

**MARSHALL COUNTY
BOARD OF COMMISSIONERS
MINUTES
DECEMBER 16, 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 9:30 a.m., Monday, December 16, 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 will be January or February 2025. The deed for Parcel 1 has been received.

Bridge 232, Randolph Street: No updates.

Bridge 231, Center Street, Bremen: A public meeting was held on December 12th at the Bremen Public Library. It was questioned whether the bridge would be reconstructed or rehabilitated. INDOT will make the final recommendation based upon their review.

Bridge 88, 12th Road east of Olive Trail: The letting date is January 14, 2029.

Bridge 108, East 7th Road: No updates.

Bridge Inspections 2022-2025 Phase II: No updates.

Mill Pond Dam Improvements: No updates.

Call for Projects (NOFA) – HSIP Countywide Striping Initiative: The county has been awarded a total of \$450,000 for the HSIP Countywide Striping Initiative in three phases, Construction Engineering (\$54,000), Construction (\$360,000) and Construction Engineering (\$36,000). The project has been assigned DES #2401543. Request for Proposals have been posted and are due January 14, 2025 at 12:00 p.m.

Call for Projects (NOFA) – Linden Road: No update.

Call for Projects (NOFA) – Michigan Road Bridge #2540: No update.

Call for Projects (NOFA) – Safety Guardrail Installation: The grant request has been submitted.

Call for Projects (NOFA) Safety Grant – Digital Speed Limit Trailer: The grant request has been submitted.

Energy Efficiency Conservation Block Grant (EECBG): State Form 1444, Wage Rate on Project has been submitted.

Annual Bid: The bids have been reviewed. **Kevin Overmyer moved, second by Mike Burroughs, to approve the 2025 bids for materials. Motion carried 3-0.**

CLIFF ALLEN

Cliff Allen, who previously served as a County Commissioner, recounted some of the achievements made by the County during Commissioner Kevin Overmyer's term. He thanked Kevin Overmyer, Mike Burroughs, and Jim Clevenger for their service to the County.

Robert Kizer, 10369 Pretty Lake Trail, Plymouth, acknowledged and thanked Commissioners Overmyer and Burroughs and Attorney Clevenger for their service.

SHERIFF DEPARTMENT

Sheriff Matt Hassel presented an Independent Administrative Services Agreement with Hart Halsey LLC dba Extra Duty Solutions for approval. He explained the company will provide scheduling services for off-duty deputies working security for private events. Insurance Consultant Mike Miley and Attorney Clevenger have reviewed the contract. **Mike Burroughs moved, second by Kevin Overmyer, to approve the Extra Duty Solutions Independent Administrative Services Agreement with Hart Halsey LLC and to allow the Board President to sign the agreement as presented. Motion carried 3-0.**

PRIORITY PROJECTS

Brent Martin of SRKM Architecture explained that the Indiana Housing & Community Development Authority (IHCDA) has approved extending the contract term of the Owner Occupied Housing Project from December 31, 2024 to March 31, 2025. He does not believe there will be time to conduct another round of homes. He presented three change orders for approval, as follows: Home #7 in the amount of \$924; Home #8 in the amount of \$1,452; and Home #11 in the amount of \$1,410. **Kevin Overmyer moved, second by Mike Burroughs, to approve the three change orders as presented and to allow the Board President to sign. Motion carried 3-0.**

Mr. Martin explained that one of the elderly homeowners owned their home at the time of application. However, after experiencing some health issues and financial difficulties, the title was transferred to a child living out of state. A hardship waiver has been requested.

HEALTH DEPARTMENT

Health Department Environmentalist Specialist Faith Freed presented Ordinance 2024-24: Amendment and Restatement of Marshall County On-Site Sewage Systems Ordinance for approval. She explained it has been updated to reflect current State guidelines. **Kevin Overmyer moved, second by Mike Burroughs, to suspend the rules and pass Ordinance 2024-24: Amendment and Restatement of Marshall County On-Site Sewage Systems Ordinance on second and third reading to follow State guidelines. Motion carried 3-0.**

HUMAN RESOURCES

Human Resources Administrator Jennifer Daake presented a Master Services Agreement between Trak Holdings, LLC dba HRLogics UCM, LLC and Marshall County for unemployment insurance claims services. **Kevin Overmyer moved, second by Mike Burroughs, to approve the Master Services Agreement between Trak Holdings, LLC dba HRLogics UCM, LLC and Marshall County as presented. Motion carried 3-0.**

Mike Burroughs moved, second by Kevin Overmyer, to allow the Board President to sign the Master Services Agreement. Motion carried 3-0.

Administrator Daake provided a Sick Bank update, stating in 2024 there were 108 sick bank days used and 142 were collected. The projected balance of sick days at year end is 1,190. The Sick Bank Board is recommending that all newly enrolling employees follow the established guidelines by donating the required two days to become a member, along with any retroactive, annually donated days for prior years. All current employees enrolled are asked to donate one day to remain a member.

Mike Burroughs moved, second by Kevin Overmyer, to approve the Sick Bank donation days as recommended. Motion carried 3-0.

TREASURER

Treasurer Kelly Einspahr and 1st Deputy Sandra Dodson presented a Professional Services Agreement with X-Soft, Inc. for providing and hosting a web-based cash book application. **Mike Burroughs moved, second by Kevin Overmyer, to approve the Professional Services Agreement with X-Soft, Inc. as presented. Motion carried 3-0.**

ATTORNEY REPORT

Old Business

Plan Commission: The Extension/Employment Agreement for the Marshall County Plan Commission Director for Ty Adley approved during the December 2nd meeting needed to be amended to add a fourth meeting. **Mike Burroughs moved, second by Kevin Overmyer, to approve the Addendum to the Extension/Employment Agreement for Marshall County Plan Commission Director as presented. Motion carried 3-0.**

Lake of the Woods Establishment of Conservancy District: Judge Sarber continued the hearing on all pending petitions when it was determined the Auditor's Office could not complete the verification of landowner signatures by the hearing date. The new hearing is now set for January 22, 2025 at 9:00 am.

Park Place Encroachments: Letters to the impacted landowners were mailed. No replies have been received.

Council v Board of Commissioners & Tamarack Solar: Motions to dismiss the complaint have been filed by the Defendants. The motions have not been scheduled for a hearing. As of Friday, the appointed Judge had not qualified.

New Business

Sheriff-Extra Duty Contract: This item was addressed previously in the meeting.

Human Resources-HRLogics Addendum: This item was addressed previously in the meeting.

Treasurer-XSoft Renewal: This item was addressed previously in the meeting.

Attorney Clevenger stated that he enjoyed the work and appreciated the opportunity to be a part of the County team. It has been an honor to serve in this capacity and will miss those he has worked with through the years.

Attorney Clevenger presented Resolution 2024-13 In Recognition of Outstanding Accomplishments and Contributions for Kevin G. Overmyer and for his 25 years of outstanding service to Marshall County.

Attorney Clevenger presented Resolution 2024-14 Recognition of Outstanding Accomplishments and Contributions for Michael D. Burroughs and for his five years of outstanding service to Marshall County.

AUDITOR REPORT

December 2, 2024 Minutes: Kevin Overmyer moved, second by Mike Burroughs, to approve the December 2, 2024 minutes as presented. Motion carried 3-0.

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

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

Resolution 2024-15: Recognition of Outstanding Accomplishments and Contributions for John Grolich honoring his outstanding leadership to the County and 16 years of service.

Resolution 2024-16: Recognition of Outstanding Accomplishments and Contributions for Kelly Einspahr honoring her outstanding leadership to the County and 20 years of service.

Kevin Overmyer moved, second by Mike Burroughs, to approve Resolution 2024-15: Honoring John Grolich and Resolution 2024-16: Honoring Kelly Einspahr. Motion carried 3-0.

PUBLIC COMMENT

Mike Delp, 3746 West Shore Drive, Bremen, expressed concern about the conditions on King Road following a road cut request from NIPSCO. He thanked the Commissioners for removing a tree, but stated the remaining stump is a safety concern.

Stephen Barber, 13391 5C Road, Plymouth, expressed appreciation for the service and dedication of Kevin Overmyer and Mike Burroughs.

COMMISSIONER ITEMS

2025 Problem-Solving Court Grant Award: Mike Burroughs moved, second by Kevin Overmyer, to approve the 2025 Problem-Solving Court Grant Award between Indiana Office of Court Services (IOCS) and Superior Court 3 Adult Drug Court. Motion carried 3-0.

Resolution 2024-11: Recognition of Outstanding Accomplishments and Contributions for James N. Clevenger: Mike Burroughs moved, second by Kevin Overmyer, to approve Resolution 2024-11: Recognition of Outstanding Accomplishments and Contributions for James N. Clevenger for his 28 years of outstanding legal service. Motion carried 3-0.

Commissioner Kevin Overmyer expressed appreciation for all the members and officials he has worked with through the years both locally and across the State.

ADJOURNMENT

With no further business to come before the board, **Mike Burroughs moved, second by Kevin Overmyer, to adjourn the meeting at 10:42 a.m. Motion carried 3-0.**

Stan Klotz, President

Mike Burroughs, Vice President

Attest:

Kevin Overmyer, Member

Angela C. Birchmeier, Auditor