

**CASS COUNTY COMMISSIONERS**  
**March 7, 2022**

The Cass County Commissioners met at 1:00 p.m. in the Commissioners Hearing Room. Present for the meeting were Ryan Browning, Mike Stajduhar, Ruth Baker, Attorney Jeff Stanton, and Auditor Cheryl Alcorn.

Ryan Browning opened the meeting with the Pledge of Allegiance.

**MINUTES** – Ruth Baker made a motion to approve the minutes, Mike Stajduhar seconded. The motion carried unanimously.

**CLAIMS & PAYROLL**- Ruth Baker made a motion to approve the claims and payroll as presented, Mike Stajduhar seconded. The motion carried unanimously.

**PARK DEPARTMENT** – Dana Hildebrand appeared before the Commissioners and presented the monthly report for February. Dana reported estimated revenue \$12,000 was received for February. Park staff continue to cut and remove dead ash trees for woodbin, ground clean up on outer edge of the park and preparing trails for upcoming camping season.

**CORONER** – George Franklin presented report for January and February.

CAUSE OF DEATH

NATURAL	19
COVID	4
VEHICLE	1
SUICIDES	1
HOMICIDES	0
DRUG OVERDOSE	1
SUSPICIOUS	0
JOB SITE	0
TRANSPORTS	14
OUTSIDE ASSISTS	0
AUTOPIES	5

**DISPATCH E-911** – Tara Grigsby presented the monthly report for February.

911 Calls	1099
Admin Calls	3310
CAD Screens	2056
Overtime	36 shifts

Five employees participated in CPR class for certification or to recertify. Several employees are registered for online classes through APCO.

Five interviews are scheduled for March 11<sup>th</sup>, currently the department has three open positions.

**HEALTH DEPARTMENT** – Serenity Alter was not available to present monthly report. The following report for the month of February was submitted and reviewed.

The Health Department held 8 routine immunization clinics and 253 patients were seen with 403 vaccines given.

Vital Records department received \$3,250 in document fees. The department printed 143 birth certificates and 203 certified death certificates.

Mike Collins completed 55 restaurant inspections; 1 pre-operational, 1 complaint, 1 follow-up, and issued 12 food permits. Mike conducted two unsanitary living inspections, one environmental follow-up inspection and two lead follow up inspections. Dan Musselman completed 6 environmental calls, 5 soil reports, 1 residential repair, 4 residential searches, and 2 OSS permits.

COVID testing and vaccines continue to be administered at the County COVID Clinic on Smith Street. COVID booster vaccines are offered to anyone at least 16 years of age. Children ages 5 to 11 are eligible for the COVID Pfizer vaccine.

**EMS** – Mikel Fort presented the monthly report for February. EMS responded to 314 calls and provided 192 transports. Average time of dispatch to enroute was 1:14 with average scene time of 18:23.

Mikel reported billable services provided; 111 ALS and 87 BLS calls with 583 miles.

Mikel requested approval to fill full time vacant position. Ruth Baker made a motion to approve request to fill full time position, Mike Stajduhar seconded. Motion carried unanimously.

**HIGHWAY DEPARTMENT** – Jeff Smith presented the monthly report for February. Two-day winter storm produced 10 to 15 inches of snow and ice, accounted for nearly 500 hours of overtime hours. Department received 530 tons of salt and used 1678 tons of sand and 242 tons of stone for abrasive.

Jeff reported bridge and culvert projects are progressing. Concrete abutments have been poured for the 500E structure at 650N. Box culvert on 125E south of 800S is expected to be completed within two to three weeks.

Jeff presented for approval a proposal for engineering work on bridge repairs for Hoover Bridge on 925E. Repairs would involve replacement of expansion joints and concrete repairs on the deck. Contract proposal from United Consulting, no to exceed \$19,000, has been reviewed by County Attorney and recommends for approval. Overall construction repair cost is estimate in the \$50-\$75,000 range.

Ruth Baker made a motion to approve United Consulting agreement as presented, Mike Stajduhar seconded. Motion carried unanimously.

**SUPERIOR COURT I** – Superior Court I requested approval to fill full time vacant court report position upon the retirement of Court Report Pam Minniear.

Ruth Baker made a motion to approve the request to fill full time court reporter position, Mike Stajduhar seconded. Motion carried unanimously.

**MAINTENANCE DEPT.** – Richard Gundrum requested approval to fill full time vacant custodial position upon the retirement of Debra Preston and approval to hire temporary extra help to fill in for custodian Rocky Ellis serving National Guard duties.

Ruth Baker made a motion to approve requests for full time position and temporary extra help, Mike Stajduhar seconded. Motion carried unanimously.

**EMA** – Rocky Buffum requested approval to deem 1989 Winnebago as surplus. Ruth Baker made a motion to deem item as surplus, Mike Stajduhar seconded. Motion carried unanimously.

**INSURANCE RENEWAL** – Michael Bowditch, Consolidated Union, thanked the Commissioners for the opportunity to provide property and casualty insurance over the past years. Michael personally thanked the county department heads for their cooperation in providing information when needed. Consolidated Union recommends continuation of Liberty Mutual Insurance Company for the insurance needs of the county.

Ruth Baker made a motion to approve the insurance policy renewal for 2022, Mike Stajduhar seconded. Motion carried unanimously.

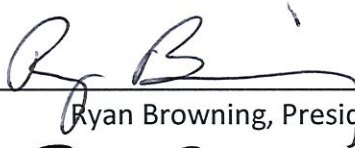
**COMPREHENSIVE PLAN AGREEMENT** – Mike Stajduhar presented Baker Tilly agreement to prepare a three-year comprehensive plan. County Attorney has reviewed the agreement and found it to be same format as in previous years.

Ruth Baker made a motion to table the approval upon further review, Mike Stajduhar seconded. Motion carried unanimously.


**PUBLIC ANNOUNCEMENT & RECOGNITION** – Commissioner Baker recognized county employee participation in the United Way bowling fundraiser event, “Pins for Kids”, held last weekend.

**PUBLIC COMMENT** – None

**ADJOURNMENT** – Ruth Baker made a motion to adjourn, Mike Stajduhar seconded. The motion carried unanimously.

  
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Ryan Browning, President

  
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Ruth Baker, Vice President

  
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Michael W. Stajduhar, Member

ATTEST:   
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Cheryl Alcorn, Auditor