

HOWARD COUNTY COUNCIL REGULAR MEETING NOVEMBER 27, 2018

The Howard County Council met in Regular Session on Tuesday, November 27, 2018, at 4:00 p.m. in Hearing Room 338 of the Howard County Administration Center. Those in attendance included President Richard Miller, Vice-President James Papacek, and members Les Ellison, Stan Ortman, John Roberts, Dwight Singer, and Jeffrey Stout. Also in attendance was Howard County Attorney Alan Wilson. Howard County Auditor Martha Lake was absent.

The meeting was called to order by Howard County Sheriff Steven Rogers and conducted by President Richard Miller.

Councilman John Roberts led the Pledge of Allegiance. Councilman Jeff Stout offered a word of prayer.

IN THE MATTER OF APPROVAL OF MINUTES:

The minutes October 23, 2018, regular meeting, having been previously submitted and reviewed, were approved as submitted on a motion made by Vice-President James Papacek. Councilman Dwight Singer seconded the motion, and the motion carried.

IN THE MATTER OF ORDINANCE NO. 2018-HCCO-35– ADDITIONAL APPROPRIATIONS FOR 2018:

Mr. Miller read Ordinance No. 2018-HCCO-35 – Additional Appropriations for 2018 through one time, and it was acted upon as follows:

		<u>Amount Requested</u>	<u>Amount Approved</u>
	<u>Additional Appropriations:</u>		
<u>1138</u>	<u>HOWARD COUNTY CUMULATIVE CAPITAL DEVELOPMENT FUND:</u>		
<u>9601</u>	<u>Howard County Information Systems Dept.:</u>		
47220	Computers – Hardware & Software	\$ 5,893.00	\$ 5,893.00
	Total Information Systems Dept.:	\$ 5,893.00	\$ 5,893.00
	Total Cum. Cap. Dev. Fund:	\$ 5,893.00	\$ 5,893.00
	TOTAL ADDITIONAL APPROP. ALL FUNDS:	\$ 5,893.00	\$ 5,893.00

Information Systems Administrator Lloyd Deem thanked the Council for their time. Mr. Deem asked for \$5,893.00 for account 1000.31210.000.9601 Maint. & Service Contract. The funds are for the third phase of the time clock system. Mr. Roberts asked if this was the final phase. Mr. Deem stated it was the final phase. Mr. Stout asked if the cost was the same for the third phase as it was for the second phase. Howard County Finance Supervisor Renae Adams clarified that this was for adding people into the system and for the additional time clocks. Mr. Stout made a motion to approve \$5,893.00 for account 1138.47220.000.9601 Computers – Hardware & Software as listed for the third phase. Councilman Les Ellison seconded the motion, and the motion carried.

IN THE MATTER OF RESOLUTION NO. 2018-HCCR-25 – TRANSFERS:

Mr. Miller read Resolution No. 2018-HCCR-25-Transfers through one time, and it was acted upon as follows:

	<u>Transfer From:</u>	<u>Transfer To:</u>	<u>Amount Requested</u>	<u>Amount Approved</u>
<u>1000</u>	<u>HOWARD COUNTY GENERAL FUND:</u>			
<u>0236</u>	<u>Howard County Community Corrections Dept.:</u>			
11354	Tech Asst. /FO	12012 Coordinator (Case Mgr.)	\$ 15,600.00	\$ 15,600.00
<u>0001</u>	<u>Howard County Clerk’s Office:</u>			
11400	Second Deputy	11433 Second Deputy	\$ 7,400.00	\$ 7,400.00

<u>0005</u>	<u>Howard County Sheriff's Dept.:</u>				
12400	OT Court Deputy	13320	CT Sec Uniform	\$ 2,400.00	\$ 2,400.00
<u>0313</u>	<u>Howard County Maintenance Dept.:</u>				
11707	Maintenance Tech Two	11500	Labor/Maintenance	\$ 30,000.00	\$ 30,000.00
<u>9600</u>	<u>Howard County Howard Haven:</u>				
11700	Part Time	11416	Housekeeper/Cook	\$ 3,000.00	\$ 3,000.00
23350	Institutional & Medical Supplies	11416	Housekeeper/Cook	\$ 1,000.00	\$ 1,000.00
30000	Other Services & Charges	11800	Overtime	\$ 500.00	\$ 500.00
32202	Utilities	11800	Overtime	\$ 1,000.00	\$ 1,000.00
<u>1114</u>	<u>HOWARD COUNTY LIT – SPECIAL PURPOSE FUND:</u>				
<u>0380</u>	<u>Jail</u>				
32131	Travel & Training – Firearms	47210	Equipment	\$ 1,334.00	\$ 1,334.00
33740	Care of Individuals	23350	Inst & Med Supplies	\$ 20,000.00	\$ 20,000.00
33740	Care of Individuals	23600	Office Supplies	\$ 1,000.00	\$ 1,000.00
33740	Care of Individuals	12200	OT Corrections Officers	\$ 90,000.00	\$ 90,000.00
12008	PT Corrections Officers	12191	Field Training Officers	\$ 2,450.00	\$ 2,450.00
12008	PT Corrections Officers	12192	Armed Corrections Officers	\$ 3,000.00	\$ 3,000.00
<u>1159</u>	<u>HOWARD COUNTY HEALTH FUND:</u>				
23770	Supplies	15230	Insurance	\$ 21,568.10	\$ 21,568.10
<u>1181</u>	<u>HOWARD COUNTY PLAT BOOK FUND:</u>				
20000	Supplies	15230	Insurance	\$ 225.00	\$ 225.00
<u>4903</u>	<u>HOWARD COUNTY SHERIFF WORK PROGRAM:</u>				
32530	Equip Repair	22530	Equip Repair Supplies	\$ 323.00	\$ 323.00
<u>7331</u>	<u>HOWARD COUNTY PUBLIC SAFETY DISPATCH FUND:</u>				
12300	Dispatchers	12305	OT Dispatch	\$ 20,000.00	\$ 20,000.00
12300	Dispatchers	12304	PT Dispatch	\$ 5,000.00	\$ 5,000.00

1. Community Supervision Director Dustin DeLong apologized for missing the last meeting, and Mr. DeLong thanked the Council for their hard work. Mr. DeLong explained that this was a correction from the original account title. This individual is paid out of four separate accounts. This would make the title the same across all of the accounts. Mr. Papacek made a motion to approve the transfer of \$15,600.00 from account line 11354 Tech Asst. /FO to line 12012 Coordinator (Case Manager) for Howard County Community Corrections Department. Mr. Roberts seconded the motion, and the motion carried.
2. The Howard County Clerk's Office submitted a letter to the Council detailing the reasons for the transfer request. Mr. Papacek made a motion to approve the transfer of \$7,400.00 in the Howard County Clerk's Office from account 11400 Second Deputy to account 11433 Second Deputy. Mr. Stout seconded the motion, and the motion carried.
3. Howard County Sheriff Steve Rogers explained that the transfer in the amount of \$ 2,400.00 was needed to make account 13320 solvent through the end of the year due to the change of security officers from the courts to the sheriff's department. Mr. Singer made a motion to approve the transfer in the amount of \$2,400.00 from account line 1000.12400.000.0005 OT Court Deputy to 1000.13320.000.0005 CT Sec Uniform. Mr. Ellison seconded the motion, and the motion carried.
4. Maintenance Supervisor William Stonestreet thanked the Council for the 2019 raises and the addition of two Dodge trucks for maintenance use. Mr. Stonestreet explained that a level two maintenance individual

had moved and the replacement individual was a labor/maintenance level. The money should have been transferred with the change in personnel. The account line is already in arrears. Mr. Ortman made a motion to approve the transfer of \$30,000.00 from account 11707 Maintenance Tech Two to 11500 Labor/Maintenance. Mr. Singer seconded the motion, and the motion carried.

5. Howard Haven Director Jennifer Brower asked to transfer money to cover the vacation payout for a ten year staff member who left. The transfers to account 11800 Overtime are to cover this payout. The director stepped down to a housekeeper/cook position. The transfers to Housekeeper/Cook are to cover the additional costs due to personnel changes in this line. Mr. Stout made a motion to approve the following transfers for Howard Haven: from account 11700 Part Time to account 11416 Housekeeper/Cook in the amount of \$3,000.00; from account 23350 Institutional & Medical Supplies to account 11416 Housekeeper/Cook in the amount of \$1,000.00; from account 30000 Other Services & Charges to account 11800 Overtime in the amount of \$500.00; and from account 32202 Utilities to account 11800 Overtime in the amount of \$1,000.00. Mr. Roberts seconded the motion, and the motion carried.
6. Health Department Director Kent Weaver stated that the Health Department had budgeted \$67,500.00 for insurance since 2008. Additional money is needed to cover the insurance line for 2018. The 2019 budget will also need additional funds for insurance. Mr. Papacek made a motion to approve the transfer in 1159 Howard County Health Fund from account line 23770 Supplies to 15230 Insurance in the amount of \$21,568.10. Mr. Singer seconded the motion, and the motion carried.
7. Sheriff Rogers asked to transfer money from: 1) 1114.33740.000.0380 Care of Individuals to 1114.12200.000.0380 in the amount of \$90,000.00; 2) 1114.12008.000.0380 PT Corrections Officers to 1114.12191.000.0380 Field Training Officers in the amount of \$2,450.00; 3) 1114.12008.000.0380 PT Corrections Officers to 1114.12192.000.0380 Armed Corrections Officers in the amount of \$3,000.00; 4) 1114.32131.000.0380 Travel & Training - Firearms to 1114.47210.000.0380 Equipment in the amount of \$1,334.00; 5) 1114.33740.000.0380 Care of Individuals to 1114.23350.000.0380 Inst. & Med. Supplies in the amount of \$20,000.00; and 6) 1114.33740.000.0380 Care of Individuals to 1114.23600.000.0380 Office Supplies in the amount of \$1,000.00. Sheriff Rogers explained that an additional \$90,000.00 from account 33740 Care of Individuals to account 12200 Overtime Corrections Officers is needed to get through the year. Mr. Papacek asked if the increase in salary has helped reduce the amount of overtime money needed. Sheriff Rogers stated that the increase in salary is partially responsible for the increase cost of overtime. Mr. Rogers also stated that an increase in the number of individuals would help reduce the overtime. Chief Matron/Personnel Loretta Moon explained that the Sheriff's Department has not been able to reduce the overtime in 2018 due to increased inmate numbers and high turn-over. Mr. Ortman asked to revisit the reduction of cost in overtime in June of 2019. Ms. Moon stated that an additional four officers can be hired after January, 2019. Mr. Stout thanked Sheriff Rogers and his people for all their good work over the past eight years. Sheriff Rogers stated that the money from 32131 Travel & Training – Firearms to 47210 Equipment in the amount of \$1,334.00 is to upgrade firearms. There were no grants available for the firearm upgrade. Mr. Papacek made a motion to approve the transfers in 1114 LIT – Special Purpose Fund Jail as read. Mr. Roberts seconded the motion, and the motion carried.
8. Sheriff Rogers explained that the transfer was for equipment repair supplies. Sheriff Rogers asked to transfer \$323.00 from 4903.32530.000.0000 Equipment Repair to 4903.22530.000.0000 Equip Repair Supplies. Mr. Papacek moved to approve the transfer as read. Mr. Singer seconded the motion, and the motion carried.
9. E911 Dispatch Director Gary Bates requested more money for overtime and vacation buy back. Recently, one employee changed to part time, one employee left, and one employee came back. Currently, there are two positions open. Mr. Bates stated that pay raises have helped his department. Mr. Bates currently has five part time employees. Mr. Bates asked to move \$20,000.00 from account 12300 Dispatchers to 12305 OT Dispatch in the amount of, and \$5,000.00 from account 12300 Dispatchers to 12304 PT Dispatch. Mr. Singer made a motion to approve the transfers in Fund 7331 Public Safety Dispatch Fund \$20,000.00 from account 12300 Dispatchers to 12305 OT Dispatch, and \$5,000.00 from account 12300 Dispatchers to 12304 PT Dispatch as read. Mr. Ortman and Mr. Ellison seconded the motion, and the motion carried.
10. Mr. Ortman asked about the radio systems. Mr. Bates stated that they have passed the technical 30 day acceptance with no issues. The consultant recommended an additional 30 day quality test period in the city.

The current plan is to appear before the commissioners on December 27, 2018. After approval, there is a year warranty period. A contract will need to be negotiated for long term maintenance and warranty.

11. Ms. Adams explained that part of the salaries are paid out of Fund 1181 Plat Book Fund for insurance. Mr. Ortman made a motion to approve \$225.00 transfer from 20000 Supplies to 15230 Insurance. Mr. Ellison seconded the motion, and the motion carried.

IN THE MATTER OF SALARY ORDINANCE NO. 2018-HCCO-36– AMENDING SALARY ORDINANCE FOR 2018:

Mr. Miller read Salary Ordinance No. 2018-HCCO-36 – Amending Salary Ordinance for 2018 through one time, and it was acted upon as follows:

		<u>Amount Requested</u>	<u>Amount Approved</u>
<u>1000</u>	<u>GENERAL FUND:</u>		
<u>0236</u>	<u>Howard County Community Corrections Dept.:</u>		
11354	Tech Asst. F/O	\$ (15,600.00)	\$ (15,600.00)
12012	Coordinator (Case Manager)	\$ 15,600.00	\$ 15,600.00
<u>0001</u>	<u>Howard County Clerk’s Office:</u>		
11400	Second Deputy	\$ (7,400.00)	\$ (7,400.00)
11433	Second Deputy	\$ 7,400.00	\$ 7,400.00
<u>0005</u>	<u>Howard County Sheriff’s Dept.:</u>		
12400	OT Court Deputy	\$ (2,400.00)	\$ (2,400.00)
13320	CT Sec Uniform	\$ 2,400.00	\$ 2,400.00
<u>0313</u>	<u>Howard County Maintenance Dept.:</u>		
11707	Maintenance Tech Two	\$ (30,000.00)	\$ (30,000.00)
11500	Labor/Maintenance	\$ 30,000.00	\$ 30,000.00
<u>9600</u>	<u>Howard Haven Home:</u>		
11416	Housekeeper/Cook	\$ 4,000.00	\$ 4,000.00
11700	Part time	\$ (3,000.00)	\$ (3,000.00)
11800	Overtime	\$ 1,500.00	\$ 1,500.00
<u>1114</u>	<u>HOWARD COUNTY LIT- SPECIAL PURPOSE FUND:</u>		
<u>0380</u>	<u>Jail</u>		
12200	OT Correctional Officers	\$ 90,000.00	\$ 90,000.00
12008	PT Correctional Officers	\$ (5,450.00)	\$ (5,450.00)
12191	Field Training Officers	\$ 2,450.00	\$ 2,450.00
12192	Armed Corrections Officers	\$ 3,000.00	\$ 3,000.00
<u>1159</u>	<u>HOWARD COUNTY HEALTH FUND:</u>		
15230	Insurance	\$ 21,568.10	\$ 21,568.10
<u>1181</u>	<u>HOWARD COUNTY PLAT BOOK FUND:</u>		
15230	Insurance	\$ 225.00	\$ 225.00
<u>7331</u>	<u>HOWARD COUNTY PUBLIC SAFETY DISPATCH FUND:</u>		
12300	Dispatchers	\$ (25,000.00)	\$ (25,000.00)

12304	PT Dispatch	\$ 5,000.00	\$ 5,000.00
12305	OT Dispatchers	\$ 20,000.00	\$ 20,000.00

Mr. Ortman made a motion to approve Salary Ordinance 2018-HCCO-36 as read by Mr. Miller. Mr. Papacek seconded the motion, and the motion carried.

IN THE MATTER OF OLD BUSINESS:

No one was present to address the vehicle leasing program.

IN THE MATTER OF NEW BUSINESS:

1. No one was present to address the \$1.2 million for drainage ditch work. Mr. Miller explained that the money comes back from those affected by the issue. Mr. Wyman was to speak, but he was not present due to a family funeral. Mr. Roberts stated he does approve of the surveyor’s office using money to improve drains. Mr. Papacek also voiced his support for the drainage work. Mr. Miller also expressed his support. Mr. Ortman also stated that the last project had been finished in under five years and that individuals had invested their own money in property improvements at the same time. Mr. Ortman asked that the minutes reflect the Councilmen’s support for the project. Mr. Miller stated that some land owners initially objected to the project. Afterwards, the land owners were happy about dry crawl spaces and costs spread out over time.
2. Mr. Miller requested that Beth Harshman be reappointed to the Howard County Alcohol & Beverage Commission for the Howard County Council. Mr. Papacek spoke with Ms. Harshman, and Ms. Harshman is interested in serving again. Mr. Papacek made a motion to reappointment Beth Harshman to the Howard County Alcohol & Beverage Commission. Mr. Stout seconded the motion, and the motion carried.
3. Attorney Alan Wilson presented an ordinance requesting usage of funds from the Recorder’s Perpetuation Fund. Mr. Miller and Mr. Ortman read Ordinance No. 2018-HCCO-38 AN ORDINANCE OF THE HOWARD COUNTY COUNCIL GRANTING THE RECORDER’S REQUEST TO USE MONIES FROM THE RECORDER’S PERPETUATION FUND TO SUPPLEMENT RECORDER’S 2019 BUDGET. Attorney Wilson prepared the document. Mr. Papacek made a motion to approve Ordinance No. 2018-HCCO-38. Mr. Singer seconded the motion, and the motion carried.
4. Mr. Papacek asked that the letter from Judge William Menges requesting a meeting with the Council be entered into the record. Mr. Ortman recommended a three person committee meet with Judge Menges. Mr. Miller asked who would like to be on the committee. Mr. Singer, Mr. Ellison, and Mr. Papacek agreed to meet with Judge Menges.
5. Mr. Ellison introduced Leslie Fatum as the new councilperson for 2019. The council members welcomed Ms. Fatum.

*There being no further business to come before the Council at this time,
the meeting was adjourned at 5:13 p.m. on a motion made by
Mr. Papacek, which was seconded by Mr. Roberts, and the motion 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 Meeting November 27, 2018