The LaGrange County Commissioners met in Regular Session on Monday, April 15, 2024, in their meeting room, County Office Building, 114 W. Michigan Street, LaGrange, Indiana, 46761, at 8:30 a.m., with the following present: Commissioners, Mr. Terry A. Martin, Mr. Peter A. Cook, and Mr. Kevin Myers and LaGrange County Auditor, Kathryn Hopper. Mr. Terry Martin, President, called the meeting to order and led in saying the Pledge of Allegiance to the Flag. Mr. Peter Cook made a motion to adopt the proposed agenda with flexibility. Mr. Kevin Myers seconded the motion and it carried unanimously.

**ORDINANCE CREATING THE LAGRANGE COUNTY PUBLIC CAPITAL ASSET POLICY AND AUTHORIZING THE COUNTY’S FISCAL PERSONNEL TO TRACK THE COUNTY’S CAPITAL ASSETS**

Mr. Kurt Bachman, County Attorney, presented the following Ordinance for consideration:

COUNTY OF LAGRANGE

ORDINANCE NO. 2024-04-15 A

**AN ORDINANCE CREATING THE LAGRANGE COUNTY PUBLIC CAPITAL ASSET POLICY**

**AND AUTHORIZING THE COUNTY’S FISCAL PERSONNEL TO TRACK THE COUNTY’S CAPITAL ASSETS**

WHEREAS, pursuant to Indiana Code (“IC”) 5-11-1-27(g), the legislative body of a political subdivision must ensure that certain minimum internal control standards and procedures, as developed by the Indiana State Board of Accounts (“SBOA”) have been adopted;

WHEREAS, pursuant to IC 5-11-1-9(a)-(f), inquiry by the SBOA shall be made as to the financial accounts, affairs, conditions, and resources of each audited entity;

WHEREAS, pursuant to its *Accounting and Uniform Compliance Guidelines Manual for Counties of Indiana*, SBOA requires that the County must: (i) have a capital assets policy that details the threshold at which an item is considered a capital asset; (ii) have a complete detailed listing of all capital assets owned and their acquisition value; and (iii) take a complete physical inventory at least every two years to verify account balances carried in the accounting records;

WHEREAS, pursuant to IC 5-11-1-27(j), all erroneous or irregular material variances, losses, shortages, or thefts of political subdivision funds or property shall be reported immediately to SBOA;

WHEREAS, pursuant to IC 36-1-2-9, the Board of Commissioners of the County of LaGrange (“Commissioners”) is the legislative body of LaGrange County, Indiana (“County”); *and*

 WHEREAS, pursuant to County Ordinance 2021-12-06-G, Internal Control Principle #13 requires management to implement control activities through policies.

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

## SECTION I – NAME

 The name of this ordinance shall be the “Internal Controls Asset Management Ordinance.”

## SECTION II – RECITALS

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

## SECTION III – DEFINITIONS

1. General. Whenever used in this ordinance, the following terms shall have those meanings herein ascribed to them unless the context clearly indicates or requires a different meaning.
	1. “Asset” means:
		1. any real property;
		2. any single item of personal property that is not cash or cash equivalent; *or*
		3. any aggregated group of substantially similar items of personal property that is not cash or cash equivalent and that is under the control of the same department and that has a substantially similar useful life;

that is owned by the County or any of its departments but that was not acquired by an operation of law from a tax sale or other legal or quasi-legal process unless it subsequently received an improvement.

* 1. “Asset Manager” means the person designated to administer this ordinance; the term includes any other person to whom the Asset Manager has delegated a portion of his or her duties under this ordinance to the extent of such delegation.
	2. “Capital asset” means any asset that has a useful life greater than one (1) year and has a fair market value greater than the capitalization threshold; provided, however, that the term includes any other asset that the Asset Manager specifically designates as such.
	3. “Capitalization threshold” means, for any given class of asset, the minimum cost at which an asset is to be recorded as a capital asset in accordance with this ordinance.
	4. “Competent authority” means a federal or state audit and review agency such as the Indiana State Board of Accounts that has jurisdiction to prescribe forms and procedures with respect to the policy created by this ordinance.
	5. “Controlled property” means any asset that:
		1. is ammunition or a “deadly weapon,” as such term is defined by the LaGrange County Deadly Weapons Ordinance;
		2. constitutes a trade secret;
		3. has a fair market value greater than the amount established in the LaGrange County Materiality Policy (County Res. 2016-03-07 A) for non-cash items ($1,250.00 as of the effective date of this ordinance); *or*
		4. is any other property that the department head under whose control the property exists considers to be worthy of tracking;

provided, however, that the term also includes any property the County holds in trust.

* 1. “Department” means any department or agency of the County, as identified on the County’s organizational chart, or, to the extent an asset does not belong to any of these, the term refers to the parcel of real estate at which the asset is located.
	2. “Department head” means the public servant who is in charge of a department; provided, however, that, for the purposes of this ordinance:
		1. in the interest of creating checks and balances, to the extent that the Auditor serves as the Asset Manager, the department head with respect to the Auditor’s office is the Deputy Auditor; *and*
		2. the department head with respect to the Board of Commissioners is the Auditor.
	3. “Expense” means, with respect to an asset or expenditure, to designate it with a useful life of one year or less either upon acquisition or after a period of use.
	4. “Improvement” means an upgrade to an asset that generally involves a material alteration or structural change and increases the asset’s capacity, productivity, or efficiency or increases its useful life estimate.
	5. “Maintenance” means:
		1. any major or minor repair or preservation activity to an asset; *or*
		2. the replacement of a component part of an asset;

that does not constitute an improvement.

* 1. “Useful life” means the number of years an asset has been fairly estimated to remain in service before it is disposed.
1. Determination. The Commissioners shall have the final authority in determining the meaning of the terms defined in this section.

## SECTION IV – PURPOSE

1. Goals. The purposes of this ordinance are:
	1. to maintain accurate records of all capital assets;
	2. to help ensure that the capital assets fit within the County’s strategic goals;
	3. to more accurately assess the cost of capital assets;
	4. to help schedule maintenance, repairs, and replacement of capital assets;
	5. to provide a roadmap and prioritization for the budgeting process;
	6. to identify and mitigate risks associated with capital assets;
	7. to help identify returns on capital asset investments;
	8. to help protect capital assets from theft;
	9. to promote environmental sustainability and energy efficiency;
	10. to increase the accuracy and transparency of financial reports;
	11. to facilitate the production of financial statements and communications; *and*
	12. to comply with internal controls and audit requirements of competent authority and with generally accepted accounting principles.
2. Scope. The Commissioners find that it would be an inefficient use of resources to track all County assets and have configured the various capitalization thresholds to capture approximately 80% or more of the County’s wealth.

## SECTION V – ADMINISTRATION

1. Position. The Commissioners hereby establish the position of Asset Manager to administer the provisions of this ordinance. A person appointed as Asset Manager may have other regular or partial employment with the County.
2. Ex Officio Appointment. The Auditor shall serve as the default Asset Manager. To the extent that the Auditor is to serve as the Asset Manager but is otherwise unavailable, the Deputy Auditor shall serve as the Asset Manager.
3. Appointment by Motion. Notwithstanding Subsection (B), the Commissioners may instead appoint a different Asset Manager by motion.
4. Delegation of Powers.
	1. The Commissioners hereby authorize and direct the Asset Manager to take all action necessary and proper to administer this ordinance, subject to applicable law.
	2. The Asset Manager may delegate any power and/or duty under this ordinance or other applicable law relating to capital asset management to another public servant, as appropriate, while retaining ultimate responsibility therefor.
	3. The Commissioners retain jurisdiction to be the final authority for the management and reporting on all capital assets.
5. Training. The Asset Manager shall train a deputy to perform the Asset Manager’s duties under this ordinance.
6. Conflicts. This ordinance shall not be construed to limit any public servant in complying with a directive or order of competent authority as it relates to capital asset management.

## SECTION VI – CLASSIFICATION

1. Categories.
	1. The Asset Manager shall assign each capital asset to one of the following categories:
		1. Land. This category includes all lots, parcels, unimproved roadways, rights of way, easements, land use rights, bodies of water, and natural resources but does not include Infrastructure.
		2. Infrastructure. This category includes all major improvements to Land that are not Buildings including, but not limited to, roadways, bridges, dams, and drains.
		3. Buildings. This category includes all major structures that are habitable or suitable for conducting the business of the County;
		4. Improvements Other Than Buildings. This category includes all structures that are not Buildings. For removal of doubt, this category includes parking lots, boat ramps, sidewalks, driveways, playground equipment, streetlights, generators, monuments, landscaping, striping, pavilions, bleachers, storage units, fencing, and the respective fixtures, custom-built assets, and operating systems of all Buildings.
		5. Vehicles. This category includes all vehicles, except for construction and earth-moving equipment, that people commonly use on a highway.
		6. Equipment and Furnishings. This category includes all tangible personal property other than Vehicles and component parts of Buildings used to conduct the business of the County including, but not limited to, machinery, furniture, appliances, construction and earth-moving equipment, communication equipment, computers, books, and groups of items that separately do not meet the capitalization threshold.
		7. Construction Work. This category includes all construction and infrastructure projects that have not reached the stage of substantial completion.
		8. Miscellaneous. This category includes all other capital assets that do not fall in another category, such as software, pieces of artwork, or intellectual rights.
2. Inclusions. Any asset that is permanently installed on or custom fit to another Land, Building, or Infrastructure should be classified as part of the larger unit where it is located.
3. Components. The individual components of Buildings and/or Infrastructure that have independent fair market value greater than Twenty-Five Thousand Dollars ($25,000.00) (e.g., a HVAC system, roof, custom furniture, sidewalk, etc.) shall be tracked both with the larger unit and as a separate itemized capitalized asset.
4. Determination. The Asset Manager shall have final authority in making the classification of any capital asset.

## SECTION VII – ACQUISITION

1. Acquisition Costs.
	1. The Asset Manager shall record the acquisition cost of each capital asset.
	2. The acquisition cost of any asset should generally include all costs related to acquiring the capital asset and making it fully operational including, but not limited to, the purchase price, payment fee, shipping cost, legal review cost, appraisal costs, survey, title work, closing cost, land preparation costs, demolition costs, architectural and engineering service fees, and insurance premiums during construction.
	3. When the acquisition data is unavailable, the Asset Manager may make reasonable estimates of such included acquisition costs. The Asset Manager should consult with department heads in case of doubt.
	4. In case of donation, any assessed value or appraised value for the capital asset may be used in lieu of the purchase price.
	5. For Construction Work, the acquisition cost includes all current project-related costs.
2. Improvements. When an existing asset receives a subsequent improvement, the cost of the improvement should ordinarily be added to the acquisition cost.
3. Capitalization Threshold.
	1. All Land, Buildings, Infrastructure, Construction Work, and Vehicle assets shall be capitalized no matter the acquisition cost.
	2. When the acquisition costs of an asset that constitutes Equipment and Furnishings exceed Five Thousand Dollars ($5,000.00), the asset shall be capitalized.

## SECTION VIII – DEPRECIATION

1. Determining Useful Life.
	1. Each capital asset must have a useful life of more than one year.
	2. The following representative subcategories of capital assets shall be assigned by default the following respective periods of useful life, but are subject to reasonable change based on information from purchasing agents, department heads, manufacturers, etc.

|  |  |  |  |
| --- | --- | --- | --- |
| Subcategory | Useful Life(in years) | Subcategory | Useful Life(in years) |
| Computer Software | 5 | Construction Vehicles | 15 |
| Computer Hardware | 5 | Other Infrastructure | 20 |
| Office Copier | 5 | Building Components | 20 |
| Communications Equipment | 5 | Traffic Signals | 25 |
| Automobiles/SUVs | 5 | Parking Lot | 25 |
| Office Furniture | 5 | Roads | 50 |
| Lawn Mower | 10 | Drains | 50 |
| Light Trucks | 10 | Buildings | 50 |
| Outdoor Lighting | 10 | Bridges | 75 |
| Shop Equipment | 10 | Land | ∞ |

* 1. The Asset Manager should assign the default period of useful life for capital assets other than those described in this section by analogy in accordance with this section.
	2. The Asset Manager may accelerate the useful life of an existing asset where damage, casualty, or even the failure to implement anticipated maintenance occurs.
1. Depreciation Method. The depreciation of each capital asset should ordinarily be calculated using the straight-line method, such that the fair market value of the asset is assumed to diminish at a constant rate and the acquisition costs are allocated evenly over the assets useful life.
2. Full-Year Convention. The full-year convention for each capital asset should ordinarily be adopted regardless of the actual acquisition date, though the Asset Manager may choose to add an extra year to an asset’s useful life in extreme cases.
3. Salvage Value. No estimated or anticipated salvage or residual value shall be assigned to any capital asset; provided, however, that any actual cash or trade-in value received as salvage after a capital asset’s projected useful life may be subtracted from an asset’s acquisition cost for any respective historical reporting.
4. Determination. Whenever the Asset Manager determines it expedient, the Asset Manager may override any of the following default assumptions or methods:
	1. the original useful life of any asset;
	2. the depreciation method used for any asset;
	3. whether an upgrade to an asset constitutes an improvement or maintenance; *and*
	4. the extent to which any improvement or maintenance extends the useful life of an asset, which may be zero (0) years, even if the maintenance costs were significant).

## SECTION IX – EXPENSING

1. Acquisition. Any asset whose acquisition cost does not meet the capitalization threshold should ordinarily be expensed.
2. Retirement. To the extent that a capital asset no longer meets the capitalization threshold, it shall be expensed and removed from all capital asset records for the reporting period.
3. Maintenance. Maintenance costs should ordinarily be expensed when incurred, even when significant, as they do not generally increase the respective asset’s useful life (e.g., roof replacement, painting, HVAC upgrades, etc.); provided, however, that where a building component itself, such as a roof, has been capitalized, the cost may constitute an improvement in that context.

## SECTION X – TRACKING

1. Duration. The Asset Manager shall track each capital asset until it is expensed or otherwise disposed of.
2. Frequency. The Asset Manager shall conduct a periodic asset verification for each department of all capital assets as often as prescribed by competent authority, but at least as often as each calendar year that ends with an even number (e.g., 2024, 2026, 2028, etc.).
3. Database. The Asset Manager shall keep an electronic database record of all capital assets. The Asset Manager shall take reasonable steps to ensure that the Asset Manager’s successor in office is able to access the database.
4. Reporting.
	1. The Asset Manager shall timely report the capital assets to the extent required by the Commissioners and other competent authority.
	2. For any capital asset that should have been capitalized in a previous report but was neglected for whatever reason, the Asset Manager may take appropriate corrective measures such as issuing an addendum or amendment to a published report and/or making an appropriate note in the working report.

## SECTION XI – DEPARTMENT CONTROL

1. Verification. Department heads shall verify the physical presence of all controlled property at least annually.
2. Periodic Care. Department heads shall periodically inspect and provide Maintenance to all Vehicles and to all Equipment and Furnishings in accordance with the respective manufacturer’s instructions, if any.
3. Reports.
	1. Upon request by the Asset Manager, the respective department head shall create and provide a list of all controlled property under that department’s control.
	2. With respect to any controlled property, the respective department head shall immediately report to the Asset Manager any loss, theft, disposal, transfer, maintenance that significantly increases the useful life, *and/or* improvement.
4. Information. Upon reasonable request, department heads shall promptly and thoroughly report to the Asset Manager all relevant information relating to a capital asset or controlled property such as its description, location, make, model, serial number, date of acquisition, purchase cost, disposal cost, etc. The department head shall provide reasonable estimates where accurate historical data cannot be found.
5. Logs. Whenever controlled property is used by others away from its primary location, the respective department head shall keep a check-in and check-out log for the asset.
6. Take-Home Assets. No controlled property is to be taken home except as otherwise specifically allowed by the Commissioners to designated public servants.
7. Tracking Devices. Department heads shall install and keep tracking devices on all controlled property except where the use of such devices would be impracticable.

## SECTION XII – MISCELLANEOUS

1. 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.
2. External Review. Nothing in this ordinance shall subject an inventory or report of controlled assets that is otherwise lawful to additional review by competent authority.
3. 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.
4. 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.
5. 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, or any other portion thereof, and for this purpose the provisions of this ordinance are hereby declared to be severable.
6. Ratification. The Commissioners hereby ratify, confirm, and approve all disinterested prior actions taken by the Asset Manager and department heads concerning capital asset management for which ratification is required or permitted by applicable law.
7. Promulgation. The Auditor is hereby authorized and directed to take all action necessary or proper to authenticate, record, publish, promulgate, and/or effectuate this ordinance.
8. Codification. To the extent a substantive change in meaning does not result, the codifier of ordinances may omit the Name, Recitals, 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.
9. Retroactive Effective Date. This ordinance shall be deemed effective as of, and retroactive to, January 1, 2024.

Mr. Peter Cook made a motion to approve the Ordinance. Mr. Kevin Myers seconded the motion and it carried unanimously. Mr. Peter Cook made a motion to waive the requirement for second reading. Mr. Kevin Myers seconded the motion and it carried unanimously.

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

Mr. Kurt Bachman, County Attorney, presented the following Ordinance for consideration:

COUNTY OF LAGRANGE

JOINT ORDINANCE NO. 2024-05-13-\_\_\_

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 March 11, 2024, as adopted by Joint Ordinance 2024-03-11-A.

 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

1. Definition. As used in this ordinance, “Handbook” means the *Personnel Policies Handbook* effectively dated March 11, 2024 and attached to this ordinance as Exhibit A.
2. 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.
3. 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.
4. 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

1. Repeal. Joint Ordinance 2024-03-11-A, which was adopted by the Commissioners on March 4, 2024 and by the Council on March 11, 2024, is hereby repealed in its entirety.
2. Continuance.
	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.
3. 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

1. 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.
2. 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.
3. 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.
4. 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.
5. 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.
6. 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.
7. Codification. The codifier of ordinances should not codify the Handbook in full, but rather should simply codify Section III of this ordinance.
8. Retroactive Effective Date. This ordinance shall take effect upon final adoption but shall be deemed effective as of, and retroactive to, March 11, 2024.

Mr. Peter Cook made a motion to approve the Ordinance, retroactive to March 11, 2024. Mr. Kevin Myers seconded the motion and it carried unanimously. Mr. Peter Cook made a motion to waive the requirement for second reading. Mr. Kevin Myers seconded the motion and it carried unanimously.

**REQUESTS FOR UNPAID LEAVE**

Mrs. Jenny Landez, Human Resource Director, presented a request for an unpaid medical leave of absence for an employee from March 25, 2024 to April 26, 2024, and an unpaid medical leave of absence for an employee from April 15, 2024 to May 13, 2024. The employee has exhausted their FMLA. She also requested intermittent medical leave for an employee retroactive to January 1, 2024 to June 25, 2024. The employee does not qualify for FMLA. Mr. Kevin Myers made a motion to approve the requests as presented. Mr. Peter Cook seconded the motion and it carried unanimously.

**SHERIFF’S TRAINING AND STORAGE BUILDING – CHANGE ORDER**

Mr. Tracy Harker, County Sheriff, presented a change order for Bontrager Builders, the contractor for the Sheriff’s training and storage building. They would like to seal coat the concrete floor. The cost for the change order is $2,800. Mr. Peter Cook made a motion to approve the change order. Mr. Kevin Myers seconded the motion and it carried unanimously.

**SHERIFF – PERMISSION TO SELL ITEMS**

Mr. Tracy Harker, County Sheriff, requested permission to sell a 25 HP Outboard motor, a 2007 Hoosier Pontoon Boat Trailer, and a 2006 Polaris Sportsman 500 4-wheeler. He would like to declare some training mats as surplus items. Mr. Kevin Myers made a motion to approve the sale of the items and to declare the mats as surplus. Mr. Peter Cook seconded the motion and it carried unanimously.

**SHERIFF’S TRAINING AND STORAGE BUILDING – QUOTE FOR WI-FI**

Mr. Cliff Hibbs, Sergeant, presented two quotes for Wi-Fi fiber between the main building and the new training and storage building as follows:

|  |  |  |
| --- | --- | --- |
| Vendor | Location | Amount |
| Teledata | Goshen, Indiana | $ 9,018.36 |
| Premier Communications | Fort Wayne, Indiana |  22,735.00 |

Mr. Marc Peterson, Information Technology Director, explained that the higher quote includes 12 strand fiber, which is much better. Mr. Kevin Myers made a motion to approve the quote from Premier Communications in the amount of $22,735. Mr. Peter Cook seconded the motion and it carried unanimously.

**INFORMATION TECHNOLOGY – PURCHASE OF MICROSOFT 365**

Mr. Marc Peterson, Information Technology Director, presented a quote from CDW-G for Microsoft Azure, Microsoft Exchange, and Mircrosoft Office 365, in the amount of $47,882.14. Mr. Peter Cook made a motion to approve the purchase. Mr. Kevin Myers seconded the motion and it carried unanimously.

**INFORMATION TECHNOLOGY – PURCHASE OF CLOUD PERMIT**

Mr. Marc Peterson, Information Technology Director, presented a quote from Cloudpermit for the purchase of -permit software for the Building, Plan, Health and Highway Department. Mr. Peter Cook made a motion to approve the purchase Surve and to authorize the President to sign order form. Mr. Kevin Myers seconded the motion and it carried unanimously.

**HIGHWAY DEPARTMENT – 2023 ANNUAL OPERATIONAL REPORT**

Mrs. Tharon Morgan, County Engineer, presented the 2023 Annual Operational report for consideration and approval. Mr. Peter Cook made a motion to accept the report. Mr. Kevin Myers seconded the motion and it carried unanimously.

**INDIANA DEPARTMENT OF TRANSPORTATION – COMMUNITY CROSSINGS AWARD**

Mrs. Tharon Morgan, County Engineer, reported that LaGrange County has been awarded a Community Crossing Matching Grant in the amount of $1,500,000 for 2024. Mr. Peter Cook made a motion to authorize the president to sign the agreement outside of a public meeting. Mr. Kevin Myers seconded the motion and it carried unanimously.

**NATURAL GAS SUPPLIER – NTHERM, LLC**

Mr. Gary Mast, Maintenance Director, explained that the natural gas cost keeps increasing. We are currently with Nordic and paying $1.28 per therm. He presented a quote from Ntherm, LLC in the amount of .219 cents per therm. Mr. Peter Cook made a motion to accept the quote from Ntherm, LLC. Mr. Kevin Myers seconded the motion and it carried unanimously.

**EXECUTIVE SESSION**

Mr. Kevin Myers made a motion to set a joint executive session for May 13, 2024, time to be determined. Mr. Peter Cook seconded the motion and it carried unanimously.

**MARCH 2024 FINANCIAL REPORT**

Mrs. Kathryn Hopper, County Auditor, presented the financial statement for the month ending March 31, 2024, in the amount of $47,052,563.30 and investments of $22,545,000. Mr. Peter Cook made a motion to accept the report. Mr. Kevin Myers seconded the motion and it carried unanimously.

**ACCOUNTS PAYABLE VOUCHERS**

Mrs. Kathryn Hopper, County Auditor, presented the Accounts Payable Vouchers. Mr. Kevin Myers made a motion to approve the vouchers. Mr. Peter Cook seconded the motion and it carried unanimously.

**MINUTES**

Mr. Kevin Myers made a motion to approve the minutes of the April 1, 2024 regular session meetings. Mr. Peter Cook seconded the motion and it carried unanimously.

**MEMORANDUM**

Mr. Peter Cook made a motion to approve the memorandum for the April 10, 2024 staff meeting. Mr. Kevin Myers seconded the motion and it carried unanimously.

**CORRESPONDENCE**

LaGrange County Clerk of the Circuit Court – March 2024 report

LaGrange County Treasurer – March 2024 report

Steve Bontrager, 0410 W 700 S, Wolcottville, IN 46795 - Notice of Public Hearing, LaGrange County Board of

 Zoning Appeals

Indiana Department of Environmental Management – Notice of Public Comment, Keystone Recreational Vehicle

 Company Plant 820, Permit Number 087-47647-00062

# ADJOURNMENT

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

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 Terry A. Martin

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Peter A. Cook

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Kevin R. Myers

ATTEST:

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Kathryn Hopper

LaGrange County Auditor