

**CASS COUNTY COMMISSIONERS**  
**November 5, 2018**

The Cass County Commissioners met at 1:00 p.m. in the Commissioners Hearing Room. Present for the meeting were Ralph Anderson, Jeff LeDonne, Attorney Jeff Stanton and Auditor Cheryl Alcorn. Jim Sailors was absent. Ralph Anderson opened the meeting with the Pledge of Allegiance.

**MINUTES** – Ralph Anderson made a motion to approve the minutes, Jeff LeDonne seconded. The motion carried unanimously.

**CLAIMS & PAYROLL**- Jeff LeDonne made a motion to approve the claims and payroll as presented, Ralph Anderson seconded. The motion carried unanimously.

**HEALTH DEPARTMENT** – Serenity Alter appeared before the Commissioners with the monthly Health Department report. During the month of October; 9 routine immunization clinics were held, 294 patients were seen and 677 vaccines were given. One adult flu walk-in clinic and one triple booked day for children flu vaccine were held. Vitals Records department received \$3,700 in document fees for the month of October. The department printed 178 birth certificates, 30 free birth certificates, 191 death certificates, and 2 genealogy searches.

Mike Collins and Chelsea Cates issued 3 food permits, performed 58 food inspections, 3 pre-operational food inspections, 14 environmental inspections, 2 follow-up Meth inspections, and 3 follow up lead inspections, in the month of October. Dan Musselman completed 8 soil profiles, 7 residential inspections, 7 residential replacements, 16 environmental calls, and 6 OSS permits.

Serenity and Debbie Grimes attended the Indiana Public Health Opioid Conference. Serenity and Debbie will offer Naloxone training to the community. Health Department currently has 200 Naloxone kits to distribute over the next two months.

Serenity and Emily Hendrickson attended the 2018 Fall IVRA Conference in Bloomington.

**PARK DEPARTMENT** – Dana Hildebrand appeared before the Commissioners with the October report for the Park Department. Dana reported estimated revenue of \$23,133 was received for the month.

Park hosted several events during the month of October including Treasurer Hunt by Indy Dive Center, three weekends of Sleepy Hollow Haunted Hay Rides, and a camper appreciation dinner. Campers organized a Halloween parade with decorated golf carts passing out candy.

Jim Sailors added the property across the river will soon be transferred over to the county park. County Attorney Stanton confirmed with except of 23 acres for crop program that may not be included.

**CASS COUNTY ECONOMIC DEVELOPMENT** – Christy Householder appeared before the Commissioners with the monthly CCED report. Christy reported the Hartz building has received a lot of attention from potential buyers. Christy attended the Airlift Tanker Show, met with Four Star Generals. Christy has been invited to sit on the WHIN Broadband initiative for the Eli Lilly Grant. Christy attended meeting regarding State AG Initiative.

**HIGHWAY DEPARTMENT** – Jeff Smith appeared before the Commissioners with the monthly Highway Department report. Jeff reported the chip seal work concluded for the year including 52 miles of single chip seal, 11 miles of #13 chip seal, 30 miles of double seal, and 7 ½ miles of triple seal. Regular road program included 10 miles of pug paving and 1 mile of hot mix paving. Additional 8 ½ miles of asphalt and pug mix paving was completed with Community Crossing Grant.

Jeff informed the department is preparing for snow season, trucks will be prepared for salt spreading and brine making operation was prepared last week.

Jeff presented close out Change Orders #5 and #6 for the 400 S project and final acceptance letter for Phase II of the project. Change orders close out final quantities for a combined amount of \$52,000, that figure is under the initial bid of \$125,000. Jeff informed commission of extra work authorization for CHA to revise Phase III to match the soil stabilization method used on Phase II.

Ralph Anderson made a motion to approve the request for Change Orders #5 and #6 for the 400 S Phase II project and authorization for CHA to revise Phase III, Jeff LeDonne seconded. Motion carried unanimously.

Jeff presented change order for the 18<sup>th</sup> Street Bridge regarding punch list items in the amount of \$1,845. Project is under the initial bid, no additional funds will be paid for this change order.

Ralph Anderson made a motion to approve the request for 18<sup>th</sup> Street Bridge change order, Jeff LeDonne seconded. Motion carried unanimously.

**ORD. 18-04 AMENDING TRAFFIC SIGN CR 850 W FOR CR 25 S** - Jeff Smith requested approval to change yield sign to a stop sign on CR 850 W for CR 25 S, this is a T intersection with some visibility restrictions.

Ralph Anderson made a motion to approve amendment to traffic sign on CR 850 W for CR 25 S, Jeff LeDonne seconded. Motion carried unanimously.

**ORD. 18-05 AMENDING TRAFFIC SIGN CR 325 S AND CR 700 E** – Jeff Smith requested approval to create a four-way stop at this intersection, visibility is hampered because of alignment and elevation changes at the intersection.

Ralph Anderson made a motion to approve request for four-way stop at the intersection of CR 325 S and CR 700 E, Jeff LeDonne seconded. Motion carried unanimously.

**PROSECUTOR** – Lisa Swaim requested approval to fill vacant full time prosecutor position to begin January 1, 2019 and potential vacant part time position. Full time Prosecutor, Stephen Kitts will leaving the position to serve as Circuit Court Judge.

Ralph Anderson made a motion to approve the request to fill full time and part time replacement if needed for prosecutor positions, Jeff LeDonne seconded. Motion carried unanimously.

Lisa requested approval to reapply for the Byrne Grant. Grant request is for an extended amount of funding this year.

Ralph Anderson made a motion to approve grant application request, Jeff LeDonne seconded. Motion carried unanimously.

Lisa requested approval to fill vacant part time office position.

Ralph Anderson made a motion to approve the request to fill part time office position, Jeff LeDonne seconded. Motion carried unanimously.

Lisa requested approval to create a new part time investigator position. The position will primary cover the growing need for digital discovery and will be funded currently through office funds and by grant funds next year.

Ralph Anderson made a motion to approve the new part time investigator position, Jeff LeDonne seconded. Motion carried unanimously.

**E-911 DISPTACH** – Dan McDonald requested approval to fill vacant full time position.

Ralph Anderson made a motion to approve the request to fill full time position, Jeff LeDonne seconded. Motion carried unanimously.

Dan requested approval to submit Letter of Intent to the 911 Board for grant funds. These funds are needed to replace the outdated 911 system. The grant is a 60/40 match, with the 40

percent to be split equally between the county, city, and 911 Fund; approximately \$19,000 each.

Ralph Anderson made a motion to approve Letter of Intent for grant funds, Jeff LeDonne seconded. Motion carried unanimously.

**COMMUNITY CORRECTIONS** – Dave Wegner requested approval to fill five vacant part time correctional officer positions.

Ralph Anderson made a motion to approve the request to fill five part time correctional officer positions, Jeff LeDonne seconded. Motion carried unanimously.

**SHERIFF DEPARTMENT** – Randy Pryor requested approval to fill vacant full time correction officer position.

Ralph Anderson made a motion to approve request to fill vacant correction officer position, Jeff LeDonne seconded. Motion carried unanimously.

Sheriff Pryor informed commissioners of the department’s annual grant application had been submitted at the same time the new grant policy was put into place. Jim Sailors confirmed no approval action is needed by the commission for grant applications submitted prior to the implementation of new grant policy.

**PUBLIC COMMENT –**

Lora Redweik, 5524 N 600 E, Twelve Mile – Encouraged the commissioners to consider more female appointments to boards and commissions, encouraged representation of townships and districts.

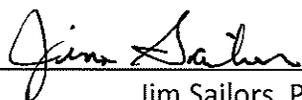
When did the county signed the confidentially contract with RES? Jim Sailors clarified confidentially agreements are signed through the Economic Development Board.

When is the next Plan Commission Meeting? Jim Sailors replied the meeting for this month has been canceled. When will the public hearing be? Jim Sailors replied the public hearing will be scheduled once we receive recommendation from the committee.

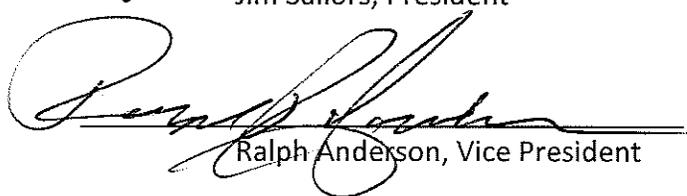
Ralph Anderson congratulated the Pioneer High School Volley Ball Team and Pioneer High School Football Team. Ralph extended condolences to all the families affected in the tragic accident in Fulton County involving four children boarding a school bus.

**ADJOURNMENT**

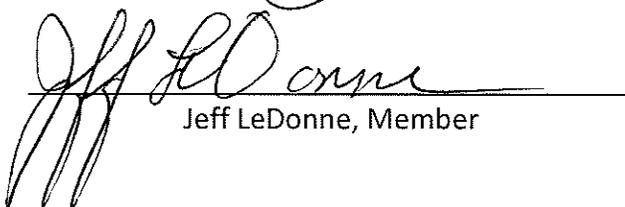
Jeff LeDonne made a motion to adjourn, Ralph Anderson seconded. The motion carried unanimously.



Jim Sailors, President



Ralph Anderson, Vice President



Jeff LeDonne, Member

ATTEST:   
Cheryl Alcorn, Auditor