

HOWARD COUNTY COUNCIL REGULAR MEETING JUNE 22ND, 2004

The Howard County Council met Tuesday, June 22nd, 2004 at 7:00 p.m., in Room 338 of the Howard County Administration Center. Those present were Council President Richard Miller, Council Vice President James Papacek and Council Members Dwight Singer, Jeffrey Stout, Stanley Ortman, Leslie Ellison and Ronald Gilman. Also present were County Attorney Larry Murrell, Personnel Administrator Wanda McKillip, and Auditor Martha Lake.

The meeting was called to order by Sheriff Marshall Talbert and conducted by President Richard Miller.

The minutes of the May 25th, 2004 Regular Meeting, having been previously reviewed, were approved as submitted on a motion made by Mr. Stout, seconded by Mr. Papacek, and carried.

IN THE MATTER OF COUNCIL OPENING COMMENTS:

Councilman Stanley Ortman took a few moments to thank the other Members for the acts of kindness extended to him in the days and weeks following the passing of his mother.

IN THE MATTER OF ORDINANCE NO. 2004-HCC-22 -- ADDITIONAL APPROPRIATIONS:

Ordinance No. 2004-HCC-22 was read in full for the first time by Auditor Martha Lake, and read in full for the second time by President Richard Miller. Ordinance No. 2004-HCC-22 was presented and acted upon as follows:

APPROPRIATION ADDITIONS REQUESTED:

	<u>REQUESTED:</u>	<u>APPROVED:</u>
<u>001 HOWARD COUNTY GENERAL FUND:</u>		
<u>023 HOWARD COUNTY COMMISSIONERS:</u>		
1121 Part-time – Personnel	\$ 3,000.00	\$ 3,000.00

Personnel Administrator Wanda McKillip explained that there are only two (2) full time employees in the Personnel Office and Administrative Assistant Vickie Hinkle is going to be off work 4-6 weeks for surgery. Office Intern Brandy Roseler is working for school credits for 10 hours per week. Ms. Roseler is working strictly on job descriptions attempting to meet a deadline projected for August 1st, 2004. A second intern is working 8 hours per week. Mrs. McKillip proposes to pay the interns to fill in while Mrs. Hinkle is on sick leave.

Mr. Papacek made a motion to appropriate \$3,000.00 to Line Item 1121 in Account 023. Mr. Stout seconded the motion, and it carried.

1512.03 Unemployment Compensation	\$ 35,000.00	\$ 35,000.00
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Auditor Martha Lake reported that this line item is operating in the red. An additional appropriation of \$35,000.00 will bring it out of the red and hopefully carry through to the end of 2004.

Mr. Papacek made a motion, seconded by Mr. Gilman and carried, to appropriate \$35,000.00 to Line Item 1512.03 Unemployment Compensation.

Total Commissioners’ Department:	\$ 38,000.00	\$ 38,000.00
Total General Fund:	\$ 38,000.00	\$ 38,000.00

105 HOWARD COUNTY ADULT PROBATION SUPPLEMENTAL USER FEES FUND:

1118 Part-time – Probation Office	\$ 2,000.00	\$ 2,000.00
Total Adult Probation User Fees Fund:	\$ 2,000.00	\$ 2,000.00

Chief Adult Probation Officer Gary Conwell advised that an employee in his department recently had surgery and will be absent for approximately six weeks. Mr. Conwell requested the additional appropriation to pay for help until the employee returns to work.

Mr. Papacek made a motion to allocate \$2,000.00 in Line Item 1118 out of Fund 105 Howard County Adult Probation. Seconded by Mr. Stout, the motion carried.

150 HOWARD COUNTY CUMULATIVE CAPITAL DEVELOPMENT FUND:

<u>000 HOWARD COUNTY INDIVIDUAL DEPARTMENT REQUESTS:</u>		
4306 Computer Upgrade - Surveyor	\$ 8,000.00	Withdrawn

County Surveyor Deputy Greg Lake initially requested an appropriation of \$8,000.00 to purchase GIS coordinating equipment to assist with development of the MS4 Program. On June 17th, 2004 the GIS Steering Committee met and a recommendation was made that County Departments should avoid duplication when purchasing GIS-type products. Mr. Lake found other software that would be more analogous to the GIS Project. In addition, an extra funding source is available to help with purchases related to the GIS Project. Mr. Lake withdrew the request for \$8,000 in Line Item 4306. Mr. Lake plans to return to the Council in July to present information on the new software and discuss an additional funding source.

Mr. Papacek made a motion to withdraw the appropriation request of \$8,000 in Line Item 4360 in Fund 150. Seconded by Mr. Stout, the motion carried.

4306.02 Machines and Equipment	\$ 22,605.00	\$ 22,605.00
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The current wide format printer/scanner in the Surveyor’s Office is extremely old; repair parts and service are no longer available. The current equipment does not have the capability to create back up data for the maps. A new wide format scanner would have the ability to scan all of the maps into the server for a backup. The new equipment would also have networking capabilities that would allow other departments to use the equipment.

Mr. Ortman made a motion to appropriate \$22,605.00 to Line Item 4306.02 in Fund 150. Mr. Stout seconded the motion, which carried.

4728 Jail Repair – Dispatch Center	\$ 9,125.00	\$ 9,125.00
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Assistant E-911 Communications Director Steve Kline discussed the need to install new carpet and new lighting at the Dispatch Center. The carpet has become worn and stained since its installation at the time the building was constructed. Installation of new indirect lighting would alleviate the glare on the computer monitors; task lighting would provide directional lighting for the consoles.

Mr. Papacek made a motion, seconded by Mr. Ortman and carried, to appropriate \$9,125.00 to Line Item 4728 as requested in Fund 150.

Total CCD Fund:	\$ 39,730.00	\$ 39,730.00
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500 HOWARD COUNTY ECONOMICAL DEVELOPMENT INCOME TAX FUND:

3226 County Museum – Miscellaneous Operating	\$ 13,000.00	\$ 13,000.00
Total EDIT Fund:	\$ 13,000.00	\$ 13,000.00

Museum Director Kelly Thompson appeared on behalf of the Howard County Historical Society. All four facilities of the Seiberling Museum are now climate controlled for storing artifacts. Ms. Thompson advised that the utility expenses are exceeding the budget projection because of the new climate control system.

The County allocated \$17,000 for utilities in 2004. Ms. Thompson reported that \$14,040 has been spent to date, leaving a balance of \$2,960 to finish the year. The average utility bills cost \$3,535 per month and the museum needs approximately \$25,000 to carry through to the end of the year. The Historical Society budgeted \$12,000 for utilities this year, which leaves a total of \$13,000 that the museum will not be able to cover through the end of this year. Therefore the Historical Society requested assistance with the utility costs through the end of the 2004-year.

The Howard County Historical Society raised almost \$500,000 over a three-year period for the new climate control system. In addition, the Society raised about \$100,000 for the annual operating budget. Because of a downward market, reserve funds were needed to make up some shortfalls. In the interim, the part time staff has been reduced and expenses have been cut. The Museum Board and staff are researching other ways to increase revenues and build up the reserve funds.

Various funding sources were discussed at the Commissioners’ meeting held on May 17th, 2004. A suggestion was made to approve an allocation to the museum’s operation out of EDIT funds at this time; then take a look at funding the entire operation, excluding salaries and benefits, out of Economic Development Income Tax (EDIT) Fund for the 2005 budget year.

Mr. Stout made a motion to appropriate \$13,000 to Line Item 3226 in Fund 500 Economic Development Income Tax for the museum to use for operation expenses through the end of the year 2004. Mr. Papacek seconded the motion, and it carried.

511 HOWARD COUNTY JUV. PROB. COMMUNITY CORRECTIONS GRANT FUND -- 2004-2005:

1111 SHOCAP Tracker	\$ 25,691.00	\$ 25,691.00
1521 FICA	\$ 1,966.00	\$ 1,966.00
1522 PERF	\$ 2,261.00	\$ 2,261.00
1523 Insurance	\$ 8,132.00	\$ 8,132.00
1524 Unemployment Comp.	\$ 1,966.00	\$ 1,966.00
3120 Professional Services	\$ 16,148.00	\$ 16,148.00
3590 Contract Services	\$ 10,000.00	\$ 10,000.00
3213 Travel	\$ 2,000.00	\$ 2,000.00
3350 Prevention	\$ 5,136.00	\$ 5,136.00
Total Juv. Community Corrections Grant Fund:	\$ 73,300.00	\$ 73,300.00

Chief Juvenile Probation Officer Don Travis was unable to attend the meeting. He provided a written explanation regarding the requests. The appropriations are necessary for the continuation of the SHOCAP Tracker Grant from the Indiana Department of Corrections. The figures presented tonight are in the same amount as those appropriated in Fund 522 for fiscal year July 1, 2003 to June 30, 2004.

Mr. Papacek made a motion to appropriate \$73,300.00 to the line items listed above in Fund 511 Howard County Juvenile Probation Community Corrections Grant Fund. The motion was seconded by Mr. Gilman and carried.

515 HOWARD COUNTY SHERIFF’S MISDEMEANANT GRANT FUND:

2360 Supplies	\$ 3,558.00	\$ 3,558.00
4710 Equipment	\$ 5,600.00	\$ 5,600.00
Total Misdemeanant Grant Fund:	\$ 9,158.00	\$ 9,158.00

Sheriff Marshall Talbert explained the request is to purchase uninterrupted power equipment to operate the doors at the Criminal Justice Center in the event of a power failure.

Mr. Papacek made a motion to appropriate a total of \$9,158.00 to the line items listed above in Fund 515. Mr. Ortman seconded the motion, and it carried.

TOTAL ADDITIONAL APPROPRIATIONS			
ALL FUNDS:	\$ 175,188.00	\$	167,188.00

IN THE MATTER OF RESOLUTION NO. 2004-HCC-13 -- TRANSFERS:

Resolution No. 2004-HCC-13 addressing requested transfers was presented and read in full for Council information. The following actions were taken:

TRANSFERS:		AMOUNT:	
FROM:	TO:	REQUESTED:	ALLOWED:

001 HOWARD COUNTY GENERAL FUND:

018 HOWARD COUNTY BUILDING & GROUNDS (Maintenance) DEPARTMENT:

2333	Institutional	4320	Grounds	\$ 1,000.00	\$ 1,000.00
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Maintenance and Grounds Superintendent Thomas Harrison explained that some costs were incurred during the beautification project of the County parking lots used by the Administration Center and Government Center. Mr. Harrison requested a transfer of \$1,000.00 from the Institutional to Grounds line item to pay for the outstanding bill resulting from the project.

Mr. Papacek made a motion to approve the transfer from Line Item 2333 to Line Item 4320 as outlined by Mr. Harrison. Mr. Gilman seconded the motion, and it carried.

027 CITY OF FIRSTS AUTOMOTIVE HERITAGE MUSEUM, INC. (Civic Center/Auto Museum):

1111	Director	1112	Events Coord./Mrktg. Assist.	\$ 1,000.00	Tabled
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Mr. Singer made a motion to table the transfer request until the next meeting in July. Seconded by Mr. Ortman, the motion carried.

150 HOWARD COUNTY CUMULATIVE CAPITAL DEVELOPMENT FUND:

001 HOWARD COUNTY INFORMATION SYSTEMS DEPARTMENT:

3120.02	Contract Services	1115	Overtime	\$ 5,000.00	\$ 5,000.00
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Information Systems Director Terry Tribby presented an update on the Property Record Internet Access Project: NX Communications is working on resolving problems related to posting tax and assessment information on the internet. They are performing additional testing to make sure the data is correct before publishing it on the County website. Once the tax and assessment data has been downloaded to the internet website and the process is tested, the information would be ready to go online.

Mr. Tribby commended NX Communications persistence and hard work on the project. He affirmed that NX Communications has done an excellent job. NX was successful in deciphering the ProVal program and has fulfilled all promises made to Howard County.

In regard to the transfer request, Mr. Tribby submitted a list of a large number of projects currently being implemented by the Information Systems Department. The number one priority is the Interoperability Communications Upgrade Wireless Project. This project is to set up the backbone for a wireless network between the Administration Center and five (5) public safety agencies (The Criminal Justice Center, Kokomo Police and Fire Departments, E-911 Dispatch, and Emergency Management Agency). The project is Federally funded with no local match required. Proposals that have been received for the project will be opened at the next Commissioner meeting on June 28th, 2004. The various agencies involved requested Mr. Tribby to be the Project Manager. Another 80 users will be added to the network, so support to manage the network will consume a significant amount of time. Some of the other projects listed are state and federal mandates. In order to complete the projects, Information System employees need to work extra hours. Mr. Tribby estimated that the transfer of \$5,000.00 would carry the Overtime line item through to the end of the year.

Mr. Singer suggested hiring a part-time person in lieu of paying overtime. Mr. Tribby stated he proposes to hire an intern with the current Part-time funds but the internship does not begin until sometime in August. Mr. Tribby stated that the current employees are already familiar with the current projects. Mr. Tribby said it would be difficult to find someone with the degree of skill and knowledge necessary to serve the projects productively.

Discussion ensued regarding alternate solutions to provide compensation for overtime hours; or possible contractual work. The Council stated concerns about having enough funds to pay overtime for the Information Systems Department to complete future projects.

Mr. Tribby mentioned that the E-911 Communications Director has recently submitted his resignation. The Director is leaving and taking with him a vast amount of knowledge and experience. Mr. Tribby said it is very possible that E-911 Dispatch would need Information Systems to help fulfill some of the network tasks until a new Director becomes acclimated.

Mr. Tribby assured the Council that he would continue to search for answers to accommodate the increasing workload of his department. In the meantime, he concluded that the transfer would be a quick, frugal solution to the problem.

Mr. Papacek mirrored the concerns about bringing in a new person with a lack of knowledge and necessary skills for the projects. He agreed that compensating the current non-exempt employees with time off would compound the problem. Following these remarks, Mr. Papacek made a motion to approve the transfer of \$5,000.00 from Line Item 3120.02 Contract Services to Line Item 1115 Overtime in Fund 150. Seconded by Mr. Gilman, the motion carried.

<u>522 HOWARD COUNTY SHOCAP TRACKER GRANT FUND:</u>					
3350	Prevention	2360	Prevention Supplies	\$ 2,000.00	\$ 2,000.00
3350	Prevention	4722	Prevention Equipment	\$ 1,500.00	\$ 1,500.00

(For clarification this is the 2003-2004 grant fund)

Chief Juvenile Probation Officer Don Travis was unable to attend the meeting. The transfer request is simply a matter of housekeeping with regard to the fiscal year of July 1, 2003 to June 30, 2004.

Mr. Papacek made a motion to approve the transfer requests in the line items listed above. Mr. Singer seconded the motion, and it carried.

IN THE MATTER OF SALARY ORDINANCE NO. 2004-HCC-23 – AMENDING THE EXISTING SALARY ORDINANCE FOR 2004:

A motion was made by Mr. Singer, seconded by Mr. Ortman, and carried to approve Amended Salary Ordinance 2004-HCC-23 as read. The amended salaries, any changed position titles and all other pertinent information is shown as follows:

POSITION/NUMBER/SALARY			REQUEST:	APPROVED:	YTD:
<u>023 HOWARD COUNTY COMMISSIONERS:</u>					
1121	Part-time – Personnel	\$3,000	\$ 3,000.00	+\$ 3,000.00	\$ 6,000.00
<u>027 CITY OF FIRSTS AUTOMOTIVE HERITAGE MUSEUM, INC. (Civic Center/Auto Museum):</u>					
1111	Director	1 @\$36,000	-\$ 1,000.00	Tabled	\$36,000.00
1112	Events Coord./Mrktg. Assist.	1 @\$28,000	+\$ 1,000.00	Tabled	\$28,000.00
<i>(Effective January 1, 2004)</i>					
<u>105 HOWARD COUNTY ADULT PROBATION SUPPLEMENTAL USER FEES FUND:</u>					
1118	Part-time – Probation Office -- New		\$ 2,000.00	\$ 2,000.00	\$ 2,000.00
<u>150 HOWARD COUNTY CUMULATIVE CAPITAL DEVELOPMENT FUND:</u>					
<u>001 HOWARD COUNTY INFORMATION SYSTEMS DEPARTMENT:</u>					
1115	Overtime New		\$ 5,000.00	\$ 5,000.00	\$ 5,000.00
<u>511 HOWARD COUNTY JUV. PROB. COMMUNITY CORRECTIONS GRANT FUND 2004-2005:</u>					
1111	SHOCAP Tracker		\$25,691.00	\$ 25,691.00	\$25,691.00

IN THE MATTER OF NEW LONDON CONSERVANCY DISTRICT SEWER PROJECT:

County Attorney Larry Murrell gave a brief background regarding Howard County’s involvement with New London since its inception of a Conservancy District. New London has recently applied for a grant from the Indiana Department of Commerce to improve the sewer system operation. New London can only upgrade to a certain point and then Russiaville has consented to assume the operation of the Conservancy District. As a condition of the grant, New London needed to come up with local match money in the amount of \$35,000.00. The Conservancy District requested the County’s help to procure the match money. The County drafted an Interlocal Agreement to loan \$35,000.00 to New London from County EDIT Funds. The loan shall be used only for the required local match funs. New London shall repay the \$35,00.00 to the County without interest in 15 equal installments. The agreement requires New London to increase its monthly user fees to customers in an amount sufficient to repay the loan. New London has worked with a financial advisor to project the amount of increase needed. Mr. Steve Johnson of the New London Conservancy District has sanctioned the agreement. Attorney Murrell presented the following documents for Council approval:

1. **Ordinance No. 2004-HCC-24**, an Ordinance of the Howard County Council Approving the Interlocal Agreement Between Howard County and The New London Conservancy District (and authorizing the Board of Commissioners to sign the document on behalf of Howard County).
2. **Interlocal Agreement Between Howard County and The New London Conservancy District.**

Mr. Papacek made a motion to approve Ordinance No. 2004-HCC-24 and the Interlocal Agreement Between Howard County and The New London Conservancy District as presented. Mr. Singer seconded the motion, and it carried.

IN THE MATTER OF KINSEY YOUTH CENTER:

Kinsey Youth Center Director Janet Weaver was unable to attend the meeting and submitted a letter of explanation.

The commercial clothes dryer at the Kinsey Youth Center stopped working and is beyond repair. Kinsey Youth Center does not have money in any other fund to pay for an emergency purchase. A bill was received from Industrial Specialty Supply Company for a replacement at a cost of \$3,203.75. Ms. Weaver advised that she would attend the next Commissioners meeting on June 28 and the Council Meeting on July 27 to request an additional appropriation of \$4,000 out of Cumulative Capital Development Fund to pay for the replacement.

IN THE MATTER OF SHERIFF DEPARTMENT ISSUES:

Sheriff Marshall Talbert presented the following issues for Council information:

- 1. Communications Director **Tony Ramsey submitted a letter of resignation**, effective July 2, 2004.
- 2. The **new prisoner transport van** with the Mavron insert has been parked outside, and is available for viewing after the meeting.

IN THE MATTER OF MISCELLANEOUS BUSINESS:

- 1. **Letter of Appreciation:** The Council acknowledged a letter from Mr. Richard Hamilton, President of the Kokomo Howard County Chamber of Commerce. The Chamber thanked the Council for the financial support of \$9,000 from the 2004 EDIT Funds.
- 2. Copies of the **Soil and Water Conservancy District** May 19th minutes, and the agenda for the June 23rd, 2004 meeting were provided to the Council.
- 3. **Ad hoc Finance Committee:** Auditor Martha Lake stated that an ad hoc finance committee was organized last year to study 2004 Budget issues. Budget time for 2005 is nearly here and the Auditor asked if the Council would be interested in continuing the custom. The Council agreed, by consensus, to meet again this year to discuss the upcoming budgets for 2005.
- 4. **Howard Haven Organizational Issues:** At the June 7th, 2004 meeting, the Board of Commissioners recommended that organizational issues at Howard Haven be considered. The Commissioners were interested in appointing a subcommittee consisting of one Commissioner Representative and two Council Representatives to discuss plans on how to structure the organization of Howard Haven. Commissioner Paul Raver, appointed to serve on the committee, was present to request input from the Council. Mr. Miller appointed Mr. Papacek and Mr. Stout to serve as representatives on the committee.
- 5. **Medical Insurance Update:** Personnel Administrator Wanda McKillip informed the Council that the Insurance Committee met about two weeks ago. The claims are doing well this year compared to 2003. The Insurance Committee would like to maintain the current benefits and look at options for improvements. The next meeting will be scheduled sometime in July.

There being no further business to come before the Council, Mr. Papacek made a motion to adjourn. The motion was seconded by Mr. Singer and carried. The meeting adjourned at 8:15 p.m.

HOWARD COUNTY COUNCIL:

Richard H. Miller, President

James Papacek, Vice President

Ronald Gilman, Councilman

Dwight Singer, Jr., Councilman

Leslie Ellison, Councilman

Stanley Ortman, Councilman

Jeffrey Stout, Councilman

Attest:

MARTHA J. LAKE, AUDITOR
County Council Minutes, June 22nd, 2004