

## **CASS COUNTY COMMISSIONERS**

### **May 2, 2022**

The Cass County Commissioners met at 1:00 p.m. in the Commissioners Hearing Room. Present for the meeting were Ryan Browning, Ruth Baker, Mike Stajduhar, 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 Regular Meeting and Executive Session 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 April. Jeff announced the department will begin summer work schedule of four 10-hour days per week, Monday thru Thursday 6 a.m. to 4:30 p.m. until Labor Day. Holiday week schedules will run Tuesday thru Friday with three 9-hour days and 5-hours on Friday from 6 a.m. to 11 a.m.

Jeff reported bridge project on 500 E at 650 N re-opened on April 14<sup>th</sup>. Crews continue pothole patching and culvert replacements. Stockpiling finished for chip seal season and crews are preparing for dust control applications.

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

Jeff presented request from Norfolk Southern Railroad to close two crossings; CR 950E west edge of New Waverly and CR 400W in Clymers. County resolution is required to enter into the closure procedures. Ruth Baker made a motion to approve the creation of resolution for crossing closures, Mike Stajduhar seconded. Motion carried unanimously.

Jeff requested six (6) Echo chainsaws to be deemed surplus. Ruth Baker made a motion to deem chainsaws as surplus, Mike Stajduhar seconded. Motion carried unanimously.

**PARK DEPARTMENT** – Dana Hildebrand was not available to present monthly report. The following report was submitted and reviewed for the month of April. An estimated revenue of \$59,987 was received for the month of April. Maintenance crew replaced 120 ft of collapsed culvert causing a sink hole in Beach Road. Highway Department supplied the guardrail to finish the project. Wells and water lines have been chlorinated and flushed in preparation for opening day on May 1<sup>st</sup>.

**CORONER** – George Franklin was not available to present monthly report. The following report was submitted and reviewed for the month of April.

| CAUSE OF DEATH  |   |
|-----------------|---|
| NATURAL         | 4 |
| COVID           | 0 |
| VEHICLE         | 0 |
| SUICIDES        | 0 |
| HOMICIDES       | 0 |
| DRUG OVERDOSE   | 1 |
| SUSPICIOUS      | 0 |
| JOB SITE        | 0 |
| INFANT          | 1 |
| TRANSPORTS      | 4 |
| OUTSIDE ASSISTS | 0 |
| AUTOPIES        | 3 |

**DISPATCH E-911** – Tara Grigsby presented the monthly report for April.

|             |           |
|-------------|-----------|
| 911 Calls   | 1027      |
| Admin Calls | 4733      |
| CAD Screens | 2313      |
| Overtime    | 36 shifts |

Tara reported staff training continues for new state mandate certifications that will be implemented January 2023. Currently the department has three vacate full time positions.

**HEALTH DEPARTMENT** – Serenity Alter presented the monthly report for April. Health Department held 9 routine immunization clinics and 245 patients were seen with 399 vaccines given.

Vital Records department received \$2,500 in document fees. The department printed 159 birth certificates, 136 certified death certificates, and one paternity affidavit.

Mike Collins completed 47 restaurant inspections, 7 pre-operational, and issued 10 food permits. Mike conducted one insect inspection, two environmental follow-up inspection, and two lead follow up inspections. Dan Musselman completed 8 environmental calls, 10 soil reports, 1 new construction permit, 1 residential repair, 7 residential searches, and 2 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. The fourth COVID Booster is being offered at the COVID Clinic. Board of Health met on Wednesday, April 27<sup>th</sup> at the Health Department, High Street location.

**EMS** – Alexis Bailey presented the monthly report for April. EMS responded to 254 calls and provided 170 transports. Average response time was 1:23 with average scene time of 16:09.

Alexis reported billable services provided include; 94 ALS and 75 BLS calls with 1,050 miles. Staffing shortages of vacant full time Paramedic position and EMT on medical leave contributed to 417 overtime hours. Two part time EMT's are being interviewed to relieve overtime.

**PROBATION DEPARTMENT** – Terry Haney requested approval to fill vacant part time office position. Ruth Baker made a motion to approve request to fill part time position, Mike Stajduhar seconded. Motion carried unanimously.

**911 DISPATCH** – Ruth Baker made a motion to create the position title of Assistant Director for the 911 Dispatch Office, Mike Stajduhar seconded. Motion carried unanimously.

**APPOINTMENT** – Ruth Baker made a motion to appoint Brady Wiles as EMS Director, Mike Stajduhar seconded. Motion carried unanimously.

**ORD. 22-01 CODE OF ORDINANCES FOR CASS COUNTY** – Mike Stajduhar introduced Ordinance 22-01 the codification of county ordinances. County ordinances have been indexed by topic and are available to the public on the county website. Ordinance 22-01 provides approval of adoption and publication of the Code of Ordinances.

Ruth Baker made a motion to approve Ordinance 22-01 as presented, Mike Stajduhar seconded. Motion carried unanimously.

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

- Asphalt paving stoop at door C1635 add 6" to depth. \$1,034.00

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

- Asphalt paving stoop at door to the recreation area Unit B. \$2,773.10

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

- Closure plate for 2" gap between elevator walls. \$1,358.51


Ruth Baker made a motion to approve the change order as presented and the cost shall be the responsibility of Elevatus and/or Weigand, Mike Stajduhar seconded. Motion carried unanimously.

**PUBLIC ANNOUNCEMENT & RECOGNITION** – Commissioner Browning commended Alexis Bailey for the good job she did filling in as interim director for the EMS. Alexis will continue as the Assistant Director.

Commissioner Stajduhar reminded everyone tomorrow is the last day to vote in the Primary Election.

**PUBLIC COMMENT** – None

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

  
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Ryan Browning, President

  
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Ruth Baker, Vice President

  
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Michael W. Stajduhar, Member

ATTEST:   
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Cheryl Alcorn, Auditor