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NOVEMBER 13, 2024

Haines seconded the motion and the motion was approved by unanimous vote.

## ADDITIONALS

## COUNTY GENERAL

1000-172-30-0082

**the motion passed by unanimous vote.**

## BACKHOE REPAIR & REPLACEMENT

8109-001-40-001

and the motion passed by unanimous vote.

**ARP-2021 CLFRF**

**second.**

## **COMMUNITY CROSSINGS GRANT 2024-HIGHWAY**

passed by unanim

## TRANSFERS

Dave Haines ma

motion and the motion passed by unanimous vote.

the motion and the motion passed by unanimous vote.

approve the transfer from Jail. Faron Parr seconded the motion and the motion passed by unanimous vote.

1000-544-20-0011 Co. General- Cemetery (Office Supplies) to 1000-544-30-0094 (Maintenance of Cemetery Stones) \$ 75.00  
1000-544-10-0016 Co. General- Cemetery (Wages-Clerical) to 1000-544-30-0094 (Maintenance of Cemetery Stones) \$800.00  
Dave Haines made a motion to approve both transfers from Cemetery. Harold Towell seconded the motion and the motion passed by unanimous vote.

1000-622-10-0133 Co. General-Ret. Ctr. (Wages- Financial Cook) to 1000-622-10-0086 (Wages- Co. Home PT) \$ 13,000.00  
1000-622-10-0085 Co. General-Ret. Ctr. (Wages- Repair & Maint.) to 1000-622-10-0086 (Wages-Co. Home PT) \$ 12,000.00  
Faron Parr made a motion to approve both transfers from the Retirement Center. Randy May seconded the motion and the motion passed by majority vote, with Harold Towell opposing the motion.

1176-001-10-0076 Highway (Wages-Road Foreman) to 1176-001-10-0048 (Wages-Highway Supervisor) \$848.00  
Faron Parr made a motion to approve the transfer to Highway Supervisor. Dave Haines seconded the motion and the motion passed by unanimous vote.

1176-002-10-0077 Highway (Wages- Truck Drivers) to 1176-002-10-0078 (Wages- Heavy Equipment Operator) \$2,078.14  
Dave Haines seconded the motion to approve the transfer to Wages-Heavy Equipment Operator. Faron Parr seconded the motion and the motion passed by unanimous vote.

1222-001-40-0038 Statewide 911 (Equipment) to 1222-001-30-0133 (Equipment Lease) \$8,503.54  
Dave Haines made a motion to approve the transfer to equipment lease. Harold Towell seconded the motion and the motion passed by unanimous vote.

1222-001-40-0038 Statewide 911 (Equipment) to 1222-001-30-0129 (Spillman Contract) \$2,610.70  
Dave Haines made a motion to approve the transfer to Spillman Contract. Harold Towell seconded the motion and the motion passed by unanimous vote.

Mr. Minnich separated the two transfers that had been grouped together previously and had died for a lack of second.

1000-068-10-0049 Co. General- Comm. (Group Health Insurance) to 1000-068-10-0051 (Workman's Comp) \$ 17,643.00

Emily Franks, auditor, explained the yearly workman's comp audit usually results in a small adjustment. However, this year resulted in an adjustment of \$22,252 due to large claims and large wage increases. Dave Haines made a motion to approve the transfer to workman's comp. Faron Parr seconded the motion and the motion passed by unanimous vote.

1000-201-10-0039 Co. General-Superior court (Wages/Overtime) to 1000-201-10-0064 (Translator) \$ 1,000.00  
Faron Parr made a motion to approve the transfer to wages-translator. Dave Haines seconded the motion and the motion passed by unanimous vote.

**AUDITOR/TREASURER FINANCIAL SOFTWARE**

Emily Franks, auditor, returned to council with her request for new payroll and financial software from Low Associates. The total proposal cost including universal timeclock and electronic claims would be \$256,521.00 with an annual maintenance fee of \$70,000. Although the quote from Low is the more expensive option, they are currently providing services to 69 counties throughout Indiana. Before presenting the contract for approval to commissioners, she wanted council to discuss possible funding options, such as ARP funds. The anticipated conversion date is planned for July 1, 2025. Ms. Franks discussed the factors that led to the decision for this software. There are currently 69 counties in the state utilizing this financial software. Low offers solutions for cybersecurity response and provide various services such as assisting with 1099 & W-2 completion. The lack of customer service has been a major concern with the current financial software but Low does promise counties with a one-hour response time during business hours. This system would be better for transparency benchmarks not just for the county, but for the state of Indiana. Mr. Towell expressed concerns over the cost of the software, and questioned if the new system would increase efficiency and allow the need for less employees. Ms. Franks stated that this system offers other modules that assist with entering time cards, and would decrease the need for additional employees within her department and potentially others.

**WIS WAGE ANALYSIS FOR 2025**

Emily Franks, auditor, requested the council consider a 2025 Salary Analysis from Waggoner, Irwin and Scheele & Associates for the 2026 budget. The consulting services would not exceed \$17,640. The last analysis was completed in 2023 for the 2024 budget for a total cost of the year including the analysis for around \$14,000. Ms. Franks explained the county had matched the median wages from the 2023 analysis and would need updated figures moving forward. Matt Minnich questioned if the current wage amounts/ midpoints that we are currently using, are based on the study that was completed 2 years ago. Ms. Franks agreed the figures would have increased from the 2023 analysis and believed that wages were probably still behind. WIS has many factors they use when completing a study including the external market. Certain job classifications may also include direct job matching for some positions. Council made no decision and will need to let WIS know soon if they would like to proceed with the update for next year.


**ARP MONIES OBLIGATION DEADLINE**


Mr. Schemenaur, county attorney, stressed the obligation deadline for the ARPA monies of December 31, 2024. He explained one of the few options left to the county would be to obligate the funds to the Jay County Redevelopment Commission. In order to obligate, the agreement would have to state a specific purpose that also meets their economic development plan such as the 68-acre project or the countywide radio system. If the council would be interested in that option, it would be a good idea to bring the redevelopment commission into the conversation. Ms. Franks suggested ARPA could be obligated to other small projects such as bridge repair. Mr. Schemenaur agreed part of the money could be used towards this project, but the county would not be able to spend the full \$2.2 million. Heath Butz, Health administrator, questioned if that meant the building project for his department was dead. He has been putting money away towards the project and would spend it on other items if not moving forward. Mr. Schemenaur explained all projects are still in discussions, but ARPA monies will not be utilized as funding. The Jay County Redevelopment Commission has a meeting set for November 20<sup>th</sup>, 2024 at 5:00 p.m. The council asked for a joint meeting to be set between the commission, council and county commissioners for November 20<sup>th</sup>, 2024 at 6:00 p.m. to discuss ARPA funds.

With no further business for the council, Faron Parr made a motion to adjourn the meeting; Dave Haines seconded the motion and the motion passed by unanimous vote. The meeting was adjourned at 6:48 p.m.

**JAY COUNTY COUNCIL**

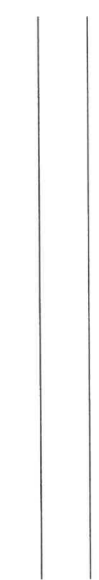
NAY

  
Faron Parr

  
Dave Haines

  
Emily Franks

  
Matt Minnich

  
Heath Butz

  
Randy May



ATTEST:   
JAY COUNTY AUDITOR

**NOVEMBER 20<sup>TH</sup>, 2024 JOINT SESSION**

The Jay County Council, Jay County Commissioners and Jay County Redevelopment Commission met in a special joint session on November 20<sup>th</sup>, 2024 at 6:00 p.m. Present were council members Harold Towell, Cindy Bracy, Dave Haines, Randy May, Faron Parr, Jeanne Houchins and council president Matt Minnich; county commissioners Rex Journey, Brian McGalliard, and president Chad Aker and Redevelopment Commission members Chuck Huffman, Brian McGalliard, Faron Parr, Ted Champ and Carl Walker, commission president, auditor Emily Franks, attorney Wes Schemenaur, presiding. The purpose of the joint session was to discuss the obligation of county ARP monies.

Wes Schemenaur, county attorney, provided members with a brief overview of the ARPA funds including how the money can be used and obligated. The county elected revenue replacement which allows the money to be used towards any government services. The money must be obligated under contract for property or services by December 31, 2024. There could also be an interagency agreement in place of a contract by December 31, 2024 and still to be expended by December 31, 2026. The agreement must include one of the following terms and must include all three of the following: Agreement has specific requirements (scope of work), is signed by all parties, does not disclaim a binding effect. They have asked the Jay County Redevelopment Commission if they are willing to accept an interlocal agreement to spend the remaining ARP monies. Mr. Schemenaur would like to send the agreement to Indiana State Board of Accounts to ensure it will meet the obligation requirements as they report back to the federal government. The commissioners would be the negotiating party to partner with the Redevelopment Commission to accept the funds and the council to approve the appropriation of monies.

Cindy Bracy asked Mr. Schemenaur if the county could have an interlocal agreement with Emergency Management to satisfy the obligation for the countywide radios. Mr. Schemenaur said yes, they could but he is concerned from the report that he has seen from Ritter Strategic Services, the monies needed for that project could not be finished by the due date of 12/31/26. Cindy then asked if a portion of the project, i.e. radios, could be done at this time.

Samantha Rhodelamel, EMA director, advised that by December 4, 2024, Ritter will have more information as to whether two or three tower options will be needed. They will also at that time break apart the quote and see where more money could be saved. Cindy Bracy asked if the projects were able to be broken down into phases. Ms. Rhodelamel explained that the towers and infrastructure would need to be in place before radios were purchased, which means the radios would not be purchased until after that. If purchased before towers are installed, the radios could be out of date by the time the system was usable. Ms. Rhodelamel explained it is estimated to cost \$1.8 million for the tower and infrastructure to have a county owned tower near Bryant. However, there is a tower in Bryant at this time and there is a tower being installed across the road from the fire station that Ritter is trying to get space on, which would cut the cost in half. Mr. Schemenaur was asked if they could go ahead and earmark \$1.8 million for the radios. He expressed concerns that the project might come in for a lessor amount and then the county would be out the difference. Mr. Schemenaur cautioned again that the money must be completely expended by December 31, 2026 or it will go back to the Federal government Chad Aker expressed concerns about what would happen if the project ended up costing more than the \$5 million estimate and questioned where the additional money would come from.

Ms. Bracy then brought up the need to update the financial software for the county. Emily Franks, Auditor, advised the boards that the purchase of the software from Low Financials is \$256,521 and a yearly maintenance fee of \$70,000.

Ms. Bracy then asked if the highway had any requests regarding bridge repair/replacement. Stephanie Klarer, Highway Asst. Superintendent/ERC, gave an estimate of \$300,000 but advised they would have final numbers on the following day. This is for a culvert replacing a current bridge.

Sheriff Ray Newton advised that he is in need of 13 in car cameras and 25 body cameras for \$264,626. The cameras footage would be loaded to the cloud to help with storage. They tried for grants but could not secure any at this time. The liability is an issue, and cameras do not lie. Ray is working off a quote and he can get a contract within the next week. If it is signed by the end of the year, this would not need to go to the Redevelopment Committee.

Cindy Bracy brought up the need for communication towers again. Chad Aker, president of the commissioners, expressed that the numbers coming back from Ritter are not close to being final and did not want to rush into a system that we are not happy in the long run. He feels that there are other options, an example a 700/800-megahertz system, that he feels has not been presented for consideration. He has talked to other departments using this system who seem pleased with the performance of the radios. A system by J & K Communications was presented to the county departments in 2022 for the cost of 2.5 million. Cindy Bracy questioned if we realize that this is something that we need to address. Mr. Aker agreed that it definitely needs to be addressed but doesn't feel this project will be ready for the use of ARPA funds.

The redevelopment commission members were asked if they had any interest in entering into an agreement for the radio system with ARPA monies. Chuck Huffman was questioned on his thoughts as a redevelopment commission member. He stated while he had no problem with going ahead and committing to an agreement, his main issue is that he did not know enough about it as it was just now being discussed with the commission. Carl Walker explained his stance that Commissioners and Council will set the priorities on how they want it spent, the commission will just be a clearing house for their money. The County will have invoices that will be submitted to the commission for payment and the commission will issue checks for payment. Mr. Walker emphasized that the commission does not want to be put in the position of telling the commissioners and council how to spend their money.

Jeanne Houchins asked if the software, bridge work and sheriff cameras were approved, could the remaining approximately 1.5 million then be turned over to the Redevelopment Committee. Wes Schemenaur explained that the remaining money must still be spelled out as to what the funds are to be used for when it is passed to the Redevelopment Committee.

Nate Kimball, ECIRPD Assistant Director, spoke in favor of the housing study and identified it as an issue in the county. Mr. Kimball presented a video clip of Travis Richards, JCDC Director, speaking about low housing stock to those present. A letter of support for the housing project dated August 7, 2024 by Jay County School Corporation Superintendent, Jeremy Gulley was also presented to members. The letter highlighted the need for permanent stable housing for their children as it is a benefit to their education. He believed the stable housing will help children thrive as well as housing available for their employees.

Cecil Penland, REA, explained to those present about the 68-acre project and gave an overview of the plan. He reiterated their goal is to incentivize builders to come to the area and that would be achieved by putting in the infrastructure first. Mr. Penland that there are



approximately 10 phases to the development process for the 68 acres. The cost for Part 1A and 2A would be around seven million dollars due to the fact that the property has no sanitary sewer services going to it at this time. Cindy Bracy questioned why if the county did not have the five million to build radio towers, how they could afford the 7 million for the infrastructure. Mr. Penland agreed that the money has not been put in the county bank, but it was preliminarily awarded. He explained that 35 million for the READI project was awarded to the region and the region decided that the 68-acre project would receive 1.2 million. This now has to go back to the state for final approval.

Mr. Penland advised the group that for phase 1A & 2A they are projecting a cost of 3.6 million with phase 1A being estimated at 1.9 million. If the services are not constructed on the property, it is unlikely that the site will be developed. Builders are looking for properties to develop that have these services already installed. Mr. Penland advised that if the READI money was not used on this project it will most likely go back to the region. Cindy Bracy stated that if the READI money was not used on this project that other projects that had been listed might be able to be funded. Wes Schemenaur felt that it may be possible but the allocation would have to go through the approval process again from the state, which means anything other than the 68-acre project might not be approved and the monies could go back to the district for a different project not in Jay County.

Rex Journey gave a synopsis of how the money lines up for phase 1A – 1.5 million would be from ARPA funds, 1.2 million would come from READI money. The question then was if phase 1A could be completed by the end of 2026 to meet the requirement for the expenditure of ARPA funds. Mr. Penland said he would need to check with engineering but feels that the engineering portion could be ready to submit plans within six to 9 months, 1 month to collect bids and should be ready to start by mid-summer of 2025 and completed by then end of 2026.

Questions were raised by council members where the City of Portland stands on this development since the 68 acres is within the city limits. Faron Parr stated that he has had conversation with the Portland City Mayor, Portland City Clerk and various Portland City Council members and they are interested in helping financially with the project, but need to know more about the cost and needs of the development. Faron emphasized that no developer will even attempt to develop anything on this land if the infrastructure is not in place. They financially would not be able to afford it.

Cindy Bracy questioned how the radio project at an estimated \$5.5 million was a risky project but the 68-acre project was not. Chad Aker stated he believed the issue was more related to the timeline than the finances. Matt Minnich added he had confirmed with Barry Ritter, owner Ritter Strategy Services that they 100% could get the project completed in two-year timeline. Jeanne Houchins then asked questioned if the bond for the Jay County Regional Sewer District could be paid off using ARPA monies. The balance is around \$485,000 and if it could be paid off it could save approximately \$250,000. Wes Schemenaur was unsure if this would qualify under the guidelines for the use of ARPA money usage.

Chad Aker confirmed that roads and streets were around \$750,000 that the city could possibly be contributing to the project. He added since we are getting new administration at the federal, state and local level and are unsure of what grant funding we can get in the future. Bill Hinkle, former county attorney, spoke in favor of the housing project for the county to be the lead organization. He concurred infrastructure would need to be put in place in order to attract builders. In over 40 years, housing has been at the top of needs for the county. The county will benefit and Portland as well. If the county would take the lead, Mr. Hinkle believes that the city will follow suite. The residents, county, city will all benefit from this project.

Cindy Bracy again spoke again in favor for the radio project as a need for the county and not a want. She believes what is going to benefit the entire county is the radios, these emergency responders need to be able to communicate. Harold Towell also expressed his desire for the full amount to be used towards the radio project. Matt Minnich spoke that we have approximately 1.2 million available for the projects, and we need at least approximately 1 million for projects leaving the balance to go toward the 68 acres or the countywide radio system. The land comes with the 1.2 million grant match, housing is a want more than a need, but is still a need. There have been private conversations, but are not sure in a public forum if they are in favor. The radios have no matching money. The project is 2.5-5 million and is something we will have to do on our own and it is definitely something we will have to do. Chad Aker acknowledged that we are not going to be able to pay for all of these projects tomorrow. The county will need to bond out at some point to complete these projects. We need to grow our EDIT Funds and to grow our population so we can get a return on investment.

Wes Schemenaur was asked what was needed to be done at this moment to take care of the ARPA monies. Wes said that he would like to see some type of motion as to how the monies were to be spent so there is some direction for the Redevelopment Committee to accept.

Cindy Bracy then made a motion to spend all the money towards radios. Harold Towell seconded the motion. Matt Minnich requested that there be a roll call vote and the voting went as follows:

Jeanne Houchins- Nay  
Faron Parr - Nay  
Randy May - Nay  
Cindy Bracy - Aye  
Harold Towell - Aye  
Dave Haines – Nay

The motion failed due to lack of majority.

Cindy Bracy made a motion to spend the money on the items listed bridge, software with two years contract paid, cameras for sheriff department, paying off the sewer district loan and the remainder goes to towards the RDC for the radio project. Harold Towell seconded the motion and the motion went for a roll call vote. Cindy asked to revise her motion to fund those line items listed

Cindy made a motion to pay for the auditor software plus two years maintenance (396,000), bridge (300,000), cameras for sheriff department (264,626), and pay off the loan towards the sewer district (approximately 485,000). Discussion was had that once the sewer district bond is paid off that either the City of Portland or City of Dunkirk would take over the district. There has been push back as to who will take over the district when it's paid off.

Cindy then revised her motion to remove the money for pay off of the sewer district- making the motion for \$960,000 total. Jeanne Houchins seconded the motion. A roll call vote was taken again with all voting in favor of the motion.

Rex Journey made a motion to approve the four items as approved by the council. Brian McGalliard seconded the motion and the motion passed by unanimous vote.

Jeanne Houchins made a motion move the balance of the ARPA funds to the Redevelopment Commission to be used either for the development of the 68 acres or to be used for a county wide radio system. Wes Schemenaur advised that was too general of an allocation

