

HOWARD COUNTY COUNCIL MEETING NOVEMBER 26, 2019

The Howard County Council met in Regular Session on Tuesday, November 26, 2019, at 4:00 p.m. in Hearing Room 338 of the Howard County Administration Center. Those in attendance included President James Papacek, and Council Members Bryan Alexander, Jamie L. Bolser, Leslie G. Fatum, Stanley E. Ortman, and John J. Roberts. Also, in attendance were County Attorney Alan Wilson and Auditor Martha Lake. Council Vice-President Jeffery A. Stout was not in attendance. The meeting was called to order by Captain Jordan Buckley and conducted by President James Papacek.

President Papacek led the Pledge of Allegiance and Councilman Roberts led in a word of prayer.

IN THE MATTER OF APPROVAL OF MINUTES:

The minutes of the October 22, 2019 meeting, having been previously submitted and reviewed, were approved on a motion made by Councilman Roberts. Councilman Alexander seconded the motion, and the motion carried.

Special Additional Appropriations

IN THE MATTER OF ORDINANCE NO. 2019-HCCO-36-ADDITIONAL APPROPRIATIONS FOR 2019:

Auditor Martha Lake read Ordinance No. 2019-HCCO-36 – Additional Appropriations one time, and the ordinance was acted upon as follows:

	Additional Appropriations	Requested	Approved
<u>0000</u>	<u>HOWARD COUNTY SOLID WASTE DISTRICT:</u>		
	Services and Charges (yard waste services)	\$75,000.00	\$75,000.00
	<u>Total Solid Waste District:</u>	<u>\$75,000.00</u>	<u>\$75,000.00</u>
	<u>TOTAL ADDITIONAL APPROPRIATIONS ALL FUNDS:</u>	<u>\$75,000.00</u>	<u>\$75,000.00</u>

SOLID WASTE DISTRICT:

Executive Director Mikki Jeffers addressed the Council with the request for additional appropriations in the sum of \$75,000.00. The additional request is to cover the cost of the processing of tree and limb material that has been coming in and is ground into mulch. The mulch is then shipped down to Green Cycle. Residents and Contracts pay a fee to leave debris; however, the mulch is given at no cost to residents. Councilwoman Fatum made a motion to approve the additional appropriation request in the sum of \$75,000.00. Councilman Ortman seconded the motion, and the motion carried.

IN THE MATTER OF ORDINANCE NO. 2019-HCCO-35-ADDITIONAL APPROPRIATIONS FOR 2019:

Auditor Martha Lake read Ordinance No. 2019-HCCO-35 – Additional Appropriations one time, and the ordinance was acted upon as follows:

	Additional Appropriations	Requested	Approved
<u>1000</u>	<u>HOWARD COUNTY GENERAL FUND:</u>		
<u>0235</u>	<u>Howard County Courts Adult Probation Dept.:</u>		
11244	Probation Officer (JL)	\$3,500.00	\$3,500.00
	<u>Total Courts Adult Probation Dept.:</u>	<u>\$3,500.00</u>	<u>\$3,500.00</u>
<u>0236</u>	<u>Howard County Community Corrections Dept.:</u>		
12012	Case Manager	\$(3,500.00)	\$(3,500.00)

<u>Total Reduction General Fund:</u>	<u>\$(3,500.00)</u>	<u>\$(3,500.00)</u>
<u>TOTAL GENERAL FUND REQUESTS:</u>	<u>\$0.00</u>	<u>\$0.00</u>
<u>1186 HOWARD COUNTY RAINY DAY FUND:</u>		
47213 Other Unit Radios	\$11,576.00	\$11,576.00
<u>Total Rainy Day Fund:</u>	<u>\$11,576.00</u>	<u>\$11,576.00</u>
<u>TOTAL ADDITIONAL APPROPRIATIONS ALL FUNDS:</u>	<u>\$11,576.00</u>	<u>\$11,576.00</u>

HOWARD COUNTY GENERAL FUND 1000-0235 – ADULT PROBATION & 1000-0236 – COMMUNITY CORRECTIONS:

Mr. Dustin DeLong addressed the request for appropriations in both general funds 1000.0235 and 1000.0236. This request is due to prior adjustment made that requires correction. Councilwoman Fatum made a motion to approve the additional appropriation request in both general funds 1000.0235 and 1000.0236 as submitted. Councilman Roberts seconded the motion, and the motion carried.

HOWARD COUNTY RAINY DAY FUND 1186:

Auditor Martha Lake addressed the Council with the request for additional appropriations in the Rainy Day Fund 1186. Due to expenses that came in the first of this year and the radios that are now paid for, an additional appropriation is required to bring this fund into balance. Councilman Alexander made a motion to approve the additional appropriation as requested. Councilman Ortman seconded the motion, and the motion carried.

IN THE MATTER OR ORDINANCE NO. 2019-HCCR-17 – TRANSFERS:

Auditor Martha Lake read Ordinance No. 2019-HCCR-17-Transfers one time, and the ordinance was acted upon as follows:

	Transfer From	To	Amount	Allowed
<u>1000</u>	<u>HOWARD COUNTY GENERAL FUND:</u>			
<u>0005</u>	<u>County General Sheriff's Dept.:</u>			
12130	Shift Differential	11929 Specialist Pay	\$3,000.00	\$3,000.00
<u>0062</u>	<u>Howard County Clerk's Election Office:</u>			
32410	Printing	12202 Election Board Asst.	\$2,250.00	\$2,250.00
32410	Printing	11602 Precinct Officials	\$2,122.50	\$2,122.50
<u>0232</u>	<u>Howard County Circuit Court:</u>			
11700	Part-time	11800 Overtime	\$6,000.00	\$6,000.00
<u>1114</u>	<u>HOWARD COUNTY SHERIFF'S LIT SPECIAL PURPOSE FUND:</u>			
33740	Care of Individuals	15230 Insurance	\$100,000.00	\$100,000.00
32634	Med. & Hospital	15230 Insurance	\$100,000.00	\$100,000.00
<u>1159</u>	<u>HOWARD COUNTY HEALTH DEPT. FUND:</u>			
11920	Public Health Nurse (3)	11317 Administrator	\$8,000.00	\$8,000.00
<u>1181</u>	<u>HOWARD COUNTY PLAT BOOK FUND:</u>			
11291	Hourly Pay	11303 1 st Deputy Tax Mgr.	\$400.00	\$400.00
<u>1197</u>	<u>HOWARD COUNTY STORM WATER MANAGEMENT FUND:</u>			
11358	Field Technician (expense)	11700 Part-time	\$5,000.00	\$5,000.00

	Transfer From	To	Amount	Allowed
<u>2100</u>	<u>HOWARD COUNTY SUPPLEMENTAL ADULT PROBATION SERVICES FUND:</u>			
11720	PT Financial Clerk	11708 PT Probation Officer	\$9,000.00	\$9,000.00
11720	PT Financial Clerk	11422 Financial Clerk	\$3,000.00	\$3,000.00
<u>9121</u>	<u>HOWARD COUNTY ADULT PROBATION CASE MGMNT. GRANT FUND:</u>			
11242	Probation Officer	11243 Probation Officer	\$18,500.00	\$18,500.00
<u>9126</u>	<u>HOWARD COUNTY WORK RELEASE HB 1006 FUND:</u>			
11906	Correction Officer	11700 Part-time	\$13,850.00	\$13,850.00

HOWARD COUNTY GENERAL FUND 1000-0005 – SHERIFF DEPT. & HOWARD COUNTY LIT SPEC. PURPOSE FUND 1114 – JAIL:

Christina Kline addressed the council with the request for transfer on behalf of Sheriff Asher. The Jail has not been fully staffed in the patrol division; therefore, there is sufficient funds in the shift differential account line 1000.12130.000.0005 to transfer to the specialist pay account line 1000.11929.000.0005 in the sum of \$3,000.00. Several deputies have received their certifications which requires compensation from the specialist pay account line.

The transfer of funds in the LIT Special Purpose Fund 1114 is due to having a negative balance and the Auditor bringing it to the attention of the Sheriff. As there are sufficient funds in account line 1114.33740.000.0000, care of individuals and account line 1114.32634.000.0000, medical and hospital, these funds are being transferred to cover employee’s health insurance in the total sum of \$200,000.00, as presented.

HOWARD COUNTY GENERAL FUND 1000-0062 – CLERK’S ELECTION OFFICE:

Clerk Debbie Stewart addressed the Council with the request to transfer from account line 1000.32410.000.0062 printing, to account lines 1000.12202.000.0062, election board assistant, and 1000.11602.000.0062 precinct officials, in the total sum of \$4372.50. The request is due to the additional staff needed to run the election this year.

HOWARD COUNTY GENERAL FUND 1000-0232 – CIRCUIT COURT:

Judge Lynn Murray addressed the Council in regard to her request to transfer \$6,000.00 from account line 1000.11700.000.0232 to 1000.11800.000.0232 in order to pay her court reporters. In 2017 their department went from 4 full-time court reporters to 3 full-time and one part-time court reporter, when one court reporter took a position with another entity. In keeping with the attrition program, she did not replace the full-time court reporter. Since then, the part-time individual took a position with another entity in a full time position. Due to the reduction in staff, Judge Murray is requesting a transfer from part-time to overtime to compensate her court reporters for their overtime. Councilwoman Bolser wanted to know if the PERF was taken into consideration as well in considering this transfer. Judge Murray commented that the department had done a prior transfer for PERF and believes it has adequate funds available.

HOWARD COUNTY HEALTH DEPT. FUND 1159:

Health Department Administrator James Vest addressed the Council with the request for additional appropriations, transferring \$8,000.00 from account line 1159.11920.000.0000 to 1159.11317.000.0000. There is a deficit in the administrator account due to an overlap of staff with Kent Weaver leaving the position and James Vest taking over in the department. As well, one public nurse staff was on FMLA and one nurse position was left unfilled. It makes sense to transfer funds where available to cover the deficit for the Administrator position.

HOWARD COUNTY PLAT BOOK FUND 1181:

Auditor Martha Lake addressed the council with her request for transfer from 1181.11291.000.0000 hourly pay to 1181.11303.000.0000 1st Deputy Tax Mgr. In keeping from utilizing the general fund, Auditor Lake is requesting funds from

the plat book fund 1181 to cover the 1st Deputy Tax Manager salary. This request is due to attrition and some changes in the budget this year.

HOWARD CUONTY STORM WATER MANAGEMENT FUND 1197:

Greg Lake addressed the council with his request for transfer from the field technician account line 1197.11358.000.0000 to the part-time account line 1197.11700.000.0000 in the sum of \$5,000.00. In 2019 he had a transition of staffing in the office and he would like to hire a part-time individual with some clean-up of records as well as to offer some training on the computer systems.

HOWARD COUNTY SUPPLEMENTAL ADULT PROBATION SERVICES FUND 2100:

Dustin DeLong is requesting a transfer of \$9,000.00 from part-time financial clerk account 2100.11720.000.0000 to 2100.11708.000.0000 due to having a presentence investigation writer out on medical leave and having another staff member pick up the hours to cover the work load.

Dustin DeLong stated that earlier in the year he was paying two employees out of the same account line. For this reason he is requesting a transfer of \$3,000.00 from account line 2100.11720.000.0000 to 2100.11422.000.0000 in order to avoid a shortage and balance his account lines.

HOWARD COUNTY ADULT PROBATION CASE MGMNT. GRANT FUND 9121:

Dustin DeLong is requesting a transfer of \$18,500.00 from account line 9121.11242.000.0000 probation officer to account line 9121.11243.000.0000 in order to correct an error where two people were paid from the same account line. This transfer will correct the bookkeeping issue rather than requesting an AP correction.

HOWARD COUNTY WORK RELEASE HB 1006 FUND 9126:

Dustin DeLong addressed the council with the bookkeeping issue where he did not change the account line from 9126.11906.000.0000 to 9126.11700.000.0000. This is part of the original budget; however, is correcting the account lines.

Having heard the requests for transfers under Ordinance No. 2019-HCCR-17, Transfers, Councilman Ortman made a motion to approve the transfers as requested. Councilwoman Bolser seconded the motion, and the motion carried.

IN THE MATTER OF ORDINANCE NO. 2019-HCCO-37- AMENDING SALARY ORD. FOR 2019:

Auditor Martha Lake read Ordinance No. 2019-HCCO-37- Amending Salary Ordinance one time, and the ordinance was acted upon as follows:

Salary Amendments		Requested	Approved
<u>1000</u>	<u>HOWARD COUNTY GENERAL FUND:</u>		
<u>0005</u>	<u>Howard County Sheriff's Dept.:</u>		
12130	Shift Differential	\$(3,000.00)	\$(3,000.00)
11929	Specialist Pay	\$3,000.00	\$3,000.00
<u>0062</u>	<u>Howard County Clerk's Election Office:</u>		
12202	Election Board Asst.	\$2,250.00	\$2,250.00
11602	Precinct Officials	\$2,122.50	\$2,122.50
<u>0232</u>	<u>Howard County Circuit Court:</u>		
11700	Part-time	\$(6,000.00)	\$(6,000.00)
11800	Overtime	\$6,000.00	\$6,000.00
<u>0235</u>	<u>Howard County Courts Adult Probation Dept.:</u>		
11244	Probation Officer (JL)	\$3,500.00	\$3,500.00
<u>0236</u>	<u>Howard County Community Corrections Dept.:</u>		
12012	Case Manager	\$(3,500.00)	\$(3,500.00)

Salary Amendments		Requested	Approved
<u>1114</u>	<u>HOWARD COUNTY SHERIFF'S SPECIAL PURPOSE FUND:</u>		
15230	Insurance	\$200,000.00	\$200,000.00
<u>1159</u>	<u>HOWARD COUNTY HEALTH DEPT.</u>		
11920	Public Health Nurse (3)	\$(8,000.00)	\$(8,000.00)
11317	Administrator	\$8,000.00	\$8,000.00
<u>1181</u>	<u>HOWARD COUNTY PLAT BOOK FUND:</u>		
11291	Hourly Pay	\$(400.00)	\$(400.00)
11303	1 st Deputy Tax Mgr.	\$400.00	\$400.00
<u>1197</u>	<u>HOWARD COUNTY STORMWATER MGMNT. FUND:</u>		
11358	Field Technician (expense)	\$(5,000.00)	\$(5,000.00)
11700	Part-time	\$5,000.00	\$5,000.00
<u>2100</u>	<u>HOWARD COUNTY SUPPLEMENTAL ADULT PROBATION SERVICES FUND:</u>		
11720	PT Financial Clerk	\$(9,000.00)	\$(9,000.00)
11708	PT Probation Officer	\$9,000.00	\$9,000.00
11720	PT Financial Officer	\$(3,000.00)	\$(3,000.00)
11422	Financial Clerk	\$3,000.00	\$3,000.00
<u>9121</u>	<u>HOWARD COUNTY ADULT PROBATION CASE MANAGEMENT GRANT FUND:</u>		
11242	Probation Officer	\$(18,500.00)	\$(18,500.00)
11243	Probation Officer	\$18,500.00	\$18,500.00
<u>9126</u>	<u>HOWARD COUNTY WORK RELEASE HB 1006 FUND:</u>		
11906	Correction Officer	\$(13,850.00)	\$(13,850.00)
11700	Part-time	\$13,850.00	\$13,850.00

President James Papacek asked for a motion to approve Salary Ordinance No. 2019-HCCO-37, as presented. Councilman Alexander made the motion to approve Ordinance No. 2019-HCCO-37, Amending Salary Ordinance, as presented. Councilwoman Fatum seconded the motion, and the motion carried.

IN THE MATTER OF NEW BUSINESS:

President Papacek addressed an appointment to the Greentown Library Board. He stated that Library Director would like to have Connie Miller reappointed to the Board for a four-year term. Councilwoman Bolser made a motion to approve the appointment of Connie Miller to the Greentown Library Board. Councilman Roberts seconded the motion, and the motion carried.

IN THE MATTER OF COUNCIL BUSINESS:

2020 Salary Ordinance No. 2019-HCCO-38

Councilman Ortman made a motion to approve Ordinance No. 2019-HCCO-28, 2020 Salary Ordinance as presented. Councilwoman Fatum seconded the motion, and the motion carried.

Review/approval of the 2020 council meeting dates:

Taken under advisement for December 6th meeting.

*There being no further business to come before the Council
at this time, the meeting was adjourned at 4:32 p.m., on a request by President Papacek and a motion made in unison by
Councilwoman Bolser, and Councilman Roberts. The motion carried.*

HOWARD COUNTY COUNCIL

JAMES T. PAPACEK, PRESIDENT

JEFFREY A. STOUT, VICE PRESIDENT

BRYAN ALEXANDER, MEMBER

JAMIE L. BOLSER, MEMBER

LESLIE G. FATUM, MEMBER

STANLEY E. ORTMAN, MEMBER

JOHN J. ROBERTS, MEMBER

MARTHA J. LAKE, AUDITOR
HOWARD COUNTY COUNCIL MEETING NOVEMBER 26, 2019