

CASS COUNTY COMMISSIONERS

February 7, 2022

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

Ryan Browning opened the meeting with the Pledge of Allegiance.

MINUTES – Ruth Baker made a motion to approve the minutes, Mike Stajduhar seconded. The motion carried unanimously.

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

HIGHWAY DEPARTMENT – Jeff Smith presented the monthly report for January. Salt deliveries could be delayed due to trucking issues, Jeff is looking into alternative delivery options.

Davis Road Bridge sidewalk and curbing repairs are finished with reopening of the bridge by end of day February 1st. Bridge replacement on CR 500E south of SR16 has begun with projected completion of early April, weather permitting.

Phase 4 of 400 South Project is tentatively scheduled to begin March 1st with installation of drainage and relocating of utilities. Roadwork to begin approximately sometime in April. Official completion date on the job is October 14th.

Jeff requested approval to fill vacant part time office position and vacant full-time driver position. Ruth Baker made a motion to approve request to fill vacant positions, Mike Stajduhar seconded. Motion carried unanimously.

PARK DEPARTMENT – Dana Hildebrand appeared before the Commissioners and presented the monthly report for January. Dana reported estimated revenue \$42,696 was received for January. Majority of that amount is prepaid reservations with holiday weekends at 75% reserved capacity. Park staff are building and repairing picnic tables and splitting fire wood for upcoming camping season.

CORONER – George Franklin was not available to present monthly report. No report was submitted for review.

DISPATCH E-911 – Amber Offutt presented the monthly report for January.

911 Calls	1210
Admin Calls	5197
CAD Screens	2407
Overtime	53 shifts

Amber reported during the two-day snow storm on February 2nd and 4th, 911 service answered 102 calls and administration answered 502 calls.

One new hire will begin training on February 7th with one recent hire in training. Current employees are completing recertification for 2022.

HEALTH DEPARTMENT – Serenity Alter presented the monthly report for January.

The Health Department held 8 routine immunization clinics and 269 patients were seen with 397 vaccines given.

Vital Records department received \$3,010 in document fees. The department printed 130 birth certificates and 210 certified death certificates.

Mike Collins completed 60 restaurant inspections; 4 pre-operational, 2 complaint, and issued 39 food permits. Mike conducted one environmental insect inspection, two unsanitary living inspections and three follow-up inspections. Dan Musselman completed 7 environmental calls, 4 soil reports, 6 residential repairs, 6 residential searches, and 4 OSS permits.

COVID testing and vaccines continue to be administered at the County COVID Clinic on Smith Street. COVID booster vaccines are offered to anyone at least 16 years of age. Children ages 5 to 11 are eligible for the COVID Pfizer vaccine. On site COVID testing was administered to all jail staff and inmates.

Serenity requested approval to add full-time translator position. Ruth Baker made a motion to approve request for additional full-time translator, Mike Stajduhar seconded. Motion carried unanimously.

EMS – Mikel Fort presented the monthly report for January. Mikel reported estimated revenue of \$114,926 for the month. EMS responded to 381 calls and provided 194 transports.

VETERAN’S OFFICE – Tamara Derrick requested approval to fill vacant part time office position. Ruth Baker made a motion to approve request to fill part time office position, Mike Stajduhar seconded. Motion carried unanimously.

SHERIFF DEPT. – As a member of the EMA Board, Sheriff Schroder requested approval to appoint Rocky Buffum as Director of Emergency Management Agency. Ruth Baker made a motion to approve Rocky Buffum to serve as EMA Director, Mike Stajduhar seconded. Motion carried unanimously.

As a member of the E911 Board, Sheriff Schroder requested approval to appoint Tara Grigsby as Director of E911 Dispatch. Ruth Baker made a motion to approve Tara Grigsby to serve as Director of E911 Dispatch, Mike Stajduhar seconded. Motion carried unanimously.

Sheriff Schroder presented for approval a memorandum of understanding with Mid America Health providing portable dental services for inmates.

Ruth Baker made a motion to approve the MOU as presented, Mike Stajduhar seconded. Motion carried unanimously.

PAYGOV AGREEMENTS – Cindy Howard and Arin Shaver presented for approval PayGov Agreement providing charge card services for the Treasurer’s Office and Planning Department. The service will provide another source for residents to pay fees and permits in the Planning Department. Treasurer’s Office currently has a charge card service and is requesting permission to change vendor to PayGov. County Attorney has reviewed and suggest approval of agreement as presented.

Ruth Baker made a motion to approve charge card service agreement as presented, Mike Stajduhar seconded. Motion carried unanimously.

CASS COUNTY/CITY OF LOGANSPORT WAR MEMORIAL– Commissioner Browning entertained a motion to table until next meeting.

Ruth Baker made a motion to table agenda item; Cass County/City of Logansport War Memorial, Mike Stajduhar seconded. Motion carried unanimously.

JAIL EXPANSION – John Painter presented the following change orders for approval:

- Relocate shower access door to comply with plumbing revisions. \$8,873.50

Ruth Baker made a motion to approve change order as presented, Mike Stajduhar seconded. Motion carried unanimously.

- Six additional roof pads, requested by county. \$1,021.84

Ruth Baker made a motion to approve change order as presented, Mike Stajduhar seconded. Motion carried unanimously.

- Fire Suppression System circuitry and alarm wiring in second floor electronics room. \$2,675.00

Ruth Baker made a motion to approve change order as presented, Mike Stajduhar seconded. Motion carried unanimously.

- Relocate light fixture and unit heater conduits to allow RTU-7 revisions. \$739.61

Ruth Baker made a motion to approve change order as presented, Mike Stajduhar seconded. Motion carried unanimously.

- Install three exterior lights on south wall along High Street, requested by county. \$5,150.00

Ruth Baker made a motion to approve change order as presented, Mike Stajduhar seconded. Motion carried unanimously.

- Install fire-rated platform over Hall C178. \$4,514.89
- Install metal stud and gypsum board for fire-rated platform over Hall C178. \$1,896.70

Ruth Baker made a motion to approve change orders as presented, Mike Stajduhar seconded. Motion carried unanimously.

- Elevator Revisions to run on emergency power generator. (no charge)

Ruth Baker made a motion to approve change order as presented, Mike Stajduhar seconded. Motion carried unanimously.

- Electrical changes required for the operation of elevator to comply with current code. \$5,675.00

Ruth Baker made a motion to approve under duress the change order presented, Mike Stajduhar seconded. Motion carried unanimously.

- Corridor lighting revisions in Hall C202. \$3,175.00

Ruth Baker made a motion to approve change order under duress as presented, Mike Stajduhar seconded. Motion carried unanimously.

John added the change orders have not presented any major delays in the project. Completion date, of the addition, remains on schedule as of March 22nd and Unit A to be completed next May.

PUBLIC ANNOUNCEMENT & RECOGNITION – Commissioner Browning explained the procedures that determine weather advisory alerts. Different levels of weather alerts are cataloged by colors with lowest advisory of yellow determined by EMA.

When weather conditions deteriorate the levels turn to orange or red that is determined in a collective effort by the Sheriff Department, County Highway Department, and Commissioners. These departments consider the conditions of the entire county when determining the level of weather alerts. The last winter storm was more severe in the north section of the county than the south portion, weather advisory is assigned for the whole county not by sections.

Commissioner Browning recognized Amber Offutt for serving as E911 Director and appreciated her staying until a replacement was found.

Commissioner Browning introduced and welcomed new E911 Director Tara Grigsby and new EMA Director Rocky Buffum.

Commissioner Baker recognized Commissioner Browning for his efforts to communicate weather advisories and building closure in a timely manner. County employees and the community could prepare ahead of time. Commissioner Browning added we don't like to close the government building, however, we do want everyone to get home safely and come back to work safely.

PUBLIC COMMENT – None

ADJOURNMENT – Ruth Baker made a motion to adjourn, Mike Stajduhar seconded. The motion carried unanimously.



Ryan Browning, President



Ruth Baker, Vice President



Michael W. Stajduhar, Member

ATTEST: 

Cheryl Alcorn, Auditor