

# WABASH COUNTY BOARD OF COMMISSIONERS

## Regular Meeting Minutes

Monday, March 30, 2026 | 9:00 AM | Wabash County Courthouse

---

### CALL TO ORDER

Chairman Tyler Niccum called the meeting to order at 9:00 AM with all three Commissioners present.

**MEMBERS PRESENT:** Tyler Niccum (Chairman), Jeff D. Dawes, Cheryl Ross

**MEMBERS ABSENT:** None

**ALSO PRESENT IN PERSON:** Auditor Shelly Bauccho, Cheryl Ridgeway, Cole Wyatt, Tinisha Weigelt, Maureen Zinn, Ryan Baker, Keith Walters, Blake Huston, Louella Krom, and Kandy Barker

**VIA ZOOM:** Connie, AKline, Amanda Shambarger, CAlexander, and Laura Grandstaff

The proceedings were recorded by Auditor Shelly Bauccho.

---

### APPROVAL OF PRIOR MINUTES

The minutes of the March 16, 2026, meeting were reviewed. Dawes made a motion to approve the minutes as written. Ross seconded the motion; it passed by a 3-0 vote.

---

### CAMBRIA SPARKS — INDIANA DEPARTMENT OF VETERAN AFFAIRS

Cambria Sparks, District Veteran's Service Officer, gave an update on the Service Officer Accreditation Standards, which have changed. These standards apply to any County or City Service Officer. Key requirements include:

#### Operational Requirements:

- The Service Officer must work a minimum of 1,000 hours per year (approximately 20 hours per week) to maintain accreditation with the IDVA
- Office hours, address, and contact information must be posted on the office door, county website, and the State website
- Officers must have a dedicated private space to conduct business
- Officers must have reliable internet, a capable computer, phone, smart card reader, and a scanner or fax machine
- Officers must utilize the claims management system to file all claims, intake forms, walk-ins, and responsibility forms
- Each officer must obtain a Personal Identity Verification Card

#### Training and Testing Requirements:

- Officers must attend annual trainings (Spring, Summer, and Fall)
- Officers must complete all assigned modules and tests through the VA
- Officers must complete the VA's trip training annually
- New Service Officers have 30 days to complete orientation and 90 days to complete all training with tests

#### Non-Compliance:

- Failure to meet the standards could result in loss of accreditation with the State

Niccum asked if Wabash County is meeting all the standards. Sparks indicated that each of the Service Officers in Wabash County is in compliance.

---

### PURDUE EXTENSION — PERRY PROTECH CONTRACT

Geoff Schortgen, Purdue Extension, indicated that the office currently has only a black and white copier along with two color printers and is requesting to upgrade the copier to a color printer/copier. He presented a contract with Perry Protech for approval. The monthly cost would be \$97.85 for sixty (60) months (total contract value: \$5,871.00).

Ross made a motion to approve the Perry Protech contract. Dawes seconded the motion; it passed by a 3-0 vote.

---

#### **GRANT APPLICATION — BUREAU OF JUSTICE ASSISTANCE**

Brian Swihart, Chief Probation Officer, requested permission to apply for a grant through the Bureau of Justice Assistance. The grant is for an Adult Treatment Court Program. Swihart noted that this grant differs from other grants the department receives in that it is reimbursable with a 75% payback.

Ross made a motion to approve the application for the grant. Dawes seconded the motion; it passed by a 3-0 vote.

---

#### **NEW HIRES**

##### **Health Department**

Rich Mofield, Health Department Director, reported a resignation in the Health Department and requested approval to hire Rachel Landis to fill the position. Ross made a motion to approve the new hire. Dawes seconded the motion; it passed by a 3-0 vote.

##### **Central Dispatch**

Sandy Beeks, Central Dispatch Director, indicated that the Central Dispatch Advisory Board recommended Maureen Zinn to replace Beeks upon her retirement. Ross made a motion to approve the appointment of Maureen Zinn. Dawes seconded the motion; it passed by a 3-0 vote.

---

#### **HIGHWAY DEPARTMENT UPDATE**

Ryan Smith, Highway Department Superintendent, provided the following updates:

1. **CCMG** — All design work is completed and has been advertised. Sealed bids will be presented at the May 4, 2026, meeting.
  2. **Butler Fairman Agreement** — Presented an agreement with Butler Fairman to update their existing contract and add 2026–2027 calendar dates, with a Fee Schedule not to exceed \$55,600.00. Niccum noted that this is for the LTAP to submit the County's road inventory to keep the County grant eligible. Dawes made a motion to approve the contract. Ross seconded the motion; it passed by a 3-0 vote.
- 

#### **COUNTY ATTORNEY**

Mark Frantz, County Attorney, provided the following:

1. **Outside Counsel — Clark, Johnson and Knight** — Frantz requested authorization to retain Clark, Johnson and Knight of Merrillville, Indiana, to assist in defending the County in litigation that has been filed against the County. {POET Biorefining vs Board of Commissioners} Frantz noted the firm has experience with the claims and that he has spoken with them and a litigation plan is already in place. There is not a set price currently. Ross made a motion to approve the retention of Clark, Johnson and Knight. Dawes seconded the motion; it passed by a 3-0 vote.
- 

#### **COUNTY COORDINATOR REPORT**

Marcie Shepherd, Wabash County Coordinator, reported on the following:

1. **First Stop Health — Telemedicine** — Shepherd presented a telemedicine contract with First Stop Health, which goes live on April 1, 2026. Dawes made a motion to approve the contract. Ross seconded the motion; it passed by a 3-0 vote.
2. **SmithRx — Pharmacy Benefit Manager** — Shepherd presented a contract with SmithRx to replace Express Scripts as the County's pharmacy benefit manager for the self-funded health plan. Ross made a motion to approve the contract. Dawes seconded the motion; it passed by a 3-0 vote.
3. **Samaritan Fund** — Shepherd presented an agreement for the Samaritan Fund. The program is at no cost to the County unless an employee enrolls, and currently no one is enrolled. Dawes made a motion to approve the contract. Ross seconded the motion; it passed by a 3-0 vote.

4. **Nate's Lawn Care** — Shepherd presented a mowing contract with Nate's Lawn Care for county properties. It was noted there was a \$20 increase from 2025. The per-mow costs are as follows:

| Property | Cost Per Mow | | Coroner's Building | \$45.00 | | 79 W. Main Street | \$45.00 | |  
Courthouse/Judicial Annex | \$150.00 | | Wabash County Sheriff's Department | \$225.00 |

Ross made a motion to accept the contract with Nate's Lawn Care. Dawes seconded the motion; it passed by a 3-0 vote.

5. **Automatic Transfer Switch — 79 W. Main Street** — Niccum indicated that the automatic transfer switch needs to be replaced at 79 W. Main Street. Novatek \$10,600 for the switch, and installation with PeGan Electric for \$18,840.00 for the total cost is \$29,440.00, to be paid from the General Fund. Dawes made a motion to approve the contract. Ross seconded the motion; it passed by a 3-0 vote.

---

## AUDITOR'S REPORT

Shelly Bauccho, Wabash County Auditor, presented the following:

1. **Accounts Payable** — Claims and allowances for docket ending 03/23/2026, 03/25/2026, and 03/30/2026. Ross made a motion to approve the claims and allowances as presented. Dawes seconded the motion; it passed by a 3-0 vote.

2. **Payroll Claims** — Claims and allowances, including withholdings, for pay period ending 03/14/2026. Ross made a motion to approve the payroll claims and allowances. Dawes seconded the motion; it passed by a 3-0 vote.

3. **Excise Surtax and Wheel Tax Distribution** — Bauccho presented the distribution of Excise Surtax and Wheel Tax for January 2026. The total distribution is \$23,036.98 to the following taxing units:

Taxing Unit	Amount
Wabash County	\$17,808.98
City of Wabash	\$3,124.73
North Manchester	\$1,503.85
LaFontaine	\$282.89
Lagro	\$162.64
Roann	\$153.89
Total	\$23,036.98

Ross made a motion to approve the distribution. Dawes seconded the motion; it passed by a 3-0 vote.

4. **Unify Abatement Software** — Bauccho presented a contract with Unify for abatement tracking software, to be used in conjunction with Grow Wabash County to track tax abatements for compliance and documentation. The contract is for one year in the amount of \$5,000.00 with no auto-renewal. Ross made a motion to accept the agreement. Dawes seconded the motion; it passed by a 3-0 vote.

5. **Clerk's Agreements for Election Workers** — Bauccho presented contracts for election workers: Arlene Wolfgang, Karen Huber, and Jane Barlow. Dawes made a motion to approve the contracts. Ross seconded the motion; it passed by a 3-0 vote.

6. **US Department of Labor Audit** — Bauccho reported that there will be an audit from the US Department of Labor on Wednesday, April 2, 2026, covering payroll and timekeeping. No action was taken.

---

## OLD BUSINESS

No old business.

---

## ADA / TITLE VI

Niccum asked if there were any ADA or Title VI concerns. None were heard.

---

**PUBLIC COMMENT**

Dave Terflinger asked when the Health Department would be moving into 79 W. Main Street. Niccum noted they are hoping for completion of the building by May 1, 2026. Terflinger then asked about the budget. Niccum indicated they have gone over by a small amount.

Kristi Bone and Andrew King, Lagro Park Board, reported that they are constructing a Veteran's Memorial in Lagro. A concrete slab has already been poured — 34 feet in circumference and located 34 feet from Lagro Creek. They were not aware that permits were needed for the project. The project is being funded by donations, with a ribbon cutting anticipated for June 18, 2026. The memorial will consist of seven pillars honoring all branches of the military along with fire and police. There will be eight flagpoles, a gravestone, and benches. Landscaping along the creek and a safety fence are also planned. They are in the process of filing for the necessary permits.

---

**CORRESPONDENCE AND REPORTS REVIEWED**

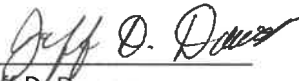
The Commissioners reviewed the following:

- IDEM: Metal Source LLC notice of public comment
  - IDEM: POET Biorefining North Manchester LLC notice of public comment
  - Weights and Measures Monthly Report
- 

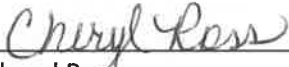
**ADJOURNMENT**

Ross made a motion to adjourn the meeting at 9:42 AM. Dawes seconded the motion; it passed by a 3-0 vote. The Commissioners will next meet on Monday, April 6, 2026, at 9:00 AM.

---

  
Jeff D. Dawes

  
Tyler Niccum, Chairman

  
Cheryl Ross

ATTEST:

  
Shelly Bauccho, Wabash County Auditor