

HOWARD COUNTY COUNCIL REGULAR MEETING OCTOBER 25, 2016

The Howard County Council met in Regular Session on Tuesday, October 25, 2016, at 4:00 p.m. in Hearing Room 338 of the Administration Center. Those in attendance included President Richard Miller, Vice President Jim Papacek, and members Stan Ortman, Les Ellison, Jeff Stout, John Roberts, and Dwight Singer. Also in attendance were County Attorney Larry Murrell and Auditor Martha Lake.

The meeting was called to order by Sheriff Steve Rogers and conducted by President Miller. Mr. Miller led in the Pledge of Allegiance and Mr. Papacek offered a word of prayer.

IN THE MATTER OF APPROVAL OF MINUTES:

The minutes of the Regular Meeting and 2017 Budget Sessions, August 23, 24, 25, 26 and September 7 and 14, 2016, having been previously submitted and reviewed, were approved on a motion made by Mr. Papacek, seconded by Mr. Singer and carried.

IN THE MATTER OF ORDINANCE NO. 2016-HCCO-36 – ADDITIONAL APPROPRIATIONS:

Auditor Martha Lake read Ordinance No. 2016-HCCO-36 – Additional Appropriations through one time in full, and they were acted upon as follows:

<u>1000</u>	<u>Howard County General Fund</u>	AMOUNT REQUESTED:	APPROVED:
<u>013</u>	<u>Howard County Circuit Court</u>		
01115.01	Security Officer	\$ 212.54	\$ 212.54

On behalf of Circuit Judge Lynn Murray, Auditor Martha Lake described this additional request as a “housekeeping” item to correct a deficit 2015 encumbrance for this line item.

A motion was made by Mr. Papacek to approve the request of \$212.54 to line item 01115.01, Security Officer. The motion was seconded by Mr. Ortman and carried.

<u>2000</u>	<u>Howard County Adult Probation Administrative Fee</u>		
03500.00	Transfer Fund	\$ 50,000.00	\$ 50,000.00

On behalf of Chief Probation Officer Dustin Delong, Auditor Lake submitted this request to increase the appropriation line in order to transfer monies to other funds that it supports.

A motion was made by Mr. Ortman to approve the request of \$50,000.00 to line item 03500.00, Transfer Fund. The motion was seconded by Mr. Singer and carried.

<u>9122</u>	<u>Howard Co Community Crossing Grant – Road Construction Fund</u>		
22430.00	Bituminous	\$ 556,716.49	\$ 556,716.49

On behalf of Highway Engineer / Superintendent Ted Cain, Auditor Lake explained the request as an appropriation supported by the Special COIT Distribution money received by the State. The \$556,716.49 is $\frac{3}{4}$ of the amount the County received of the Special Distribution, and is to be used for road repair. Mr. Cain is currently working on the road projects that are supported from this Grant.

A motion was made by Mr. Papacek, seconded by Mr. Ellison and carried, to approve the request of \$556,716.49 to line item 22430.00, Bituminous.

TOTAL ADDITIONALS ALL FUNDS:	\$ 606,929.03	\$ 606,929.03
-------------------------------------	----------------------	----------------------

IN THE MATTER OF RESOLUTION NO. 2016-HCCR-29 TRANSFERS:

Auditor Lake read through Resolution No. 2016-HCCR-29 – Transfers, one time in full, and it was acted upon as follows:

	Transfer From:	To:	REQUESTED:	ALLOWED:
<u>1000</u>	<u>Howard County General Fund</u>			
<u>003</u>	<u>Howard County Treasurer's Office</u>			
032120.00	Postage	01114.00 Second Deputy	\$ 2,249.79	\$ 2,249.79

On behalf of Treasurer Wes Reed, Auditor Lake presented this transfer request as a correction of an error in the original line reduction.

<u>007</u>	<u>Howard Co Extension Office</u>			
01117.00	Part-Time	01112.00 Clerical Coord	\$ 474.38	\$ 474.38
01117.00	Part-Time	01113.00 Computer Admin	\$ 503.87	\$ 503.87

On behalf of Extension Officer Paul Marcellino, Auditor Lake explained that this transfer request is a housekeeping issue to correct encumbrance deficits.

<u>009</u>	<u>Howard Co Coroner</u>			
01117.00	Part-Time	03263.02 Med/Hosp Autopsy	\$ 14,000.00	\$ 14,000.00

Coroner Jay Price needs additional money to cover costs in the Med/Hosp Autopsy line. He will need more money before the end of the year and plans to submit an Additional Appropriation Request at the November meeting.

<u>011</u>	<u>Center Township Assessor's Office</u>			
01117.00	Part-Time	01113.00 First Deputy Asses	\$ 480.00	\$ 480.00

The Center Township Assessor request is to correct encumbrance deficits.

<u>020</u>	<u>County Home Howard Haven</u>			
01112.00	Assistant Superintendent	01117.00 Part-Time	\$ 8,745.00	\$ 8,745.00
01118.00	Overtime	01111.00 Superintendent	\$ 91.18	\$ 91.18

Howard Haven Superintendent Jennifer Brower informed the Council that the first request is to replenish the Part-Time line item to make up for the extra part-time needed between February and June, due to the absence of the Assistant Superintendent. The 2nd transfer request is to correct an encumbrance deficit. Councilman Papacek took this opportunity to commend Ms. Brower and her staff for heroic measures taken to protect the residents during the tornado that touched down on the Howard Haven property in August.

<u>032</u>	<u>Howard Co Soil & Water</u>			
01117.00	Tech Part-Time	01114.00 Resource Conservationist	\$ 25.00	\$ 25.00

Ms. Lake commented that this request is to correct an encumbrance deficit.

<u>1120</u>	<u>Howard Co Jail & Juvenile COIT</u>			
<u>025</u>	<u>Jail</u>			
01119.01	Correction Officer	01122.00 Correction Overtime	\$ 150,000.00	\$ 150,000.00

Sheriff Rogers commented that this transfer request is to cover hours while the Department is down six (6) Corrections Officers. They have been recruiting but still have several positions that remain unfilled. Jail population is at four hundred seventeen (417) with eighty-seven females on site and four females housed at Miami County.

<u>035</u>	<u>Kinsey – Shelter Care</u>			
01118.00	Nurse	01119.02 Part-Time Shift Super	\$ 1,000.00	\$ 1,000.00
01123.00	Overtime Nurse	01119.02 Part-Time Shift Super	\$ 500.00	\$ 500.00
01116.00	Janitor	01119.01 Shift Supervisor	\$ 2,000.00	\$ 2,000.00
02340.00	Food	01120.02 Cooks	\$ 2,000.00	\$ 2,000.00
02374.05	Care Individual/Res Needs	04721.00 Equipment	\$ 3,400.00	\$ 3,400.00
02323.00	Batteries	04721.00 Equipment	\$ 400.00	\$ 400.00
02340.00	Food	04721.00 Equipment	\$ 1,150.00	\$ 1,150.00
01115.01	Sec/Bookkeeper	01111.00 SC Asst PD/Cswrker	\$ 295.08	\$ 295.08

01115.01	Sec/Bookkeeper	01112.00	Director	\$	131.40	\$	131.40
01115.01	Sec/Bookkeeper	01112.01	Labor/Maint	\$	148.68	\$	148.68
01115.01	Sec/Bookkeeper	01112.02	Maint Tech One	\$	175.76	\$	175.76
01115.01	Sec/Bookkeeper	01114.00	Admin Assistant	\$	54.51	\$	54.51
01115.01	Sec/Bookkeeper	01117.01	Asst Director	\$	70.69	\$	70.69
<u>038</u>	<u>Kinsey Secure</u>						
01118.00	Nurse	01119.02	Part-Time Shift Super	\$	1,000.00	\$	1,000.00
01123.00	Overtime Nurse	01119.02	Part-Time Shift Super	\$	500.00	\$	500.00
01116.00	Janitor	01119.01	Shift Supervisor	\$	2,000.00	\$	2,000.00
02340.00	Food	01120.02	Cooks	\$	2,000.00	\$	2,000.00
01115.00	Sec/Bookkeeper	01112.00	Director	\$	24.08	\$	24.08
01115.00	Sec/Bookkeeper	01112.01	Labor/Maint	\$	114.91	\$	114.91
01115.00	Sec/Bookkeeper	01112.02	Maintenance / Tech One	\$	175.76	\$	175.76
01115.00	Sec/Bookkeeper	01113.00	SD Program Dir	\$	335.51	\$	335.51
01115.00	Sec/Bookkeeper	01114.00	Admin Asst	\$	43.77	\$	43.77
01115.00	Sec/Bookkeeper	01117.01	Assistant Director	\$	78.80	\$	78.80

Kinsey Director Jeff Lipinski reported that he, too, has had some difficulty with staffing and recruiting. He reminded the Council members that last year they gave up the Residential Care program and expanded the Shelter Care program to two (2) programs. All but three of the transfer requests are for correcting the 2015 encumbrance deficits. The transfer request for the Cooks line item; the transfer requests for the Part-Time Shift Supervisor line items; the transfer requests into the Equipment line items for purchase of a new dishwasher; these are all needed transfers to see them through to the end of the year.

A motion was made by Mr. Ortman to approve all the transfer requests as submitted. The motion was seconded by Mr. Ellison, and carried.

IN THE MATTER OF ORDINANCE NO. 2016-HCCO-37 – AMENDING SALARY ORDINANCE FOR 2016:

Auditor Martha Lake read Ordinance No. 2016-HCCO-37 – Amending Salary Ordinance for 2016 through one time, and it was acted upon as follows:

<u>1000</u>	<u>Howard County General Fund</u>	<u>REQUESTED:</u>	<u>APPROVED:</u>
<u>003</u>	<u>Howard County Treasurer</u>		
01114.00	Second Deputy	\$ 2,249.79	\$ 2,249.79
<u>007</u>	<u>Howard County Extension Office</u>		
01112.00	Clerical Coordinator	\$ 474.38	\$ 474.38
01113.00	Computer Admin	\$ 503.87	\$ 503.87
01117.00	Part-Time	\$ (978.25)	\$ (978.25)
<u>009</u>	<u>Howard Co Coroner</u>		
01117.00	Part-Time	\$ (14,000.00)	\$ (14,000.00)
<u>010</u>	<u>Center Twp Assessor</u>		
01117.00	Part-Time	\$ (480.00)	\$ (480.00)
01113.00	First Deputy	\$ 480.00	\$ 480.00
<u>020</u>	<u>County Home Howard Haven</u>		
01112.00	Assistant Superintendent	\$ (8,745.00)	\$ (8,745.00)
01118.00	Overtime	\$ (91.18)	\$ (91.18)
01117.00	Part-Time	\$ 8,745.00	\$ 8,745.00
<u>032</u>	<u>Howard County Soil & Water</u>		
01117.00	Tech Part-Time	\$ (25.00)	\$ (25.00)
01114.00	Resource Conservationist	\$ 25.00	\$ 25.00

<u>1120</u>	<u>Howard Co Jail & Juvenile COIT</u>		
<u>025</u>	<u>Jail</u>		
01119.01	Correction Officer	\$ (150,000.00)	\$ (150,000.00)
01122.00	Correction Overtime	\$ 150,000.00	\$ 150,000.00
<u>035</u>	<u>Kinsey Shelter Care</u>		
01118.00	Nurse	\$ (1,000.00)	\$ (1,000.00)
01123.00	Overtime Nurse	\$ (500.00)	\$ (500.00)
01116.00	Janitor	\$ (2,000.00)	\$ (2,000.00)
01115.01	Sec/Bookkeeper	\$ (876.11)	\$ (876.11)
01119.02	Part-Time Shift Supervisor	\$ 1,000.00	\$ 1,000.00
01119.01	Part-Time Shift Supervisor	\$ 500.00	\$ 500.00
01120.02	Cooks	\$ 2,000.00	\$ 2,000.00
01111.00	SC Asst PD/Caseworker	\$ 295.08	\$ 295.08
01112.00	Director	\$ 131.40	\$ 131.40
01112.01	Labor/Maintenance	\$ 148.68	\$ 148.68
01112.02	Maintenance Tech One	\$ 175.76	\$ 175.76
01114.00	Admin Assistant	\$ 54.51	\$ 54.51
01117.01	Assistant Director	\$ 70.69	\$ 70.69
<u>038</u>	<u>Kinsey Secure Care</u>		
01118.00	Nurse	\$ (1,000.00)	\$ (1,000.00)
01123.00	Overtime Nurse	\$ (500.00)	\$ (500.00)
01116.00	Janitor	\$ (2,000.00)	\$ (2,000.00)
01115.00	Sec/Bookkeeper	\$ (772.83)	\$ (772.83)
01119.02	Part-Time Shift Supervisor	\$ 1,000.00	\$ 1,000.00
01119.02	Part-Time Shift Supervisor	\$ 500.00	\$ 500.00
01119.01	Shift Supervisor	\$ 2,000.00	\$ 2,000.00
01120.02	Cooks	\$ 2,000.00	\$ 2,000.00
01112.00	Director	\$ 24.08	\$ 24.08
01112.01	Labor/Maintenance	\$ 114.91	\$ 114.91
01112.02	Maintenance Tech One	\$ 175.76	\$ 175.76
01113.00	SD Program Director	\$ 335.51	\$ 335.51
01114.00	Admin Assistant	\$ 43.77	\$ 43.77
01117.01	Assistant Director	\$ 78.80	\$ 78.80

A motion was made by Mr. Papacek to approve Salary Ordinance No. 2016-BCCO-37 – Amending Salary Ordinance for 2016 as submitted. The motion was seconded by Mr. Singer and carried.

IN THE MATTER OF ORDINANCE NO. 2016-HCCO-39:

Ordinance No. 2016-HCCO-39, an ordinance of the Howard County Council granting the Recorder's request to use \$125,000.00 from the Recorder's Perpetuation Fund to supplement the Recorder's 2017 budget, was submitted by Howard County Recorder Brook Cleaver. The Affidavit was signed by Ms. Cleaver. A motion was made by Mr. Singer to approve Ordinance No. 2016-HCCO-39 as submitted. The motion was seconded by Mr. Papacek and carried.

IN THE MATTER OF OTHER COUNCIL BUSINESS:

Auditor Martha Lake spoke to the Council members concerning the software change in the Auditors Financial Office, Treasurer Office, and Personnel Office. She distributed copies of the number change that will take place with this new software.

*There being no further business to come before the County Council at this time,
the meeting was adjourned at 4:51 p.m. on a motion made by
Mr. Papacek, seconded by Mr. Roberts and carried.*

HOWARD COUNTY COUNCIL:

RICHARD H. MILLER, PRESIDENT

JAMES T. PAPACEK, VICE PRESIDENT

LESLIE W. ELLISON, MEMBER

STANLEY E. ORTMAN, MEMBER

JEFFREY A. STOUT, MEMBER

JOHN J. ROBERTS, MEMBER

DWIGHT V. SINGER, MEMBER

ATTEST:

MARTHA J. LAKE, AUDITOR

Howard County Council October 25, 2016 Meeting