

**MAY 9, 2022**

**REGULAR SESSION**

The LaGrange County Council met in Regular Session on Monday, May 9, 2022, at their meeting room, County Office Building, 114 W. Michigan Street, LaGrange, Indiana 46761, at 8:30 a.m., with the following present: Council Members, Charles F. Ashcraft, Jeffrey L. Brill, Harold D. Gingerich, Steven E. McKowen, Ryan J. Riegsecker, Michael G. Strawser, and James R. Young; and LaGrange County Auditor, Kathryn Hopper. Mr. Mike Strawser brought the meeting to order and led the Pledge of Allegiance to the Flag.

**INFORMATION TECHNOLOGY – NETWORKING AND EQUIPMENT UPGRADES**

Mr. Dave Warren, Information Technology Director, was present and requested \$597,604.28 of American Recovery Plan Act (ARPA) funds for upgrades to the networking system. This includes network infrastructure equipment, Microsoft Office 365, Audio Visual equipment, network security, disk storage, server hosts, wiring, phone system, and new computers. The Council will act on this request when they review the additional appropriations and reduction in appropriations.

**JOINT RESOLUTION AUTHORIZING ELECTRONIC FUNDS TRANSFERS FOR THE BUSINESS OF THE COUNTY OF LAGRANGE, INDIANA AND APPROVING INTERNAL CONTROLS THEREFOR**

Mrs. Kathryn Hopper, County Auditor, explained that the Commissioners approved an Ordinance on May 2, 2022 authorizing electronic funds transfers. The Ordinance is a joint ordinance. She presented the following Ordinance for consideration:

LAGRANGE COUNTY  
JOINT RESOLUTION NO. 2022-05-09

A JOINT RESOLUTION AUTHORIZING ELECTRONIC FUNDS TRANSFERS FOR THE BUSINESS OF THE COUNTY OF LAGRANGE, INDIANA AND APPROVING INTERNAL CONTROLS THEREFOR.

WHEREAS, pursuant to Indiana Code (“IC”) § 36-1-8-11.5, the fiscal body of a political subdivision may adopt a resolution to authorize an electronic funds transfer method of payment of claims;

WHEREAS, pursuant to 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 §§ 36-1-2-9 and 36-2-3-2, the Board of Commissioners of the County of LaGrange (“Commissioners”) and the LaGrange County Council (“Council”), are the legislative and fiscal bodies of LaGrange County, Indiana (“County”), respectively; *and*

WHEREAS, the Commissioners and Council have respectively determined that there is a need to authorize electronic funds transfers as a payment method for claims and to adopt internal control standards and procedures therefor.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF THE COUNTY OF LAGRANGE, INDIANA, AND BY THE LAGRANGE COUNTY COUNCIL, JOINTLY, THAT:

**SECTION I – NAME**

The name of this resolution shall be the “Internal Controls Resolution: Electronic Funds Transfers.”

**SECTION II – RECITALS**

The foregoing recitals, including all defined terms, are hereby incorporated into this ordinance and found to be true, accurate, and correct.

**MAY 9, 2022**

**REGULAR SESSION**

**SECTION III – ELECTRONIC FUNDS TRANSFERS**

- A. Definition. As used in this section, an “electronic funds transfer” means any transfer of funds, other than a transaction originated by check, draft, or similar paper instrument, that is initiated through an electronic terminal, telephone, or computer or magnetic tape for the purpose of ordering, instructing, or authorizing a financial institution to debit or credit an account.
- B. Authorization. The use of an electronic funds transfer for the official business of the County and its utilities is hereby authorized and approved when performed in accord with this resolution. This authorization includes the receipt and deposit of money and the payment of claims, including payroll.
- C. Procedure.
  - 1. Selection. The Auditor shall select one or more accredited financial institutions for the use of electronic funds transfers. The Auditor may prepare, and the President of the Commissioners may execute, any standard application and agreement with respect to electronic funds transfers from such institutions.
  - 2. Oversight. The Auditor shall ensure that the terms of any agreement entered into with a financial institution on behalf of the County with respect to an electronic funds transfer are followed. The Auditor shall oversee the use of all electronic funds transfers.
  - 3. Fund Transfers. To the extent a specific fund transfer has been approved by the Commissioners, the Auditor may use an electronic funds transfer to effect the transfer in accord with applicable law.
  - 4. Payment of Claims. The Auditor may use an electronic funds transfer for payroll, bond payments, and accounts payable. The Auditor may transfer funds from the General Fund to an accounts payable fund to pay any claim that has been allowed by the Commissioners.
  - 5. Income. Any person who receives any money on behalf of the County may receive the money through an electronic funds transfer, but only to the extent it will be received with the general knowledge of, and in an account under the control of, the Auditor.
- D. Security. The Auditor shall establish appropriate security procedures for passwords, codes, controls, and other authorizations to protect the County assets.
- E. Documentation. The Auditor shall maintain adequate records of all electronic funds transfers to the extent required by applicable law.
- F. Prohibition. No person shall use an electronic funds transfer involving County money for personal reasons.

**SECTION IV – MISCELLANEOUS**

- A. References.
  - 1. Except where a specific version or edition is given, reference to another section of this resolution 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 resolution 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 resolution require an act to be done which, by law, an agent or deputy as well may do as the principal, the requirement is satisfied by the performance of the act by an authorized agent or deputy.

**MAY 9, 2022**

**REGULAR SESSION**

- B. Conflicts. No part of this resolution shall be interpreted to conflict with any local, state, or federal laws, and all reasonable efforts should be made to harmonize same.
- C. Severability. Should any section or part thereof of this resolution be declared by a court of competent jurisdiction to be invalid, such decision shall not affect the validity of the resolution as a whole, or any other portion thereof, and for this purpose the provisions of this resolution are hereby declared to be severable.
- D. Promulgation. The Auditor is hereby authorized and directed to take all action necessary or proper to authenticate, record, publish, promulgate, and/or otherwise make this resolution effective.
- E. Effective Date. This resolution shall be effective upon adoption by all adopting authorities.

Mr. Charles Ashcraft made a motion to approve the Ordinance. Mr. Jim Young seconded the motion and it carried unanimously. Mr. Harold Gingerich made a motion to waive the requirement for second reading. Mr. Ryan Riegsecker seconded the motion and it carried unanimously.

**PROCLAMATION – PEACE OFFICER APPRECIATION WEEK**

Mr. Harold Gingerich made a motion to approve a Proclamation proclaiming May 15-21, 2022 as Peace Officer Appreciation Week. Mr. Ryan Riegsecker seconded the motion and it carried unanimously.

**HEALTH DEPARTMENT – REQUEST TO APPLY FOR A GRANT**

Mrs. Kathryn Hopper, County Auditor, requested on behalf of the Health Department, permission to apply for a federal grant from the Department of Health and Human Services. The grant is in the amount of \$1,000 and will pay a portion of the Health Administrator's salary. Mr. Ryan Riegsecker made a motion to grant permission to apply for the grant. Mr. Steven McKowen seconded the motion and it carried unanimously.

**AMENDMENTS TO THE SALARY ORDINANCE**

The following Amendments to the Salary Ordinance were presented:

**AMENDMENTS TO THE SALARY ORDINANCE FOR 2022**

BE IT HEREBY ORDAINED THAT the following changes be made in the LaGrange County Salary Ordinance for the year 2022:

**MOTOR VEHICLE HIGHWAY**

1176-003-01-1203 Certified Diesel Mechanic  
1176-003-01-1204 Certified Diesel Mechanic

**REQUESTED**

Up to \$33.00/hour  
Up to \$33.00/hour

- Removing head mechanic and second mechanic
- Creating 2 equal certified diesel mechanic positions

**HEALTH DEPARTMENT GRANT**

8128-000-01-1001 Health Administrator

\$1,000/annual

- Grant money received to pay for a portion of Administrator's salary
- Grant will replace Administrator's \$250.00 salary out of 1206 for a total of 4 pay periods

**PART TIME ASSISTANT PARKS RANGER**

1219-000-01-1021

Up to \$11.98/hour  
Up to 150 hours/year

- PT Assistant Parks Ranger will fill in for Park Ranger as needed

**MAY 9, 2022**

**REGULAR SESSION**

Mr. Jeff Brill made a motion to approve the amendments to be effective May 9, 2022. Mr. Ryan Riegsecker seconded the motion and it carried unanimously. Mr. Ryan Riegsecker made a motion to waive the requirement for second reading. Mr. Harold Gingerich seconded the motion and it carried unanimously.

**REDUCTION IN APPROPRIATION**

Mr. Mike Strawser read the following Ordinance of Reduction in Appropriation:

**ORDINANCE OF REDUCTION IN APPROPRIATION**

WHEREAS, it has been determined that it is now necessary to appropriate more money than was appropriated in the annual budget, now THEREFORE:

Sec 1: Be it ordained by the LaGrange County Council, LaGrange, Indiana, that for the following appropriation is hereby reduced in the fund herein named for the purposes herein specified, subject to the laws governing the same.

AMERICAN RECOVERY PLAN ACT  
8950-000-02-2020 Public Health Expenses

REQUESTED  
AMOUNT

3,187,277.50

Mr. Jim Young made a motion to approve the Ordinance in the amount of \$2,658,395.28. Mr. Steven McKowen seconded the motion and it carried unanimously. Mr. Jim Young made a motion to waive the requirement for second reading. Mr. Steven McKowen seconded the motion and it carried unanimously.

**ADDITIONAL APPROPRIATIONS**

Mr. Mike Strawser read the following Ordinance of Additional Appropriations:

**ORDINANCE OF ADDITIONAL APPROPRIATIONS**

WHEREAS, it has been determined that it is now necessary to appropriate more money than was appropriated in the annual budget, now THEREFORE:

Sec 1: Be it ordained by the LaGrange County Council, LaGrange, Indiana, that for the following additional sums of money are hereby appropriated and ordered set apart out of the several funds herein named for the purposes herein specified, subject to the laws governing the same.

REQUESTED

**MAY 9, 2022**

**REGULAR SESSION**

	<u>AMOUNT</u>
<u>COUNTY GENERAL – COMMISSIONERS</u>	
1000-030-01-1003 Human Resources Director	2,423.07
<u>LIT ECONOMIC DEVELOPMENT</u>	
1112-000-04-4025 2022 Road improvement Projects	5,500,000.00
<u>LIT PUBLIC SAFETY</u>	
1170-000-04-4006 Sheriff Radio System	53,516.70
<u>MAJOR MOVES CONSTRUCTION</u>	
1172-000-04-4021 2022 Road improvement Projects	5,500,000.00
<u>AMERICAN RECOVERY PLAN ACT</u>	
8950-000-03-3100 IT – Email Migration to Cloud	68,786.06
8950-000-04-4022 New Elevator – Courthouse 2022	30,625.00

Mrs. Tharon Morgan, County Engineer, presented a list of roads in the County that are in need of repair. The cost to repair approximately fifty miles of roads would be approximately \$11,000,000. The Commissioners approved funding the projects with \$5,500,000 out of Local Income Tax–Economic Development and \$5,500,000 out of Major Moves Construction. She did not include culverts in her estimate. She would like to use this over the next year and a half. She is working on a 10-year plan for road improvement. Mr. Mike Strawser suggested having Mr. Jeff Brill and Mr. Harold Gingerich to review the road projects and the plan with the County Engineer and the County Commissioners. Mr. Steven McKowen made a motion to table the additional appropriation requests of \$5,500,000 out of LIT Public Safety and out of Major Moves Construction. Mr. Ryan Riegsecker seconded the motion and it carried unanimously.

Mr. Steven McKowen made a motion to approve the remaining additional appropriations. Mr. Ryan Riegsecker seconded the motion and it carried unanimously. Mr. Ryan Riegsecker made a motion to waive the requirement for second reading. Mr. Steven McKowen seconded the motion and it carried unanimously.

**RESOLUTION TO TRANSFER FUNDS**

Mr. Mike Strawser read the following Resolution to Transfer Funds:

BE IT HEREBY RESOLVED THAT the following increases and decreases be made in order to meet the expenses of the units of government for the year 2022.

	<u>DECREASE</u>	<u>INCREASE</u>
<u>COUNTY GENERAL – DRAINAGE BOARD</u>		
1000-026-01-1311 Citizen's Drainage Board	300.00	
1000-026-02-2010 Office Supplies		300.00
<u>COUNTY GENERAL – COMMISSIONERS</u>		
1000-030-03-3010 Telephone	350.00	
1000-030-04-4009 Office Equipment		350.00
<u>CUMULATIVE BRIDGE</u>		
1135-000-04-4021 General Bridge Maintenance	13,716.45	
1135-000-04-4010 Equipment		13,716.45

**MAY 9, 2022**

**REGULAR SESSION**

Mr. Harold Gingerich made a motion to approve the Resolution. Mr. Jim Young seconded the motion and it carried unanimously.

**LEGAL CLAIMS**

Mr. Harold Gingerich presented the legal claims in the amount of \$18,821 for March 2022 from Beers Mallers. Mr. Harold Gingerich made a motion to approve. Mr. Charles Ashcraft seconded the motion and it carried unanimously.

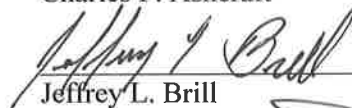
**MINUTES**

Mr. Ryan Riegsecker made a motion to approve the April 11, 2022 regular session minutes. Mr. Jim Young seconded the motion and it carried unanimously.

**ADJOURNMENT**


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

  
\_\_\_\_\_  
Charles F. Ashcraft

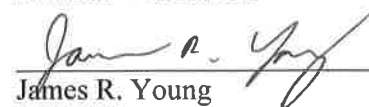
  
\_\_\_\_\_  
Jeffrey L. Brill

  
\_\_\_\_\_  
Harold D. Gingerich

  
\_\_\_\_\_  
Steven E. McKowen

  
\_\_\_\_\_  
Ryan J. Riegsecker

  
\_\_\_\_\_  
Michael G. Strawser

  
\_\_\_\_\_  
James R. Young

ATTEST:

  
\_\_\_\_\_  
Kathryn Hoppe  
LaGrange County Auditor