

CASS COUNTY COMMISSIONERS

JUNE 20, 2016

The Cass County Commissioners met at 9:00 a.m. in the Commissioners Hearing room. Present were Jim Sailors, Ralph Anderson, Jeff LeDonne, Attorney Jeff Stanton and Auditor Vaneen Ide. Commissioner President Jim Sailors opened the meeting with the Pledge of Allegiance.

AMEND AGENDA

Ralph Anderson made a motion to amend the agenda to include Cass Area Transit which will be agenda item number 12, 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

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

I.T. DEPARTMENT

Cj Gilsinger appeared before the Commissioners with the monthly I.T. report. Cj reported that the Probation and Community Corrections Departments have had a lot of network related issues this past month. I.T. has spent a lot of time there trying to get the problem figured out. Eventually a switch was replaced and that got the problem under control.

Circuit Court has had some recording system problems which required a new computer to be installed. We also made some adjustments to the microphone system. There were additional problems in Circuit Court which involved Odyssey. A lot of troubleshooting with the Odyssey technicians, but the problem was solved.

The machines needed for the new Judge's edition of Odyssey have been received and this system will go live mid-July. Currently we are trying to schedule times to install the machines on the Judge's benches.

Leah has been working on the new website. Several problems have been worked through and the new website will go live very soon.

Cj requested that the following items be declared surplus:

- 1 – Old JVC camcorder
- 4 – Ubiquiti Unifi Access Points
- 2 – Sony DVD players
- 3 – 2Linksys Outdoor Access Points
- 1 – Directional outdoor network antenna

Ralph Anderson made a motion to declare the following items surplus, Jeff LeDonne seconded. The motion carried unanimously.

SHERIFF DEPARTMENT

Sheriff Randy Pryor appeared before the Commissioners and presented his monthly report;

PRISONER BOOKINGS	225
PRISONERS RELEASED	178
MILES TRANSPORTING PRISONERS	2,730
MEALS SERVED TO PRISONERS	14,799
OFFICER PATROL MILES	35,131
TRAFFIC WARNINGS ISSUED	220

TRAFFIC ARRESTS/CITATIONS	306
DWI/OWI ARRESTS	6
CRIMINAL ARRESTS	38
ACCIDENT INVESTIGATIONS	37
PROPERTY DAMAGE	29
FATALITIES	0
RESERVE OFFICER HOURS	Not Available
CIVIL PROCESS MILEAGE	1,179
CIVIL PROCESS PAPERS SERVED	409

Sheriff Pryor requested permission to fill one full time Corrections Officer position at the Jail. Jeff LeDonne made a motion to allow Sheriff Pryor to fill a full time Corrections Officer, Ralph Anderson seconded. The motion carried unanimously.

Sheriff Pryor presented two of his Deputy's to the Commissioners. Sergeant Dan Neher and Deputy Mike Shannon, both of these gentlemen will be leaving the employ of the Sheriff's Department. Sergeant Neher, who has served 18 years in the Sheriff's Department presented his letter of resignation to the Commissioners, Sergeant Neher's last day will be July 8th. Deputy Shannon, who has served 16 years in the Sheriff's Department presented his letter of resignation to the Commissioners, Deputy Shannon's last day will be August 25th.

Sheriff Pryor requested permission to hire two full time deputies. Ralph Anderson made a motion to allow the Sheriff to hire two full time deputies, Jeff LeDonne seconded. The motion carried unanimously.

HEALTH DEPARTMENT

Serenity Alter appeared before the Commissioners and presented the monthly Health Department report. During the month of May there were 13 routine vaccination clinics held. There were 238 patients seen for a total of 602 vaccines given.

The Vital Records department printed 126 certified birth certificates and 30 free certified birth certificates, 104 certified death certificates. There were 11 genealogy searches and 1 paternity affidavit was completed.

Mike Collins was called to 10 environmental issues. Mike assisted in 3 Meth cases, 57 routine restaurant inspections, 3 follow up inspections and 3 pre-operational inspections. There were 16 restaurant permits issued. Mike also completed 2 lead inspections.

Dan Musselman is working with the Health Department intern to create a vector control program for Cass County. Skylar Skelton, Health Department intern, recently completed the Vector Pesticide Core Program.

Amy Allen and Serenity Alter attended a grant workshop in Washington D.C. in May. The Sleep Safe class is up and running with great interest from the community. Bi-monthly classes are scheduled to fit the needs of the public and the classes will be held at the Logansport Public Library. There were 20 in attendance at the first class. To date 19 pack and play sets have been given away.

Serenity informed the Commissioners that the Health Department will be purchasing an AED, microscope, chemicals and other equipment using grant money. These items have been approved by the grant.

CLERK

Clerk Beth Liming appeared before the Commissioners and updated them on E-Filing. Starting July 18th attorneys will be able to file their court cases electronically and pay the filing fee through a credit card system.

WORK RELEASE

Dave Wegner appeared before the Commissioners and requested permission to hire a Work Release Coordinator. The funding for the new position of Work Release Coordinator was approved by the Council at their June 17th meeting. Ralph Anderson made a motion to approve the hiring of a Work Release Coordinator, Jeff LeDonne seconded. The motion carried unanimously.

CASS COUNTY MATERIALITY ORDINANCE

Attorney Jeff Stanton presented the Commissioners with an Ordinance for Materiality. This ordinance covers the adoption of minimum internal control standards and procedures and determining materiality threshold for the Cass County Government as stated under IC 5-11-1-27(j).

Ralph Anderson made a motion to approve the Ordinance for Materiality as presented, Jeff LeDonne seconded. The motion carried unanimously. This becomes Ordinance number 2016-04.

HIGHWAY DEPARTMENT

Dave Hicks appeared before the Commissioners for Jeff Smith, Highway Superintendent, to request permission to advertise for bids for the 600E/175S project for the entrance to Engineering Aggregates. Ralph Anderson made a motion to approve the request for the 600E/175S project for the entrance to Engineering Aggregates, Jeff LeDonne seconded. The motion carried unanimously.

At the June 6th meeting the Highway Department requested permission to seek bids to replace the wooden supports in the salt barn. They were deteriorating due to water and moisture in the building. Dave Hicks informed the Commissioners that the lowest bid was from Steinberger Construction and was for \$18,000.00. Ralph Anderson made a motion to approve the bid from Steinberger Construction, Jeff LeDonne seconded. The motion carried unanimously.

Dave Hicks also presented the Commissioners with a request to use county roads for the Two Rivers on Two Wheels bike tour, sponsored by the Cass County Family Y, on June 25th. The route chosen is the same as what has been used in previous years. Ralph Anderson made a motion to approve the use to county roads for the Two Rivers on Two Wheels bike tour, Jeff LeDonne seconded. The motion carried unanimously.

CASS AREA TRANSIT RESOLUTION

A Resolution authorizing the filing of an application for a grant under Section 5311 of the Federal Transit Act as amended was presented to the Commissioners. The Resolution was reviewed by the Commissioners and the County Attorney. Ralph Anderson made a motion to approve the Resolution as presented, Jeff LeDonne seconded. The motion carried unanimously. This becomes Resolution 2016-02.

MAINTENANCE

Maintenance was erroneously omitted from the agenda. Richard Gundrum presented his monthly report to the Commissioners. Richard and County Attorney Jeff Stanton continue to work on building issues with Ameresco.

The Jail had a new clothes dryer installed on May 12th. Joe Staples, from the Maintenance Department helped set up for the Memorial Day ceremony at the Jail. The flag pole at the Jail is scheduled to have the cables and pulleys rebuilt.

Richard and Joe Staples had Sheriff Pryor set up a visit to the Miami County Correctional Facility to look at their facility and discuss their cameras and security equipment. It was a very good and helpful visit for both entities to share information. Richard thanked Sheriff Pryor for setting up the visit and taking Richard and Joe to Miami County.

Richard sent DLZ (building architect) a letter about electrical and boiler issues from the original design. DLZ sent a mechanical engineer to the site to look at the issues with the hot water at Work Release. The DLZ engineer also looked at the emergency exit to the easement at Work Release.

While Richard was in Miami County at the Jail, he looked at the showers they have and the wall coatings. Richard made a call to vendors and is setting up to get 2 quotes on shower wall coatings.

The parking lot on High Street is being redone and parking for that area has been moved to across the street, until the lot is completed.

The bids for the mechanicals that were opened at the June 6th meeting were reviewed by the engineer and the low bid from Building Temperature Solutions was selected. The bid was \$236,876.00. Ralph Anderson made a motion to approve Building Temperature Solutions with the low bid of \$236,876.00, Jeff LeDonne seconded. The motion carried unanimously.

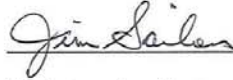
Richard thanked Dave Wegner and the Highway Department for their assistance with the parking lot clean up on High Street.

PUBLIC COMMENTS & ADJOURN

Steve Carroll, Deer Creek Township Trustee appeared before the Commissioners in regards to his request of insurance for properties to be covered under the County's liability. Jim Sailors informed Steve that he did not believe it would likely happen, unless the County would lease or take ownership of the properties. Steve thanked the Commissioners.

Ralph Anderson announced the opening of the production of "Big City" with county employees as part of the cast. June 24th and 25th at 7:30 p.m. tickets are \$15.00 per seat at McHale Auditorium.

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



Jim Sailors, President

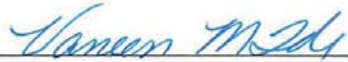


Ralph Anderson, Vice President



Jeff LeDonne, Member

ATTEST:



Vaneen M. Ide, Auditor