

# CASS COUNTY COMMISSIONERS

## July 19, 2021

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.

**AGENDA AMENDMENT** – Commissioner Browning requested approval to add Salary Recommendation Clarification to the agenda. Mike Stajduhar made a motion to amend the agendas requested, Ruth Baker seconded. Motion carried unanimously.

**MINUTES** – Ruth Baker made a motion to approve the regular meeting and executive session minutes as presented, 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.

**CCED** – Christy Householder appeared before the Commissioners with the Economic Development monthly report for June. Christy visited four industrial and nine business retention expansion sites. Attended the following number of project meetings; eleven local, fourteen regional, one state, and received six business leads. Christy attended KC – 46 meeting, project proposal will be submitted by July 30<sup>th</sup>.

**BROADBAND PROJECT** - Matt Mavrick appeared before the Commissioners with update report for the month of June. Crews hung 23 miles of strand and 9 miles of fiber underground on the eastside of the county. Carroll/White utilities poles are being prepared for make-ready attachment. Project timeline is on schedule, materials are on hand and permits are done.

**SHERIFF DEPARTMENT** – Sheriff Schroder appeared before the Commissioners with the June monthly report.

PRISONER BOOKINGS	148
PRISONERS RELEASED	137
MILES TRANSPORTING PRISONERS	5,102
MEALS SERVED TO PRISONERS	19,913
OFFICER PATROL MILES	58,797
TRAFFIC WARNINGS ISSUED	132
TRAFFIC ARRESTS/CITATIONS	75
DWI/OWI ARRESTS	3

CRIMINAL ARRESTS	54
ACCIDENT INVESTIGATIONS	44
PROPERTY DAMAGE	37
PERSONAL INJURY	7
FATALITIES	1
RESERVE OFFICER HOURS	0
CIVIL PROCESS MILEAGE	1,202
CIVIL PROCESS PAPERS SERVED	349

**SCHOOL RESOURCE OFFICERS:** no report – schools on summer vacation

**ANIMAL CONTROL:**

COUNTY CALLS	11
CITY CALLS	55
CONSULTS	30
WRITTEN WARNINGS	16
SHELTERED ANIMALS	35
BITE CASES	1

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

Sheriff Schroder reported DOC inspection met all state standards and thanked Richard Gundrum and Jail Commander Tony Bartling for their hard work in preparing for the inspection.

**LAUNDRY SERVICE CONTRACT** - Sheriff Schroder presented for approval a contract for laundry service during the construction phase of new laundry room at the jail. County Attorney Stanton has reviewed and found the contract to be in order for approval.

Ruth Baker made a motion to approve contract for laundry service as present, Mike Stajduhar seconded. Motion carried unanimously.

**LEXIPOL SUBSCRIPTION AGREEMENT** – Sheriff Schroder presented for approval Lexipol Subscription Agreement providing rules and regulations for correctional officers. County Attorney Stanton has reviewed and found the agreement to be in order for approval.

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

**I.T. DEPARTMENT** – Cj Gilsinger appeared before the Commissioners with the monthly report for June. New phone system is fully installed and functional. First order of new Ricoh printers have

been delivered. New laptops have been deployed to Community Corrections, Clerks, and Circuit Court. Wi-fi system hardware has been received and currently being installed.

Cj is working with Clerk and Commissioner Stajduhar on a redistricting project. IT department is working on a fiber optic expansion, project will take several months to complete.

Cj requested the following items to be deemed surplus:

- 20 x Aruba Wireless Access Points
- 11 x Ricoh 305 Color desktop printers

Ruth Baker made a motion to deem items presented as surplus, Mike Stajduhar seconded. Motion carried unanimously.

**MAINTENANCE DEPARTMENT** – Richard Gundrum appeared before the Commissioners with monthly report for June. New AED unit installed on 4<sup>th</sup> floor of Government Building. Jail received inspection by the Department of Corrections and Logansport Fire Department, with no issues. Acoustic panels were installed in jail visitation room.

Annex Storage Building received a new fork lift, certification training was provided to workers. New dock leveler was installed at the Annex Building. Ambulance Garage upgraded lights to LED, emergency lighting installed, and battery backup garage door operator installed.

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

**COMMUNITY CORRECTIONS** – Dave Wegner appeared before the Commissioners with the monthly report for June. Department averaged 144 clients per day with a total of 6 violators for the month. Department received 28 new clients in June, a 40% increase from last month.

CLIENTS SERVED	164
• HOME DETENTION	143
• WORK RELEASE	21

Dave reported work crew completed over 300 hours of community service for the month of June. Community Corrections will partner with Court & Pretrial Services to provide virtual therapy options if awarded funding through the Justice Partners Addictions Grant. Six practicum interns from IUK will provide supplemental virtual therapy services through Four County.

Dave reported the retirement of Case Manager Randy Rozzi and requested permission to fill the full time vacancy. Ruth Baker made a motion to approve the request to fill full time case manager position, Mike Stajduhar seconded. Motion carried unanimously.

**CLERK** – Clerk’s office requested approval to fill vacant full time position. Ruth Baker made a motion to approve the request to fill full time position, Mike Stajduhar seconded. Motion carried unanimously.

**FIRE DISTRICT #1** – Chief Chris Cover presented Fire District 2<sup>nd</sup> Quarterly Report.

Fire Response Calls:	<u>June</u>	<u>July</u>
Medical Assist	19	9
Structure Fire	1	0
Auto Accident	1	3
Brush Fire	8	0

Chief Cover reported training center construction is on schedule to be finished in a couple of months. Department maintains four man shifts 24/7, with one vacancy. Seven applications were received, four passed the agility testing. Interviews are scheduled and vacancy will be filled this week.

**PLANNING DEPARTMENT-** Arin Shaver presented Planning Department 2<sup>nd</sup> Quarterly Report showing 53 permits were issued this quarter with a total of 86 permits for the year. Department has collected \$13,281 in permit fees to date.

**ORD. 21-04 AMEND SOLAR ENERGY STANDARDS** – Arin Shaver brought before the Commissioners amendments approved by Plan Commission of the Solar Energy Standards. Plan Commission approved Commissioners request to adjust the height restriction to no more than 22.5 feet from ground level. Arin presented ordinance with amendments for approval.

Ruth Baker made a motion to approve Ord. 21-04 Amend Solar Energy Standards as presented, Mike Stajduhar seconded. Motion carried unanimously.

**COURT & PRETRIAL SERVICES** – Hillary Hartion distributed and presented 2<sup>nd</sup> Quarterly Report for Court & Pretrial Services. Department currently has 63 active clients, serving approximately 35 clients per day. Pretrial services is diverting \$2,520 daily in county incarceration expenses. During the first three months of establishing the department, the Case Manager passed both Probation Officer Exam and Indiana Risk Assessment Training. Director passed exam to receive status as a Nationally Certified Pretrial Services Professional.

Hillary requested permission to submit application for Justice Partners Addictions Response Grant. Grant will provide \$60,000 to fund mental health evaluations, curriculum for Pretrial Services, training, and a virtual therapy computer lab for Community Corrections.

Ruth Baker made a motion to approve grant proposal request as presented, Mike Stajduhar seconded. Motion carried unanimously.

**SECURITY** – Kim Felton requested approval to purchase equipment for county building and security guards. Approximately \$50,000 in upgrade equipment including; radios, x-ray machine, walk through metal detector, hand-held metal detector, and schedule a security assessment of the building.

Ruth Baker made a motion to approve the purchase of equipment as presented, Mike Stajduhar seconded. Motion carried unanimously.

**VISITOR'S BUREAU** – Jane Horner introduced new director, Angie Lalla. Mrs. Lalla is excited to serve Cass County and recently attended the Cass County 4-H Fair last week for the first time.

**JAIL EXPANSION** – John Painter presented for approval change orders for roof walkway pads, water lines at booking sink, toilet fixture, fire alarm boxes, and data conduit revisions for a total amount of \$21,329.

Ruth Baker made a motion to approve formal change orders as presented, Mike Stajduhar seconded. Motion carried unanimously.

**2022 SALARY RECOMMENDATION CLARIFICATION** – Commissioner Browning announced the local newspaper mis-printed the salary recommendations presented at the last Council meeting. Commissioner Browning clarified recommendation of 5% salary increase for all employees. Health Department Nurse resigned for a higher paid position, not a 911 Dispatcher. Degreed or skills positions may receive a greater increase determined by Council.


**PUBLIC ANNOUNCEMENTS & RECOGNITION** – Commissioner Baker recognized Planning Department Director, Arin Shaver for being featured in local Heartland magazine article “Women in Business”.

Commissioner Browning recognized Pioneer High School Softball, Volley Ball, and Basketball State Champions. First time in school history receiving three state championship titles in the same school year for the lady panthers.

**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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Mike Stajduhar, Vice President

  
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Ruth Baker, Member

ATTEST:   
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Cheryl Alcorn, Auditor