

CASS COUNTY COMMISSIONERS
November 1, 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 amended agenda to include snow removal contract as last item before public comments.

MINUTES – Ruth Baker made a motion to approve the meeting 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.

DISPATCH E-911 – Amber Offutt was unavailable to present monthly report. The following October monthly report was received and reviewed by Commissioners.

911 Calls	1199
Admin Calls	4795
CAD Screens	2081
Overtime Shifts	55

One employee hired last August completed training and is working independently. Department has three full time vacancies; two of the three vacancies are in the new hire orientation process.

HIGHWAY DEPARTMENT – Jeff Smith appeared before the Commissioners with the monthly report for October. Crews completed grind and level work in Noble and Deer Creek townships. Section of Indian Creek was prepared for pavement. Crews removed down trees from storm damage received overnight on October 24th. Jeff is preparing annual bids for advertising of supplies and services.

Davis Street Bridge project for repair to sidewalks and curbing is projected for early winter time frame. Jeff will contact the media when dates are set for estimated three week bridge closure.

Jeff requested approval to fill full time vacant driver position. Ruth Baker made a motion to table the request for full time driver position, Mike Stajduhar seconded. Motion carried unanimously.

CORONER – George Franklin was unavailable to present monthly report. The following October monthly report was received and reviewed by Commissioners.

CAUSE OF DEATH

Natural	6
Vehicle	0

Suicide	0
Homicides	0
Job Site	0
Infant	0
TRANSPORTS	4
OUTSIDE ASSISTS	0
AUTOPSIES	0

HEALTH DEPARTMENT – Serenity Alter appeared before the Commissioners with the monthly report for October. The Health Department held 8 routine immunization clinics and one flu shot clinic, 202 patients were seen and 325 vaccines given. Department will offer a walk-in flu shot clinic for county employees on November 5th from 8:00 a.m. to 10:00 a.m. If employees are not available during those times a makeup time will be scheduled by appointment.

Vital Records department received \$2,590 in document fees. The department printed 149 birth certificates, and 153 certified death certificates. No request for paternity affidavits or genealogy searches were received.

Mike Collins completed 63 restaurant inspections, 1 pre-operational, 1 complaint, and issued 3 food permits. Environmental responses included 2 insect inspections and 1 trash call. Four pool inspections and 2 lead follow-ups. Dan Musselman completed 11 environmental calls, 7 soil reports, 1 residential repair, 13 residential searches, and 3 OSS permits.

COVID testing and vaccinations continue to be offered Monday through Thursday from 8:00 a.m. to 4:00 p.m. located at 1616 Smith Street. Pfizer and Moderna COVID booster shots and Pfizer COVID vaccine for children ages 5-11 will become available in November.

PARK DEPARTMENT – Dana Hildebrand presented the monthly report for October. Park Department received an estimated revenue of \$31,700 for the month of October.

Approximately one hundred players participated in the disc golf tournament and estimated 200 divers were present for the Indy Dive Center Treasure Hunt. Information about the Sleepy Hollow Event will be presented next month. Camping season has come to an end and crews have begun winterizing the park.

TAX CERTIFICATE SALE SERVICE AGREEMENT – Commissioner Browning presented for approval the renewal of Tax Certificate Sale Service Agreement with SRI, Incorporated.

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

CCED CONTRACT RENEWAL – Cass County Economic Director renewal contract was presented for approval. Three-year renewal engagement contract for Economic Development Director Christy Householder.

Ruth Baker made a motion to approve contract renewal for Economic Development Director Christy Householder as presented, Mike Stajduhar seconded. Motion carried unanimously.

BUILDING RENOVATION PROJECTS – Commissioner Browning presented the one (1) proposal received for renovation projects. Proposal was received from RQAW Intentional Innovation.

Commissioner Browning entertained a motion to take proposal under advisement by committee. The proposal will be reviewed by a committee consisting of Commissioners, Auditor, and County Attorney.

Ruth Baker made a motion to take proposal under advisement, Mike Stajduhar seconded. Motion carried unanimously.

PUBLIC DEFENDER BOARD – Sheryl Pherson requested approval to apply for Edward Byrne Memorial Justice Assistance Grant (JAG). Grant is potentially five years and requires annual application. The grant will provide a social worker to public defenders in Cass and White Counties. No match is required for the first two years with the intention White and Cass Counties will share required match for the remaining three years.

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

ORD. 21-09 AMEND PUBLIC DEFENDER BOARD ORDINANCE 13-12 – Commissioner Browning presented Ordinance 21-09 amending the appointments to the Public Defender Board to comply with state statute allowing one of the two appointments by County Judges to be appointed by Indiana Public Defender Board Commission.

Ruth Baker made a motion to approve amended ordinance as presented, Mike Stajduhar seconded. Motion carried unanimously.

JAIL EXPANSION – John Painter presented the following change orders for approval:

- Second floor shower layout to match first floor shower layout \$23,496

Ruth Baker made a motion to approve change order for the second-floor showers layout, Mike Stajduhar seconded. Motion carried unanimously.

- Deleting ACT-1 ceiling in toilet C165 for a reduction of (\$193)

Ruth Baker made a motion to approve the change order deleting ACT-1 ceiling in toilet C165, Mike Stajduhar seconded. Motion approved unanimously.

- Additional metal roof coping materials \$7,417

Ruth Baker made a motion to approve the change order for additional metal roofing materials, Mike Stajduhar seconded. Motion carried unanimously.

- Installation of dryer enclosure lighting for laundry work area \$608

Ruth Baker made a motion to approve the change order for installation of dryer enclosure lighting, Mike Stajduhar seconded. Motion carried unanimously.

COUNTY EMPLOYEE CHRISTMAS LUNCHEON – Commissioner Browning announced the Government Building will be closed on December 10th for the annual County Employee Christmas Luncheon, from 11:00 a.m. and 1:00 p.m.

Ruth Baker made a motion to approve the closure of the Government Building between 11:00 a.m. and 1:00 p.m. on December 10th for County Employee Christmas Luncheon, Mike Stajduhar seconded. The motion carried unanimously.


SNOW REMOVAL CONTRACT – Commissioner Browning presented for approval snow removal service contract with Denny’s Lawn Care.

Ruth Baker made a motion to approve Snow Removal Contract as presented, Mike Stajduhar seconded. Motion carried unanimously.

PUBLIC ANNOUNCEMENTS & RECOGNITION - Commissioner Browning congratulated County Health Department receiving the 2021 Ellen Zimmerman Heart of the Community Award presented by Area Five Agency on Aging and Community Services

PUBLIC COMMENT – None

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



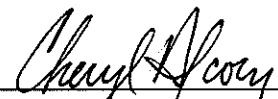
Ryan Browning, President



Mike Stajduhar, Vice President



Ruth Baker, Member

ATTEST: 

Cheryl Alcorn, Auditor