

## CASS COUNTY COMMISSIONERS

November 4, 2019

The Cass County Commissioners met at 1:00 p.m. in the Commissioners Hearing Room. Present for the meeting were Jim Sailors, Ralph Anderson, Ryan Browning, Attorney Jeff Stanton, and Auditor Cheryl Alcorn.

Jim Sailors opened the meeting with the Pledge of Allegiance.

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

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

**HIGHWAY DEPARTMENT** – Jeff Smith appeared before the Commissioners with the monthly highway report. Paving work is finished for the year, approximately 11 miles of crack seal was applied during the past two months. Crews continue grind and level work in Boone Township and pothole patching when weather permits.

Jeff reported two new dump trucks are fully equipped and ready for the winter season. County has a good stock of salt left from last spring and state contract is in place to purchase more when needed.

Culvert construction project on 100N at 700E is scheduled to begin next week and should be finish by early December. US Highway 24 West closed at the Panhandle Pathway Bridge during the last week of October. Jeff appreciated the assistance of Sheriff Schroder to enforce the traffic limitations of trucks traveling the detour on county roads. Local detour agreement with INDOT allows reimbursement of road repair costs.

Jeff requested approval to surplus three salvaged culvert pipes from the Delaware Road culvert replacement project. Ralph Anderson made a motion to approve request to deem culvert pipes as surplus inventory, Ryan Browning seconded. Motion carried unanimously.

Jeff requested approval to hire a part time secretary to prepare for upcoming vacancy. Patti Smith will be retiring after the first of next year. Extra help funds are available in the budget for the position. Ralph Anderson made a motion to approve the request to hire part time secretary, Ryan Browning seconded. Motion carried unanimously.

**PARK DEPARTMENT** – Dana Hildebrand appeared before the Commissioners with the October report for the Park Department. Dana reported estimated revenue of \$26,623 was received for the month.

Park hosted several events during the month of October including Treasurer Hunt by Indy Dive Center, Disc Golf State Tournament, Annual Benefit Run, and Lewis Cass school field trips. Four weekends of Sleepy Hollow Haunted Hay Rides and Kids Day with bounce house, kiddie carts, and Local Fire Department. Campers organized a Halloween parade with decorated golf carts passing out candy and a camper appreciation dinner.

**CASS COUNTY ECONOMIC DEVELOPMENT** – Christy Householder appeared before the Commissioners with the economic development report for the month of October.

Christy has been working with Planning Department on Grissom Air Reserve Base overlay for the JLUS implementation. Overlay information will be presented to local town boards for approval.

Christy reported the work to identify tall structures for the WHIN Broadband Project continues and encouraged anyone in the county that knows of a structure over 100 feet tall to contact her.

Christy attended the Airlift Tanker Show at Grissom Air Reserve Base.

**HEALTH DEPARTMENT** – Serenity Alter appeared before the Commissioners with the Health Department report for the month of October. The Health Department held eight routine immunization clinics and two flu clinic for children. Adult flu vaccines were given on a walk in basis. There were 317 patients seen for routine immunizations and 679 vaccines were given.

For the month of October the Vital Records department received \$2,665 in document fees. Department printed 135 certified birth certificates and 31 free certified birth certificates, 128 certified death certificates, 1 paternity affidavit, and 3 genealogy searches.

Mike Collins and Chelsea Cates completed 39 restaurant inspections; 4 pre-operational, 1 complaint, 5 environmental with 1 follow-up, and issued 4 food permits. Eight follow up lead inspections were completed and four tattoo salon inspections. Dan Musselman completed for the month of October; three residential final inspections, four residential replacement final inspections, five soil profiles, and seven OSS permits.

Debbie Grimes presented proper hand washing to 1st grade students and participated in the Landis Elementary Community Fair providing resource information to parents. Safe Sleep program provided three Pac'n Plays.

Serenity, Emily, and Bettia attended the Indiana Vital Records Association Fall Conference in Lafayette. Health Department will be working on a plan with ISDH to focus on the causes of high rate of infant mortality in Cass County.

**RES. 2019-04 JAIL PROJECT** – Ralph Anderson made a motion to approve the following in regard to the Jail Addition Project;

- Adoption of need for Facility – Resolution 2019-04 Jail Project
- Authorize circulation of supporting taxpayer petition
- Authorize two independent appraisals
- Preliminarily approves lease
- Approve project plans and specifications

Ryan Browning seconded. Motion carried unanimously.

Jim Sailors explained each item and the purpose for each. Ralph Anderson explained the difference between General Obligation Bond is paid with property tax and Lease Bond is paid with income tax. Ryan Browning informed the public of an Informational Meeting that will be held at the 4-H Fairgrounds on November 13<sup>th</sup> at 6:00 p.m.

**DISPATCH** – Amber Offutt requested approval to hire part time position. Ryan Browning made a motion to approve request to hire part time position, Ralph Anderson seconded. Motion carried unanimously.

**SHERIFF DEPARTMENT** – Sheriff Ed Schroder requested approval to fill one full time and one part time vacant correctional officer positions. Ralph Anderson made a motion to approve request to fill vacant full time and part time correctional officer positions, Ryan Browning seconded. Motion carried unanimously.

**SCHOOL RESOURCE OFFICER PROGRAM** – Sheriff Ed Schroder requested approval of Memorandum of Understanding (MOU) with Pioneer Regional School Corporation and Lewis Cass School Corporation for the service of School Resource Officers.

Ralph Anderson made a motion to approve the School Resource Officer Program MOU's, Ryan Browning seconded. Motion carried unanimously.

**COUNTY EMPLOYEE CHRISTMAS LUNCHEON** – Commissioner Ralph Anderson announced the Government Building will be closed on December 13<sup>th</sup> for the annual County Employee Christmas Luncheon, from 11:00 a.m. and 1:00 p.m. The luncheon will be held in the Community Building at the 4-H Fair Grounds and catered by 4-H Food Committee.

Ralph Anderson made a motion to approve the closure of the Government Building between 11:00 a.m. and 1:00 p.m. on December 13<sup>th</sup> for County Employee Christmas Luncheon, Ryan Browning seconded. The motion carried unanimously.

**PUBLIC COMMENT** – Lora Redweik, 5524 N 600 E, Twelve Mile – What is the protocol of by-laws for committees and boards?

Jim Sailors responded each committee regulates their own by-laws. Commissioners will take action if a conflict arises.

What is the process by the County when the City wants to do an annexation?

Jim Sailors responded annexation is handled by the state. The state requires 51% of residents in favor of annexation. Residents receive annexation notification from the state.

**ADJOURNMENT** – Ralph Anderson made a motion to adjourn, Ryan Browning seconded. The motion carried unanimously.

  
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Jim Sailors, President

  
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Ralph Anderson, Vice President

  
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Ryan Browning, Member

ATTEST:   
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Cheryl Alcorn, Auditor