

**JULY 7 , 2025**

**REGULAR SESSION**

The LaGrange County Commissioners met in Regular Session on Monday, July 7, 2025, 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. Peter A. Cook and Mr. Kevin R. Myers; and LaGrange County Auditor, Kathryn Hopper. Mr. Terry Martin was absent. Mr. Peter Cook, Vice President, called the meeting to order and led in saying the Pledge of Allegiance to the Flag. Mr. Kevin Myers made a motion to adopt the proposed agenda with flexibility. Mr. Peter Cook seconded the motion and it carried unanimously.

**PROPERTY AT 7720 SOUTH STATE ROAD 3, LAGRANGE, INDIANA**

Mr. Kurt Bachman, County Attorney, reported that the property located at 7720 South State Road 3, LaGrange, Indiana is ready to be transferred to the LaGrange County Habitat for Humanity. Mr. Kevin Myers made a motion to approve the transfer and to authorize the President to sign the documents. Mr. Peter Cook seconded the motion and it carried unanimously.

**THE ARC OF LAGRANGE COUNTY – 2026 BUDGET REQUEST**

Mrs. Debra Seman, Chief Executive Officer of The ARC of LaGrange County, presented the 2026 budget request of \$194,670.

**ECONOMIC DEVELOPMENT CORPORATION – COMPREHENSIVE PLAN**

Mrs. Emilee Buller, LaGrange County Economic Development Corporation, presented an update on the comprehensive plan.

**COUNCIL ON AGING – TRANSPORTATION GRANT**

Mrs. Cheri Perkins, Council on Aging Executive Director, explained that the 1<sup>st</sup> quarter voucher is not ready for signature at this time. She is requesting that once the voucher is completed, that the president sign. Mr. Peter Cook made a motion to approve the voucher and have the president sign the voucher outside of a public meeting. Mr. Kevin Myers seconded the motion and it carried unanimously.

**DEMOLITION OF HOUSE IN STROH**

Mr. Jason Boggs, Building Commissioner, presented quotes for the demolition and removal of debris of a house in Stroh, Indiana. The lowest quote is from Fritz Bontrager Excavating, in the amount of \$8,200. Mr. Kevin Myers made a motion to approve the quote. Mr. Peter Cook seconded the motion and it carried unanimously.

**NUISANCE PROPERTIES – LAGRANGE COUNTY REGIONAL UTILITY DISTRICT**

Mr. Jason Boggs, Building Commissioner, explained that there are three nuisance properties that the County recently acquired, located at 6985 N 310 E, Howe; 6930 N 320 E, Howe; and 4085 S 1170 E, LaGrange. He presented acknowledgements from the LaGrange County Regional Utility District acknowledging that service and fees are to be discontinued. Mr. Kevin Myers made a motion to approve the acknowledgements and to authorize the Vice President to sign. Mr. Peter Cook seconded the motion and it carried unanimously.

**PARK – CREDIT CARD**

Mrs. Mary Franke, Park Director, requested permission to have their own credit card to use for purchases for the Park Department. Mr. Peter Cook made a motion to approve the request. Mr. Kevin Myers seconded the motion and it carried unanimously.

**SHERIFF– SURPLUS VEHICLES**

Mr. Tracy Harker, County Sheriff, would like to have a 2016 Dodge Charger and a 2022 Dodge Durango declared as surplus. Mr. Kevin Myers made a motion to declare the vehicles as surplus. Mr. Peter Cook seconded the motion and it carried unanimously.

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**CLERK – REQUEST OF HAVE RECORDS SCANNED**

Mrs. Susan Howe, Chief Deputy Clerk, presented a quote from SBS Portals, in the amount of \$52,457 to have criminal case files scanned. This would be paid for out of the Clerk's Records Perpetuation fund. Mr. Kevin Myers made a motion to approve the request. Mr. Peter Cook seconded the motion and it carried unanimously.

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

Mr. Peter Cook presented the following Joint Ordinance for consideration:

COUNTY OF LAGRANGE  
JOINT ORDINANCE NO. 2024-07-14-\_\_\_\_

A JOINT 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 2024-05-13.

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* effectively dated July 14, 2025, as promulgated by the Human Resources Department, which is 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 2024-05-13, which was adopted by the Commissioners on May 15, 2024 and by the Council on May 13, 2024, is hereby repealed in its entirety.
- B. Continuance.
  - 1. 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.

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2. 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.
  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 any action to be performed which, by law, an agent or deputy may do instead of the principal, the requirement is satisfied by the performance of the action by an authorized agent or deputy.

- B. 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: (i) create any new legal duty, right, or benefit, whether substantive or procedural, enforceable against the County; nor, (ii) waive or diminish any existing right, protection, immunity, defense, or limitation on liability that may apply to the County or any of its elected or appointed officials, employees, agents, or representatives under any law or regulation.
- C. Conflicts. No part of this ordinance shall be construed to conflict with any applicable local, state, or federal law, and all reasonable efforts should be made to harmonize the same. In case of conflict, the Wage and Salary Ordinance controls over this ordinance.
- 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 in this ordinance shall be on file in the Office of the County Auditor for public inspection.
- F. 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.
- G. Codification. The codifier of ordinances should not codify the Handbook in full, but rather should simply codify Section III of this ordinance.
- H. Effective Date. This ordinance shall take effect immediately upon adoption.

Mr. Kevin Myers made a motion to approve the Joint Ordinance. Mr. Peter Cook 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.

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**ORDINANCE APPROVING CERTAIN FEES RELATED TO THE LAGRANGE COUNTY SURVEYOR'S OFFICE**

Mr. Zachary Holsinger, County Surveyor, presented the following Ordinance for consideration:

LAGRANGE COUNTY, INDIANA  
ORDINANCE NO. 2025-07-07

ORDINANCE APPROVING CERTAIN FEES RELATED TO THE LAGRANGE COUNTY SURVEYOR'S OFFICE

WHEREAS, pursuant to Indiana Code ("IC") 36-1-3 ("Home Rule"), a unit in the State of Indiana has all powers granted it by statute and all other powers necessary or desirable in the conduct of its affairs, even though not granted by statute, and may exercise those powers to the extent that the power: (i) is not expressly denied by the Indiana Constitution or by statute; and (ii) is not expressly granted to another entity;

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");

WHEREAS, the LaGrange County Surveyor has informed the Commissioners that the Surveyor's Office is likely losing money by providing needed photocopying services at insufficient rates to cover the actual costs of providing such services;

WHEREAS, the Surveyor has petitioned the Commissioners to establish new fees for photocopying services that reflect the actual costs of providing such services; *and*

WHEREAS, pursuant to IC 36-1-3-8(a)(6), the County has the implied Home Rule power to impose a service charge or user fee that is not greater than that reasonably related to reasonable and just rates and charges for the services provided.

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

SECTION I – NAME

The name of this ordinance is the "Surveyor's Office Fee Ordinance" or the "Fee Ordinance" where the context is obvious.

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 – DEFINITIONS

- A. Meaning. Whenever the following terms are used in this ordinance, they shall have the meanings herein ascribed to them unless the context clearly indicates or requires otherwise.
1. "Fees" means the fees established by this ordinance.
  2. "Fee Schedule" means the fee schedule required by this ordinance that shows the Fees.
  3. "Office" stands for the "LaGrange County Surveyor's Office."
  4. "Surveyor" means the County Surveyor or his or her lawfully authorized designee.
- B. Arbiter. The Commissioners shall be solely responsible for determining the meaning of the terms in this section.

SECTION IV – SCOPE

- A. Official Action. Nothing in this ordinance shall be construed to charge Fees against any person to the extent that the person is acting on behalf of the County government.
- B. Limits on Contracts. Nothing in this ordinance shall be construed to limit the right of the Commissioners and another person to enter into and abide by a special contract. Where this ordinance conflicts with the terms of a contract entered into by the Commissioners, the terms of the contract control with respect to the parties, and, as justice may require, to any other person.

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- C. Disclaimer. Neither the payment of any Fees nor the provision of photocopying services shall be construed to, with respect to the copied material:
1. create a legal document;
  2. guarantee the accuracy, completeness, reliability, or suitability of its contents; *nor*
  3. convey any intellectual rights therein.
- D. Reservation of Rights. Except as independently agreed otherwise, the County reserves all title, ownership, and intellectual property rights, including copyright, that may exist or be created with the copied material.

**SECTION V – FEES**

- A. Findings. It is hereby found that:
1. the Office receives many requests for needed photocopying services each day;
  2. the costs of producing photocopying services, including fixed asset costs and consumables, are very high, especially for large printouts;
  3. the costs for photocopying services should not be funded by the public at large but rather by those people who request such services for their own various projects;
  4. the defrayal of the costs incurred by the Office for photocopying services are appropriate and necessary to conserve public resources; *and*
  5. the fee amounts established by this ordinance, are fair, reasonable, and equitable for the costs of the photocopying services provided.
- B. Fee Amounts.
1. The cost for making 8.5x11-size black-and-white photocopies shall be \$0.50 per page.
  2. The cost for making 8.5x11-size color photocopies shall be \$1.00 per page.
  3. The cost for making 18x24-size black-and-white photocopies shall be \$2.00 per page.
  4. The cost for making 18x24-size color photocopies shall be \$3.00 per page.
  5. The cost for making 24x36-size black-and-white photocopies shall be \$3.00 per page.
  6. The cost for making 24x36-size color photocopies shall be \$4.00 per page.
  7. The cost for making standard-size County or township maps shall be \$1.00 per map.
  8. Sizes in this subsection are shown in inches.
- C. Fee Schedule. The Surveyor shall create and prominently display an appropriate Fee Schedule in a publicly accessible place in the Office. Other than the amount of the Fees, the Surveyor may modify the Fee Schedule as desired. The IT Director or liaison are hereby authorized, empowered, and directed to make the Fee Schedule available on the County web site, if practicable.
- D. Implementation. The Office staff shall charge and collect the Fees in accordance with the Fee Schedule.
- E. Processing Fee. A reasonable processing fee may be assessed and collected equal to the costs incurred by the County to process another fee collected pursuant to this ordinance.
- F. Exclusions. The Fees are in addition to any other charge from other County departments.
- G. Prepayment. All Fees must be fully paid in advance before the respective photocopying services are to be rendered. This requirement may be waived as long as all similarly situated persons are treated the same.
- H. Nonrefundable. All Fees are nonrefundable.
- I. Rejected Payment. Any payment of Fees that is rejected may become subject to the County's Bad Checks Ordinance.

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- J. Accounting. Any Fees collected shall be accounted for by the Surveyor and deposited into the General Fund no later than the then-next business day.

**SECTION VI – REPEAL OF PRIOR LAW**

- A. Repeal. All other provisions of County codes, ordinances, resolutions, and rules previously adopted are hereby repealed to the extent that they are inconsistent with or in conflict with this ordinance but only to that extent.
- B. Ratification. Pursuant to IC 36-1-4-16, all disinterested actions previously taken by the Office prior to the adoption of this ordinance with respect to amounts charged for photocopying services are hereby ratified, confirmed, and approved in their entirety to the extent the actions otherwise conform to this ordinance.
- C. Continuance. 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.
- D. 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. 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 the) County of LaGrange (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. 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: (i) create any new legal duty, right, or benefit, whether substantive or procedural, enforceable against the County; nor, (ii) waive or diminish any existing right, protection, immunity, defense, or limitation on liability that may apply to the County or any of its elected or appointed officials, employees, agents, or representatives under any law or regulation.
- C. Conflicts. No part of this ordinance shall be construed to conflict with any applicable local, state, or federal law, 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, Miscellaneous, and Adoption sections of this ordinance from the official code, may renumber, reorder, or reorganize any section of this ordinance, and may alter references to and within this ordinance as appropriate.
- G. Effective Date. This ordinance shall take effect immediately upon adoption.

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Mr. Kevin Myers made a motion to approve the Ordinance. Mr. Peter Cook 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.

**DRAINAGE EXPENSE**

Mr. Jim Young, County Councilman, explained that a drainage project on the LaGrange County Steuben County line needed repair. LaGrange County REMC paid \$6,000 which was one half of the expense. He is requesting that the remaining cost for the repair be paid out of the Cumulative Capital Development fund. Mr. Kevin Myers made a motion to approve the request. Mr. Peter Cook seconded the motion and it carried unanimously.

**JUNE 2025 FINANCIAL REPORT**

Mrs. Kathryn Hopper, County Auditor, presented the financial statement for the month ending June 30, 2025, in the amount of \$59,350,519.72 and investments of \$19,362,340.00. Mr. Kevin Myers made a motion to accept the report. Mr. Peter Cook 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 June 16, 2025 regular session and the June 18, 2025 special session. Mr. Peter Cook seconded the motion and it carried unanimously.

**MEMORANDUM**

Mr. Kevin Myers made a motion to approve the memorandum for the July 2, 2025 staff meeting. Mr. Peter Cook seconded the motion and it carried unanimously.

**CORRESPONDENCE**

LaGrange County Clerk of the Circuit Court – June 2025 report

LaGrange County Treasurer – June 2025 report

Indiana Department of Environmental Management – Notice of receipt of construction permit application, Joyful Harbor Amish School, Application for Public water Supply Construction Permit.

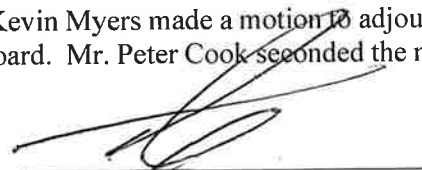
Indiana Department of Environmental Management – Notice of Approval, Rock Run Industries LLC, 11635 W 600 S, Millersburg, IN 46543 and 536 Michigan Street, Topeka, IN 46571, FESOP Significant Permit Revision, Permit Number 087-48824-00072

Indiana Department of Environmental Management – Notice of Approval, Skyecon Manufacturing LLC, 5545 S CR 1125 W, Millersburg, IN 46543, MSOP Significant Permit Revision, Permit Number 087-48835-00686

Indiana Department of Environmental Management – Notice of Approval, Dura Coat of Indiana, 5090 West 300 North, Shipshewana, IN 46565, MSOP Administrative Amendment, Permit Number 087-49152-00731

**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.




Terry A. Martin

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Peter A. Cook

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

ATTEST:

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Kathryn Hopper  
LaGrange County Auditor