

HOWARD COUNTY COUNCIL MEETING DECEMBER 4, 2020

The Howard County Council met in Regular Session on Friday December 4, 2020, at 4:00 PM in Hearing Room 338 of the Howard County Administration Center. Those in attendance included Council President James Papacek, Council Vice-President Jamie Bolser, Members Bryan Alexander, Leslie G. Fatum Stanley E. Ortman, John J. Roberts and Thomas N. Trine. Also, in attendance was County Attorney Alan Wilson and County Auditor Martha Lake. The meeting was called to order by Sheriff Jerry Asher and conducted by President James Papacek.

Council President James Papacek led the Pledge of Allegiance and Council President James Papacek presented a reading from second Chronicles.

IN THE MATTER OF APPROVAL OF MINUTES:

The minutes of the regular Council meeting on November 24, 2020, will be presented for approval at the Council Meeting January 26, 2021.

IN THE MATTER OF ORD. NO. 2020 HCCO-54-ADDITIONAL APPROPRIATIONS FOR 2020:

Auditor Martha Lake read Ordinance No. 2020-HCCO-54 – Additional Appropriations one time, and the ordinance was acted upon as follows:

	<u>Additional Appropriations:</u>	Requested	Approved
<u>1000</u>	<u>HOWARD COUNTY GENERAL FUND:</u>		
<u>9601</u>	<u>Howard County Information Systems Department:</u>		
32460	Computer Maintenance	\$ 7,490.00	0
	<u>Total Howard County - General Fund:</u>	<u>\$7,490.00</u>	<u>0</u>
<u>1170</u>	<u>Howard County Public Safety - Dispatch Department:</u>		
15230	Insurance	\$46,000.00	\$46,000.00
	<u>Total Public Safety Dispatch:</u>	<u>\$46,000.00</u>	<u>\$46,000.00</u>
<u>8131</u>	<u>Voca Grant- Adult Probation:</u>		
11242	Prob. Officer	\$72,100.00	\$72,100.00
15210	FICA	\$ 5,515.65	\$ 5,515.65
15220	PERF	\$10,599.00	\$ 10,599.00
15230	Insurance	\$41,600.00	\$ 41,600.00
32130	Travel and Training	\$ 2,000.00	\$2,000.00
32160	Communications	\$ 2,400.00	\$ 2,400.00
41730	Office Equipment	\$ 1,200.00	\$1,200.00
	<u>Total Voca Grant- Adult Probation:</u>	<u>\$ 135,414.65</u>	<u>\$135,414.65</u>
<u>9105</u>	<u>Howard County Juvenile Probation - PSC (SHOCAP)</u>		
12006	PSC Case Manager	\$30,600.00	\$ 30,600.00
11120	Juvenile Referee	\$10,000.00	\$ 10,000.00
15210	FICA	\$ 3,106.00	\$ 3,106.00
15220	PERF	\$6,630.00	\$ 6,630.00
15230	Insurance	\$ 7,366.00	\$7,366.00
23802	Drug Screens	\$9,000.00	\$ 9,000.00
32641	Drug Screens (Witham)	\$ 1,364.00	\$ 1,364.00

32130	Travel and Training		\$ 8,534.00	\$ 8,534.00
37401	Rewards/Incentives PSC		\$ 1,000.00	\$ 1,000.00
	<u>Total Howard County Juvenile Probation - PSC (SHOCAP)</u>		<u>\$ 77,600.00</u>	<u>\$ 77,600.00</u>
	<u>TOTAL ADDITIONAL APPROPRIATIONS ALL FUNDS:</u>		<u>\$266,504.65</u>	<u>\$ 259,014.65</u>

Not everyone with pending business was required to attend the Council Meeting today. Council President James Papacek asked that there be a limited number of people in the meeting room due to COVID.

1000.9601-Howard County Information Systems Department- Jeremy Stevens

Director Jeremy Stevens is withdrawing the request for Additional Appropriations in the amount of 7,490.00. In speaking to Mrs. Tolle at the Highway department this request is for a 2021 Annual Maintenance Agreement.

1170 - Howard County Public Safety- Dispatch Department –Sheriff Jerry Asher

Sheriff Asher is requesting additional appropriations in the sum of \$46,000.00 to cover Health Insurance until the end of the year.

Commissary Fund: Sheriff Jerry Asher

Sheriff Asher submitted the Commissary Fund for October 10/01/2020 thru 10/31/2020

8131-VOCA Grant-Adult Probation –Dustin Delong

Auditor Lake requested the Additional Appropriations on behalf of Community Corrections Supervisor, Mr. Delong. The funds have already been approved by the state and just need the approval of the council.

9105-Howard County Juvenile Probation – PSC (SHOCAP) - Dustin Delong

Auditor Lake requested the Additional Appropriations on behalf of Community Corrections Supervisor Mr. Delong. The funds have already been approved by the state and just need the approval of the council.

All additional appropriations having been presented, Councilwoman Bolser made a motion to approve Ordinance No. 2020-HCCO-54, Additional Appropriations with the amendment to remove \$7,490.00 from fund 9601 as presented. Councilman Ortman seconded the motion, and the motion carried.

IN THE MATTER OF RESOLUTION NO. 2020-HCCR - 15– TRANSFERS:

Auditor Martha Lake read Resolution No. 2020-HCCO-15 –Transfers one time, and the resolution was acted upon as follows:

Transfer From:	To:	Amount	Allowed
<u>1000</u>	<u>HOWARD COUNTY GENERAL FUND:</u>		
<u>0062</u>	<u>Howard County Election:</u>		
12202	Election Board Asst.	32410 Printing	\$ 1,500.00 \$ 1,500.00
11335	Absentee Voter Board	32410 Printing	\$ 1,200.00 \$ 1,200.00
<u>0232</u>	<u>Howard County Circuit Court</u>		
11700	Part- Time	11236 Court Reporter	\$ 44.53 \$ 44.53

11700	Part- Time	11705	Clerk- Juvenile	\$141.78	\$ 141.78
11700	Part- Time	11800	Overtime	\$8,000.00	\$ 8,000.00

9601 Information Systems

11800	Overtime	32141	Communication	\$ 1,250.00	\$1,250.00
11800	Overtime	47210	Equipment	\$ 3,690.00	\$3,690.00
32130	Travel/Training	47210	Equipment	\$1,015.00	\$ 1,015.00

1114 LIT Special Purpose

9603 Kinsey

11713	Youth Managers	11917	Shift Supervisor	\$ 12,500.00	\$ 12,500.00
11713	Youth Managers	11918	PT Shift Supervisor	\$ 2,000.00	\$ 2,000.00
11713	Youth Managers	11715	Secretary Juvenile	\$ 300.00	\$ 300.00
9605	Kinsey Secure Detention				
11713	Youth Managers	11918	PT Shift Supervisor	\$ 2,000.00	\$ 2,000.00
11713	Youth Managers	11715	Secretary Juvenile	\$ 300.00	\$ 300.00

1176 Highway Dept.

11356	Engineer	11315	Senior Secretary	\$ 1,326.85	\$1,326.85
11356	Engineer	11316	Secretary	\$134.74	\$ 134.74
11356	Engineer	12107	Truck Driver/Safety Dir.	\$139.15	\$ 139.15
12100	Truck Driver	15230	Insurance	\$ 38,215.70	\$38,215.70
12104	Special Equip Operator	15230	Insurance	\$ 35,000.00	\$ 35,000.00

1000.0062 – Howard County Election- General Fund- Debbie Stewart

Today Council President Papacek spoke on behalf of Clerk Debbie Stewart. President Papacek stated that this transfer is from Election Board to Printing and Absentee Voter Board to Printing due to Mrs. Stewart not knowing how the voter turnout would be this year.

1000.0232 – Howard County Circuit Court- General Fund- Judge Lynn Murry

Auditor Lake spoke on behalf of Circuit Court Judge Lynn Murry addressing the transfer of \$8,000.00. The reason for this transfer is that she lost one employee thru attrition and the other three staff members have been working overtime to fill in. Judge Murry would like to pay out their Comp time.

1000.9601- Information Systems- General Fund- Jeremy Stevens

Director Jeremy Stevens addressed his request for a transfer of \$1,250.00 from overtime to Communication. (A correction in the resolution was made at this time due to inadvertently missing his first line request.) This request is to cover for increased video use and remote work. Mr. Stevens is also requesting to transfer \$3,690.00 from Overtime to Equipment and \$1,015.00 from Travel/Training to Equipment to cover any expenses that may come up before the end of the year.

1114, 9603, 9605- Robert J, Kinsey Center- Jeff Lipinski

Director Jeff Lipinski thanked Councilman Ortman for all the support that he has given the Robert J. Kinsey Center and the County thru his years of service. Councilman Ortman said that he appreciates the way Mr. Lipinski has always addressed his yearly budgets. Mr. Lipinski is requesting a transfer of \$12,500.00 from Youth Manager to PT Shift Supervisor and \$2,000.00 to PT Shift Supervisor. This position was underfunded due to staff being off on FMLA and the pandemic. This is also due to moving staff around to fill in for those employees missing. The Juvenile Secretary's payment was moved to the LIT Special Fund due to budget cuts next year it will be put back into the General Fund. Councilwoman Bolser asked if Mr. Lipinski could put a dollar amount on the Overtime that was due to COVID, so the Kinsey Center can be reimbursed thru the CARES Act Money for the overtime. Auditor Lake stated that Mr. Lipinski could go back from March-September for reimbursement of the overtime, and this could be paid by the CARES Act money.

1176- Howard County Highway Department- Amber Tolle

Highway Superintend Amber Tolle addressed the transfers from Engineer to Senior Secretary in the amount of \$1,326.85, Engineer to Secretary in the amount of \$134.74, and from the Engineer to Truck Driver/Safety Dir. in the amount of \$139.15. Mrs. Tolle stated that theses transfers are due to two separate retirements, a senior secretary and an engineer. The Truck Driver /Safety Dir. was money that was held over from 2019 to pay the first payroll in 2020. Transfers were also made to pay Employee Health Insurance thru the end of the year.

Councilwoman Bolser made a motion to approve Resolution No. 2020-HCCR-15 Transfers with the amendment to add from 11800 overtime to 32141 Communication for the Information System in the amount of \$1,250.00 as read, Councilwoman Fatum seconded the motion, and the motion carried.

IN THE MATTER OF SALARY ORD. NO. 2020-HCCO-55- AMENDING SALARY ORD. FOR 2020:

Auditor Martha Lake read Ordinance No. 2020-HCCO-55 Amending Salary Ordinance one time, and the ordinance was acted upon as follows:

	<u>Salary Amendments</u>	<u>Requested</u>	<u>Approved</u>
<u>1000</u>	<u>HOWARD COUNTY GENERAL FUND:</u>		
<u>0062</u>	<u>Howard County Election:</u>		
12202	Election Board Asst.	\$ (1,500.00)	\$ (1,500.00)
11335	Absentee Voter Board	\$ (1,200.00)	\$ (1,200.00)
<u>0232</u>	<u>Howard County Circuit Court</u>		
11700	Part- Time	\$ (8,186.31)	\$ (8,186.31)
11236	Court Reporter	\$ 44.53	\$ 44.53
11705	Clerk- Juvenile	\$ 141.78	\$ 141.78
11800	Overtime	\$ 8,000.00	\$ 8,000.00
<u>9601</u>	<u>Information Systems</u>		
11800	Overtime	\$(4,940.00)	\$(4,940.00)
11800	Overtime	\$ 3,690.00	\$ 3,690.00
11800	Overtime	\$1,250.00	\$1,250.00
<u>1114</u>	<u>LIT Special Purpose</u>		
<u>9603</u>	<u>Kinsey</u>	\$ (14,800.00)	\$ (14,800.00)
11713	Youth Managers	\$12,500.00	\$12,500.00
11917	Shift Supervisor	\$ 2,000.00	\$ 2,000.00
11715	Secretary Juvenile	\$ 300.00	\$ 300.00
<u>9605</u>	<u>Kinsey Secure Detention</u>	\$ (2,300.00)	\$(2,300.00)

11918	PT Shift Supervisor	\$ 2,000.00	\$ 2,000.00
11715	Secretary Juvenile	\$ 300.00	\$ 300.00
<u>1170</u>	<u>Howard County Public Safety- Dispatch Department:</u>		
15230	Insurance	\$46,000.00	\$46,000.00
<u>1176</u>	<u>Highway Dept</u>	\$ (74,816.50)	\$ (74,816.50)
11356	Engineer	\$ (1,600.74)	\$ (1,600.74)
11315	Senior Secretary	\$ 1,326.85	\$ 1,326.85
11316	Secretary	\$ 134.74	\$ 134.74
12107	Truck Driver /Safety Dir	\$ 139.15	\$139.15
12100	Truck Driver	\$ (38,215.76)	\$ (38,215.76)
12104	Special Equip Operator	\$ (35,000.00)	\$ (35,000.00)
15230	Insurance	\$ 73,215.76	\$ 73,215.76
<u>8131</u>	<u>Voca Grant- Adult Probation:</u>		
11242	Prob. Officer	\$ 72,100.00	\$ 72,100.00
15210	FICA	\$ 5,515.65	\$ 5,515.65
15220	PERF	\$ 10,599.00	\$ 10,599.00
15230	Insurance	\$ 41,600.00	\$ 41,600.00
<u>9105</u>	<u>Howard County Juvenile Probation - PSC(SHOCAP)</u>		
12006	PSC Case Manager	\$ 30,600.00	\$ 30,600.00
11120	Juvenile Referee	\$10,000.00	\$10,000.00
15210	FICA	\$ 3,106.00	\$ 3,106.00
15220	PERF	\$ 6,630.00	\$ 6,630.00
15230	Insurance	\$ 7,366.00	\$ 7,366.00

Auditor Lake explained the Salary Amendment items were covered under the Additional Appropriations and the Transfers as noted above, and approved. Councilwoman Fatum made a motion to approve Ordinance No. 2020-HCCO-55, with the amendment from 11800 Overtime to 32141 Communication for Information Systems Department in the amount of \$1,250.00 as read. Councilman Ortman seconded the motion, and the motion carried.

OLD BUSINESS:

2021 Council Meeting Dates:

Auditor Lake presented the 2021 Council Meeting dates that were originally presented at the November 24, 2020 Council meeting for review. Councilman Alexander made the motion to approve the 2021 Council Meeting Dates, as presented. Councilman Roberts seconded the motion, and the motion carried.

IN THE MATTER OF BUDGETS FOR 2021: (Specifically Bonus Related Information)

Clarification of the 2% Bonus for 2021: Amending the 2021 Budget Meeting Minutes, page 4, second paragraph from the bottom of the page, this was presented September 22, 2020 in the final budget meeting.

Auditor Lake presented the amended 2 % Bonus Information. The Howard County Councilmen and Councilwomen discussed and acted upon the following items to document herein: The Council approved a 2% one-time bonus in 2021 to all full-time personnel based on the salary paid to the employee beginning January 4th, the first official business day of 2021. In order to receive the bonus, the full-time employee must be employed from January 4th, the first official working day, through July 1, 2021. The Council also approved a \$300.00 one-time bonus in 2021 for all part-time personnel, employed from January 4th, the first official working day, through July 1, 2021. The bonus will be paid on July 16, the second pay period of July, 2021. Elected Officials are to be included in the 2% one-time bonus unless otherwise specifically noted. Salaries for Probation Officers were not included in the 2% one-time bonus due to statute required salary increases. The budgets for

supplies, other services and charges and capital outlays were approved as requested in the 2021 budget without change, except where specifically noted. Councilwoman Bosler made the motion to approve Amending of the 2021 Budget Meeting Minutes, page 4, second paragraph from the bottom of the page, presented September 22, 2020 final budget meeting as read. Councilman Roberts seconded the motion, and the motion carried.

NEW BUSINESS:

2021 Salary Ordinance:

Auditor Lake presented Ordinance No. 2020-HCCO- 53-Salary Ordinance for 2021. Councilwoman Fatum made the motion to approve the 2021 Salary Ordinance No. 2020-HCCO-53 as presented. Councilman Roberts seconded the motion, and the motion carried.

OTHER COUNCIL BUSINESS:

Council President Papacek and the Council members would like to thank Councilman Ortman, and Councilman Trine for all their hard work and dedication to the Council, and the County as this is their last Council Meeting of their terms. The Council would also like to thank Auditor Lake for her dedication to the County, as this is her last meeting as Auditor. She was elected and will be serving on the Council in 2021. Councilman President Papacek welcomed Daryl Maple to the Council who was in attendance in the audience.

There being no further business to come before the Council

At this time, the meeting was adjourned at 4:48 p.m., on a motion made by Councilman Ortman. Councilman Roberts seconded the motion and the motion carried.

HOWARD COUNTY COUNCIL

JAMES T. PAPACEK, PRESIDENT

JAMIE L. BOLSER, VICE PRESIDENT

BRYAN ALEXANDER, MEMBER

LESLIE G. FATUM, MEMBER

STANLEY E. ORTMAN, MEMBER

JOHN J. ROBERTS, MEMBER

THOMAS N. TRINE, MEMBER

MARTHA J. LAKE, AUDITOR

HOWARD COUNTY COUNCIL MEETING DECEMBER 4, 2020