



*Highway Issues”, Item 3, for related discussion)* An Underwater Bridge Inspection Supplemental Agreement with the Indiana Department of Transportation was received, authorizing Butler, Fairman and Seufert to proceed with the work as set out in the agreement. The federal government will pay 80% of the cost of the federally mandated underwater inspections. Mr. Cain will provide a copy to Butler, Fairman and Seufert.

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

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

1. **Inmate Population Report:** The average daily inmate population is 280. Captain Harold Vincent will have the jail report for the month of November at the December 15<sup>th</sup>, 2003 Commissioners’ meeting.
2. **Personnel Update:** Sergeant Larry Shipman was due to report to Camp Atterbury on December 1<sup>st</sup>, 2003 but it has been changed to after the Christmas Holidays. Sergeant Shipman will likely be leaving by January 1<sup>st</sup>, 2004. Sheriff Talbert hopes to move Scott Waymire into the open position. Corporal David McKinney will assume the permanent position vacated upon the death of Lieutenant Don Howard. These changes would eliminate the Commissary Deputy position until Sergeant Shipman returns.
3. **Audio – Video Recording Equipment:** *(See page 2, November 17<sup>th</sup>, 2003 minutes, “In the Matter of Sheriff Department Issues”, Item 3, for related discussion)* The project to install real time audio-video equipment in the Book-In area is proceeding. The City has committed to assume a portion of the cost and will disburse a check to the County sometime this week.
4. **Computer Equipment Update:** Information Systems Director Terry Tribby is working together with Art Fross to look into to what it would take to hardwire the computers in the pods into the network. At the Sheriff’s request, this will not include internet capability. The computer updates will streamline the process when the guards generate reports and improve inside communications to other areas of the facility.
5. **Handicap Access to Jail:** At the present time, the front doors at the jail are not handicap accessible. Sheriff Talbert is scheduled to attend a meeting with the Howard County Community Foundation after January 1<sup>st</sup>, 2004 to seek financial assistance or a partial grant to implement handicap access. An estimate was obtained from Kokomo Glass Shop Inc. in the amount of \$3,900.00 to install the switches and mechanisms to operate the doors.
6. The **Sheriff Deputy station** from the first floor of the Courthouse has been disassembled and reassembled in the lobby at the Criminal Justice Center. Correction Officers will be stationed in the lobby during visitation time on weekends.
7. **Holiday Visitation:** In the 2003, all of the year-end holidays fall on Thursday, which is a scheduled lock down day at the jail. In anticipation of an increased number of visitations during the holidays, extra visitation days are being considered.
8. Quality Heating and Plumbing **replaced the cooling unit** at the Criminal Justice Center.
9. **Kudos to Chief Dinardo:** Chief Tom DiNardo recently announced his retirement from the Kokomo Police Department. Sheriff Talbert publicly commended Chief DiNardo for working very well with the Howard County Sheriff’s Department. Sheriff Talbert asked the Commissioners to consider drafting a letter acknowledging Chief DiNardo’s years of service and thanking him for his cooperation and willingness to work with the Sheriff’s Department. By consensus of the Board, Commissioner Bagwell will draft a letter and forward it to Chief DiNardo.

**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. **Case 34-CP-03 – one (1) lot in Rainbow Gardens Subdivision, Section 2, located at 3027 Westmoor Drive,** was approved on a motion made by Mr. Harbaugh. Mr. Raver seconded the motion, and it carried.
2. **Unsafe Buildings:** Mr. Boise received a phone call from the property owner of 5389 East 50 South promising to clean up the property.
3. **Flood Mitigation Issues:** Information was sent to the State Emergency Management Agency (S.E.M.A.) to start the review process and follow up on the application regarding buying-out six (6) homes located in the floodway that were substantially damaged by flooding and are not permitted to rebuild. Mr. Boise advised the total amount needed to buy the homes is approximately \$700,000 to \$800,000. The County’s local match of 25% would be in the vicinity of \$200,000. The County Auditor advised that a meeting would need to be called to put an EDIT Capital Improvement Plan/County Finance Plan into place for the 2004-year and discuss commitment of funds for this project. The Commissioners agreed, by consensus, to schedule discussion of this matter at the

December 15<sup>th</sup>, 2003, when final figures are available in regard to the re-finance of the Chrysler Bonds.

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

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

1. **Courthouse Projects:**

- a. **Courthouse Doors:** Mr. Harrison obtained an estimate to refinish the old wooden doors at the Courthouse at a cost of \$250.00 each. The doors must be removed and moved off-site for three to five days for the refinishing work. Mr. Harrison proposes having five doors worked on at a time. Concerns were stated about security issues while the doors are removed.

Mr. Bagwell reported that the door to the Security Officer's area has become damaged and splashed with floor cleaning products. He suggested installation of a kick plate to protect the surface of the door.

The office personnel of Superior Court III contend that they have claustrophobia and need to keep their door open during business hours. The open-air movement does not fit the design of the heating and cooling system, which affects the lobby area. Mr. Raver suggested that the office personnel might be more content with a glass door and asked Mr. Harrison to check into the cost for glass doors. Mr. Harrison advised if the doors were changed, new locks would need to be installed by a contractor.

- b. **Card Access System:** The cards for the Card Access System have been completed. Best Access Systems representatives are scheduled to return later this week to install the new card scan system on the west doors used for prisoners. Card access will be ready for full implementation once the system has been tested and inspected. The status of the system will be reported at the next meeting on December 15<sup>th</sup>, 2003.
- c. **Christmas Decorations:** Some of the Christmas decorations from the Courthouse have been taken to Howard Haven for display. At this time no further information has been received from The Main Street Association regarding Christmas decorations for the Courthouse. Mr. Harrison will proceed with turning on the white lights around the windows on the east side of the building.
- d. The benches have been ordered for the holding cells in the basement of the Courthouse.
- e. Cleaning the old flag at the Courthouse was not effective, therefore a new flag was ordered.

2. **Howard County Government Center:**

- a. Nolan and Company Excavating has been contacted to begin installation of the check valves in the basement of the Howard County Government Center.
- b. Mr. Harrison hopes to start installing the tile floor covering for the Emergency Management Office sometime next week.
- c. **New Name of Building:** (See page 6, November 17<sup>th</sup>, 2003 minutes, "In the Matter of Commissioner Issues" for related discussion) The letters "al" and the word "Building" were removed from the exterior of the Howard County Government Center. The word "Center" was ordered from Sign Pro to be mounted on the exterior of the Government Center.

3. **Howard County Administration Center:**

- a. Work began on the windows last week and leaks were sealed.
- b. Mr. Harrison obtained an estimate to cut down a tree on the north side of the building and trim a tree back from the windows on the northwest corner.

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

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

- 1. An open enrollment meeting for medical insurance is scheduled for **Tuesday, December 2<sup>nd</sup> and Wednesday, December 3<sup>rd</sup>, 2003**. The new changes will be included in the first payroll deductions on January 9, 2003.
- 2. **IN THE MATTER OF COMMISSIONER APPOINTMENTS:** The following reappointments were made for the year-2004.
  - a. **Howard County Board of Health:** Mr. Harbaugh made a motion to certify the action of the Howard County Board of Health in the appointment of Dr. Alan Adler as the Health Officer for a

four (4) year term, expiring on December 31, 2007, and authorize the President to sign on behalf of the Board. Mr. Raver seconded the motion and the motion carried.

Mr. Charles Hiss submitted a letter of interest to Department of Health Director Kris Conyers to serve another term on the Howard County Board of Health. Mr. Harbaugh made a motion to reappoint Mr. Charles Hiss to the Howard County Board of Health for a four (4) year term, expiring on December 31, 2007. Seconded by Mr. Raver, the motion carried.

- b. **Kokomo-Howard County Public Library Board:** A motion was made by Mr. Raver, seconded by Mr. Harbaugh, and carried to re-appoint Mr. George A. Hopkins to the Kokomo-Howard County Public Library Board.
- c. **Howard County Board of Zoning Appeals:** Mr. Raver will contact Mr. Richard Lee to find out if he is interested in serving another term on the Board.
- d. **Howard County Convention and Visitors Commission:** Ms. Peggy Hobson had indicated that Mrs. Kelly Thompson and Mr. Dhiren Patel are willing to serve another term. Mr. Harbaugh made a motion to approve both reappointments to serve two (2) year terms each beginning January 1, 2004 and ending on December 31, 2005. Seconded by Mr. Raver, the motion carried.
- e. **City of Firsts Automotive Heritage Museum Board:** Mr. Thomas J. Hilligoss submitted a letter that he will resign from the Board when his term expires on December 31, 2003 due to conflict of schedules. Mrs. McKillip said she will present a Certificate of Service for Mr. Hilligoss' time served on the Board at the next meeting on December 15, 2003.

Mr. Raver made a motion to reappoint Mr. Jim Brannon to a three (3) year term to the City of Firsts Automotive Heritage Museum Inc. Board. Mr. Harbaugh seconded the motion, and it carried.

- f. Mr. Raver will contact Mr. Robert Oiler to find out if he is interested in serving another term on the **Kokomo Howard County Emergency Management Advisory Council**.
- g. Mr. Harbaugh volunteered to ask Ms. Beth Harshman whether she would be interested in being reappointed to the **Howard County Alcoholic Beverage Commission**.

**IN THE MATTER OF PUBLIC HEARING – TWO SECTIONS OF PUBLIC WAY IN UNION TOWNSHIP; LOTS 9 AND 10 ORIGINAL PLAT OF WEST LIBERTY:**

**Scheduled Public Hearing – 9:30 a.m.**  
*The public hearing was opened at 9:34 a.m.*

Mark E. and Deborah G. Gatti, property owners of Lots 9 and 10 in the Original Plat of West Liberty, submitted a petition to vacate two 12-foot sections of public way along the east and south lines of their property at 3340 South 1250 East. The adjoining property owners were notified by certified mail and the request was legally advertised. Copies of letters from the utilities were submitted stating they did not have any objections to vacating the public ways.

The property owner to the south, Mr. Tim Sanborn at 3350 South 1250 East, said there have been some unresolved property line issues involving the Gatti's property. He wanted to be assured that he was entitled to one half of the vacated alley. The County Attorney said it is typical for one half of a vacated alley to go to each adjoining property owner. Mrs. Gatti agreed and confirmed that the petition was written for equal division of the vacated alley. Ms. Florence John, adjacent property owner to the east, will acquire one half of the other vacated alley.

Mr. Raver made a motion, seconded by Mr. Harbaugh and carried, to close the public hearing. Mr. Harbaugh made a motion to approve Ordinance No. 2003-BCC-52, an Ordinance vacating an easement or public way, West Liberty Subdivision, Union Township, Greentown, Indiana. Mr. Raver seconded the motion, and it carried.

**Close public hearing – 9:40 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. **Card Access System Update:** Mr. Tom Harrison previously gave an update on the Card Access System during his presentation. (*See page 3 attached, "In the Matter of Maintenance Department Issues", Item 1.b. for related discussion*)
2. **Wireless Duress System Update:** The three additional radios that are needed for the security officers at the Courthouse have been ordered. The duress security system should be implemented soon.
3. **Workstation Upgrades at Courthouse:** The new server for the Courthouse has been set up on the third floor of the Courthouse in anticipation of an installation date of December 16<sup>th</sup> or 17<sup>th</sup>. Twenty-

two (22) workstations have been ordered. The County Auditor reminded the Board that the money for this project as well as other committed projects needs to be encumbered for the 2004-year.

**IN THE MATTER OF COURTHOUSE RENOVATIONS:**

1. Two weeks ago Maintenance Superintendent Tom Harrison attended an on-site meeting with Terstep Company Inc. to discuss finishing the work at the Courthouse. Terstep recommended suspending a ceiling and new lighting in Superior Court II at a cost of \$9,900.00. Mr. Harrison is waiting on further information about this project from Mr. William Bassett. This project together with the other final repair work would increase the total cost to \$30,000.00. Since the 2003-year is nearly concluded, the renovation money needs to be encumbered to pay for these projects.
2. The heat ductwork in the lower part of the basement is corroding and is scheduled to be replaced. The heater in the boiler room was repaired.
3. Mr. Harrison continues to work on the proper signage for the office doors.

**IN THE MATTER OF GRANT ISSUES:**

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

1. **Taylor Township Regional Sewer District:** Gove and Associates has decided to divide the project in phases. Construction of the wastewater treatment plant will be moving forward. The proposed Taylor Township Community Focus Fund Grant Application will cover Center, Hemlock and Oakford's connection onto the sewer plant. The Commissioners were asked to sign the Public Hearing Authorization to allow Ms. Henderson to advertise, record, and prepare the meeting minutes. Ms. Henderson presented minutes from the first meeting held on October 14<sup>th</sup>, 2003. The minutes are required to be attached to the proposal for the Indiana Department of Commerce.

*Mr. Raver made a motion to approve the Authorization for Tina Henderson with Mendenhall and Associates to proceed with the public hearings and authorize the President to sign on behalf of the Board. Mr. Harbaugh seconded the motion, and it carried.*

*Mr. Raver made a motion to approve the inclusion of the minutes from the meeting held on October 14<sup>th</sup>, 2003 and the sign-up sheet as part of the Grant Application and authorize the President to sign on behalf of the Board. Mr. Harbaugh seconded the motion.*

Because the next meeting of the Taylor Township Regional Sewer District is not scheduled until January 13<sup>th</sup>, 2004, the minutes were not yet approved. Discussion was held regarding the formality of signing the minutes. The Commissioners requested that the Taylor Township Regional Sewer District first approve the minutes before accepting and including them with the Grant Application. **Mr. Raver then made a motion to withdraw both of the previous motions. The motion was seconded by Mr. Harbaugh and carried** (see above). After the Taylor Township Regional Sewer District approves the meeting minutes, the Commissioners will sign the final application at their January 20<sup>th</sup>, 2004 meeting. The application has a deadline of April 3, 2004

2. **New London Conservancy District Planning Grant Closeout:** Ms. Mendenhall presented Form I for Commissioner signatures, stating that the money for the planning grant has been zeroed out and initiates close-out and monitoring of the grant. The Certification Statement certifies that a total of \$28,500.00 has been spent. The next meeting is scheduled for December 8<sup>th</sup>, 2003 to start processing a contractual agreement between the Town of Russiaville and New London. Mr. Raver said he noticed a public advertisement regarding New London increasing their sewage treatment utility rates.

Mr. Harbaugh made a motion to approve the Certification of the statement and authorize the President to sign on behalf of the Board. Mr. Raver seconded the motion, and it carried.

Commissioner approval of the Performance Report (Form 2) was also required to initiate the closeout of the grant. Mr. Raver made a motion to approve the Grantee Performance Report and authorize the President to sign on behalf of the Board. Seconded by Mr. Harbaugh, the motion carried.

3. **Honey Creek Township Grant Closeout:** The loan closed on Friday, November 28<sup>th</sup>, 2003. The Indiana Department of Commerce is releasing the grant funds today. The contract is scheduled to be signed with the contractor on Wednesday, December 3<sup>rd</sup>, 2003. Ms. Mendenhall was hopeful that the construction on the fire truck would commence next week.

**IN THE MATTER OF CEDAR CREST FLOODING ISSUE:**

Mr. Randy Schick, Co-Owner of Head East LLC, presented the following issue for Commissioner information:

Mr. Dan Minor, Chief Deputy in the Surveyor's Office and Mr. Tom Harrison, City Council Member, completed a walking tour of the Cannon Goyer Ditch. They noticed a "for sale" sign by the Wyman Group for ten (10) acres along the north side of the ditch. Mr. Minor came up with an idea that the City and the County could perhaps jointly purchase the ten (10) acre tract of land and build a retention area which could possibly help solve part of the flooding problems of the Cannon Goyer Ditch, Cedar Crest Subdivision, the south end of Darrough Chapel

Subdivision, and facilitate future development to the east. Mr. Harrison mentioned the concept to the City Council during a recent meeting. Mr. Schick and Mr. Paul Wyman have offered to sell the parcel to the City and County.

County Attorney Larry Murrell advised that activity of this nature would involve a drainage reconstruction project.

Mr. Jerry Logan, 1907 Mohr Drive, was familiar with the flooding problems that occurred in the month of July and was in attendance to support the building of a retention area.

**IN THE MATTER OF HOWARD HAVEN HOME:**

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

1. **Applications For Admission:** The following two (2) applications were submitted for admission to Howard Haven Home. This increases the total number of residents to 15.

- a. **Shonnie Brown** submitted an application to Howard Haven on a self-pay basis. Because Howard Haven is nearly filled to capacity, there was discussion last month about reviewing and establishing the purpose (mission) of the facility. (*See page 7, November 3<sup>rd</sup>, 2003 minutes, "In the Matter of County Attorney Issues", Item 4, for related discussion*) Mrs. Brown's income is from farm acreage and disability. Her son and daughter were present to explain her health situation, financial hardships, and her need to live in the Haven Home.

Mr. Harbaugh made a motion to accept the self-pay application to Howard Haven Home for Shonnie Brown on a ninety-day probationary period. Mr. Raver seconded the motion, and it carried.

- b. **Edgar M. Bates** submitted an application to Howard Haven Home on a self-pay basis. Mr. Bates has been informed of the "no vehicle" policy and is in the process of selling his vehicle. Ms. France explained Mr. Bates' qualifications to reside in the facility.

Mr. Raver made a motion to accept the self-pay application to Howard Haven Home for Edgar M. Bates on a ninety-day probationary period. Mr. Harbaugh seconded the motion, and it carried.

**IN THE MATTER OF ROAD 400 NORTH PROJECT – PURCHASE OF PARCELS:**

*(See page 6, November 3<sup>rd</sup>, 2003 minutes, "In the Matter of Road 400 North Project – Purchase of Parcels", for related discussion)*

Mr. James Hamilton from Butler, Fairman and Seufert, reported that Mr. Bill Jones settled agreements on the purchase of the three (3) outstanding parcels. The Right-of-Way Certification letters were submitted to the Commissioners for signatures.

\*\*\* *Mr. Bagwell provided Mr. Hamilton with a copy of the Underwater Bridge Inspection Supplemental Agreement with the Indiana Department of Transportation that Mr. Ted Cain delivered early in the meeting.*

**IN THE MATTER OF BACKBONE MAINTENANCE CONTRACT AND COUNTY COMMUNICATIONS SERVICE AGREEMENT:**

Mr. Larry Sparks of Mobile Radio of Kokomo, Inc. presented the following issues for Commissioner information and approval:

1. Instead of a fixed amount, as in the past, an hourly rate of \$54 for county communications service was agreed upon with Mobile Radio.
2. The contract for 2004 maintenance on the County Backbone System at a cost of \$10,700 was approved on a motion made by Mr. Harbaugh, seconded by Mr. Raver and carried. Discussion was held in regard to the recent addition of two new radio channels and that a pro-ration has been calculated into this new contract. All ten channels will be covered from January 1 through December 31<sup>st</sup>, 2004.

**IN THE MATTER OF VERIZON CONTRACT:**

Communications Director Tony Ramsey presented a contract for service with Verizon so the customers in Howard County having land line service can access the E-911 system. Mr. Harbaugh made a motion to approve the service agreement between Howard County and Verizon for E-911 service. Seconded by Mr. Raver, the motion 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 December 1<sup>st</sup>, 2003 in the amount of \$670,532.70** were approved on a motion made by Mr. Raver, seconded by Mr. Harbaugh, and carried.

2. **Commissioner's Salary Claims for hourly, salary, and overtime payable for December 5<sup>th</sup> and December 12<sup>th</sup>, 2003** were approved on a motion made by Mr. Harbaugh. Mr. Raver seconded the motion, and it carried.
3. The **Howard County Treasurer's Report for the month of October 2003** was accepted on a motion made by Mr. Raver, seconded by Mr. Harbaugh, and carried.
4. **Unsafe Building located at 2255 South 350 West:** (See pages 4 – 5, November 3<sup>rd</sup>, 2003 minutes, "Scheduled Public Hearing", for related discussion) Mr. and Mrs. Gregory Ward submitted a letter to the Commissioners to confirm their verbal promise that they will agree to clean up the property with the proceeds from the insurance company when received.
5. **Scheduled Meeting Dates for 2004:** Mr. Harbaugh made a motion, seconded by Mr. Raver, to approve the scheduled meeting dates for 2004 as modified (removing the ending time and only listing the starting time).
6. **A notice was received from SBC Communications regarding changes in services** to offer long distance service in Indiana.
7. **The Weights and Measures Monthly Report for the month of November, 2003** was accepted on a motion made by Mr. Raver, seconded by Mr. Harbaugh, and carried
8. **The Veteran Service Officer's Report for the month of October, 2003** was accepted on a motion made by Mr. Raver. Seconded by Mr. Harbaugh, the motion carried.

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

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

**IN THE MATTER OF COMMISSIONER ISSUES:**

1. Mr. Bagwell received a notice regarding **Disability Awareness Month 2004**. The State Agency is celebrating Disability Month in March 2004, to increase awareness of the ADA and disability issues. The Commissioners will forward the materials to the Personnel Administrator.
2. **US 31 Corridor:** The public officials meeting is scheduled on Tuesday, December 9<sup>th</sup>, 2003 from 1:00 p.m. to 2:00 p.m. and a public meeting will follow at Kokomo High School from 4:00 p.m. to 8:00 p.m. for preliminary alternatives selected for further study.

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 10:55 a.m.

**THE HOWARD COUNTY BOARD OF COMMISSIONERS**

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BRADLEY J. BAGWELL, PRESIDENT

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JOHN B. HARBAUGH, VICE PRESIDENT

\_\_\_\_\_  
PAUL J. RAVEN, MEMBER

ATTEST:

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MARTHA J. LAKE, AUDITOR  
Commissioner Minutes, December 1<sup>st</sup>, 2003