

CASS COUNTY COMMISSIONERS

February 6, 2023

The Cass County Commissioners met at 1:00 p.m. in the Commissioners Hearing Room. Present for the meeting were Ruth Baker, Michael Stajduhar, Mike Deitrich, Attorney Jeff Stanton, and Auditor Cheryl Alcorn.

Ruth Baker opened the meeting with the Pledge of Allegiance followed with a moment of silence.

MINUTES – Michael Stajduhar made a motion to approve meeting minutes as presented, Mike Deitrich seconded. The motion carried unanimously.

CLAIMS & PAYROLL- Michael Stajduhar made a motion to approve the claims and payroll as presented, Mike Deitrich seconded. The motion carried unanimously.

CLERK – Destry Richey requested approval to fill temporary part time position to prepare for upcoming full-time vacancy of retiring employee.

Michael Stajduhar made a motion to approve request to fill part time position, Mike Deitrich seconded. Motion carried unanimously.

RECORDER – Beth Liming requested approval to deem outdated Minolta scanner/reader as surplus.

Michael Stajduhar made a motion to approve request to deem scanner/reader as surplus, Mike Deitrich seconded.

Beth informed Commissioners the surplus item will be transferred to Solid Waste Management.

DISPATCH E-911 – Tara Grigsby appeared before the Commissioners with the monthly report for January.

911 Calls	1261
Admin Calls	4938
CAD Screens	3050
Overtime	38 shifts

Tara reported four new employees are in training and one more starting this week. Upon completion of training, these five new hires will bring the department up to full staff.

HEALTH DEPARTMENT – Serenity Alter presented monthly report for January. The Health Department held eight routine immunization clinics and one flu shot clinic for county employees. During this report period 187 patients were seen with 397 vaccines given. One active case of TB and 15 TB tested awaiting results. TB patients receive medications from the Health Department weekly and are monitored for nine months. Thirty-three full investigation lead cases with seven lead follow-up cases with lab levels.

Vital Records department received \$2,930 in document fees. The department printed 162 birth certificates, 220 certified death certificates and two paternity affidavits.

Mike Collins completed 71 restaurant inspections; 3 pre-operational and issued 37 food permits. One unsanitary living, one lead, and one tattoo salon inspections. Dan Musselman completed 7

environmental calls, 4 soil reports, 33 residential inspections, 6 residential searches, and 4 OSS permits.

Serenity reported several employees attended Public Health Day in Indianapolis. Serenity attended Governor’s Public Commission and was selected to serve as District 4 representative on the Commission Team.

Serenity requested approval to hire an additional full time nurse. The position will include grant administrative duties as well as nurse responsibilities. Current part time nurse will transition into the new full time position. Serenity requested current full time office position status reduce to part time status.

Mike Deitrich made a motion to approve request for additional full time nurse and reduce full time office position to part time status, Michael Stajduhar seconded. Motion carried unanimously.

HIGHWAY DEPARTMENT – Jeff Smith appeared before the Commissioners with the Highway Department monthly report for January. Crews accrued 295 hours of overtime during the last week of January, resulting from winter storm. Approximately 1700 tons of sand and salt have been used this winter season, with 800 tons available if needed to finish the season.

Adam Township bridge project is ahead of schedule, expect the deck to be poured within the next week. Culvert replacement will begin on CR 500 E between 450 S and 500 S.

Jeff reported United Consulting will be performing a four-year bridge inspection cycle this year. Inspection is federally funded at 80% with 20% matching local funds. Total contract amount is \$374,197 for inspection of 130 bridges. Jeff presented bridge inspection contract for approval. County attorney has reviewed and found the contract to be in order for approval.

Mike Stajduhar made a motion to approve Consulting Contract for County Bridge Inspections as presented, Michael Deitrich seconded. Motion carried unanimously.

PARK DEPARTMENT – Dana Hildebrand presented monthly report for January. Crews are updating and relocating electrical pedestals and water lines in the long-term camping area. Firewood stock is at 70% capacity. Estimated revenue received for the month is \$56,198. Reservations are up \$10,000 compared to this time last year.

CORONER – George Franklin presented the monthly report for January.

CAUSE OF DEATH

NATURAL	8
COVID	0
VEHICLE	0
SUICIDES	0
HOMICIDES	0
DRUG OVERDOSE	1
SUSPICIOUS	0

JOB SITE	0
OTHER ACCIDENT	0
INFANT	0
UNDETERMINED	0
TRANSPORTS	6
AUTOPIES	2

George reported the service discount agreement with Memorial Hospital is near completion. Memorial Hospital allowed discount for last year, saving the county approximately \$3,000 in services.

PUBLIC INFORMATION OFFICER – Jeff Stanton presented 2022 Public Information Report. 92 records requests were received and one request forwarded to legal counsel. Estimated 117 hours were used to fulfill requests with an average response time of 23 days. Response time is much less than in the previous year of 27 days. County departments receiving records requests in order of most received; Sheriff, Auditor, Planning, and Economic Development.

ORD. 23-01 SHERIFF DEPUTY ROAD WORK SCHEDULE – Sheriff Schroder introduced ordinance establishing a work rotation schedule consisting of one 44-hour week and one 36-hour week, allowing one weekend off per pay period. Ordinance includes provision of hours in excess of 40 hours within a week will not be considered overtime earnings.

Mike Deitrich made a motion to table the ordinance until next meeting, Michael Stajduhar seconded. Motion carried unanimously.


PUBLIC ANNOUNCEMENT & RECOGNITION – None

PUBLIC COMMENT – None


ADJOURNMENT – Mike Deitrich made a motion to adjourn, Michael Stajduhar seconded. The motion carried unanimously.



 Ruth Baker, President



 Michael W. Stajduhar, Vice President



 Mike Deitrich

ATTEST: 

 Cheryl Alcorn, Auditor