

NOTICE OF AND AGENDA FOR:
HOWARD COUNTY BOARD OF COMMISSIONERS
REGULAR MEETING -- ROOM 338
MONDAY, MARCH 21, 2005 -- 8:30 A.M.

- I. Opening of the Meeting and Approval of the Minutes
- II. Highway Issues
- III. Sheriff Issues
- IV. Plan Commission Issues
- V. Maintenance Department Issues
- VI. Personnel Administration Issues
- VII. Information Systems Issues
- VIII. Old Business
 - a. EMA
- IX. New Business
- X. Claims and Reports
 - Accounts Payable Claims
 - Payroll Claims
- XI. County Attorney Issues
- XII. Commissioner Issues
- XIII. Adjournment

HOWARD COUNTY BOARD OF COMMISSIONERS MEETING MARCH 7, 2005

The Howard County Board of Commissioners met in Regular Session on Monday, March 7th, 2005 at 8:30 a.m. in Hearing Room No. 338 of the Howard County Administration Center. Those in attendance included President Paul J. Raver and Member John B. Harbaugh. Also present were County Attorney Lawrence Murrell and Auditor Ann Wells. Vice President Bradley J. Bagwell was out of town and unable to attend the meeting.

The meeting was called to order by Sheriff Marshall Talbert and conducted by President Paul J. Raver.

As a matter of proper procedure, President Paul Raver made provision to vacate the chair when necessary, in order to carry out the business of the County, in the absence of Vice President Bradley Bagwell.

IN THE MATTER OF OPENING COMMENTS:

The Commissioners extended sympathy to Auditor Ann Wells in regard to the recent passing of her mother.

IN THE MATTER OF APPROVAL OF MINUTES:

The minutes from the regular meeting held on Monday, February 21st, 2005 were considered. Mr. Harbaugh made a motion to approve the minutes. Seconded by Mr. Raver, the motion carried and the minutes were approved as submitted.

IN THE MATTER OF HIGHWAY ISSUES:

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

1. **Agreement for School Bus Turn Around:** Mr. Brad Shrock, Eastern Howard School Transportation Director, submitted a written request to the Howard County Board of Commissioners to approve a facility for a school bus turn around on property owned by Shannon and Angela McClain located at 9759 East 100 South, Greentown.

Mr. Harbaugh made a motion to approve the Agreement for School Bus Turn Around in Eastern School Corporation. Mr. Raver seconded the motion, and it carried.

2. **Additional Appropriation Request:** Mr. Cain gave a report on the figures and remaining balance in the Cumulative Bridge Fund. He outlined the need for repairs to three (3) bridges and submitted the following requisition for additional appropriations in the Cumulative Bridge Fund:

<u>APPROP. NO.</u>	<u>ACCOUNT</u>	<u>AMOUNT</u>
32250	Repair By Contract	\$ 200,000.00
33718	B-129 Webster Street	\$ 50,000.00
33719	B-157 Between CR 125 N-1170 W	<u>\$ 90,000.00</u>
Total		\$ 340,000.00

Mr. Harbaugh made a motion to approve the request for additional appropriations as listed above. Mr. Raver seconded the motion, which carried.

3. **Salt and Sand Usage:** Mr. Cain commented that a considerable amount of salt and sand was consumed due a significant amount of ice and freezing rain on the county roads. He estimated that this winter season might be one of the highest records of use in years.
4. **Bridge Inventory:** Mr. Cain presented the 2004 Howard County Bridge Inventory compiled by Butler, Fairman and Seufert.

IN THE MATTER OF SHERIFF DEPARTMENT ISSUES:

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

1. **Courthouse Kollector Upgrade Project:** *(See page 3, February 21st, 2005 minutes, “In the Matter of Sheriff Department Issues”, Item 4, for related discussion)* The Sheriff conducted a live visual presentation of the security camera system at the Criminal Justice Center to the County Council on February 22nd, 2005. Aadco, Inc. provided a quote of \$11,975.00 to upgrade the security camera system at the Courthouse. The new cameras would be connected to a kollector, which records audio and video images on compact discs or DVDs. Sheriff Talbert discussed the capabilities and advantages of the proposed system. Information Systems Director Terry Tribby voiced support for the project and presented a proposal to move the old security cameras over to the Howard County Administration Center. Mr. Tribby advised that he would obtain an estimate from Aadco, Inc. for the moving and installation costs. The Commissioners took no action on the issue at this time.
2. **Conference:** The Jail Medical Conference is scheduled on March 4th, 2005 in Indianapolis. The County Attorney will attend the conference to represent the Commissioners.

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 2-CP-05 – one (1) lot in Mother’s Gift Subdivision, located at 10174 West 100 South** was approved on a motion made by Mr. Harbaugh. Mr. Raver seconded the motion, which carried.
2. **Case 34-CP-04 - one (1) lot in Champagne Shores Subdivision, Section 4, located at 457 South 440 West** was considered. Mr. Harbaugh made a motion to approve Case 34-CP-04. Seconded by Mr. Raver, the motion carried.
3. **Ordinance No. 2005-BCC-12 - (Case 1-CT-05):** A petition to remove the proposed right-of-way along Road 50 North between 600 West and 650 West was considered. Mr. Harbaugh made a motion to approve Ordinance No. 2005-BCC-12. Mr. Raver seconded the motion, and it carried.
4. **Unsafe Buildings Update:**
 - a. **1803 North 850 East:** Mr. Boise reported that the property owners have not responded to his letters. During a follow-up inspection Mr. Boise found that a plywood cover had been removed from one of the doors. The Plan Commission staff reattached the plywood cover.
 - b. **3806 Orleans Drive and 1011 Linda Drive:** Mr. Boise reported that these properties have been abandoned and appear to be involved in bankruptcies. The Plan Commission staff has secured the doors. Mr. Boise said he would contact the mortgage companies regarding the properties.
5. **Flood Mitigation Assistance Grant:** A written response was received from the State regarding the duplication of benefits for the property located at 3258 West 250 South. Mr. Boise also anticipates a reply from the Federal Emergency Management Agency (F.E.M.A.). The property owner of 500 Ridge Road has not provided the required information; therefore Mr. Boise has been unable to complete the analysis.
6. **Multi-Natural Hazard Mitigation Update:** Mr. Boise is currently working on providing names of the steering committee in response to a written request from Christopher B. Burke Engineering, the Consultant for the Multi-Natural Hazard Mitigation Plan.

IN THE MATTER OF PERSONNEL ADMINISTRATOR ISSUES:

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

1. **Group Insurance Proposal:** *(See pages 4-5, January 3rd, 2005 minutes, "In the Matter of Personnel Administrator Issues, "Item 2, for related discussion)* Jefferson Pilot Insurance increased the employee contributions and the group rate for 2005. Mr. Doug Heath, Miles and Finch, Inc., was able to negotiate with Jefferson Pilot to reduce the employee voluntary rate, but the spouse and group rates have increased. Since that time additional death claims have been paid and waivers of life insurance premiums are either pending or filed. Mrs. McKillip commented that this would affect the life insurance premiums for 2006.

Mr. Doug Heath, Miles and Finch, Inc., reviewed life insurance coverage with various agencies. The County Insurance Committee met on February 22nd, 2005 and unanimously recommended a proposal from AIG/American General Life Insurance. Mr. Heath outlined the plans, which would reduce the current rates by 10%. The coverage would be effective April 1, 2005 and the rates would be guaranteed for two years. This would be a savings to the County of \$341.27 per month or an annual savings of \$4,095.24 for group coverage. The employees' premiums for life insurance will be adjusted soon.

Mr. Harbaugh made a motion to approve changing to the AIG/American General Life Insurance for group and voluntary life insurance coverage for county employees and their family members as outlined above. Mr. Raver seconded the motion, which carried.

Mrs. McKillip advised that Mr. Heath has a contract to sign with the AIG/American General Life Insurance Company. The current contract with Jefferson Pilot Life Insurance will not be terminated until the contract with AIG has been completed. The employees' current level of coverage will be maintained by AIG. An open enrollment will not be held for the insurance changes, but informational meetings will be scheduled.

2. **Deferred Compensation Plan Change:** The State Auditor has selected Great-West Life & Annuity Insurance Company to be the County's Deferred Comp carrier instead of State of Indiana Deferred Compensation Plan (ING). The investment option effective April 1st, 2005 and will save investors approximately 10% on the administration fees. All of the employees that are enrolled in the plan will soon receive documentation regarding the change.
3. **Change in Mail Delivery:** The postal carrier began delivering mail to the Personnel Office. Mail boxes were set up and the County departments were notified last week. The postal carrier will deliver certified letters or large bundles of mail to each department.

IN THE MATTER OF INFORMATION SYSTEMS DIRECTOR ISSUES:

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

1. **Alarm System Link:** The City has expressed an interest in connecting a wireless duress alarm system to the County's current system. Since the County's wireless alarm system is already in operation, the City would only need to install only a few pieces of equipment, panic alarms, and obtain access rights to the server, which is located in the Courthouse. The City's investment would be significantly less, which would be a benefit to taxpayers in the community. Mr. Tribby requested authorization to conduct further study of the project and acquire additional information from the City. The Commissioners were cautious about making a commitment until a determination has been made regarding the long term costs associated with the project. The Commissioners took no action on the issue at this time.

2. **GASB 34 Governmental Accounting Standards:** *(See page 5, December 6, 2004 minutes, "In the matter of Information System Director Issues", Item 4, for related discussion)* The GASB-34 Capital Asset Policy, approved by the Commissioners in July 2004, is a State mandated accounting procedure for maintaining an inventory of capital assets. Mrs. Susan Bates in the Auditor's Office completed an inventory control list for 2004 and a copy was forwarded to Komputrol Software Systems. Komputrol will convert the inventory list into a database and will schedule training of the software program at the County's convenience.
3. **Internet Security Update:** The security protection on the new server is working well for the e-mail system; 750 Spam messages and 80 viruses were prevented from getting through to the system during a four day period.
4. **Computer Upgrade - Administration Center:** Mr. Tribby described plans to purchase new computer systems in stages for the Administration Center. He requested authorization to order the first ten computers from Dell Company at a cost of \$14,000.00, which would be paid out of the Cumulative Capital Development Fund. *(On January 25th, 2005 the Council appropriated \$46,500.00 to Line Item 04725.00 in 150 Cumulative Capital Development Fund for computer upgrades at the Administration Center.)* Discussion ensued regarding compatibility is a substantial consideration in purchasing the computer equipment and only one source is able to meet the requirements.

Mr. Harbaugh made a motion to authorize the purchase of ten (10) computer systems for the Howard County Administration Center in the amount of \$14,000.00 based on the fact that compatibility is a substantial consideration in the purchase whereby only one source meets the requirements and authorize the President to sign on behalf of the board. Mr. Raver seconded the motion, and it carried.

IN THE MATTER OF SET DATE FOR PETITION TO VACATE ALLEYS IN WEST LIBERTY:

Timothy C. Sanborn and Rebecca L. Meer (3350 South 1250 East), together with Donald J. and Emma Kay Weida (12554 East 340 South) submitted a petition to vacate two (2) alleys contiguous to their properties. The first alley is described as running in an east/west direction between Lots 11 and 12 on the north and 13 and 14 on the south in the Original Plat of the Town of West Liberty in Union Township. Attorney David Baird, U.A.W. Legal Services, appeared on behalf of the petitioners to request a date to be set for the public hearing.

A motion was made by Mr. Harbaugh to accept the petition and set the date for the public hearing on **April 18, 2005 at 10:00 a.m. in Hearing Room No. 338 of the Howard County Administration Center.** Mr. Raver seconded the motion, which carried.

IN THE MATTER OF KINSEY YOUTH CENTER:

Kinsey Youth Center Director Jan Weaver and Assistant Director Jeff Lipinski presented the following issues for Commissioner information and approval:

1. Outdoor Electrical Repair Work:

- a. Ms. Weaver cited security issues for the reason that some outdoor lighting needs repaired. A light pole that has eroded sunk into the ground and needs rewired. An estimate was obtained from Titus Electric in the amount of \$830.00 for the repair work.
- b. Mr. Lipinski explained that an electric wall pack is currently located behind the razor wire, which makes it inaccessible to work on the wiring to repair the outdoor lighting. Titus Electric provided an estimate of \$1,310.00 to move the wall pack.

The requests for these additional appropriations were advertised in time for the Council meeting in March. The Commissioners were not certain if the money is available in the Cumulative Capital Development Fund and decided to delay taking action on these issues until the Council has an

opportunity to review the requests. Mr. Harbaugh made a motion to defer action on these requests until the Commissioners' meeting on April 4th, 2005. Seconded by Mr. Raver, the motion carried.

2. **Contract Renewal:** The annual Simplex Grinnell Service Contract for the fire alarm system at the Kinsey Youth Center was approved on a motion made by Mr. Harbaugh. Mr. Raver seconded the motion, which carried.

IN THE MATTER OF THE ANNUAL NATIONAL DAY OF PRAYER:

The National Day of Prayer celebration is scheduled to take place from 12:00 noon until 1:00 p.m., on Thursday, May 5, 2005, on Main Street in on the east side of the Courthouse. Mr. Dana Neer, Representative for the National Day of Prayer, submitted a written request to meet inside of the Courthouse in the case of inclement weather.

Mr. Harbaugh made a motion to approve the use of the Courthouse on Thursday, May 5, 2005 in case of inclement weather from 12:00 noon until 1:00 p.m. Mr. Raver seconded the motion and it carried.

IN THE MATTER OF COUNTY AUDITOR ISSUES:

County Auditor Ann Wells presented the following issues for Commissioner information and approval:

1. **Agreement Renewal:** (See page 5, February 7th, 2005 minutes, "In the Matter of County Auditor Issues" for related discussion) Last month Auditor Ann Wells received a renewal notice from Peak Technologies for the service agreement for the check signer in the Auditor's Office. The annual cost of the agreement, which expires on April 21, 2005, is \$522.96. Mrs. Wells conducted research and discovered that the cost to replace the equipment would be between \$3,000.00 to \$5,000.00. Mrs. Wells decided to maintain the current equipment and stated there is enough money in the maintenance contract line item to renew the service agreement.

Mr. Harbaugh made a motion to approve the Service Maintenance Contract Renewal with Peak Technologies for the check signer in the amount of \$522.96 for the term of April 22, 2005 through April 21, 2006. Seconded by Mr. Raver, the motion carried.

2. **Copy Machine Replacement:** The copy machine in the Mapping Department was old and needed replaced. A new digital copier was purchased from Imagistics International, Inc. at a price of \$3,337.00. The maintenance contract is \$0.015 per page, which includes toner.

Mr. Harbaugh made a motion to approve the maintenance agreement with Imagistics International, Inc. for \$0.015 per page and authorize the President to sign on behalf of the Board. Mr. Raver seconded the motion, and it carried.

IN THE MATTER OF CLAIMS AND REPORTS:

Howard County Auditor Ann Wells presented the following reports for Commissioner information and approval:

1. **Commissioner's Salary Claims for hourly, salary, and overtime payable for March 11th and March 18th, 2005 in the amount of \$291,420.90** were considered. Mr. Harbaugh made a motion to approve payment. Mr. Raver seconded the motion, and it carried.
2. **Operating claims payable on March 7th, 2005 in the amount of \$642,968.60** were approved on a motion made by Mr. Harbaugh. Seconded by Mr. Raver, the motion carried.

IN THE MATTER OF COUNTY ATTORNEY ISSUES:

County Attorney Larry Murrell presented the following issues for Commissioner information and approval:

1. **Jail Bond Refunding Project:** (See page 1, February 21st, 2005 minutes, “In the Matter of Jail Refinancing – Resolution No. 2005-BCC-03” for related discussion) Attorney Murrell advised that the County Council approved the refunding of the 1995 jail bonds at their meeting on February 22nd, 2005. On March 3rd, 2005, the Jail Building Corporation approved a resolution authorizing the County to move forward with the refinancing. The Building Corporation will be the actual issuer of the bonds since they hold the title to the property. Attorney Murrell acknowledged five individuals who serve on the Building Corporation that was originally formed in 1993 when the Jail was built:

E.P. Severns
Dr. David Leyda
Don Thomas

Dick Fawcett
George Hopkins

The refunding will save the County about \$65,000.00 per year for a total savings of approximately \$400,000.00 over the term of the bonds. Attorney Murrell submitted an engagement letter from Crowe Chizek and Company LLC, the financial advisor to serve Howard County on the refinancing project.

Mr. Harbaugh made a motion to approve the engagement letter from Crowe Chizek and Company LLC, and authorize the President to sign on behalf of the Board. Mr. Raver seconded the motion, and it carried.

2. Attorney Murrell will be out of the office on Tuesday, March 8, 2005 to attend the Jail Medical Conference in Indianapolis with the Sheriff.

IN THE MATTER OF COMMISSIONER ISSUES:

The Commissioners considered a letter from Staples Business Advantage offering reduced prices on office products. Before listening to any proposals, the Commissioners concurred they would need to have a consensus from the office holders on how the purchasing would be managed and whether it would be functional.

Mr. Harbaugh made a motion to allow individual office holders to continue purchasing office supplies at their own discretion. Mr. Raver seconded the motion, which carried.

There being no further business, Mr. Harbaugh made a motion to adjourn. Mr. Raver seconded the motion, and it carried. The meeting closed at 10:35 p.m.

THE HOWARD COUNTY BOARD OF COMMISSIONERS

PAUL J. RAVEN, PRESIDENT

BRADLEY J. BAGWELL, VICE PRESIDENT

JOHN B. HARBAUGH, MEMBER

ATTEST:

ANN WELLS, AUDITOR
Commissioner Minutes, March 21st, 2005