

## **CASS COUNTY COMMISSIONERS**

**JULY 20, 2015**

The Cass County Commissioners met at 9:00 a.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.

A motion was made to amend the agenda to include recommendations for compensation to employees for budget year 2016. This item will be addressed after Claims and Payroll. Ralph Anderson made the motion, 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.

### **EMPLOYEE COMPENSATION**

Ralph Anderson presented to the Commissioners a recommendation for the 2016 year addressing employee compensation.

Position Stipends:

First Deputy – Increase amount to \$2,000.00

Add partial Chief Deputy position for Surveyors office \$1,000.00

Maintenance there should be two first deputy's one in the Government Building and one in the Jail, they should receive \$2,000.00

Prosecutor these are positional stipends that stay with the position

Discovery Clerk, Office Manager, Title 4-D Administrator, Misdemeanor Secretary each position would receive \$2,000.00

Courts would receive positional stipends that stay with the position

Court Reporter position \$2,000.00

Court House staff, Sheriff, Jail, and E-911 would receive a \$3,000.00 increase; this would include entry level employees. This excludes office holders and directors.

Elected officials and directors would receive a 2.6% increase for 2016. The entry level part-time pay will remain at 8.40 per hour. The top hourly salary will be raised by \$2.00. However budgeted hourly part time will only increase 2.6%.

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

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

Cj Gilsinger appeared before the Commissioners with the I.T. Department monthly report. As of this last week the I.T. Department has done away with all Server2003 operating systems on our network. This was a large task that took up a lot of our time. In this process we also did another big upgrade to our virtual environment's control server.

A new setup for the work release camera system is another project we have been working on. We bought a new Network Video system but now have to get cameras that will work properly with it. As we are testing these new cameras we are taking this opportunity to evaluate camera needs in each location with Dave Wegner so he gets exactly what he needs.

We now have a Microsoft representative assigned to assist us in our email system conversion. We are not sure on the time table for this until we get to start meeting the person actually doing the conversion. When this project is completed, our email system will be much more reliable and will include calendar synchronization.

**SHERIFF DEPARTMENT**

Sheriff Randy Pryor appeared before the Commissioners with the monthly report:

PRISONER BOOKINGS	158
PRISONERS RELEASED	151
MILES TRANSPORTING PRISONERS	1,575
MEALS SERVED TO PRISONERS	12,624
OFFICER PATROL MILES	36,041
TRAFFIC WARNINGS ISSUED	113
TRAFFIC ARRESTS/CITATIONS	126
DWI/OWI ARRESTS	4
CRIMINAL ARRESTS	35
ACCIDENT INVESTIGATIONS	34
PROPERTY DAMAGE	26
PERSONAL INJURY	8
FATALITIES	0
RESERVE OFFICER HOURS	165
CIVIL PROCESS MILEAGE	1,508
CIVIL PROCESS PAPERS SERVED	588

The Sheriff presented Ordinance 2015-11 to the Commissioners, which the Cass County Council approved at their July 17<sup>th</sup> meeting. The Commissioners had sent a positive recommendation to the Council in regards to this matter. The Sheriff now has a non-reverting fund for training.

Sheriff Pryor thanked the Commissioners for taking steps to improve salaries.

**MAINTENANCE DEPARTMENT**

Richard Gundrum appeared before the Commissioners with his monthly report. The dump boxes on the roof top unit #1 were gone through and cleaned, repaired and documented issues, which were forwarded to Ameresco for additional findings. Ameresco had the controls on the boiler updated for efficiency.

Richard worked at the Jail with the engineer and supplier on adding two new padded cells. Richard and the engineer are also working on a barricade wall in the jail between the women’s and men’s cell block. Additional work for adding extra cameras for the jail, upgrading electrical service in the electrical room at the jail and replacing the ceiling in the kitchen area of the jail is taking place.

There was an infestation of bed bugs in the Jail. Maintenance and the Health Department coordinated cleaning and spraying the Jail. Maintenance assisted and coordinated the installation of two new refrigerators and one freezer in a dedicated room at the Health Department.

Work continues at the Family Opportunity Center on an energy grant for building and Richard attended a meeting for the energy grant. An energy audit was conducted on July 16<sup>th</sup>. Water flooded the basement of the FOC. Maintenance had the water removed and the carpets in basement sprayed. Fans were set up and so was a dehumidifier in the basement. Roto-Rooter cleaned the floor drains in the basement.

Richard presented a list of surplus items from the Cass County Jail:

- 1- Schwinn bicycle
- 45 – Used wool blankets
- 18 – Used blue mattresses
- 1 – Broken electric fan
- 1 – Used microwave
- 1 – Used insulated container
- 4 – Broken chairs
- 1 – Used electric heaters
- 2 – Clear totes with orange uniforms
- 1 – Orange bag with shirts and pants

Ralph Anderson made a motion to declare the items surplus, Jeff LeDonne seconded. The motion carried unanimously. The surplus items were donated to non-profit organizations.

#### **HIGHWAY DEPARTMENT**

Jeff Smith appeared before the Commissioners with his recommendation of bids presented at the July 6<sup>th</sup> meeting. The following venders had the lowest accepted bids:

- RPM Machinery 2015 Case 821F Loader \$146,850.00
- Koenig Equipment, INC. Case IH Puma 150 Tractor \$94,900.00
- Koenig Equipment, INC. Rhino DB 150 Mower \$9,150.00

Ralph Anderson made a motion to accept the bids as presented by the Highway Superintendent, Jeff Leone seconded. The motion carried unanimously.

#### **PLANNING DEPARTMENT**

Arin Shaver appeared before the Commissioners and presented Ordinances to be considered. Arin presented an ordinance amending the Cass County zoning ordinance Cass County Gateway Overlay District. Ralph Anderson made a motion to approve the ordinance amending the Cass County zoning ordinance Cass County Gateway Overlay District, Jeff LeDonne seconded. The motion carried unanimously. This will be Ordinance 2015-08.

The seconded item presented by Arin was an ordinance to amend the zone map in the Cass County zoning ordinance along old State Road 25, south of the Hoosier Heartland Industrial Corridor. Jeff LeDonne made a motion to approve the ordinance to amend the zone map in the Cass County zoning ordinance along old State Road 25, south of the Hoosier Heartland Industrial Corridor, Ralph Anderson seconded. The motion carried unanimously. This will be Ordinance 2015-09.

Arin also presented the Commissioners with an ordinance from the town of Walton requesting that the town of Walton be allowed to have the assistance of the Cass County Planning Department and services of the Building Inspector. The Town of Walton agrees to pay \$50.00 per inspection which will be paid to the County quarterly the beginning of April, July, October and January. Ralph Anderson made a motion to approve the use of the Cass County Planning Department and services of the Building Inspector, Jeff LeDonne seconded. The motion carried unanimously.

#### **DESIGN COLLABORATIVE**

A bill was presented by Design Collaborative for the Government Center in the amount of \$143,518.96. Ralph Anderson made a motion to pay the bill for Design Collaborative when monies are received from the second bond for \$143,518.96. Jeff LeDonne seconded. The motion carried unanimously.

#### **ORDINANCE**

An ordinance regulating farming on or near Cass County public highways was presented to the Commissioners. This ordinance pertains to farming/ agricultural operations that occur either within the right of way of a county public highway or within 5 feet of the paved/improved portion of a public highway. Violators shall be subject to a daily fine up to \$500.00 for each day that this prohibited activity occurs. Ralph Anderson made a motion to approve the ordinance regulating farming on or near Cass County public highways, Jeff LeDonne seconded. The motion carried unanimously.

#### **BUILDING LEASE AGREEMENT- PUBLIC HEARING**

Jim Sailors opened the public hearing concerning the approval of the building lease agreement resolution. The terms of the lease are for a term of twenty two (22) years, beginning on the date on which the Leased Premises are ready for use and ending on the day prior to such date twenty two (22) years thereafter. The lease will be between the Cass County Government Building Corporation and Cass County. Ralph Anderson made a motion to approve the terms of the lease agreement between the Cass County Government Building Corporation and Cass County, Jeff LeDonne seconded. The motion carried unanimously. This is resolution 2015-03.

Jim Sailors asked for public comment, there were no public comments. Ralph Anderson made a motion to close the public hearing, Jeff LeDonne seconded. The motion carried unanimously.

#### **SETTLEMENT**

The Cass County Commissioners reached a settlement agreement in a pending case in Federal Court. The settlement amount is \$25,000.00 to be paid out of Commissioners contractual account. Ralph Anderson made a motion to approve the settlement payment of \$25,000.00, 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.



Jim Sailors, President



Ralph Anderson, Vice President

  
Jeff LeDonne, Member

ATTEST: 

Vaneen M. Ide, Auditor