last year. Auditor Lake reported that no money was appropriated in 2003 for the project and there is no money left in the fund to begin the activity. Grant Administrator Tina Henderson interjected with a suggestion that some of the expenses that the homeowners have incurred could be part of the 25% in kind match. Attorney Murrell asked Mr. Boise to check with the State if buy outs have ever been conditioned on a provision that the homeowners provide a pro-rated amount of the match money.

Mr. Raver made a motion to take the Flood Mitigation Grant Request under advisement. Mr. Harbaugh seconded the motion, which carried.

IN THE MATTER OF MAINTENANCE DEPARTMENT ISSUES:

Maintenance and Grounds Superintendent Thomas Harrison presented the following issues for Commissioner information and approval:

1. **Howard County Government Center Update:**

- a. The tile floor covering for the Emergency Management area has been completed.
- b. Noland and Sons Excavating, Inc. have finished installing the check valves into the sewer systems. A dye test was conducted, which concluded that the tiles run under Union Street into the sewers.
- c. Most of the offices had new carpet installed within the last six years except for the Veteran Administration Office. Mr. Harrison obtained an estimate to remove and install carpeting at a cost of \$1,500.00 to be paid out of the Cumulative Capital Development Fund.

Mr. Raver made a motion to authorize Mr. Harrison to submit a request to the County Council for \$1,500.00 out of the Cumulative Capital Development Fund as outlined above. Mr. Harbaugh seconded the motion, and it carried.

2. **Courthouse Update:**

- a. Mr. Harrison met with Mr. Ed Heffelmier, Project Manager of Terstep, and Mr. William Bassett, regarding completion of minor details of the renovation project. Quality Heating and Plumbing, and the contractors that installed the ductwork were also present. Mr. Harrison hopes that all of the miscellaneous minor details will be completed soon.
- b. Best Access Systems is scheduled to install the locks on the prisoner access doors to the basement on Friday, January 23rd. If the locks work correctly, Mr. Harrison anticipates the card access system to be activated in approximately two (2) weeks.
- c. The signs for the all of the doors have arrived. Mr. Ed Heffelmier advised his workers would begin to put up the signs in about two (2) weeks.
- d. There has been a delay in receiving the new grates for the holding cells. A company in California ran into problems in getting the grates. Mr. Heffelmier said he would contact them and try to speed up the order.
- e. The work to revise the HVAC System in Superior Court II is scheduled to begin in March 2004.

3. **Administration Center:**

- a. There are still a few air leaks, especially near the windows on the west side of the building.
- b. Howard Regional Health Center's new Behavior Health Facility stored items and equipment blocking the alley between their building and the Administration Center Parking Lot on the northeast corner of Main and Mulberry Streets. Mr. Harrison made them aware that the alley still belongs to the City and the items are being removed from the alley.

IN THE MATTER OF PERSONNEL ADMINISTRATOR ISSUES:

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

1. **Increased Life Insurance Costs:** Jefferson Pilot Voluntary Life Insurance rates will increase effective February 1, 2004. Notification letters were distributed to employees with their paychecks on January 9th, 2004.
2. **Workers Comp Report:** Mrs. McKillip provided the Commissioner members with copies of the public employee's workers compensation report for the year-2003 showing a total of 53 claims. The County is in the process of converting over to the new workers comprehensive plan. A meeting has been set up with Selective Insurance on January 28th, 2004.
3. The **Anthem Insurance open enrollment** went very well. There were thirteen (13) new enrollees; six (6) employees terminated their coverage, and thirty-one (31) various changes to individual plans. Mrs. McKillip hopes the insurance cards will be made available by February 1st, 2004.
4. **Birthday Post Cards:** Mrs. McKillip suggested changing the picture on the cards for calendar year 2004 to promote the Johanning Civic Center and Automotive Heritage Museum. Mr. Raver made a motion to continue with the custom of sending birthday postcards to employees and the design on the card to promote the Johanning Civic Center. Mr. Harbaugh seconded the motion, which carried.

IN THE MATTER OF RECORDER SOFTWARE PROPOSALS:

(See page 4, January 5th, 2004 minutes, "In the Matter of Information Systems Director Issues", Item 1 for related discussion)

Howard County Recorder Linda Koontz, together with Information Systems Manager Terry Tribby presented the following issues for Commissioner information and approval:

1. **Recorder's Software Proposals:** Computer Systems Incorporated and Fidlar Software responded to the request for proposals. The action to be considered by the Board was to select one of the vendors. From a technology standpoint Mr. Tribby said there were two key items that were considered when reviewing the proposals. One is Optical Character Recognition (OCR) Technology, which transfers a scanned document into a usable text document that can be corrected. This will help eliminate data entry errors. The second important consideration in selecting a vendor is that Soundex technology is included. Soundex looks for variations in spellings when searching for a document. Mr. Tribby turned the floor over to Recorder Linda Koontz to present the proposals.

While reviewing and comparing the proposals, Mrs. Koontz became aware of the following information:

	<u>Start Up Cost</u>	<u>Annual Maintenance Cost</u>
Fidlar Software	\$59,850	\$22,850
Computer Systems Incorporated	\$81,018	\$ 7,000

Computer Systems Incorporated is an Indiana company but they currently do not have OCR Technology and Soundex to offer. The company is not familiar with this technology but they are willing to research and obtain the software for an additional cost within one year or less.

Fidlar Software is the lowest bidder and their product has been out on the market in several states for a long time. They are a 150-year-old business that specializes in land records. Their software is user friendly, which would reduce the amount of time it takes to show people how to search for records. Fidlar's product has OCR Technology and Soundex included in their price. They are willing to agree to not raise the maintenance costs more than 3% per year. Mrs. Koontz stated that her preference is the Fidlar Software Company.

Mr. Raver made a motion to accept the Fidlar Software Company as the vendor to upgrade the Howard County Recorder's computer system with a start up cost of \$59,850, an annual maintenance cost of \$22,850 and proceed with negotiating the contract agreement within the next sixty (60) days. Mr. Harbaugh seconded the motion, and it carried.

2. **Data Conversion:** Mrs. Koontz was not sure what total costs would be incurred to covert data from the Low system. Low provided a quote of \$8,000 to transfer the data an ASCII file and \$2,000 for each additional request. The total cost could easily add up to \$10,000 or \$12,000. The Fidlar Software Company and Computer Systems Incorporated both feel they could write a program to convert the data at a much lower cost. The Recorder plans to ask computer technicians from Fidlar to conduct an onsite evaluation regarding the conversion.
3. **Imaging System Upgrade:** When the data is converted, Mrs. Koontz felt it would be an opportune time to switch the imaging system procedure. Mrs. Koontz gave a detailed description of the current procedure, which costs \$1,200 to \$1,700 each month. Imaging Office Systems sells a Cannon Hybrid scanner that is able to scan and film simultaneously at a price of \$24,891 plus film. There would be a maintenance contract for \$2,975. Installation, testing, and training would cost \$2,000. The scanner would pay for itself in approximately 1-1/2 years, eliminating the monthly expense to Graphic Sciences and also lost documents.

Mr. Raver made a motion to authorize the County Recorder to obtain quotes on a hybrid scanner, equipment, maintenance contract, and related costs. Mr. Harbaugh seconded the motion, and it carried.

4. **Viewer System Upgrade:** Currently the charge for print outs from the viewers is based on an honor system. Terminals are available at a price of \$2,000 for Keypad Access that would connect to the viewers and keep track of the number of copies. The Recorder's Office would bill the customer based on the actual number of copies.

Mr. Raver made a motion to authorize the County Recorder to purchase Keypad Access at a cost of \$2,000. Seconded by Mr. Harbaugh, the motion carried.

10:42 a.m.

The Board of Commissioners called a recess to hold a Board of Finance Meeting by consensus.

BOARD OF FINANCE MEETING WITH HOWARD COUNTY TREASURER ANN WELLS:

The Howard County Board of Finance Committee consists of the following Members: Paul J. Raver, Bradley J. Bagwell, John B. Harbaugh, and Treasurer Ann Wells. Mr. Bagwell was not able to attend the meeting.

Mr. Harbaugh called the meeting to order. The election of officers for 2004 remains the same with Mr. John B. Harbaugh as President and Mrs. Ann Wells as Secretary on a motion made by Mr. Raver. Mr. Harbaugh vacated the chair to second the motion, which carried.

Ms. Wells read the minutes of the last meeting held on January 21st, 2003. Mr. Raver made a motion to approve the minutes as read. Mr. Harbaugh vacated the chair to second the motion and it carried.

Mrs. Wells reported the County only collected \$339,211.48 in interest income in the year-2003 compared to \$527,426.20 for the previous year. The interest rates have been low and the county does not have money available to leave in a certificate of deposit, having a better interest rate.

There being no further business before the Board of Finance, Mr. Raver made a motion to adjourn. Mr. Harbaugh seconded the motion, which carried. The meeting closed at 10:45 a.m.

The Howard County Board of Commissioners meeting re-convened at this time.

IN THE MATTER OF INFORMATION SYSTEMS DIRECTOR ISSUES:

Information Systems Director Terry Tribby presented the following issues for Commissioner information and approval:

1. **Projects for Year-2004:** Mr. Tribby reported there is a minimum of forty projects scheduled for the year. The three (3) major projects are the Recorder's software changes, Property Record Internet Access, and wireless data communications.
2. **Property Record Internet Access:** Mr. Tribby investigated information on the "Governmax Program" created by Manatron, Inc. that is capable of posting tax and reassessment information on the internet. When discussion was held on this issue in 2001, the annual cost was about \$24,000. Since that time the price for this service and maintenance has gone down to \$10,000 per year. The initial start up cost is estimated to be about \$30,000.

County Assessor Ann Harrigan was present in support of the Governmax Program. She commented this program would be a great benefit to both the public and Assessor's Office. The program would save a lot of time by reducing the amount of walk-in traffic.

Mr. Raver made a motion to approve setting up the Property Record Internet Access System as outlined above with Manatron, Inc. to host the project subject to approval of a written contract. Mr. Harbaugh seconded the motion, and it carried.

IN THE MATTER OF GRANT ACTIVITY:

(See pages 5 –6 January 5th, 2004 minutes, "In the Matter of Grant Activity" for related discussion)

Grant Administrator Tina Mendenhall Henderson presented the following issues for Commissioner information and approval:

1. **New London Conservancy District:** Ms. Henderson submitted a proposal document for Commissioner authorization. She advised that the proposal does not commit Howard County to submit a final application on April 2nd, 2004. However, a proposal needs to be submitted by January 23rd, 2004 just in case Taylor Township Regional Sewer District is not ready by April 2nd. In addition Ms. Henderson requested authorization to perform the public hearings for the New London Conservancy District Wastewater Improvement Project.

New London is still looking for a commitment of \$30,000 for the local match by April 2nd. Discussion ensued whether the County would be able to provide a loan out of EDIT Funds. Currently there are other wastewater projects occurring in Howard County and the Commissioners were concerned about setting an unwanted precedent. Steve Brock, CPA from Therber, Brach and Kramer, is currently working on crunching numbers on loan terms regarding repayment to the County.

A motion was made by Mr. Raver to authorize Ms. Tina Henderson to perform the public hearings for the New London Conservancy District Wastewater Improvement Project in accordance with the Indiana Department of Commerce guidelines and authorize the President to sign on behalf of the Board. Mr. Harbaugh seconded the motion, which carried.

Mr. Raver made a motion to authorize the submission of the Community Focus Fund Proposal Grant Request and authorize the President to sign on behalf of the Board. Mr. Harbaugh seconded the motion, and it carried.

3. **The Taylor Township Regional Sewer District** public hearing to was rescheduled to **February 9, 2004 at the Taylor Township Volunteer Fire Department from 6:00 p.m. to 8:30 p.m.**
4. **Flood Mitigation:** Ms. Henderson was asked to reiterate the information she shared with Mr. Glen Boise, Plan Commission Director, earlier during the meeting. Relocation is a factor that F.E.M.A. will fund. The homeowners have already used some of their own money to relocate. As long as they have kept accurate records of relocation expenses, the incurred costs can be used to serve as the local match on projects that have a 25% local match and in-kind donations. Mr. Boise plans to contact Ms. Jan Crider, Flood Mitigation Assistance Coordinator at the State Emergency Management Agency (S.E.M.A.) to confirm this information.

IN THE MATTER OF HOWARD HAVEN COUNTY HOME:

Interim Co-Managers Joyce Colburn and Deborah France presented the following for Commissioner information:

1. **Applications For Admission:** Two (2) applications to Howard Haven Home were considered. Mr. Raver made a motion to accept the applications for **Daniel E. Conley** and **Lewis Henery Garling** on a ninety-day probationary period subject to ARCH approval. Mr. Harbaugh seconded the motion, and it carried.

Approval of these admissions increases the total number of residents to eight women and eight men for a total of 16. If the two hobby rooms are reinstated into regular rooms, the facility has the capacity to house two additional residents. Ms. France projects the amount of income from the residents would be \$165,671.20 compared to the \$120,000 appropriated budget. Commensurate with the increase in number of residents, a new part-time employee was hired. The Co-Managers are considering asking the Council for money to hire more part-time help.

2. **Annual Inspection:** *(See page 1, January 5th, 2004 minutes, "In the Matter of Howard County Appointees for 2004", Item 5 for related discussion)* The Commissioners discussed conducting an annual inspection of the facility during the month of February 2004. The Commissioners felt it is important to have all three members present during the inspection and were reluctant to schedule a time without first checking Mr. Bagwell's availability.
3. **Nurse Services:** Nurse David Lawson from the Howard Community Mental Health Department stops in every week and as needed. Ms. France requested approval to increase the nurse's bi-weekly payment from \$65.00 to \$100.00. The Commissioners suggested that the Co-Managers meet with the County Auditor to compose a budget request and present it at the next meeting in February 2004.
4. **Short Term Stay:** Ms. France received a phone call from someone interested in a short term stay after being released from a hospital. A discussion was held whether a short-term stay would interfere with people who want to stay full time.
5. **Mowing List:** Ms. France recently spoke with Road Gang Supervisor Mike Chapman who agreed to place Howard Haven on the priority list for the inmate work crew to mow during the summer.

IN THE MATTER OF PURCHASE OF RIGHT-OF-WAY PARCEL FOR DIXON ROAD PROJECT:

(Also see page 7, attached, "In the Matter of Claims and Reports", Item 9, for related discussion)

Mr. James Hamilton from Butler, Fairman and Seufert, presented the final appraisal for the Dixon Road (200 West) Project. This section, owned by the Christ Evangelical Lutheran Church at 3401 S. Dixon Rd., was on the overlap between the City and County portions of the design.

Mr. Raver made a motion to accept the appraisal and authorize the buyer to proceed with purchasing the parcel and authorize the President to sign on behalf of the Board. Mr. Harbaugh seconded the motion, and it carried.

IN THE MATTER OF CLAIMS AND REPORTS:

Howard County Auditor Martha Lake presented the following reports for Commissioner information and approval:

1. **Operating claims payable on January 20th, 2004 in the amount of \$1,211,904.87** were approved on a motion made by Mr. Raver, seconded by Mr. Harbaugh, which carried.
2. **Commissioner's Salary Claims for hourly, salary, and overtime payable for January 23rd, and January 30th, plus employee appreciation bonuses in the amount of \$207,000 to be paid on January 23rd, 2004** were considered. Mr. Raver made a motion to approve payment. Mr. Harbaugh seconded the motion, and it carried.
3. The **Howard County Treasurer's Report for the month of December 2003** was accepted on a motion made by Mr. Raver, seconded by Mr. Harbaugh, and it carried.
4. The **county paid \$14,688,353.96 million in wages during the year-2003**. The wage information shall be published and posted as required by law.
5. For Commissioner information, Auditor Martha Lake presented and explained the **list of Commissioner Requests** to be presented to the County Council for approval at their meeting on January 27th, 2004 at 7:00 p.m. The Commissioners felt that the department heads and elected officials should attend the Council meeting to support their requests.
6. **Abatements:** Currently the county has millions of dollars in tax abatements. These figures are complicated to put together and can significantly shake the tax base if done incorrectly. In order to ascertain accurate figures, the Auditor requested permission to seek help from Chris Johnston of Crowe Chizek. The Commissioners gave consent to do so and pay for the Mr. Johnston's services out of the Reassessment Budget.

7. The surplus money from the COIT and EDIT tax was received in the amount of approximately \$572,000. The directive is to set up a Rainy Day Fund. Mr. Raver made a motion to schedule a **Special Meeting on Tuesday, January 27th, 2004 at 11:30 a.m. in Hearing Room No. 338 of the Howard County Administration Center to discuss County financial plans for 2004.** The motion was seconded by Mr. Harbaugh and it carried.
8. **Court Recording Equipment Contract:** Mr. Raver made a motion to approve the Word Systems, Inc. Standard Support Agreement and authorize the President to sign on behalf of the Board. Mr. Harbaugh seconded the motion, which carried.
9. **Purchase of Parcel for Dixon Road Project:** A Just Compensation form for Parcel No. 24 was presented for Commissioner approval. On December 2, 2003 the parcel at 3410 S. Dixon Road changed ownership from Griffey Associates LLP to Kelly T. Beale. Mr. Raver made a motion to authorize the President to sign the change of ownership form for Parcel No. 24 on behalf of the Board regarding the right-of-way acquisition for the Dixon Road Project. Seconded by Mr. Harbaugh, the motion carried.
10. The Commissioners acknowledged a **card from the family of Councilman James K. Shearer** expressing appreciation for the flowers and condolences.

IN THE MATTER OF COUNTY ATTORNEY ISSUES:

County Attorney Larry Murrell did not have any issues to present at this time.

IN THE MATTER OF COMMISSIONER ISSUES:

There were no issues presented at this time.

There being no further business before the Board at this time, Mr. Raver made a motion to adjourn. Mr. Harbaugh seconded the motion and it carried. The meeting closed at 11:45 a.m.

THE HOWARD COUNTY BOARD OF COMMISSIONERS

JOHN B. HARBAUGH, PRESIDENT

PAUL J. RAVEN, VICE PRESIDENT

BRADLEY J. BAGWELL, MEMBER

ATTEST:

MARTHA J. LAKE, AUDITOR
Commissioner Minutes, January 20, 2004