

## **HOWARD COUNTY BOARD OF COMMISSIONERS MEETING AUGUST 16, 2004**

The Howard County Board of Commissioners met in Regular Session on Monday, August 16<sup>th</sup>, 2004, at 8:30 a.m. in Hearing Room No. 338 of the Howard County Administration Center. Those in attendance included President John B. Harbaugh, Vice President Paul J. Raver, and Member Bradley J. Bagwell. Also present were County Attorney Lawrence Murrell, Personnel Administrator Wanda McKillip, and Auditor Martha Lake.

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

The minutes from the regular meeting held on August 2<sup>nd</sup>, and the Special Meeting held on August 5<sup>th</sup>, 2004 were approved on a motion made by Mr. Bagwell. Mr. Raver seconded the motion and the motion carried.

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

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

1. **Approval of Streets:** (See page 1, March 15<sup>th</sup>, “In the Matter of Highway Issues”, Item 1, and page 7, August 2<sup>nd</sup>, 2004 minutes, “In the Matter of Claims and Reports”, Item 3, for related discussion) Majestic Manor Subdivision was developed years ago but the developers failed to post a maintenance bond or request approval of the streets. The subdivision is located on 200 East between State Road 22 and 100 South. Due to the time that has elapsed, a maintenance bond could not be obtained. In March 2004, the Commissioners approved the streets in Majestic Manor Subdivision contingent on submission of a certified check for 10% of the original amount of the street project. The streets met with Mr. Cain’s approval and a Cashier’s check was presented from Elma Graham in the amount of \$7,230.00 (10% of the construction agreement with E & B Paving Inc.). The check will be held in the Auditor’s Office for three (3) years. Mr. Cain recommended approval of the streets and the certified check in lieu of a performance bond.

Mr. Bagwell made a motion to approve the streets in Majestic Manor Subdivision and accept the cashier’s check in the amount of \$7,230.00 in lieu of a performance bond. Mr. Raver seconded the motion, and it carried.

### **2. Project Updates:**

- a. **Chip and Seal Program:** If the weather permits, the major portion of the Chip and Seal Project will be completed this week. Afterward, chip and seal will be put on areas of the roads that were patched.
  - b. **Paving Program:** There is about a week’s worth of paving work to be completed.
  - c. **Dixon Road Project:** The Bridge on 200 South was let on July 20<sup>th</sup>, 2004. The Dixon Road Project will be re-let on Tuesday. The work is not going to proceed until a pre-construction conference has been held and a check disbursed for the project. Mr. Cain estimated that the local cost of the project with the credits included would be approximately \$400,000. Approximately \$100,000 has been set aside out of the EDIT Fund; the remainder would come from the Local Road and Street Fund. The County must pay the entire amount at one time, however about ¼ of the amount would be reimbursed by the City.
  - d. **Road 400 North Update:** Mr. Cain said the project is checked on twice each day. Weekly and monthly reports are made on the progress.
3. Mr. Cain will not be able to attend the next meeting on September 7<sup>th</sup>, 2004, in order to take his daughter to college. He will return to work on Wednesday, September 8<sup>th</sup>.

### **IN THE MATTER OF SHERIFF DEPARTMENT ISSUES:**

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

1. **A Child is Missing (“ACIM”) Program:** The Howard County Sheriff’s Department and Kokomo Police Department are currently working with a group called “A Child is Missing”. There is no cost to law enforcement for this program. New High-tech mapping systems and telephone technology is used to assist in locating where a missing child or person was last seen. An area will be mapped out from the scene and will electronically generate a recorded telephone message to all the residents and businesses within a specified perimeter. This program is not to replace Amber Alert, which is a public service alert sponsored by the State of Indiana to safely recover abducted children.
2. **Personnel Update:**
  - Deputy Don Leffert will return to work this week following knee replacement surgery.
  - One cook has been hospitalized for medical problems.
  - Deputy Wayne Ives completed training school last week to become a Certified Firearms Instructor. This makes two firearms instructors for the Sheriff’s Department; Deputy Rob Walker is the other firearms instructor.

3. **Purchase S.W.A.T. Vehicle:** Sheriff Talbert recently purchased a step-van truck in Decatur for the S.W.A.T. Team at a cost of \$5,500. The S.W.A.T. Team has increased from four to nine members necessitating additional supplies. The old ambulance-type vehicle is not equipped to accommodate the increased number of team members and equipment. The vehicle was inspected by Sheriff Department personnel and found to be in good mechanical condition. Since the truck was on a first-come-first-serve basis, the Sheriff purchased it using Commissary Funds.

Mr. Bagwell made a motion to confirm the purchase of the step-van truck for the S.W.A.T. Team at a cost of \$5,500 out of the Sheriff's Department Commissary Fund. Mr. Raver seconded the motion, and it carried.

4. **Medical Department:** Sue Ellen Durham, RN, began working on August 9<sup>th</sup>, 2004, and appears to be doing a good job. Ms. Durham met the contract doctor last week and is becoming acclimated to her new position.
5. **Reserve Deputy Program:** Two (2) Reserve Deputies have been chosen to work with the Sheriff's Department. The deputies were introduced later during the meeting. *(See page 6, attached, "In the Matter of Reserve Deputy Program", for related discussion)*
6. **Evidence Room (Laboratory) Update:** *(See page 3, May 3<sup>rd</sup>, 2004 minutes, "In the Matter of Sheriff Department Issues", Item 3, for related discussion)* the new evidence room has been painted and the electrician is moving the outlets up to be accessible from the countertops. The cabinets have arrived and countertops are being constructed.
7. **Change in Sex Offender Registry:** Sheriff Talbert advised that there has been discussion of shifting the responsibility of maintaining the Sex Offender Registry from the Indiana Sheriff's Association and Indiana Criminal Justice Institute to the Attorney General. The Indiana Sheriff's Association is a private organization having no government oversight and the Attorney General is better able to house and maintain the registry. The new bill might be introduced at the next State Legislative session.
8. **Day of Caring:** The inmate work crew is registered to participate in the Red Cross Day of Caring on September 10<sup>th</sup>, 2004. The crew will set up tables and chairs at Kokomo High School for the event, which is scheduled for September 11<sup>th</sup>.
9. **Concrete Work:** *(See pages 1-2, July 6<sup>th</sup>, 2004 minutes, "In the Matter of Sheriff's Department Issues", Item 3, for related discussion)* Three vendors were shown the area where the concrete is to be poured and were allowed to indicate what materials they would use. Estimates for the concrete work were submitted as follows:

<u>Vendor</u>	<u>Materials</u>	<u>Concrete</u>	<u>Cost</u>
B & H Construction	Rebar & wire mesh	6-inches	\$ 4,325.00
Bergman Concrete	Fiber mesh	4-inches	\$ 2,997.50
Scott Construction	Fiber mesh	4-inches	\$ 2,751.50

Two vendors indicated they would use four-inch fiber mesh concrete material in lieu of the traditional rebar and wire. Only B & H Construction proposed to use six-inch concrete with rebar and wire mesh. Sheriff Talbert discussed the proposals with Maintenance and Grounds Superintendent Tom Harrison. There was a major concern whether the fiber mesh material would endure the heavy use caused by semi-trucks backing up to the loading dock. It was determined that the rebar & wire mesh proposed by B & H Construction would more properly support semi-trucks. Mr. Harrison stated that B & H Construction would be responsible for all of the concrete work; the other vendors proposed to share and coordinate the work with county personnel. Sheriff Talbert and Mr. Harrison recommended B & H Construction as being the best quote.

At the July 6<sup>th</sup>, 2004 meeting, the Commissioners approved a request for an appropriation of \$4,500.00 out of the Cumulative Capital Development Fund to make money available for the project whenever a vendor is selected and contingent on Council approval. The appropriation request will be advertised in time for the Council meeting on September 28<sup>th</sup>, 2004.

Mr. Raver made a motion to request an appropriation of \$4,500.00 out of the Cumulative Capital Development Fund for the concrete work at the Criminal Justice Center and to select B & H Construction to perform the work at a cost of \$4,325.00, subject to Council approval of funding. Mr. Bagwell seconded the motion, which carried.

#### 10. **Vehicle Updates:**

- a. **Purchase New Vehicles:** Sheriff Talbert advised he would present specifications for the purchase of four (4) new patrol cars. Four vehicles in the fleet are nearing 100,000 miles of use and need replaced soon. To date this year, one transport van, one detective car, and a pickup truck for the Dive Team have been purchased.
- b. **Unmarked car:** Sheriff Talbert asked the Commissioner to consider placing an unmarked car back on patrol. LED lights now available to ensure greater visibility, especially when responding to an emergency run. An unmarked car would be beneficial for traffic enforcement in areas that

cannot conceal a marked car. Specifications for the unmarked vehicle will be presented at the next meeting.

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

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

- 1. There were no **subdivision plats** submitted for approval at this time.
- 2. **Unsafe Buildings:** There was no new information to report at this time.
- 3. **Flood Mitigation Issues:**
  - a. **IHFA Block Grant:** *(See page 2, August 2<sup>nd</sup>, 2004 minutes, “In the Matter of Plan Commission Issues and Properties for Approval”, Item 5, for related discussion)* At the previous meeting the Commissioners authorized an application for the second round of the Community Development Block Grant from the Indiana Housing Finance Authority. Mr. Boise attended a seminar addressing how to effectively apply for the second round of the grant and advised that he would proceed with applying for the grant.
  - b. **Flood Hazard Mitigation Grant:** Representatives from the State Emergency Management Agency had mentioned they were in the process of establishing more Hazard Mitigation Grant funds. Mr. Boise requested approval to submit an application for the grant.

Mr. Bagwell made a motion to approve the application to the State Emergency Management Agency for the Flood Hazard Mitigation Grant and authorize the President to sign on behalf of the Commissioners. Mr. Raver seconded the motion, and it carried.

**IN THE MATTER OF MAINTENANCE DEPARTMENT ISSUES:**

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

- 1. **Criminal Justice Center:** The Sheriff has spoken with a local distributor about purchasing a battery powered stripping machine and automatic floor scrubber. The equipment would complete the work in about 12 hours compared to the 3 days that it currently takes. The battery power would reduce the probability of someone tripping and falling over electric cords. Mr. Harrison requested an appropriation of \$7,000.00 out of the Cumulative Capital Development Fund to purchase the equipment. The cost of the equipment includes a trade-in allowance of \$700.00 for an old carpet cleaner that is no longer needed.  
  
Mr. Bagwell made a motion to approve the request for \$7,000.00 out of the Cumulative Capital Development Fund to purchase the battery powered stripping machine and automatic floor scrubber to be used at the jail. Seconded by Mr. Raver, the motion carried.
- 2. **Additional Funding Requests:** *(See page 3, August 2<sup>nd</sup>, 2004 minutes, “In the Matter of Maintenance Department Issues”, for related discussion)* Mr. Harrison advised that he planned to request the following additional appropriations from the Council to carry the Budget for 2004 through to the end of the year:

**150 HOWARD COUNTY GENERAL FUND:**

2321	Oil and Gasoline	\$ 750.00
3120	Contract Services	\$ 2,500.00
3220	Utilities	\$ 22,000.00
3223	Garage and Motor	<u>\$ 150.00</u>
Total out of General Fund:		\$ 25,400.00

- 3. **Government Center Update:** *(See page 3, August 2<sup>nd</sup>, 2004 minutes, “In the Matter of Maintenance Department Issues”, Item 4, for related discussion)* At the August 2<sup>nd</sup>, 2004 meeting the Commissioners authorized a request for funds from the County Council to repair the roof at the Government Center in the amount of \$40,000 out of the Cumulative Capital Development Fund. Mr. Harrison received the following two estimates for information only:

Siemens Building Technologies	\$ 37,994.00
Quality Plumbing and Heating	\$ 38,000.00
- 4. **Exterior Handrail at Courthouse:** *(See page 2, June 28<sup>th</sup>, 2004 minutes, “In the Matter of Maintenance Department Issues”, Item 2, for related discussion)* The damaged center handrail at the east side of the Courthouse was removed. The new handrail arrived but it was not bent at the correct angle and was returned to Hayes Brothers, Inc. for adjustments.

**IN THE MATTER OF PERSONNEL ADMINISTRATOR ISSUES:**

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

1. **Howard Haven Superintendent Position:** *(See page 1, August 5<sup>th</sup>, 2004 minutes, “In the Matter of Howard Haven Residential Center Superintendent Position” for related discussion)* Mrs. McKillip introduced Mr. Thomas Tolen as the new Superintendent at Howard Haven. Mr. Tolen is scheduled to begin his tenure on August 23<sup>rd</sup>, 2004. Mr. Tolen thanked the Commissioners for giving him the opportunity to be the new Superintendent. He is looking forward to the challenges and opportunity of maintaining Howard Haven, restoring its good name, keeping it at full capacity, and hopes to make it a community asset.
2. **PAC Recommendations:**
  - a. **Sheriff’s Budget – Nurse:** *(See page 3, May 17<sup>th</sup>, 2004 minutes, “In the Matter of Personnel Administrator Issues – PAC Recommendations”, Item 1, for related discussion)* The Sheriff requested an increase in salary for two LPN Nurse positions from \$32,140 to \$34,320. Last month the Commissioners and the Council approved an increase in the LPN positions to \$32,140. Mrs. McKillip explained there was a misunderstanding regarding whether the pay was hourly or salary. The Sheriff intended the pay to be hourly and the PAC based their recommendation on a salary basis. As a result the Sheriff submitted a request for the additional amount to bring the annual pay up to \$34,320. The PAC reviewed the request on August 9<sup>th</sup>, 2004 and did not recommend an increase in salary at this time. After discussion and reviewing the job qualifications and liability that an LPN Nurse at the Sheriff’s Department is responsible for, the PAC recommends the following options:
    - The LPN Nurse salary should remain the current salary of \$32,140 as approved by the Council at the July 27, 2004 meeting.
    - The Council will review all county nurses’ salaries at budget time.

Mr. Raver made a motion to accept the PAC recommendations regarding the salary change for the two (2) LPN Nurses at the Sheriff’s Department and to forward the request to the Council. Mr. Bagwell seconded the motion, and it carried.
  - b. **2005 Budgets – Salary Increases/Job Title Changes:** The PAC spent approximately six hours on August 9<sup>th</sup>, 2004 discussing the individual department requests for changes to job titles and salaries for the Budget in 2005. The Commissioners decided to call a recess after discussion of the other items on the agenda today and reconvene on August 17<sup>th</sup>, 2004 at 3:00 p.m. to conduct a further, more detailed review.

**CONTINUED PUBLIC HEARING – 9:30 a.m. - UNSAFE BUILDING - 2255 SOUTH 350 WEST**

*The public hearing was opened at 9:20 a.m.*  
**Former Property Owners - Gregory and Sonya Ward**

The public hearing was continued from the May 3<sup>rd</sup>, 2004 meeting. *(See page 3, May 3<sup>rd</sup>, 2004 minutes for related discussion)*

Attorney J. Conrad Maugans represented (former) property owners Gregory & Sonya Ward. Attorney Maugans reported that the Wards finally received the settlement from their insurance company. On May 21, 2004, the property was sold to Steven W. and Debra A. Hunt. Part of the terms of the sale was that the Hunts would finish cleaning up the property. Approximately one month ago, the Wards visited the property and took a photograph of the site. The property has been cleaned up except for small pile of rubble. The Wards have expressed extreme gratitude for the patience of the Commissioners during the period of negotiations with their insurance company.

Plan Commission Director Glen Boise said he would visit the site next week to see whether the pile of rubble has been removed. If not, then Mr. Boise advised he would send a letter to the Wards.

Attorney Maugans assured that his clients would persuade the new owners to finish cleaning up the property. Attorney Murrell advised that the action taken to clean up the property was with the Wards; the Wards cannot pass that responsibility down to the Hunts just because the property was sold.

The Commissioners expressed appreciation for the positive report and hoped that a final report would be made at the next meeting.

**Public Hearing Closed**  
**9:35 a.m.**

**IN THE MATTER OF INFORMATION SYSTEMS DIRECTOR ISSUES:**

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

1. **Resolution No. 2004-BCC-18 - Internet Use Policy:** *(See page 4, August 2<sup>nd</sup>, 2004 minutes, “In the Matter of Information Systems Director Issues”, Item 5, for related discussion)* A policy has been drafted to establish guidelines for internet use that addresses issues of concern, liability, and risks to the County’s network. Mr. Tribby said currently there are no major usage issues within the County. The purpose of the policy is to be proactive rather than reactive to future situations. The policy would

give Information Systems a tool to maintain and monitor internet usage. The policy is not intended to limit innovation and creativity but to make sure the internet is used in a productive manner for business purposes. Section 5.4 of the Howard County Employees Handbook shall be amended immediately upon adoption of the Internet Policy.

Mr. Bagwell made a motion to approve Resolution No. 2004-BCC-18, A Resolution of the Howard County Board of Commissioners Adopting a County Internet Policy and Amending the County Employee Handbook. Seconded by Mr. Raver, the motion carried.

2. **Interoperability Communications Upgrade Wireless Project:** *(See page 4, August 2<sup>nd</sup>, 2004 minutes, "In the Matter of Information Systems Director Issues", Item 1, for related discussion)* A kick off meeting has been scheduled on Tuesday, August 17<sup>th</sup>, 2004 with Berbee Information Networks, the general contractor for the ICU Wireless Project. The project will begin very soon.
3. **Digital Voice Logging System:** *(See pages 5-6, August 2<sup>nd</sup>, 2004 minutes, In the Matter of E-911 Dispatch Issues" for related discussion)* Assistant E-911 Director Steve Kline and Mr. Tribby carefully reviewed the three quotes received for the digital voice logging system. Mr. Kline said Mobile Radio of Kokomo Inc. should be eliminated for the reason that they are a Lennox based system. That would leave a choice between ERS (Emergency Radio Service of Kokomo) and Word Systems Incorporated. Mr. Kline stated he needed to obtain further information from ERS regarding the compression they are quoting and requested deferring the discussion until the next meeting. No action was taken and the issue was continued to the next meeting by consensus.

#### **IN THE MATTER OF FLOOD MITIGATION AND STORM WATER TASK FORCE:**

Mr. Raver temporarily removed himself from the meeting in order to attend the first meeting of the Howard County and City of Kokomo Cooperative Flood Mitigation and Storm Water Task Force scheduled on August 16<sup>th</sup>, 2004 at 10:00 a.m. in Kokomo City Hall. As a matter of proper procedure, President John Harbaugh made a provision to vacate the chair when necessary in order to carry out the business of the Board.

Mr. Raver returned at approximately 10:50 a.m.

#### **IN THE MATTER OF THE DEPARTMENT OF HEALTH ISSUES:**

Executive Director Kris Conyers presented the following issues for Commissioner information and approval:

1. **Bioterrorism Coordinator Position:** Approximately one year ago the State Health Department talked about offering the local Health Department a full-time Bioterrorism Coordinator. The Centers for Disease Control and Prevention ("CDC") recently came through with the money to fund this position. The one-year guaranteed grant will start August 1, 2004 through July 31, 2005 with the possibility of a second year of funding. The salary for the full-time position is \$50,000. The County would not be obligated to this position beyond the scope of the grant. The Bioterrorism Coordinator shall assume the responsibilities of Bioterrorism Planning and Preparedness Training that is being conducted in the local health departments. Ms. Jennifer Sexton, Department Head Public Health Nursing, has been involved and would remain active with the Bioterrorism issues. The total amount of the grant is \$63,460; the salary portion is \$50,000; and \$13,460 is for miscellaneous expenses. The grant is reimbursable on a monthly basis, which means that the County would need to appropriate the money up front.  
  
Mrs. Conyers has spoken with Assistant County Attorney Brian Oaks about making the position a contract position. She plans to meet with Personnel Administrator Wanda McKillip to learn how a contract with the county should be structured. Mrs. Conyers recommended presenting the request to the Council as a contract position.  
  
Mr. Bagwell made a motion to authorize the Health Department to present this as a contract position to the Council to fulfill the position for a Public Health Bioterrorism Coordinator. Mr. Harbaugh seconded the motion, and it carried.
2. **Overtime Policy:** Due to the amount of responsibilities the employees in the health department have accumulated many hours of overtime. The employees are busy and do not have time to take the compensatory time off. Mrs. Conyers requested approval of a paid overtime policy that would compensate non-exempt employees with pay in lieu of comp time. She requested \$6,000 for overtime pay through the end of 2004 and would like to put \$6,000 into a line item for overtime in the Budget for 2005. Primarily this would be used for the Environmental staff. The Vital Records staff does not accumulate a lot of overtime. Mrs. Conyers plans to present the overtime issue to the Council at their next meeting on August 24<sup>th</sup>, 2004.
3. **Mutual Aid Agreement:** The State Department of Health put together a Mutual Aid Agreement that would allow local health departments to come to the aid, assist and coordinate with other local health departments in the event of a disaster or bioterrorism incident. Assistant County Attorney Brian Oaks reviewed the document and found no problems with the legal terminology. The agreement is set up to be renewed on an annual basis. However, by signing the document the County could be responsible to pay for personnel, equipment uses, and supplies during the assistance. Attorney Murrell commented there is an issue of reimbursement that needs to be looked at.

The Commissioners decided by consensus, to defer the Mutual Aid Agreement to the Council for an advisory opinion and then return the issue to the Commissioners for further discussion.

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

Clerk Mona Myers presented the following issues for Commissioner information and approval:

1. **Credit Card Bonding System:** *(See page 1, August 2<sup>nd</sup>, 2004 minutes, “In the Matter of Sheriff Department Issues”, Item 3, for related discussion)* Sheriff Talbert had expressed an interest in researching PayTrust Solutions (“PTS”), as an alternative method for posting bonds. The service was initially approved for use at the Kinsey Youth Center, which enables fees to be paid with a credit card. Last week Sheriff Talbert and County Clerk Mona Myers met with the President of PayTrust Solutions. Because there was a concern about writing a receipt before actually receiving the money, Ms. Myers contacted the State Board of Accounts. The State Board of Accounts responded with written permission for the Clerk’s Office to use the service. Ms. Myers requested approval from the Commissioners to implement this service for posting bonds and payment of traffic tickets, subject to Council approval. Because PayTrust has a different fee schedule for bonds, Attorney Murrell advised that a new or revised contract might be necessary. He suggested reviewing the present contract to see if it covers bonds and traffic tickets, and if not, then amend the contract to do so.
2. **Purchase New Copy Machine:** One of the three photocopy machines in the Clerk’s Office exceeded 1,000,000 copies and requires frequent repairs. An estimate was obtained from Shearer Printing and Office Solutions in the amount of \$9,481 to purchase a new copy machine. The current maintenance contract for the three copy machines is \$362.00 per month. Upon purchasing a new copier, the maintenance contract would be renegotiated at a cost of only \$225.00 per month, which would be a savings of \$137.00 per month. Ms. Myers advised there is money appropriated in her 2004 Budget to pay for the maintenance contract but not for a new copy machine. She asked the Commissioners if they would provide the funding to purchase the new copy machine.

Mr. Bagwell made a motion to request an appropriation of \$9,500 out of the Cumulative Capital Development Fund to purchase a new copy machine for the Clerk’s Office. Mr. Harbaugh seconded the motion, which carried.

3. **Consulting Proposal:** Mr. Charles Malinowski, conducted a presentation of his consulting services. Mr. Malinowski formerly worked for a company known as Maximus, which provides a service for recovering overhead costs from various funding sources. Mr. Malinowski explained he performs a Title IV-D review of what kind of job the Clerk’s Office, Prosecutors, and County Courts are doing. He complimented the County Clerk’s staff for doing an outstanding job. However, some areas exist in the Clerk’s Office in which additional funding could be acquired. Mr. Malinowski drafted a proposal to find \$4,000 to \$6,000 to be reimbursed to the General Fund.

Mr. Bagwell made a motion to take the issue under advisement until the next meeting. Seconded by Mr. Harbaugh the motion carried.

#### **IN THE MATTER OF RESERVE DEPUTY PROGRAM:**

Sheriff Marshall Talbert said the first two reservists have been selected to serve Howard County under the Reserve Deputy Program. Mark Byrd and Shane Gibson were sworn in by Clerk Mona Myers to serve as Reserve Deputies for the Howard County Sheriff’s Department.

Reserve Deputy Mark Byrd advised he has worked with Emergency Management Agency for 7 years and gained knowledge about law enforcement. He said, “Law enforcement is not just about arresting bad people and taking them to jail. It’s about helping good people in bad situations.” Deputy Byrd thanked the Commissioners for allowing the Sheriff to implement the Reserve Deputy Program. He stated appreciation that Sheriff Talbert and Major Steve Rogers for choosing Reserve Deputy Gibson and himself to participate in the pilot program.

Reserve Deputy Shane Gibson said he has participated in various affiliates of law enforcement since he was fourteen years old. He served in the Kokomo Police Cadets, attended law enforcement school, and served as a reserve deputy in Sheridan. He stated that he wanted to work closer to home and serve his home county. Deputy Gibson expressed his appreciation.

#### **IN THE MATTER OF GRANT REQUESTED GRANTS – SHERIFF DEPARTMENT:**

Sheriff Deputy Jerry Asher conducted a brief presentation on the following issues for Commissioner information and approval:

1. **Operation Pull Over Grant:** Deputy Asher reported that \$42,500 was received from the Operation Pull Over Grant last year. At the present time Deputy Asher was not sure how much money would be received for the 2005 grant. The program starts on October 1<sup>st</sup>, 2004 and continues through September 30<sup>th</sup>, 2005.

Mr. Bagwell made a motion to support the Operation Pull Over Program and the associated grant. Mr. Raver seconded the motion, which carried.

2. **Local Law Enforcement Block Grant:** While working for a law enforcement liaison through the state, Deputy Asher learned about a Local Law Enforcement Block Grant through the Indiana Criminal Justice Institute. The grant offers \$10,000 to sheriff and police departments to purchase specific supplies such as camera systems, radars, and portable breath testers. The County is required to pay 10% or \$1,000. Sheriff Talbert clarified that the Sheriff's Department would spend \$1,000 and get \$10,000 worth of equipment. Because there already is an ample supply of portable breath testers, Deputy Asher would like to purchase two camera systems and two hand held radar units for patrol cars.

Mr. Raver made a motion to approve the application for the Local Law Enforcement Block Grant in the amount of \$10,000. Mr. Bagwell seconded the motion, and it carried.

#### **IN THE MATTER OF STATEMENTS OF APPRECIATION:**

1. Attorney Murrell said he worked together with Sheriff Talbert in creating the Reserve Deputy Ordinance. He said Sheriff Talbert and his department should be commended for implementing the program, which will be a great asset to the Sheriff's Department of Howard County.

Sheriff Talbert stated that the program would begin with two very qualified individuals. Both deputies have previous law enforcement training. Furthermore, Shane Gibson is a qualified Emergency Medical Technician. Their equipment was purchased with Commissary funds. A Federal Law Enforcement Block Grant is anticipated in the amount of \$6,000 to \$7,000, which would pay for additional reserve equipment. Sheriff Talbert is pleased to have both deputies as member of the Reserve Deputy Program.

2. The Vice President of Central Bank sent a letter to express the bank's appreciation for the outstanding effort of Sheriff Talbert and his staff. The Sheriff was commended for the expeditious execution of a court order involving Central Bank. In addition the Sheriff's Department provided training on safety and hold up procedures to the bank personnel.

#### **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 August 16<sup>th</sup>, 2004 in the amount of \$64,131.77** were approved on a motion made by Mr. Bagwell. Seconded by Mr. Raver, the motion carried.
2. **Commissioner's Salary Claims for hourly, salary, and overtime payable for August 20<sup>th</sup>, 27<sup>th</sup>, and September 3<sup>rd</sup>, 2004** were considered. Mr. Raver made a motion to approve payment. Mr. Bagwell seconded the motion, and it carried.
3. The **Howard County Treasurers Report for the month of July 2004** was accepted on a motion made by Mr. Bagwell, seconded by Mr. Raver and carried.
4. **Police Vehicle Test Drive:** Mr. Neil Munsey from Eriks Chevrolet, Inc. sent a written invitation to the Commissioners to attend the General Motors Police Vehicle test drive event at the Indianapolis Motor Speedway on September 1<sup>st</sup>, 2004. Mr. Harbaugh plans to attend the event.
5. **An Analysis of Full-Time Employment in Lake County Government** was received and acknowledged by the Commissioners.
6. **The Budget for the Sheriff's Department** was reviewed to see if any appropriated money could be salvaged and to adjust some of their line items for next year. The Sheriff's Department has \$17,500 appropriated in equipment line items that could be transferred to the Cumulative Capital Development Fund. Auditor Lake spoke to Mr. Raver who recommended advertising the transfer. The process would free up an additional \$17,500 in the General Fund. Auditor Lake clarified that the transfer would simultaneously create an appropriation of additional money in one fund and a reduction in the other fund.

Mr. Raver made a motion to recommend to the Council that they appropriate \$17,500 out of the Cumulative Capital Development Fund for the equipment purchase and delete an equal amount of appropriations out of the General Fund. Mr. Bagwell seconded the motion, and it carried.

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

Attorney Larry Murrell had no issues to present at this time.

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

1. **Promotion of Economic Development Activity:** Mr. Bagwell recently attended a meeting with Economical Development and Chamber of Commerce. There is an opportunity for several organizations in the community to be community sponsors for the Indianapolis Colts Organization to promote economic development with groups in Indianapolis. Many corporations have suites at the Indianapolis Colts football games. Howard County was invited to participate in the program and help promote Kokomo and Howard County Economic Development activities. As part of this opportunity,

the Kokomo Tribune has committed to provide an equivalence of \$10,000 in advertising to promote the entire process. In addition, a Kokomo Howard County Day at the Colts is proposed. The corporate sponsorship costs \$5,000.

The Commissioners took this issue under advisement by consensus.

2. **GIS Update:** Mr. Raver reported that the GIS Steering Committee held a meeting last week and discussed moving forward with the project. A future presentation will be made to the Commissioners about using Reassessment Funds to purchase the initial GIS System. Information Systems Director Terry Tribby said the committee will meet again this week to refine the figures and define what the initial investment and ongoing expenses would be.
3. The Hendricks County Commissioners sent an invitation to an open house on August 20 - 21, 2004 because of their courthouse restoration program. Mr. Raver volunteered to attend the open house.
4. Mr. Tribby advised that the tax and assessment information is officially available on-line on the Howard County Website.
5. Mr. Raver discussed briefly the organizational meeting he attended earlier (10:00 a.m.) of the Howard County and City of Kokomo Cooperative Flood Mitigation and Storm Water Task Force.

There being no further business, Mr. Bagwell made a motion to recess the meeting until **3:00 p.m. on Tuesday, August 17<sup>th</sup>, 2004, in Hearing Room No. 338 of the Howard County Administration Center.** Mr. Raver seconded the motion, which carried. The meeting adjourned at 11:10 a.m.

**HOWARD COUNTY BOARD OF COMMISSIONERS AUGUST 17, 2004**  
**RECONVENED FROM AUGUST 16, 2004**

The Howard County Board of Commissioners regular meeting from Monday, August 16<sup>th</sup> reconvened on Tuesday, August 17<sup>th</sup>, 2004, at 3:00 p.m. in Hearing Room No. 338 of the Howard County Administration Center. Those in attendance included President John B. Harbaugh, Vice President Paul J. Raver, and Member Bradley J. Bagwell. Also present were County Attorney Lawrence Murrell, Personnel Administrator Wanda McKillip, and Auditor Martha Lake.

The meeting was called back in session and conducted by President John B. Harbaugh.

**IN THE MATTER OF CORRECTIVE QUITCLAIM DEED:**

A Corrective Quitclaim Deed was submitted for property described as 8-36-1B Price Lot 1 30 Ft. N End of 20 Ft. E. End (PIN 34-03-25-476-008.000-002). Auditor Martha Lake explained the property was sold in a Commissioners' tax sale in 1994. On January 2, 1997 the Howard County Board of Commissioners conveyed the property to Tony Elliott and this conveyance is documented in the Auditor's Office records, but the deed was not recorded and is lost. At the present time, Mr. Elliott wants to convey the property to someone else. A Corrective Quitclaim Deed was prepared to replace the lost deed and to accommodate the necessary recording process.

Mr. Raver made a motion to approve the Corrective Quitclaim Deed as discussed and authorize the President to sign on behalf of the Board. Mr. Bagwell seconded the motion, and it carried.

**IN THE MATTER OF PAC RECOMMENDATIONS TO COMMISSIONERS:**

(See page 4, August 16<sup>th</sup>, 2004 minutes, "In the Matter of Personnel Administrator Issues", Item 2, for related discussion)

After a thorough review of the salary increases and job title changes proposed by individual departments for the Budget in 2005, Personnel Administrator Wanda McKillip presented recommendations from the PAC as follows:

**ACCOUNT 001-0 05 SHERIFF'S DEPARTMENT:**

Line Item 1113 Deputy (requesting to transfer to Investigator and change titles) - Currently there are 18 Deputies. Because three (3) of the Deputies are performing the duties of an investigator, the Sheriff proposes to change their job title from Road Deputy, transfer them to Line Item 1113.01 Investigator, and the pay to remain the same. Basically this would only be a title change for three deputies and there would not be any increase in salaries or personnel. The overall general increase would apply to these positions. The Commissioners concurred with the PAC recommendations regarding the title changes and general salary increases for 2005.

Line Item 1113.01: Investigator (requesting a transfer of 3 Deputy positions from Line Item 1113) – The Commissioners were in agreement with the PAC recommendations.

Line Item 1114: Administrative Supervisor (requesting a title change to Clerical I) – The current Administrative Supervisor job duties have since changed and she is not actually supervising anyone. The Sheriff proposes to change the job title to Clerical I. The Commissioners were in concurrence with this recommendation.



Line Item 1114.01: Assistant Administrative Supervisor - In order to bring the clerical staff into alignment at the Criminal Justice Center, the Sheriff proposes to change the job titles for all eight positions to Clerical II, increase the salary from \$25,189.00 to \$26,244.00 and add whatever the general increase would be for the year-2005. This change would align the positions to the Second Deputy positions in other clerical departments.

Mr. Bagwell pointed out that an increase in the base salary of \$1,055.00 plus the general increase would be a significant increase for the seven employees. The Commissioners were unable to consent to a total increase of \$2,629.64 for each employee, especially if there were no significant changes to their job responsibilities. Mrs. McKillip commented that the employees would have additional duties and cross training on the various jobs.

In consideration of the Sheriff's objective to align job positions, the Commissioners made the following recommendations: *Allow a general increase on the \$25,189.00 for the seven Clerical II positions with a minimum that the salary goes up to \$26,244.00. Then the Assistant Administrative Supervisor salary would remain the same at \$26,244.00.*

Line Item 1118.01: Labor/Maintenance – Based on the job responsibilities, change the job title to Building Supervisor and increase the salary from \$29,034.00 to \$31,288.00, which is the same as Maintenance Supervisors in other buildings, and add the general increase.

The Commissioners concurred with the job title change from Labor/Maintenance to Building Supervisor and recommended increasing the salary to \$31,288.00 with no general increase for 2005. They suggested looking at aligning the position further at budget time next year.

Line Item 1119: Cook – Change job title to Food Service Supervisor and increase the salary from \$28,391.00 to \$28,485.00, the same as a Dietary Manager and add the general increase. Mrs. McKillip explained the title change is the result of legislative changes requiring the Cook to be classified as a Food Service Director/Supervisor and the cook staff to be classified as Food Handlers.

The Commissioners recommended the title change for cooks at both the Sheriff's Department and the Kinsey Youth Center. Mrs. McKillip stated she would make a note of the title change for the Kinsey Youth Center. In addition, the Commissioners were in agreement with the salary increases recommended by the PAC.

**\*\*\*THE COMMISSIONERS WERE IN CONCURRENCE WITH EACH OF THE FOLLOWING PAC RECOMMENDATIONS:**

**Account 001-005 Sheriff's Department:**

Line Item 1119.02 Matron – (requesting title change – Matron/Jail Lieutenant) The PAC recommended that the job title should not change and add the general increase to the salary for the year-2005.

Line Item 1119.08 Sergeant First Class – (Jail side) At the Sheriff's request, the PAC recommended changing the job title to Jail Lieutenant and whatever general increase is given.

**Account 001-013 Circuit Court I:**

Line Item 1117.05 and 1119.02 through 1122.03: The PAC recommended the standard 2% salary increases according to State Statute for the salaries of the Probation Officers and Shocap Tracker.

**Account 001-034 Adult Probation:**

Line Item 1111 through 1112.04: The PAC recommended the standard salary increases according to State Statute for Probation Officers.

**Account 001-009 Coroner:**

Line Item 1112 Chief Deputy and Line Item 1113 Part-Time Deputy Coroner: The PAC recommended a possible contract for both positions and a general increase.

**Account 001-018 Maintenance Department:**

Line Item 1113 Shift Supervisor – Job title to remain the same.  
Line Item 1117 Maintenance Tech One – Request to transfer one position to Tech Two.  
Line Item 1117.01 Maintenance Tech Two – Transfer of one position from Tech One.

**Account 001-032 Soil and Water:**

Line Item 1115 – Technical Part-time (requesting full-time position), increasing the salary from \$10,150.00 to \$29,320.00. The Commissioners concurred with the PAC recommendation of not changing the position to full-time.

**\*\*\*ADDITIONAL INFORMATION IS NEEDED REGARDING SALARY CHANGES BEFORE THE PAC WOULD BE ABLE TO MAKE RECOMMENDATIONS IN REGARD TO THE FOLLOWING ACCOUNTS:**  
*The Commissioners recommended that the individual departments justify the requests to the Council.*

**Account 001-013 Circuit Court:**

Line Item 1114 Baliff – The Baliff in Circuit Court is doing the same work as Court Reporters and Judge Murray would like to bring the pay up to the same level as the Court Reporters. The Commissioners decided to refer the request to the Council for consideration.

**Account 001-030 Public Defender:**

Line Item 1116 – Administrative Assistant (requesting new position) for proposed salary of \$30,750.00.  
Line Item 1117 – Investigator (requesting new position) for proposed salary of \$30,750.00.

**Accounts 001-035-037-038 Kinsey Youth Center:**

Line Item 1118 and 1118.01 – Nurse – The Commissioners agreed with PAC that the Council would recommend the salaries for Nurses.

Line Item 1120.01 – Dietary Manager – (Recommend title change to Food Service Supervisor, the same as the Sheriff's Cook, and add the general increase.

**Fund 010 Health Department:** The Commissioners recommended that the Health Department justify the following requests to the Council:

Line Item 1111 through 1115, 1118, 1120 through 1121 (requesting salary increases)

Line Item 1122 Overtime (requesting a new line item)

Line Item 1116 Environmental Health Coordinator (requesting a new employee) – The PAC recommended a Part-time position instead of a Full-time position and add the amount of the general increase.

Line Item 1119 Public Health Nurse (requesting a new employee) – The PAC recommended a Part-time position instead of a Full-time position and add the amount of the general increase. The Council will recommend salaries for Nurses.

In summary, the Commissioners recommended the general increase for all other Elected Officials, Department Heads, and County employees to be determined by the County Council for the year-2005. Regarding the requests that were not addressed at this meeting, the Commissioners recommended that the individual departments justify their requests to the Council during the budget hearings scheduled on August 24<sup>th</sup> – 26<sup>th</sup>, 2004. The 2005 Budget Adoption date is scheduled for September 8<sup>th</sup>, 2004.

There being no further business, Mr. Bagwell made a motion to adjourn. Mr. Raver seconded the motion, which carried. The meeting closed at 3:55 p.m.

**THE HOWARD COUNTY BOARD OF COMMISSIONERS**

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JOHN B. HARBAUGH, PRESIDENT

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PAUL J. RAVEN, VICE PRESIDENT

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BRADLEY J. BAGWELL, MEMBER

ATTEST:

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MARTHA J. LAKE, AUDITOR  
Commissioner Minutes, August 16<sup>th</sup> and 17<sup>th</sup>, 2004