

MARCH 11, 2024

REGULAR SESSION

The LaGrange County Council met in Regular Session on Monday, March 11, 2024, at their meeting room, County Office Building, 114 W. Michigan Street, LaGrange, Indiana 46761, at 8:30 a.m., with the following present: Council Members, Jeffrey L. Brill, Harold D. Gingerich, Steven E. McKowen, Ryan J. Riegsecker, Michael G. Strawser, and James R. Young; and LaGrange County Auditor, Kathryn Hopper. Mr. Jeffrey A. Campos was absent. President, Mr. Mike Strawser brought the meeting to order and led the Pledge of Allegiance to the Flag.

ORDINANCE ADOPTING A NEW VERSION OF THE COUNTY'S PERSONNEL POLICIES HANDBOOK

Mr. Jenny Landez, Human Resource Director, presented the following Joint Ordinance for consideration:

COUNTY OF LAGRANGE
JOINT ORDINANCE NO. 2024-03-11-A

AN ORDINANCE ADOPTING A NEW VERSION OF THE COUNTY'S PERSONNEL POLICIES HANDBOOK.

WHEREAS, pursuant to Indiana Code 36-1-4-14, a unit may establish a system of employment for any class of employees based on merit and qualification;

WHEREAS, the Board of Commissioners of the County of LaGrange ("Commissioners") and the LaGrange County Council ("Council"), on behalf of LaGrange County, Indiana ("County"), have adopted, and at times amended, various personnel policies and procedures; *and*

WHEREAS, the Commissioners and Council have determined that there is a need for an update to the County's *Personnel Policies Handbook* dated August 14, 2023, as adopted by Joint Ordinance 2023-08-14-B.

NOW, THEREFORE, BE IT ORDAINED BY THE BOARD OF COMMISSIONERS OF THE COUNTY OF LAGRANGE AND BY THE COUNTY COUNCIL OF LAGRANGE COUNTY, INDIANA, JOINTLY, THAT:

SECTION I – NAME

The name of this ordinance is the "Personnel Policies Handbook Adoption Ordinance."

SECTION II – RECITALS

The foregoing recitals, including all defined terms, are hereby incorporated into this ordinance and found to be true, accurate, and correct.

SECTION III – HANDBOOK ADOPTION

- A. Definition. As used in this ordinance, "Handbook" means the *Personnel Policies Handbook* dated March 11, 2024 and attached to this ordinance as Exhibit A.
- B. Purpose. The Handbook is issued to provide information about working conditions, employee benefits, general employee responsibilities, and some of the policies affecting employment with the County. The Handbook shall be used to provide a work environment that is conducive to both personal and professional growth.
- C. Approval; Adoption; Incorporation. The Handbook is hereby approved and adopted. The Handbook is incorporated into this ordinance by reference as if fully set out herein.
- D. Construction. Nothing in the Handbook is intended, nor shall be construed, to constitute an employment contract nor to change the "at-will" status of any County employee.

SECTION IV – REPEAL OF PRIOR LAW

- A. Repeal. Joint Ordinance 2023-08-14-B, which was adopted by the Commissioners on August 7, 2023 and by the Council on August 14, 2023, is hereby repealed in its entirety.
- B. Continuance.

MARCH 11, 2024

REGULAR SESSION

1. The express or implied repeal or amendment by this ordinance of any other ordinance or part thereof does not affect any rights or liabilities accrued, penalties incurred, or proceedings begun prior to the effective date of this ordinance. Those rights, liabilities, and proceedings are continued, and penalties shall be imposed and enforced under the repealed or amended ordinance as if this ordinance had not been adopted.
 2. To the extent that the provisions contained in this ordinance substantially restate the provisions of a prior ordinance or resolution, the provisions shall not be deemed a new enactment, but rather shall be deemed to be the continuation of the original provisions.
 3. All rules and regulations adopted under any continued version of this ordinance shall remain in full force and effect except as specifically directed otherwise.
- C. Revival Prohibited. The express or implied repeal or amendment by this ordinance of any other ordinance or resolution or part thereof shall not be construed to revive any former ordinance, resolution, section, clause, or provision.

SECTION V – MISCELLANEOUS

- A. References.
1. Except where a specific version or edition is given, reference to another section of this ordinance or to another law, document, fund, department, board, program, public servant, or public office, shall extend and apply to the same, as may be subsequently amended, revised, recodified, renamed, reappointed, or renumbered from time to time.
 2. Reference in this ordinance to a law, document, fund, department, board, program, public servant, or public office, either generally or by title, without reference to another jurisdiction, shall be construed as though it were preceded or followed, as appropriate, by the words “(of) LaGrange County (Indiana).”
 3. Should a provision of this ordinance require an act to be done which, by law, an agent or deputy may do instead of the principal, the requirement is satisfied by the performance of the act by an authorized agent or deputy.
- B. Judicial Review. This ordinance is intended only to improve the internal management of the County. Notwithstanding anything in this ordinance to the contrary, nothing in this ordinance shall be construed to create any new legal duty, right, or benefit, whether substantive or procedural, enforceable against the County; nor to waive or diminish any protection that may be applicable to the County or any of its elected or appointed officials, employees, agents, or representatives under any applicable law providing governmental immunity, nor any other right, protection, immunity, defense, or limitation on liability that the County or such related parties is provided by applicable law.
- C. Conflicts. No part of this ordinance shall be interpreted to conflict with any local, state, or federal laws, and all reasonable efforts should be made to harmonize same. To the extent this ordinance conflicts with the Wage and Salary Ordinance, that ordinance controls.
- D. Severability. Should any section or part thereof of this ordinance be declared by a court of competent jurisdiction to be invalid, the decision shall not affect the validity of this ordinance as a whole, nor any other portion thereof, and for this purpose the provisions of this ordinance are hereby declared to be severable.
- E. Incorporated Materials. Two (2) copies of all materials incorporated by reference herein shall be on file in the office of the Auditor for public inspection.
- F. Promulgation. The Auditor is hereby authorized, empowered, and directed to take all action necessary or proper to

MARCH 11, 2024

REGULAR SESSION

authenticate, record, publish, promulgate, and/or otherwise make this ordinance effective.

G. Codification. Should this ordinance be codified, the codifier shall not codify the Handbook in full, but rather shall simply codify Section III of this ordinance.

H. Effective Date. This ordinance shall take effect immediately upon final adoption.

Mr. Jim Young made a motion to approve the Ordinance. Mr. Ryan Riegsecker seconded the motion and it carried unanimously. Mr. Harold Gingerich made a motion to waive the requirement for second reading. Mr. Ryan Riegsecker seconded the motion and it carried unanimously.

The complete copy of the County’s Personnel Policies Handbook has been recorded with the LaGrange County Recorder and is on file at the LaGrange County Auditor’s Office. Doc#2024-01378

AMENDMENTS TO THE SALARY ORDINANCE

The following Amendments to the Salary Ordinance were presented:

AMENDMENTS TO THE SALARY ORDINANCE FOR 2024

BE IT HEREBY ORDAINED THAT the following changes be made in the LaGrange County Salary Ordinance for the year 2024:

	<u>REQUESTED</u>
<u>LOCAL PUBLIC HEALTH SERVICES</u>	
1161-000-01-1020 Health Nurse	Up to \$158.54/ biweekly
1161-000-01-1010 Food Sanitarian	Up to \$2.68/ hour Up to 35 hours/ week
1161-000-01-1022 Assistant Nurse	Up to \$2.28/ hour Up to 35 hours/ week
1161-000-01-1021 Assistant Nurse	Up to \$2.28/ hour Up to 35 hours/ week
1161-000-01-1025 Immunization Coordinator	Up to \$1.98/ hour Up to 35 hours/ week

MARCH 11, 2024

REGULAR SESSION

1161-000-01-1005 Registrar/ Office Mgr.

Up to \$1.98/ hour
Up to 40 hours/ week

- Above amounts are in addition to regular pay and are subject to grant funding and approval
- Effective 03/11/2024

Dr. Michael Conway, Health Officer, explained the wage increases and the grant funding. Mr. Jim Young made a motion to approve the amendments. Mr. Ryan Riegsecker seconded the motion and it carried unanimously. Mr. Harold Gingerich made a motion to waive the requirement for second reading. Mr. Jeff Brill seconded the motion and it carried unanimously.

ORDINANCE AUTHORIZING THE USE OF CERTAIN FINANCIAL INSTRUMENTS FOR PAYMENTS MADE TO THE COUNTY

Mrs. Connie Brower, County Treasurer, presented the following Ordinance for consideration:

COUNTY OF LAGRANGE
ORDINANCE NO. 2024-03-11 B

AN ORDINANCE AUTHORIZING THE USE OF CERTAIN FINANCIAL INSTRUMENTS
FOR PAYMENTS MADE TO THE COUNTY

WHEREAS, pursuant to Indiana Code (“IC”) 36-1-8-11(c), a payment to a political subdivision for any purpose may be made by any of the types of financial instruments listed therein that the fiscal body of the political subdivision authorizes for use;

WHEREAS, pursuant to Indiana Code (“IC”) 36-1-8-11(d), if there is a charge to the political subdivision for the use of a financial instrument, the political subdivision may collect a sum equal to the amount of the charge from the person who uses the financial instrument;

WHEREAS, pursuant to IC 36-2-3-2, the LaGrange County Council (“Council”) is the fiscal body of LaGrange County, Indiana (“County”); *and*

WHEREAS, the Council previously adopted Resolution 2010-08-09, which authorized certain types of financial instruments, and now desires to amend the resolution.

NOW, THEREFORE, BE IT ORDAINED BY THE LAGRANGE COUNTY COUNCIL OF LAGRANGE COUNTY, INDIANA THAT:

SECTION I – NAME

The name of this ordinance shall be the “Authorized Financial Instruments Ordinance.”

SECTION II – RECITALS

The Council hereby incorporates the foregoing recitals, including all defined terms, into this ordinance and find them to be true, accurate, and correct.

SECTION III – AUTHORIZED PAYMENTS

- A. Definition. As used in this ordinance, the term “County” shall include any of the County’s departments, department heads, boards, courts, agencies, offices, programs, and utilities.
- B. Scope. Nothing in this ordinance shall be construed to:
 - a. prevent the operation of any other ordinance that authorizes procedures or restrictions for the use of any financial instrument; *nor*

MARCH 11, 2024

REGULAR SESSION

- b. require the County to accept any particular form of financial instrument or even a specific financial instrument in case of suspected fraud; *nor*
 - c. regulate any payment made to the Office of the Treasurer to the extent that the Treasurer has adopted a written policy to the contrary.
- C. Authorized Payment Methods. The following financial instruments are hereby approved and authorized for payments made to the County:
- a. cash;
 - b. checks;
 - c. bank drafts;
 - d. money orders;
 - e. bank cards;
 - f. credit cards;
 - g. debit cards;
 - h. charge cards;
 - i. stored-value cards;
 - j. electronic funds transfers; *and*
 - k. any other financial instrument financial instrument later authorized by the Council.
- D. Processing Fees. If there is a charge to the County for the use of a financial instrument and if it is not otherwise impractical to do so, the County is hereby authorized, empowered, and directed to collect a sum equal to the amount of the charge from the person who uses the financial instrument.

SECTION VI – REPEAL OF PRIOR LAW

- A. Repeal. Resolution 2010-08-09, which was adopted on August 9, 2010, is hereby repealed in its entirety.
- B. Continuance.
 - a. The express or implied repeal or amendment by this ordinance of any other ordinance or part thereof does not affect any rights or liabilities accrued, penalties incurred, or proceedings begun prior to the effective date of this ordinance. Those rights, liabilities, and proceedings are continued, and penalties shall be imposed and enforced under the repealed or amended ordinance as if this ordinance had not been adopted.
 - b. To the extent that the provisions contained in this ordinance substantially restate the provisions of a prior ordinance or resolution, the provisions shall not be deemed a new enactment of the original provisions, but rather shall be deemed to be the continuation of the original provisions.
- C. Revival Prohibited. The express or implied repeal or amendment by this ordinance of any other ordinance or resolution or part thereof shall not be construed to revive any former ordinance, resolution, section, clause, or provision.

SECTION VII – MISCELLANEOUS

- A. Extraneous Claims Barred. This ordinance is intended only to improve the internal management of the County. Notwithstanding anything in this ordinance to the contrary, nothing in this ordinance shall be construed to create any new legal duty, right, or benefit, whether substantive or procedural, enforceable against the County; nor to waive or diminish any protection that may apply to the County or any of its elected or appointed officials, employees, agents, or representatives under any applicable law providing governmental immunity, nor any other right, protection, immunity, defense, or limitation on liability that the County or such related parties is provided by applicable law.
- B. References.
 - a. Except where a specific version or edition is given, reference to another section of this ordinance or to another law, document, fund, department, board, program, public servant, or public office, shall extend and apply to the

MARCH 11, 2024

REGULAR SESSION

same, as may be subsequently amended, revised, recodified, renamed, reappointed, or renumbered from time to time.

- b. Reference in this ordinance to a law, document, fund, department, board, program, public servant, or public office, either generally or by title, without reference to another jurisdiction, shall be construed as though it were preceded or followed, as appropriate, by the words “(of) LaGrange County (Indiana).”
- c. Should a provision of this ordinance require an act to be done which, by law, an agent or deputy may do instead of the principal, the requirement is satisfied by the performance of the act by an authorized agent or deputy.
- C. Conflicts. No part of this ordinance shall be interpreted to conflict with any local, state, or federal laws, and all reasonable efforts should be made to harmonize the same.
- D. Severability. Should any section or part thereof of this ordinance be declared by a court of competent jurisdiction to be invalid, the decision shall not affect the validity of this ordinance as a whole, nor any other portion thereof, and for this purpose the provisions of this ordinance are hereby declared to be severable.
- E. Promulgation. The Auditor is hereby authorized, empowered, and directed to take all action necessary or proper to authenticate, record, publish, promulgate, and/or otherwise make this ordinance effective.
- F. Codification. To the extent a substantive change in meaning does not result, the codifier of ordinances may omit the Name, Recitals, Repeals, Miscellaneous, and Adoption sections of this ordinance from the official code, may renumber or reorder any section of this ordinance, and may alter references to this ordinance and to exhibits as appropriate.
- G. Retroactive Effective Date. This ordinance shall be deemed effective as of, and retroactive to, January 1, 2024.

Mr. Harold Gingerich made a motion to approve the Ordinance. Mr. Steven McKowen seconded the motion and it carried unanimously. Mr. Harold Gingerich made a motion to waive the requirement for second reading. Mr. Ryan Riegsecker seconded the motion and it carried unanimously.

UNUSED EDIT FUNDS FROM TOWNS

Mrs. Kathryn Hopper, County Auditor, explained that there is \$1,167.92 left over from 2022 and 2023 that were designated for the towns and not used. She emailed the towns regarding the funds that are available, and three have responded. Mr. Jim Young made a motion to split the funds between the three towns that applied. Mr. Jeff Brill seconded the motion and it carried unanimously.

ADDITIONAL APPROPRIATIONS

Mr. Mike Strawser presented the following Ordinance of Additional Appropriations:

ORDINANCE OF ADDITIONAL APPROPRIATIONS

WHEREAS, it has been determined that it is now necessary to appropriate more money than was appropriated in the annual budget, now THEREFORE:

Sec 1: Be it ordained by the LaGrange County Council, LaGrange, Indiana, that for the following additional sums of money are hereby appropriated and ordered set apart out of the several funds herein named for the purposes herein specified, subject to the laws governing the same.

COUNTY GENERAL - MAINTENANCE

REQUESTED
AMOUNT

MARCH 11, 2024

REGULAR SESSION

1000-031-03-3050 Equipment Repair & Maintenance	\$ 11,318.29
<u>CLERK'S RECORDS PERPETUATION</u>	
1119-000-03-3017 Scanning Project	6,933.00
<u>UNSAFE BUILDING FUND</u>	
1207-000-03-3015 Clean-Up	60,000.00
<u>AMERICAN RECOVERY PLAN</u>	
8950-000-04-4035 Highway Radios 2024	379,023.99

Mr. Harold Gingerich made a motion to approve the Ordinance. Mr. Jim Young seconded the motion and it carried unanimously. Mr. Harold Gingerich made a motion to waive the requirement for second reading. Mr. Ryan Riegsecker seconded the motion and it carried unanimously.

RESOLUTION TO TRANSFER FUNDS

Mr. Mike Strawser read the following Resolution to Transfer Funds:

	<u>DECREASE</u>	<u>INCREASE</u>
<u>MOTOR VEHICLE HIGHWAY</u>		
1176-002-03-3059 Subcontractors	\$244,292.25	
<u>MOTOR VEHICLE HIGHWAY – RESTRICTED</u>		
1173-000-05-5001 CCMG County Match Transfer		\$244,292.25
<u>PARK NONREVERTING OPERATING</u>		
1179-000-04-4011 Picnic Table/Grills	1,530.26	
1179-000-04-4028 Alarm Systems		1,530.26
1179-000-02-2030 Program & Meeting Supplies	3,625.00	
1179-000-03-3625 Natural Area Management	3,625.00	
1179-000-04-4027 Delt Disc Golf Course		7,250.00
<u>SELF INSURANCE</u>		
4701-000-05-5001 Monthly Distribution Claims Funding Request	83,542.96	
<u>SELF INSURANCE CLEARING</u>		
4702-000-03-3001 Health Insurance Claims		83,542.96

Mr. Jeff Brill made a motion to approve the Resolution to Transfer Funds. Mr. Ryan Riegsecker seconded the motion and it carried unanimously.

LEGAL CLAIMS

Mr. Harold Gingerich presented the legal claims in the amount of \$24,451.16 for December 2023, from Beers Mallers. Mr. Jim Young made a motion to approve the legal claims. Mr. Jeff Brill seconded the motion and it carried unanimously.

MINUTES


Mr. Steven McKowen made a motion to approve the February 12, 2024 regular session minutes. Mr. Jim Young seconded the motion and it carried unanimously.

MARCH 11, 2024

REGULAR SESSION

ADJOURNMENT

There being nothing further to come before the Board at this time, Mr. Steven McKowen made a motion to adjourn and meet on any subsequent day necessary to carry on the business of the Board. Mr. Ryan Riegsecker seconded the motion and it carried unanimously.



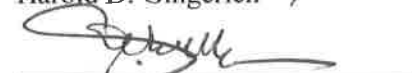
Jeffrey L. Brill




Jeffrey A. Campos



Harold D. Gingerich



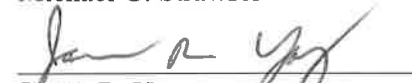
Steven B. McKowen



Ryan J. Riegsecker

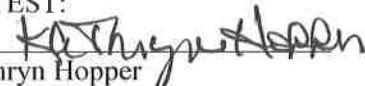


Michael G. Strawser



James R. Young

ATTEST:



Kathryn Hopper
LaGrange County Auditor