

**MARSHALL COUNTY  
BOARD OF COMMISSIONERS  
MEETING MINUTES  
MARCH 3, 2025**

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, March 3, 2025. Present were Commissioners, Stan Klotz, President; Jesse Bohannon, Vice President; and Adam Faulstich, Member; County Attorney Sean Surrisi; as well as County Auditor, Angela C. Birchmeier. The meeting was opened, streamed live at <http://www.youtube.com/@MarshallCountyIN>, the Pledge of Allegiance was given, and the business at hand was heard.

**PUBLIC INPUT ON AGENDA ITEMS**

No public input concerning agenda items was heard.

**HIGHWAY DEPARTMENT**

Highway Department Superintendent Jason Peters presented a right-of-way cut request from Northern Indiana Public Service Company on 19B Road and Tamarack Road, between 19<sup>th</sup> Road and 19B Road, in Union Township, for the purpose of replacing two utility poles, the overhead equipment, transfer of conductors and wires to the new poles. **Adam Faulstich moved, second by Jesse Bohannon, to approve the right-of-way request from Northern Indiana Public Service Company on 19B Road and Tamarack Road, between 19<sup>th</sup> Road and 19B Road, in Union Township, for the purpose of replacing two utility poles, the overhead equipment, transfer of conductors and wires to the new poles. Motion carried 3-0.**

Superintendent Peters provided an update on the following projects:  
Bridge 11, Union Road: No updates.

Bridge 1, Ule Road (Local Project): The project has been advertised. The bids will be open at the March 17<sup>th</sup> meeting.

Bridge 232, Randolph Street: The bridge work is continuing.

Bridge 231, Center Street, Bremen: No updates.

Bridge 88, 12<sup>th</sup> Road east of Olive Trail: The letting date is February 12, 2030. A field check meeting will be scheduled this month.

Bridge 108, East 7<sup>th</sup> Road: The letting date is February 12, 2030. A field check meeting will be scheduled this month.

Bridge Inspections 2022-2025 Phase II: No updates.

Bridge Inspections 2026-2029: Request for proposals have been sent to INDOT. We are waiting for the posting.

Mill Pond Dam Improvements: No updates. Waiting for DNR permit approval.

Call for Projects (Notice of Funding Availability NOFA) – Highway Safety Improvement Program: Superintendent Peters explained INDOT’s request for the preliminary engineering costs being paid from local funds for the Digital Speed Limit Trailer, Safety Guardrail Installation, Michigan Road, and Linden Road projects. There are over \$430 million in projects submitted and only about \$300 million in funds to do those projects. Discussion was held concerning Linden Road. INDOT is hosting the Marshall-Fulton US 31 Corridor project open house on March 13<sup>th</sup> at the Argos High School at 6 p.m.

Call for Projects (NOFA) Safety Grant – Digital Speed Limit Trailer: The preliminary engineering cost is \$10,000, which could be paid from the Local Road & Street fund.

Call for Projects (NOFA) – Safety Guardrail Installation: The preliminary engineering cost is \$100,000, which could be paid from the Local Road & Street fund.

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

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

**Jesse Bohannon moved, second by Adam Faulstich, to approve the County paying 100% of the preliminary engineering costs for the Digital Speed Limit Trailer and Safety Guardrail Installation grant applications. Motion carried 3-0.**

**Jesse Bohannon moved, second by Adam Faulstich, to support funding the preliminary engineering costs from the Local Road & Street fund. Motion carried 3-0.**

Energy Efficiency Conservation Block Grant (EECBG): A meeting will be held with the contractor to discuss installing electricity for the charging station.

Community Crossings 2025-01: No updates.

Equipment Software: The initial software cost for truck diagnostics is \$6,840 with a yearly service fee of \$5,690. The initial cost will be paid by the MVH fund. Superintendent Peters stated that IT Director Michael Marshall has reviewed and approved the use of the data and software. The subsequent annual costs will be paid by the IT Department. **Jesse Bohannon moved, second by Adam Faulstich, to approve the software purchase. Motion carried 3-0.** Superintendent Peters will submit the yearly subscription agreement for review.

(HSIP) Countywide Striping Initiative: The Project Coordination Contract 91575 between INDOT and Marshall County for Preliminary Engineering in the federal award amount of \$54,000 was presented for approval. **Jesse Bohannon moved, second by Adam Faulstich, to approve the Project Coordination Contract 91575 between INDOT and Marshall County, as presented and to allow the Board President to sign. Motion carried 3-0.**

The Project Coordination Contract 91576 between INDOT and Marshall County for Construction in the federal award amount of \$396,000 was presented for approval. **Jesse Bohannon moved, second by Adam Faulstich, to approve the Project Coordination Contract 91576 between INDOT and Marshall County, as presented and to allow the Board President to sign. Motion carried 3-0.**

### NORTHERN INDIANA WORKFORCE BOARD

Northern Indiana Workforce Board President/CEO Tom Kavanaugh presented Economic Growth Region 2 Workforce Development Elected Officials Agreement 02-01-2025, as required by state and federal law. He explained the agreement is made between the Local Workforce Development Area 2 elected officials from the counties of Elkhart, Fulton, Kosciusko, Marshall, and St. Joseph. Each county has a Workforce One office. The Marshall County Office, located in the Community Resource Center, is open on Monday and Wednesdays from 8:30 a.m. to 4:30 p.m.

**Adam Faulstich moved, second by Jesse Bohannon, to approve the Economic Growth Region 2 Workforce Development Elected Officials Agreement 02-01-2025 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 explained that the INDOT Office of Transit is offering the option for subrecipients of federal 5311/5339 transit funds to receive those funds directly, eliminating the County Pass-through Agreement. Director Holiday stated her preference to remain a subrecipient for transparency and internal control purposes.

**Jesse Bohannon moved, second by Adam Faulstich, to continue with the Pass-through Agreement and act as the Grant Applicant within the upcoming CY2026 Grant Application. Motion carried 3-0.**

### TREASURER

Treasurer Sandra Dodson explained Ordinance 2025-6: An Ordinance Establishing Mobile Home Permit Fee Regarding Operations of the Marshall County Treasurer's Office was approved on first reading at the prior meeting. She stated the purpose and intent of the ordinance is to establish a fee of \$10 for the filing of a mobile home permit. Vice President Bohannon called for public comment. No public input was heard. **Adam Faulstich moved, second by Jesse Bohannon, to suspend the rules and pass Ordinance 2025-6: An Ordinance Establishing Mobile Home Permit Fee Regarding Operations of the Marshall County Treasurer's Office on second and third reading. Motion carried 3-0.** It was noted that there is not a statutory requirement to advertise so collections may begin immediately.

### HEALTH DEPARTMENT

Health Department Administrator Sandy Dunfee presented the Indiana Diaper Agreement for consideration. She explained that the partnership agreement between the Indiana Diaper Bank, Inc. and Marshall County Health Department provides for the Health Department to receive diapers for distribution through food banks in consideration of \$5,970. **Jesse Bohannon moved, second by Adam Faulstich, to approve the Indian Diaper Agreement as presented. Motion carried 3-0.**

### CLERK

Clerk Jenny Bennitt presented a 12-Month Service Agreement with Hiram J. Hash & Sons, Inc. for service on the Widmer Model T-3 File Marker Time Stamp Machine. The service period is from February 24, 2025 through February 24, 2026 in the sum of \$239. **Jesse Bohannon moved, second by Adam Faulstich, to approve the 12-month Service Agreement with Hiram J. Hash & Sons, Inc., as presented. Motion carried 3-0.**

### ATTORNEY REPORT

BZA Appeal: At the last BZA meeting, at attorney Derek Jones' request, the BZA agreed to hire additional counsel to support Attorney Jones' work defending Tamarack Solar Energy, LLC's appeal of the BZA denial of the company's special exception application. The BZA approved an engagement letter with attorney Bob Eherenman with the firm of HallerColvin PC. Additionally, the BZA approved County Attorney Surrisi assisting with the defense so long as payment for such services would be from the Commissioners' budget. The BZA is seeking the Commissioners' approval of the agreement with HallerColvin PC. **Jesse Bohannon moved, second by Adam Faulstich, to approve the HallerColvin PC Engagement, as presented. Motion carried 3-0.**

Council Litigation Update: Following the last Commissioner meeting, the Court entered an order dismissing the Marshall County Council's lawsuit against Tamarack Solar Energy, LLC and the Commissioners without prejudice.

### AUDITOR REPORT

February 17, 2025 Minutes: **Jesse Bohannon moved, second by Adam Faulstich, to approve the February 17, 2025 minutes as presented. Motion carried 3-0.**

Accounts Payable Claim: **Adam Faulstich moved, second by Jesse Bohannon, to approve the accounts payable claims as presented. Motion carried 3-0.**

Payroll Claim: **Jesse Bohannon moved, second by Adam Faulstich, to approve the payroll claims as presented. Motion carried 3-0.**

### ATTORNEY REPORT - CONTINUED

Public Safety Grant: Ordinances have been drafted for consideration by the Council on March 10<sup>th</sup> to establish the fund and by the Commissioners on March 17<sup>th</sup> to establish the terms. The ordinance outlines the program to set aside \$500,000, with 80% being distributed equally among eight agencies and the remaining 20% as discretionary. The Commissioners will administer the program.

### PUBLIC COMMENT

No public comment was heard.

### COMMISSIONER ITEMS

Bowen Building Purchase: The Board of Health has approved the purchase, and appropriation requests have been made for the purchase. The terms have been agreed upon with a purchase price of \$450,000, with \$250,000 due at closing and payments of \$100,000 being made in years two and three. **Jesse Bohannon moved, second by Adam Faulstich, to approve the purchase of the Bowen Building in the amount of \$450,000 and to authorize the President to sign the documents following Council approval of the appropriations on March 10th. Motion carried 3-0.**

Hyper Wave Consulting, LLC: Business Manager Dan Sammartano and IT Director Michael Marshall presented the Voice Over Internet Protocol (VOIP) Service Agreement. They explained the services and fees remain unchanged. The service is being renewed for a three year term.

They also presented the IT Services Agreement for consideration. Hyper Wave will provide IT related services to complement the County's existing on-staff IT personnel. The available services include Basic IT Support, Networking, and Server Support. The service is being renewed for a one year term.

**Jesse Bohannon moved, second by Adam Faulstich, to approve the VOIP Service Agreement between Marshall County and Hyper Wave Consulting, LLC, as presented. Motion carried 3-0.**

**Jesse Bohannon moved, second by Adam Faulstich, to approve the IT Services Agreement between Marshall County and Hyper Wave Consulting, LLC, as presented. Motion carried 3-0.**

Prepay Request: The 2025 Ford F250 purchased for the Maintenance Department will be ready for delivery. President Klotz requested approval of a prepayment to Oliver Ford in the amount of \$47,635. **Jesse Bohannon moved, second by Adam Faulstich, to approve a prepayment to Oliver Ford in the amount of \$47,635 as requested. Motion carried 3-0.**

Regional Sewer District: Vice President Bohannon explained that he was contacted by a Lake Latonka resident concerning the establishment of a sewer district. Discussion was held concerning debt issued to the Regional Sewer District, the costs to the residents, if grants are not available, and the board appointments.

Employee Survey: Member Faulstich suggested an employment climate survey be completed to receive an objective view of processes and to ensure employees have the tools needed to succeed.

Fraternization: Member Faulstich suggested a review of the Personnel Handbook to include a fraternization policy.

Bridge Inspections: Member Faulstich proposed rotating different engineering firms to prevent future Randolph Bridge incidents.

**Jesse Bohannon moved, second by Stan Klotz, to empower Adam Faulstich to work with Human Resources to pursue a fraternization policy. Motion carried 3-0.**

Non-Governmental Entity Audit: Member Faulstich suggested establishing a process for the County to audit non-governmental agencies and appointed boards receiving tax dollars. **Jesse Bohannon moved, second by Adam Faulstich, to initiate the process requiring recipients to be audited. Motion carried 3-0.**

Highway Dept.: Vice President Bohannon suggested creating a constituent landing page for frequently asked questions about Highway Department processes and requested support of the board to investigate further.

**ADJOURNMENT**

With no further business to come before the board **Jesse Bohannon moved, second by Adam Faulstich, to adjourn the meeting at 10:01 a.m. Motion carried 3-0.**

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Stan Klotz, President

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Jesse Bohannon, Vice President

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

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Adam Faulstich, Member