

## **CASS COUNTY COMMISSIONERS**

**APRIL 6, 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.

### **MINUTES**

Ralph Anderson made a motion to approve the minutes as presented, 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.

### **CCED**

Christy Householder presented her monthly report to the Commissioners. Christy has been busy attending numerous meetings and continues to meet with businesses. Christy also attended the Indiana Soybean Alliance Ag Forum.

### **HEALTH DEPARTMENT**

Bob Vernon appeared before the Commissioners and presented his monthly report. During March eleven routine vaccination clinics were held. In March 220 patients were seen, with a total of 547 vaccines given.

Vital records issued 171 birth certificates, assisted in 6 paternity affidavits, issued 22 free certificates, 201 certified death certificates and conducted 8 genealogy researches.

There are currently 208 food establishments doing business in Cass County, all permits have been sent in and issued. Summer permits are starting to come in now. The Health Department has conducted 31 routine food inspections, completed 2 follow up inspections and investigated 1 food complaint. Mike Collins has become certified lead assessor and inspector.

Terry Howell is the new receptionist at the Health Department. Mike Collins and Alesia Brown have scheduled an appearance on Talk of the Town for April 13<sup>th</sup>. They will be discussing safety procedures for storm season, specifically tornadoes and also discussing SERV-IN.

Dr. Martin and Bob Vernon have hired a full time environmentalist, Dan Mussleman. He is from Cass County and lives here in Cass County. He will start training April 6<sup>th</sup>. Elizabeth Bennett has been hired as a part-time environmentalist; she will also start on April 6<sup>th</sup>. Yesenia Gonzalez will be working as the Summer Mosquito intern and will start the week of April 20<sup>th</sup>.

Bob requested that Alesia Brown be allowed have access to the Health Department face book page. Jim Sailors recommended that Bob clear that with Cj Gilsinger, head of I.T.

### **HIGHWAY DEPARTMENT**

Jeff Smith appeared before the Commissioners with the Highway Departments monthly report. The CCHD has been busy dealing with crumbling roads since March 13<sup>th</sup>. Patch crews as well as dig crews have been out daily attempting to temporarily remedy the worst areas first.

March started off with three days of snow and ice operations, including up to 6 inches of snow on Sunday March 1<sup>st</sup>. The Highway Department finished March with 223 man hours of overtime and for the winter season of December through March there were 1,097 hours of overtime.

The Highway Department received the resignation of Ray Eber, Project Coordinator for the Highway. Ray worked for the CCHD for five years, three and a half as the Project Coordinator. Jeff Smith publicly thanked Ray for his service to the community.

Jeff Smith introduced Pat Long and Mike Byers from the American Concrete Pavement Association. Pat and Mike presented the Commissioners with a plaque in recognition of the concrete overlay work done on county road 275W. This project was also recognized in Arizona earlier in the year.

#### **H.R. DEPARTMENT**

Jeremy Hall presented his monthly report to the Commissioners. The exit interviews and final compensation for resigning employees has been going well. Jeremy has been working with Department heads and Angie Ellis in payroll to make sure this is uniform for every employee and given to them appropriately.

Jeremy attended an HR seminar in Indianapolis on March 24<sup>th</sup> and learned more about FLSA and hiring process. Jeremy distributed reading material about interviewing do's and don'ts to each department head to help with their interviewing process.

Jeremy corrected two issues in March, one addressing full time employees and life insurance. Jeremy went back 5 years and corrected the errors and now all employees who are eligible now have life insurance coverage requested at the time of hire. Jeremy also did an audit of the number of employees eligible for QuadMed and found multiple employees incorrectly coded and some ineligible employees. The number of eligible employees went from 236 to 181, which equaled a savings of between \$900.00 to e\$1,000.00 for the months of November, December and January. The county is to be reimbursed that money.

Jeremy will attend an ADA workshop in LaPorte , Indiana on April 16<sup>th</sup>.

#### **PARK DEPARTMENT**

Dana Hildebrand appeared and gave his monthly report of Park activities. The change in the weather outside has increased the outside work and the flow of visitors. Work has been completed on two of the lift stations which took a big hit from the winter. The replacement of a new pump, brackets, check valves and shut off valves have been completed. There has been a lot of digging to locate water and sewer lines, which have been located. The park has four well systems, in which two of the four are overworked. Two manhole's are being placed in a location to tap into a less worked well system with shut offs to take the pressure off over worked wells. The reason for taking pressure off overworked wells is due to the length of water lines that need to be added. According to the Environmental Public Health Division there needs to be a water spigot within 200 feet of all primitive camping spots. As of this time we have a layout for an additional 5000 foot of water lines to be added.

We have also expanded the parking area next to the shop, repaired and painted life guard chairs and floating deck. The concession stand is in the works to be maintained and operated by William Baker who runs the Indy Dive Club.

#### **E.M.A. DEPARTMENT**

Alvin Beckman appeared before the Commissioners and requested that the Commissioners accept the Emergency Management Performance Grant- Salaries Sub-Grant Agreement. This grant will reimburse Cass County \$25,300.30 for salaries. Ralph Anderson made a motion to approve the Emergency Management Performance Grant- Salaries Sub-Grant Agreement, Jeff LeDonne seconded. The motion carried unanimously.

Cass County received a check for \$39,410.00 from Sprint/Nextel for reimbursement for having to "touch" 800MHZ radios used in the county. This is money for "pain and suffering" for each entity having the radios, having to have all the radios brought into a site where they were updated with new programming so the radios can continue to be used on the Statewide 800MHz system. The monies were distributed amongst the entities in the county who "own" the radios. The breakdown of the reimbursement was as follows.

City of Logansport Police/Fire	\$19,190.00
Cass County Sheriff's Dept.	\$11,190.00
Cass County EMA	\$7,550.00
Cass County E-911	\$610.00
Galveston Police Dept.	\$870.00

#### **SHERIFF DEPARTMENT**

Kim Bussard appeared before the Commissioners on behalf of Sheriff Randy Pryor, to request out of state travel for Deputy Mike Shannon and Branson Eber. Mike and Branson will attend education classes and a memorial service for "Fallen Officers" in Washington, D.C. Ralph Anderson made a motion to allow the out of state travel for Deputy Mike Shannon and Branson Eber, Jeff LeDonne seconded. The motion carried unanimously.

Kim also requested that the funds received for the radios due to the re-banding be placed in a non-reverting fund. Ralph Anderson made a motion that an ordinance be presented to the Council establishing a non-reverting radio fund, Jeff LeDonne seconded. The motion carried unanimously.

#### **WORK RELEASE**

Dave Wegner appeared before the Commissioners with a request to replace two part-time employees. Ralph Anderson made a motion to approve the request to replace two part-time employees, Jeff LeDonne seconded. The motion carried unanimously.

#### **I.T. DEPARTMENT**

Cj Gilsinger appeared before the Commissioners and requested that the following equipment be declared surplus:

1IBM AS/400e server

1IBM Printer

Ralph Anderson made a motion that the following equipment be declared surplus 1 IBM AS/400e server and 1IBM Printer, Jeff LeDonne seconded. The motion carried unanimously.

#### **E-911**

Dan McDonald appeared before the Commissioners and requested permission to hire one full time employee. Dan had a non- probationary employee leave E-911. Ralph Anderson made a motion to approve the request to replace a full time employee at E-911, Jeff LeDonne seconded. The motion carried unanimously.

#### **CASS COUNTY VISITORS BUREAU**

Toni Savini appeared before the Commissioners and presented the detailed report of spending of the Cass County Visitor's Bureau. The Commissioners had no questions in regards to the report.

#### **LION'S CLUB ROAD CLOSURE**

Dirk Raderstorf requested that the road be closed for the "Running with the Lions" a 5K Run/Walk to be held Saturday October 31, 2015 from 8:30 a.m. until 10:30 p.m. The runners will head east on Hill Street, turn South on Hall Street, go east approximately 20 feet along the north side of State Road 16, then north on County Road 150 West to approximately three tenths of a mile North of 800 North where the runners will turn around and return to the finish line following the same route out. The Lions are also requesting to post notification of road closure; they will post the notices 7 to 10 days prior to the race. The Sheriff's Reserve Deputies will assist in monitoring the intersections affected during the race. Jeff LeDonne made a motion to allow the road closure for the "Running with the Lions" race to be

held October 31, 2015 in Twelve Mile, Indiana, Ralph Anderson seconded. The motion carried unanimously.

#### LETTER OF ENGAGEMENT OF ICE MILLER LLP

Attorney John Hillis informed the Commissioners that the letter of engagement that was approved at the last Commissioner meeting has had a minor change to it and will need to be signed again by all parties. Ralph Anderson made a motion to approve the change and approve the re-signing of the letter of engagement with ICE Miller, LLP, Jeff LeDonne seconded. The motion carried unanimously.

#### PUBLIC COMMENT & ADJOURN

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

James D. Sailer  
Ralph Anderson  
Jeff LeDonne

Attest:

Vaneen M. De