

**CASS COUNTY COMMISSIONERS
MARCH 2, 2015**

The Cass County Commissioners met at 1:00 p.m. in the Commissioner Hearing Room. Present were Jim Sailors, Ralph Anderson, Jeff LeDonne, Attorney John Hillis and Auditor Vaneen Ide. Jim Sailors opened the meeting with the Pledge of Allegiance.

AMEND AGENDA

Ralph Anderson made a motion to amend the agenda and place the Planning Department after Claims and Payroll, Jeff LeDonne seconded. The motion carried unanimously.

MINUTES

Ralph Anderson made a motion to approve the minutes as presented, Jeff LeDonne seconded. The motion carried unanimously.

CLAIMS & PAYROLL

Ralph Anderson made a motion to approve the Claims and Payroll as presented, Jeff LeDonne seconded. The motion carried unanimously.

PLANNING DEPARTMENT

Arin Shaver appeared before the Commissioners and presented a Letter of Intent to Develop Real Estate. The City of Logansport is applying for a grant to construct a parking garage downtown on the corner of 4th and Broadway. The property is owned by Cass County.

Ralph Anderson made a motion to approve the Letter of Intent to Develop Real Estate, Jeff LeDonne seconded. The motion carried unanimously.

PARK DEPARTMENT

Dana Hildebrand appeared before the Commissioners and presented his monthly report. Dana reported that the weather in February has taken a toll on the Constructed Wetland. The basin tanks at the inlet of the wet lands are frozen solid causing the lift stations to back fill with water. While working on the system we found two of the four lift station pumps not working. One of the pumps is reading a bad seal and the other one had to be wired to run in the right direction. Three of the four pumps are ready to work at this time. The Park is in the process of fixing or replacing the fourth pump which is an obsolete 1999 Myers pump.

The leasing of the Kenneth Depot Store for 2015 was advertised in the Pharos Tribune and the internet. At this time two individuals have inquired about leasing the store.

CCED

Christy Householder appeared before the Commissioners and presented her monthly report. Christy continues to visit county businesses and attend meetings. NIPSCO awarded CCED with a \$2,000.00 grant to update and improve the CCED website. Christy informed the Commissioners the regional funding that was at \$84,000.00 has been cut by the legislature to \$10,000.00 to be shared between two regional cities.

HEALTH DEPARTMENT

Bob Vernon appeared before the Commissioners and presented the monthly report of activities. During February eight routine vaccination clinics were held and one flu clinic for children. The nurses traveled to four Logansport elementary schools (fifth grade) to administer required vaccines for sixth grade entry. The nurses will also be traveling to Galveston Elementary in March to complete those

requirements as well. In the month of February 303 patients were seen with a total of 745 vaccines given.

The Health Department issued 115 birth certificates, assisted in 4 paternity affidavits and 24 free birth certificates. A total of 115 death certificates were requested.

There are currently 208 food establishments in Cass County. The food establishments that have not returned their annual permit fees will be contacted. There have been 22 routine retail food inspections, 3 follow ups, 4 establishments have had complaints investigated and 1 pre-opening inspection.

Bob requested permission to advertise to hire the summer mosquito intern. The position is part time and up to 32 hours per week. Duties are to locate and track mosquito habitats, educate the public, identify the types of mosquitoes and document this information for future references. Ralph Anderson made a motion to approve the hiring of the mosquito intern, Jeff LeDonne seconded. The motion carried unanimously.

HIGHWAY DEPARTMENT

Jeff Smith appeared before the Commissioners with the CCHD monthly report. February has been the busiest month for snow and ice operations. As of the 25th the CCHD had accumulated 650 man hours of overtime, boosted by snow events on three of the four weekends. Jeff requested that drivers who notice potholes are encouraged to call or e-mail the highway department to report them.

Jeff requested permission to advertise for three dump trucks. The new trucks would replace trucks that are 16 and 18 years old with mileage ranging from 160 thousand to 203 thousand. Also included in the bids would be a budgeted service truck for one of our pipe crews. This truck would replace a 1995 F250 with 251,000 miles on it. Ralph Anderson made a motion to approve the request for bids for trucks, Jeff LeDonne seconded. The motion carried unanimously.

Ray Eber presented his report to the Commissioners. We are awaiting lap tops from IT to help aid in rating roads using the "PASER" rating system. This will help in standardizing our ratings of roads and will give us the overall health of our road system at a glance. Ray informed the Commissioners that CCHD is anticipating lots of road work in the spring.

Jim Sailors inquired if Ray and Jeremy, H.R., have been able to meet in regards to ADA. Ray informed Jim Sailors that they were planning to meet as soon as time permitted.

H.R.

Jeremy Hall appeared before the Commissioners and presented them with a brief outline of some of the changes being made to the current personnel handbook. Jeremy would like to amend the handbook in regards to personal days for employees. Ralph Anderson made a motion to approve the changes to 4.1 of the current handbook, Jeff LeDonne seconded. The motion carried unanimously, the revision is below.

4.1 PERSONAL DAYS

Personal days are a combination of sick days, vacation days, and flex days. The following personal days schedule applies to all Full-time County employees, except Sheriff Merit Officers.

The purpose of paid annual personal leave is to allow and encourage all employees to renew their physical and mental capabilities and to remain fully productive. Full-time employees are provided annual personal days during each year in order to achieve this purpose. Part-time and temporary employees are not eligible for paid personal leave. The schedule for earning personal days is as follows:

Years of Service (Anniversaries)	Personal Days (Yearly) *
Hire Date – 90 days	Zero (0) days
91 days – Jan 1 following 1 st full year of employment	Earned 1.5 days per month from date of hire
Jan 1 (Following 1 st full year)	Eighteen (18) days
2 years	Twenty – Six (26) days
10 years	Thirty-Two (32) days
20 years	Thirty-Eight (38) days

*New personal days are given on **January 1st** following the employees anniversary date listed above. Only exception is if the employee is hired on January 1st, but due to Cass County Government holiday must start the next business day the courthouse is open following said holiday. These employees will receive their new personal days starting in the year of their anniversary. If employee does not report on that day the start day will be pushed back to the date they first report.

* Employees can *only* carry over **20 days** from one calendar year to another, regardless of the number of years of employment. The rollover of personal days will occur December 31st of each year.

This is the addition that would be needed for Section 4.1.1

4.1.1 Terms and Conditions of Personal Days

J. New hire personal days for the first month of employment are earned as follows:

Hired 1-10 = Full 1.5 days earned

Hired 11-20 = 1 days earned

Hired 21 – end of month = 1/2 day earned

*These days will be given to employee after the 90 day probationary period.

Jeremy also presented a change to the wording of 2.14 of the handbook to require all employees leaving the employment of Cass County to have an exit interview with the elected official/department head and H.R. Ralph Anderson suggested the wording be changed from “should be scheduled” to “shall be scheduled” for 2.14. Ralph Anderson made a motion to approve the amendment presented to the handbook with the change in wording, Jeff LeDonne seconded. The motion carried unanimously. Below is the change.

Update to Section 2.14 Paragraph 2 in Employee Handbook

- Cass County requires scheduling exit interviews at the time of employment termination to afford an opportunity to discuss such issues as employee benefits, conversion privileges, repayment of outstanding debts to the County, or return of County-owned property. Suggestions, complaints, and questions may also be expressed. Any elected official/department head that has an employee terminating employment with Cass County shall contact Human Resources to discuss terms of termination and to calculate final compensation of said employee.

Jeremy had an additional change to the handbook having to do with 3.16. The change reads "Employees terminating their employment with Cass County will receive their final pay on the next scheduled pay period following the date of termination of employment." Ralph Anderson made a motion to approve the change as presented, Jeff LeDonne seconded. The motion carried unanimously. Below is the revision of 3.16.

Addition to Section 3.16 in Employee Handbook

- Employees terminating their employment with Cass County will receive their final pay on the next scheduled pay period following the date of termination of employment.

EMA

Alvin Beckman was not present.

TREASURER

Kathy Adair appeared before the Commissioners seeking permission to hire Midwest Pre Sort to print the property tax bills for 2015. Ralph Anderson made a motion to approve the hiring of Midwest Pre Sort to print property tax bills for 2015, Jeff LeDonne seconded. The motion carried unanimously.

INSURANCE

Michael Bowditch, representing Consolidated Union Insurance appeared before the Commissioners. Michael presented the Commissioners with an overview of items added and removed from the property and casualty insurance account. Michael thanked the Commissioners for the opportunity to work with Cass County. Based on Consolidated Union's Market Analysis and quoting of 7 differing markets, it is our recommendation that the insurance program remain with the Alliance Municipal Insurance Company for the Commercial Package, General Liability, Commercial Auto Inland Marine, Public Officials Liability, Errors and Omissions Liability, Law Enforcement Liability and Umbrella lines of business. It is also recommended that Worker's Compensation coverage with IPEP remain, even though there was a slight rate increase. Ralph Anderson made a motion to approve the recommendation of Michael Bowditch, representative of Consolidated Union, Jeff LeDonne seconded. The motion carried unanimously.

REAL ESTATE APPRAISER

Attorney John Hillis informed the Commissioners that two appraisal companies have been selected for the appraisal of the county properties for the selling of bonds. A company from Indianapolis and one from Fort Wayne have been selected. The company in Indianapolis requires a retainer fee of \$4,000.00. John requested payment to secure the Indianapolis firm in the amount of \$4,000.00. Jeff LeDonne made a motion to approve the retainer fee of \$4,000.00, Ralph Anderson seconded. The motion carried unanimously.

ENGAGEMENT LETTER for ICE MILLER

Attorney John Hillis presented information to the Commissioners in regards to allowing ICE Miller to proceed with legal work for the County and the Cass County Redevelopment Commission. The City of Logansport filed a petition with the Indiana Utility Regulatory Committee in regards to the utility work to be done in Clymers. Ralph Anderson made a motion to allow ICE Miller to proceed with the legal work required for the petition, Jeff LeDonne seconded. The motion carried unanimously.


PUBLIC COMMENTS & ADJOURN

Randy Pryor, Sheriff appeared and requested permission to hire a full time Corrections Officer. One of his officers submitted their resignation to take a job in Miami County. Ralph Anderson made a motion to approve the request to hire a full time Corrections Officer, Jeff LeDonne seconded. The motion carried unanimously.

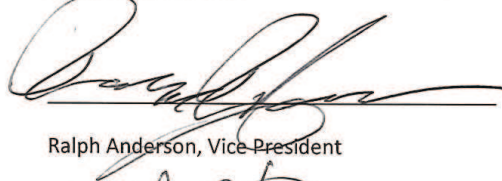
Lynn Korniak from the Purdue Extension office appeared before the Commissioners to introduce the new county extension educator, Krista Pullen. Today is Krista's first day working in the Extension Office.

Ralph Anderson reminded everyone that this coming weekend is the "Lottie and Bernice Show." Show times at the historic State Theater are March 6th and 7th at 7:00 p.m. and March 8th at 4:00 p.m.

There were no other public comments. Ralph Anderson made a motion to adjourn, Jeff LeDonne seconded. The motion carried unanimously.



Jim Sailors, President



Ralph Anderson, Vice President



Jeff LeDonne, Member

ATTEST:



Vaneen M. Ide, Auditor