

**MARSHALL COUNTY  
BOARD OF COMMISSIONERS  
MINUTES  
NOVEMBER 4, 2024**

The Board of Commissioners of Marshall County, Indiana, met for a regular meeting in the Commissioner's Meeting Room 203, 112 W. Jefferson Street, Plymouth, Indiana at 8:30 a.m., Monday, November 4, 2024. Present were Commissioners, Stan Klotz, President; Mike Burroughs, Vice President; Kevin Overmyer, Member; County Attorney, James Clevenger; and County Auditor, Angela C. Birchmeier.

The meeting was opened, streamed live at <https://www.youtube.com/@MarshallCountyIN>, the Pledge of Allegiance was given, and the business at hand was heard.

**HIGHWAY DEPARTMENT**

Highway Department Superintendent Jason Peters provided an update on the following projects:  
Bridge 1, Ule Road (Local Project): The letting date is November 18, 2024. Right-of-way easements/claims have been submitted for payment to the owners of parcels two, three, four, and five. The landowner of parcel one has been contacted and a meeting will be scheduled between the landowner and USI Consultants.

Bridge 232, Randolph Street: The Notice to Proceed was received from INDOT for Construction Engineering and the Purchase Order issued for \$340,000. The local match was originally estimated to be \$670,505; however, the County was awarded funds from the 100% construction bridge fund, which reduced the local match to \$112,405.63. A preconstruction meeting is scheduled for November 12, 2024.

Bridge 231, Center Street, Bremen: The INDOT Cultural Resource Office has recommended a consulting party meeting to discuss the HBPA before it is approved. Potential dates for the consulting parties meeting are submitted to INDOT and Federal Highway. The meeting will be held in Bremen, likely with a remote option. The dates the agencies are considering are in the second half of November. The final Alternatives Analysis Report approval is dependent on the consulting parties meeting and the final approval of the HBAR.

Bridge 88, 12<sup>th</sup> Road east of Olive Trail: No update.

Bridge 108, East 7<sup>th</sup> Road: No update.

Bridge Inspections 2022-2025 Phase II: The inspections have been completed. The inspection report is forthcoming for review.

Mill Pond Dam Improvements: The report detailing the results of the hydraulic calculations and geotechnical data was submitted in September. We are currently preparing the permit for the pipe lining. We are awaiting some information from the Dam Division at IDNR and then the permit will be ready to be submitted within a few days.

Call for Projects (NOFA): There will be additional opportunities during the November call for projects. Some projects will be a 90/10 match and will also have an 80/20 project match opportunity. The following projects are proposed for consideration: Linden Road (80/20), Michigan Road Bridge, north of US 6 over the railroad (80/20), and Safety, a digital speed limit trailer and sign (90/10).

Energy Efficiency Conservation Block Grant (EECBG): A contract between Martell Electric and Marshall County Highway Department for the installation of Level 2 Chargers. **Kevin Overmyer moved, second by Mike Burroughs, to approve the contract between Martell Electric and Marshall County Highway Department as presented and to allow the Board President to sign. Motion carried 3-0.**

At the prior meeting a quote was approved for McCormick Motors for a 2024 Chevrolet Silverado EV in the amount of \$69,235. The estimate did not include the needed charger. A revised quote is presented for approval in the total sum of \$70,534, which includes the charger at a cost of \$1,299. **Mike Burroughs moved, second by Kevin Overmyer, to approve the revised agreement with McCormick Motors, Inc. in the amount of \$70,534 and to allow the Board President to sign. Motion carried 3-0.**

Annual Bid: A request was made to advertise annual bids for the week of November 18<sup>th</sup> and 25<sup>th</sup>, with bids due in the Auditor's Office by December 2<sup>nd</sup> at 8:15 a.m. with the bid opening later that morning.  
Equipment Usage Interlocal Agreement: A draft agreement was presented for Interlocal Equipment Usage at the prior meeting.

### WEST TOWNSHIP

West Township Trustee Terry Borggren requested a donation of 35 tons of millings to be used in the Fireman's Memorial Parking Lot. **Kevin Overmyer moved, second by Mike Burroughs, to approve the donation of 35 tons of millings to West Township. Motion carried 3-0.**

### SHERIFF

Sheriff Matt Hassel presented an Agreement between Culver Community Schools and Marshall County Sheriff Establishing Additional Jurisdiction for School Corporation Officers for approval. **Kevin Overmyer moved, second by Mike Burroughs, to approve the Agreement between Culver Community Schools and Marshall County Sheriff Establishing Additional Jurisdiction for School Corporation Police Officers as presented and to allow the Board President to sign. Motion carried 3-0.**

Sheriff Hassel presented the Traffic Safety Grant Agreement between the Indiana Criminal Justice Institute (ICJI) and Marshall County Sheriff's Department in the amount of \$29,900, with \$11,000 awarded for Repeat Offenders for Driving While Intoxicated (DUI), \$15,000 awarded for Click It to Live It, and \$3,900 for administrative costs. **Mike Burroughs moved, second by Kevin Overmyer, to approve the Traffic Safety Grant Agreement as presented and to allow the Sheriff, Auditor, and Board President to sign. Motion carried 3-0.**

Sheriff Hassel requested permission to trade in a 2013 cargo van and purchase a 2021 cargo van, at a cost of \$22,725.28, to be paid from the Commissary funds. **Kevin Overmyer moved, second by Mike Burroughs, to allow the Sheriff to trade in a van and purchase a 2021 cargo van as requested. Motion carried 3-0.**

Sheriff Hassel presented two estimates for three vehicles to be purchased in 2025. Estimates were presented from Auto Park and Oliver Ford. The Sheriff explained that the Ford Utility Interceptor has a higher cost at \$44,695, however, it is the preferred vehicle due to performance and interior space. **Mike Burroughs moved, second by Kevin Overmyer, to approve the purchase of three 2025 Ford Utility Interceptor's at the cost of \$44,695 each based on the Sheriff's recommendation as presented. Motion carried 3-0.**

Sheriff Hassel explained that three vehicles will be sold in an auction next Spring, rather than being traded in.

### **COMMUNITY CORRECTIONS**

Community Corrections Director Beau Holcomb explained that the department is currently utilizing Total Court Services for the GPS trackers at a cost of \$4.19 per day. He explained monitoring is the second largest department expense and, to reduce costs, he has explored other opportunities. Director Holcomb requested permission to enter into an agreement with Alcohol Monitoring Systems, Inc. (AMS) at a monitoring cost of \$2.95 per day. He explained that the Community Corrections Advisory Board voted to recommend the change in vendor. **Kevin Overmyer moved, second by Mike Burroughs, to approve the Master Agency Agreement between Marshall County Community Corrections and Alcohol Monitoring Systems, Inc. as presented. Motion carried 3-0.**

Director Holcomb presented the Grant Agreement, Contract #86133, between Indiana Department of Correction and Marshall County for the 2025 Community Corrections Program in the amount of \$489,766. **Kevin Overmyer moved, second by Mike Burroughs, to approve Grant Agreement, Contract #86133, between Indiana Department of Correction and Marshall County for the 2025 Community Corrections Program as presented and to allow the Board President to sign. Motion carried 3-0.**

### **MARSHALL COUNTY COUNCIL ON AGING**

Marshall County Council on Aging Executive Director Janis Holiday presented the Third Quarter Report explaining they provided 7,089 trips for a total mileage of 55,113. There were 46 in-County denials and 85 out-of-county denials. Invoice number 1138 was submitted requesting reimbursement of \$73,326 in 5311 Federal Operating Funds and \$20,000 in State Matching Funds, the applied local match totals \$53,327. **Kevin Overmyer moved, second by Mike Burroughs, to accept the Third Quarter Report and to approve the submission of Invoice 1138 in the amount of \$93,326. Motion carried 3-0.**

Director Holiday stated the INDOT Compliance Review meeting will be rescheduled, operating hours will be expanded in 2025 to include evening and Saturdays, and INDOT would like them to sell their used vehicles. Director Holiday expressed an interest in partnering with the Sheriff to sell the vehicles at an auction.

### **BUILDINGS & GROUNDS**

Buildings & Grounds Supervisor Billy Schoff explained that the County Building generator leak is due to the original piping. The estimated cost to repair the pipe is \$7,500.

Supervisor Schoff presented a change order from Rieth-Riley for the Jefferson Street Parking Lot. He explained that in lieu of HMA surface they will be installing 4" of compacted aggregate. The cost increase will not exceed \$2,000. **Mike Burroughs moved, second by Kevin Overmyer, to approve the Rieth-Riley change order for the Jefferson Street Parking Lot in an amount not to exceed \$2,000. Motion carried 3-0.**

## **PUBLIC SAFETY COMMITTEE**

John Grolich and Council President Jesse Bohannon explained the Public Safety Committee has been meeting to discuss the process of purchasing needed equipment. Council representatives committed \$500,000 in the form of a 50/50 match, with all eight units expressing a desire to participate. Council President Bohannon requested the Commissioners create and approve Interlocal Agreements with the eight units. **Mike Burroughs moved, second by Kevin Overmyer, to allow Councilman Harman to begin the process of creating Interlocal Agreements with Attorney Clevenger.**  
**Motion carried 3-0.**

## **PLAN COMMISSION**

Plan Commission Board President David Hostetler announced Director Ty Adley has decided to resign his position. The position has been posted and a Plan Commission and BZA Special Meeting has been called. The City of Plymouth is willing to work with the County and President Hostetler requested guidance. Discussion was held for the Plan Commission Board to work with attorney Derek Jones.

## **ATTORNEY REPORT**

### Old Business

Highway – EV Electric Contract: This item was addressed previously in the meeting.

Sheriff – Culver Schools and Sheriff Agreement to Establish Additional Jurisdiction: The agreement was approved previously in the meeting. Bliss-McKnight suggested a separate interlocal agreement with the Culver School Police Department that would specify when their officer would assist the Sheriff.

2025 Sheriff’s Salary Contract: The 2025 contract was prepared using the Salary Ordinance provided by the Auditor. This item will be addressed later in the meeting.

Community Corrections-Alcohol Monitoring Systems: This item was addressed previously in the meeting.

### New Business

Clerk – MicroVote Contract: The proposed agreement to purchase new voting equipment has been reviewed. Comments were made to the Clerk that were informational in nature.

Restricted Address Request: The Auditor received a request from an employee to be added to the County’s restricted address list. We did not think the employee qualified as a “covered person”, so the request was denied.

Lake of the Woods Establishment of Conservancy District: Attorney Clevenger informed Surveyor Cultice and will inform the Drainage Board that Judge Sarber has scheduled a hearing on the pending petition to establish a district for Friday, December 13, 2024 at 10 am.

## **AUDITOR REPORT**

October 21, 2024 Minutes: **Mike Burroughs moved, second by Kevin Overmyer, to approve the October 21, 2024 minutes as presented. Motion carried 3-0.**

Accounts Payable Claims: **Kevin Overmyer moved, second by Mike Burroughs, to approve the accounts payable claims as presented. Motion carried 3-0.**

Payroll Claims: Mike Burroughs moved, second by Kevin Overmyer, to approve the payroll claims as presented. Motion carried 3-0.

### PUBLIC COMMENT

EMA Director Jack Garner recommended termination of the Burn Ban that was enacted on November 4, 2024. Kevin Overmyer moved, second by Mike Burroughs, to approve the Termination of the Burn Ban effective immediately. Motion carried 3-0.

### PURDUE EXTENSION

Purdue Extension Educators Karen Richey and Jayne Deaton announced that Area Director Josh Winrotte appointed them as Co-Directors effective November 1<sup>st</sup> for one year.

### COMMISSIONER ITEMS

Owner Occupied Housing Rehab Project: Kevin Overmyer moved, second by Mike Burroughs, to hold a special meeting on November 14<sup>th</sup> at 2:00 p.m. to receive Owner Occupied Housing Rehab Project bids. Motion carried 3-0.

Sheriff's Salary Contract: Mike Burroughs moved, second by Kevin Overmyer, to approve the Sheriff's Salary Contract for calendar year 2025 in the amount of \$101,544.82. Motion carried 3-0.

Plymouth Greenway Trail: Mike Burroughs moved, second by Kevin Overmyer, to approve the Amendment to An Agreement Between the City of Plymouth/Plymouth Park and Recreation Department and Marshall County Regarding Plymouth Greenway Trail Phases II & III, and Kayak Launch and to allow the Board President to sign. Motion carried 3-0.

American Rescue Plan (ARP) Funds: Auditor Birchmeier stated there is an unappropriated balance of \$563,578.36 in the ARP Fund. The following items were suggested for the remaining balance: Voting Machines \$263,200; Jefferson Street Parking Lot \$52,387; Bread of Life \$12,500; Neighborhood Center \$12,500; Culver Food Bank \$12,500; Bremen Food Bank \$12,500; Bourbon Food Bank \$12,500; Argos Food Bank \$12,500; and Heartland Art Center Roof Project \$172,991.36. Kevin Overmyer moved, second by Mike Burroughs, to allow Attorney Clevenger to create subrecipient agreements between Marshall County and the six Marshall County food banks. Motion carried 3-0.

Stan Klotz moved to recommend Council consider Highway Department funding if they are not in favor of supporting Heartland Art Center. Motion died for a lack of a second.

Mike Burroughs moved, second by Kevin Overmyer, to send the Heartland Art Center Roof Project to the Council for consideration. Motion carried 3-0.

Agreement between Marshall County and Microvote General Corporation: Kevin Overmyer moved, second by Mike Burroughs, to approve the Agreement between Marshall County and Microvote General Corporation in the amount of \$263,200 and to use ARP Funds for payment. Motion carried 3-0.

HyperWave Door Access Project: Mike Burroughs moved, second by Kevin Overmyer, to approve the Door Access Project Proposal from Hyper Wave Consulting in the amount of \$24,830.20 to be paid from the Cum Cap Development 2025 budget. Motion carried 3-0.

ProPEL US 30: Vice President Burroughs stated Governor Holcomb will be holding a public meeting on November 13<sup>th</sup> at 10:30 a.m. at Steel Dynamics in Columbia City.

Green Light for Veterans: In the week leading up to Veterans Day, the County is showing support for veterans by participating in Operation Green Light for Veterans by lighting the Courthouse green.

**ADJOURNMENT**

With no further business to come before the board, **Kevin Overmyer moved, second by Mike Burroughs, to adjourn the meeting at 10:14 a.m. Motion carried 3-0.**

\_\_\_\_\_  
Stan Klotz, President

\_\_\_\_\_  
Mike Burroughs, Vice President

ATTEST: \_\_\_\_\_  
Angela C. Birchmeier, Auditor

\_\_\_\_\_  
Kevin Overmyer, Member