

The payroll docket was submitted for commissioners' approval. Rex Journey made a motion to approve the payroll docket. Brian McGalliard seconded the motion and the motion passed by unanimous vote.

The claims docket for December was submitted for commissioner approval. Brian McGalliard made a motion to approve the claims docket as presented. Rex Journey seconded the motion and the motion passed by unanimous vote.

The clerk's monthly report for November was presented for commissioner approval. Brian McGalliard made a motion to approve the clerk's monthly report. Rex Journey seconded the motion and the motion passed by unanimous vote.

The copier quotes for commissioner owned copier in the auditor's office was tabled pending more information.

Claims to be approved and paid by the end of the year were presented for commissioner approval. The claims were as follows: \$366,000 to Bank of Oklahoma for the Jail Bond payment, \$298,733.13 to the Treasurer of State for SWETA, \$22,094.60 to the Treasurer of State for their portion of fines and fees, \$15,000 to Kleimpeter Consulting for work related to the OOR, \$13,413.39 to Medler's Furniture for the flooring in the Assessor and Circuit Court offices and \$6,240 to Schneider Geospatial for 2025 GIS Maintenance contract. Rex Journey made a motion to approve the emergency claims as presented. Brian McGalliard seconded the motion and the motion passed by unanimous vote.

Chad Aker thanked outgoing commissioners Rex Journey and Brian McGalliard for their dedication and service to Jay County and presented each of them with a plaque.

With no further business, Brian McGalliard made a motion to adjourn at 9:45 a.m; Rex Journey seconded the motion and the motion passed by unanimous vote.

**JAY COUNTY COMMISSIONERS**

Chad Aker

Duane Monroe

Doug Horn

Attest:

Jay County Auditor

**JANUARY 13, 2025**

The Jay County Commissioners met in session on Monday, January 13, 2025, at 9:00 a.m. in the courthouse auditorium. Attending was Doug Horn, Duane Monroe, auditor Emily Franks, county attorney Wes Schemenaur, and Chad Aker, president, presiding. Duane Monroe made a motion to approve the minutes from December 23<sup>rd</sup>, 2024. Doug Horn seconded the motion and the motion passed by unanimous vote.

**ELECTION OF OFFICERS**

Doug Horn made a motion to appoint Chad Aker as president and Duane Monroe as vice president of the board of commissioners. Duane Monroe seconded the motion and the motion passed by unanimous vote.

**BOARD OF FINANCE**

Jonelle Foreman, treasurer, came to the commissioners to elect officers to the board of finance for 2025. Chad Aker will serve as president, Duane Monroe as vice president and Jonelle Foreman as treasurer for 2025. Mrs. Foreman presented the investment policy with a list of banks approved for investment in 2025 and the interest collected for 2024. Doug Horn made a motion to approve the investment policy as presented. Duane Monroe seconded the motion and the motion passed by unanimous vote.

**TREASURER**

Jonelle Foreman, treasurer, presented the commissioners with a contract from Forte for credit card and online payments. The previous vendor had been bought out by another company and was no longer an option as of December 31, 2024. The company agreed to amend the contract to meet the specific terms required by the county. Mr. Schemenaur explained while the initial term was 5 years it did include a 30 day out clause. Mrs. Foreman explained all the fees would be the same as previously charged by the prior company. Doug Horn made a motion to approve the contract with Forte for payment processing. Duane Monroe seconded the motion and the motion passed by unanimous vote.

**SHERIFF**

Larry “Ray” Newton, sheriff, and Ben Schwartz, chief deputy, came to the commissioners with an agenda of several items they wished to discuss. The first was the purchase of a transport van for the department out of his budget in LIT-public safety. They currently utilize a 2014 Dodge Caravan with a makeshift divider but it has no bars over the window. While the vehicle currently has 163,827 miles it will be kept and used for the work crew which is anticipated to restart this spring. Mr. Newton added there have been several attempts to escape out of the current vehicle.

The three quotes were \$82,667 for a 2024 RAM Promaster 2500 Cargo 9-12 passenger van from FR Conversion, Westminster, MD. The second was a 2025 Ford Transit 350 Cargo Van and includes a 3-compartment prisoner insert for \$84,484 from Statewide Ford, Van Wert, OH. The third quote was for a 2024 Ram 3500 Promaster MCGargo 159 High prisoner transport van including the 3-compartment prisoner insert for \$110,835 from John Jones, Salem, IN and included a camera system.

Mr. Newton’s recommendation would be to purchase the 2024 RAM from FR Conversion for the price and safety aspect as they will be able to shackle the inmates’ legs if required. The van does not offer a camera system for the driver to see behind them, but they would like to get that added aftermarket too. Mr. Monroe questioned if they were unable to obtain a local quote. Mr. Newton stated there was a local dealer that could get them a van, but they would need to purchase it from another dealer and figure out how to install the insert. They are still debating on whether or not to install lights on the van, but it will be marked. Doug Horn made a motion to accept the quote from FR Conversions out of Westminster, MD at \$82,667.00. Duane Monroe seconded the motion and the motion passed by unanimous vote.

The second item Mr. Newton wanted to discuss was the purchase of two new deputy vehicles. This would replace their 2017 Ford Explorer with 163,827 miles and a 2018 Ford Explorer with 161,344 miles. They can no longer purchase cars, only SUVs or pickup trucks. All the quotes are for the police package, 2025 Dodge Durango pursuits. The first quote included a V8 engine from John Jones, Corydon, IN at \$44,249.50. The second quote was from Statewide Chrysler, Jeep Dodge, Van Wert, IN was for a V6 engine at \$48,363 each. The third quote was from Thomas Dodge, Highland, IN for a V8 engine at \$43,887. Their recommendation would be to purchase the two from Thomas Dodge of Highland, Indiana.

Mr. Aker asked if the department had noticed any issues with the Durango like the state. The department had not noticed a difference, but recommended the V8 engine. The V6 has two batteries that both require replacement with the issue. Mr. Newton informed the commissioners it is getting harder and harder to find police vehicles. Fuqua does not carry the police package vehicles and would need to get them from another dealer. He will most likely sell two vehicles in the next county auction. Duane Monroe made a motion to approve the vehicle purchase from Thomas Dodge in Highland, IN for \$43,887 each out of LIT public safety. Doug Horn seconded the motion and the motion passed by unanimous vote.

Mr. Newton discussed an issue with one of the bunks in the jail where it flexes under use. It has been hard to find someone to complete the specialty work. The only quote was from Briner in Bluffton, Indiana to not exceed \$5,000. A company out of Georgia would not look at it because they believe it is a support wall. The cost will be taken out of his Jail-

Equipment repair budget. Mr. Horn questioned if there were any similar walls that needed repair. Mr. Newton explained it was in the old part of the jail and was the worst. Doug Horn made a motion to accept the Briner bid not to exceed \$5,000 to repair the wall. Duane Monroe seconded the motion and the motion passed by unanimous vote.

A quote from SteelCo Services out of Baldwin, Georgia, for the refurbishment of 25 cells was presented to commissioners. The quote included the removing and repairing of existing coating as necessary, installing new floor strips, prepping cells for polyurea and spraying polyurea and topcoat paint in 25 cells for a cost of \$105,158. Mr. Newton believes the work needs completed, but has no money in his budget to cover the repairs. The company is also looking at doing work at the Adams County jail which might offer a small discount to complete both repairs at the same time.

An estimate from All Circuit Electrical LLC to replace the remaining 52 emergency ballasts and the 44 exit lights throughout the jail was presented totaling \$23,297.80. This would not be part of the previously approved LED lighting project and would not qualify for a rebate. The emergency lights are needed if the power goes out and the generator fails to turn on. Mr. Newton had previously told All Circuit to replace those not working in the jail due to liability concerns. However, he had them wait when it came to the administration area. Mr. Aker questioned the cost of replacing the entire fixture instead of just the ballasts. Mr. Newton was unsure, but will obtain a quote to replace the whole fixture and return to the commissioners.

A complete activity report for 2023 and 2024 was presented to commissioners for their information. The report contained information including number of traffic stops, number of inmates processed and total number of 911 calls per year.

### **COUNTY PURCHASING POLICY**

Larry "Ray" Newton, sheriff, requested the commissioners consider raising the purchase policy threshold from \$1,000 to \$5,000 before needing commissioner approval. He would like it to be increased to allow him to purchase necessary items without having to wait for a commissioners meeting. Ms. Franks explained the threshold had been lowered from \$2,000 to \$1,000 in 2016 for increased oversight. She advised against approving any amount higher than \$5,000 as that is the state's capital asset threshold. Duane Monroe made a motion to approve the increase to \$5,000. Doug Horn seconded the motion and the motion passed by unanimous vote. Mr. Schemenaur will prepare an ordinance for approval at the next meeting.

### **COUNTY CONTRACTING POLICY**

Larry "Ray" Newton, sheriff, requested the commissioners consider updating the county contracting policy previously approved in November 2024. He would like to see elected officials be allowed to approve any contract under \$5,000 without going through the process and seeking commissioner approval. Mr. Aker questioned if the contract would still be required to be reviewed by the county attorney. Mr. Newton confirmed all contracts would be reviewed by the county attorney before signing. Mr. Schemenaur will put together something for review by the commissioners for their next meeting.

### **HIGHWAY**

Bob Howell, superintendent, came to the commissioners to give his monthly operational report. The drivers have been plowing and salting their routes and problem areas. They have been running the MowerMax daily and truck 111 has been sent out to be stretched. A prebuild meeting with W.A. Jones estimated a completion date of the end of February.

Spencer Patterson, road foreman, discussed the purchase of a forklift for the department to help move items from building to building. He has been in contact with several manufacturers. There is a 2019 available from FLT Equipment out of Fort Wayne, IN with 6,300 hours that has been reconditioned with new tires and battery for \$11,950. However, REMC has a forklift they are looking to sell in an auction they would like to pursue. Mr.

Monroe questioned what the lifting capacity was on the reconditioned 2019. Mr. Patterson believed they were both a 3,000-pound capacity and estimated a new forklift to cost around \$35,000. Mr. Aker questioned if the money was available in the department's budget. Mr. Patterson confirmed they had the money available and would like approval to bid up to \$17,000 with the online auction.

Mr. Aker questioned what all the forklift would be doing in the department. Mr. Patterson stated it would be used to move scraper blades, materials and liquids from one building to another. Mr. Aker stated while the department currently used a skid loader, a forklift could be useful to the department. Duane Monroe made a motion to approve the purchase of a forklift for the department up to \$17,000 either through the auction or FLT Equipment. Doug Horn seconded the motion and the motion passed by unanimous vote.

Lastly, Mr. Howell discussed agreements for helping employees obtain their Commercial Driver's Licenses. They currently have a signed contract with David Wilhelm for an employment term of two years. In exchange, the county will pay for his wages during the 5-week class. His test date is February 10<sup>th</sup>, 2025 to have his CDL to drive dump truck. They would like non-CDL drivers to go through the same process for future employees. If they receive a grant it is paid for, except the wages while at school. If they do not have an open position, they are not going to just keep offering the arrangement.

Mr. Horn questioned how much the cost of the class would be without a grant. Mr. Howell believed it would be about \$5,000. Mr. Patterson explained they could cut a deal with the school for \$3,500-\$4,500, but the county would be required to provide items like a truck. Mr. Schemenaur explained the agreement could include a longer term depending on the amount spent for the classes. Ultimately, it would be up to the commissioners to decide the length of the agreement.

**OOR- Owner Occupied Rehab**

Nate Kimball, assistant director ECI Regional Planning District, came to commissioners to give an update on the Owner-Occupied Rehab (OOR) program. Mr. Kimball explained the bonds are no longer required to be in place before they bid on a project. A pre-bid meeting will be held on January 16<sup>th</sup> at 10 a.m. and plan to open bids at the commissioners' next meeting on January 27<sup>th</sup>. The total number of homes in this round are still to be determined. Mr. Aker questioned what the procedure would be for homes that go over the \$25,000 allotted. Mr. Kimball explained it would be a conversation with the homeowner on what the priority would be; however, the radon remediation would not be negotiable.

**DEPARTMENT APPOINTMENTS**

The following department appointments were presented for approval. Doug Horn made a motion to approve the department appointments as presented. Duane Monroe seconded the motion and the motion passed by unanimous vote.

Cemetery Commission	Rex Pinkerton
Courthouse Superintendent	Bruce Sutton
Emergency Management	Samantha Rhodehamel
Highway Superintendent	Robert Howell
JEMS, shift supervisors	Gary Barnett, John McFarland, Kyle Gerlach
Retirement Center	Stacey Johnson
Veteran's Service Officer	Cliff Moser
Commissioner Attorney	Wesley Schemenaur

**COMMISSIONER BOARD APPOINTMENTS**

The following board assignments were presented for approval. Doug Horn made a motion to approve the commissioner board appointments as presented. Duane Monroe seconded the motion and the motion passed by unanimous vote.

Drainage Board	Chad Aker, Doug Horn, Duane Monroe
EDIT advisory Board	Chad Aker, Doug Horn, Duane Monroe
Soil & Water Conservation Board	Chad Aker, Doug Horn, Duane Monroe
Solid Waste District Board	Chad Aker, Doug Horn, Duane Monroe
Tax Abatement Advisory Committee	Chad Aker, Doug Horn, Duane Monroe
Jay County Development Corp Board	Doug Horn
Personnel Committee	Chad Aker
ECI Workforce Development Board	Duane Monroe
Internal Controls Board	Doug Horn
Jay County Chamber of Commerce Board	Duane Monroe
Jay County Regional Sewer District Board	Chad Aker, Duane Monroe
Jay/Portland Building & Planning	Duane Monroe
LEPC (Local Emergency Planning Commission)	Chad Aker
Jay County Plan Commission	Chad Aker
Jay County Road Committee	Duane Monroe
ADA Coordinator	Chad Aker
Flooding Task Force	Doug Horn

ORGANIZATIONAL APPOINTMENTS

The following organizational assignments were presented for approval. Mr. Aker questioned if there were any issues with the list as presented. Duane Monroe noted a disagreement with the suggested appointments to the Jay County Redevelopment Commission. It was decided to vote for the organizational appointments not including the Jay County Redevelopment Commission. Doug Horn made a motion to approve the organizational appointments as presented. Duane Monroe seconded the motion and the motion passed by unanimous vote.

Board	Appointee	Term
Alcohol Beverage Commission	Terry Hanks	1 year
Jay County Cemetery Association	Jon Hart	5 years
Jay County Convention & Tourism Bureau	Shawn McCoy	2 years
Jay County Convention & Tourism Bureau	Missy Puterbaugh	2 years
Jay County Plan Commission @	Jeanne Houchins	4 years
Jay County Plan Commission (D)	Steve Ford	4 years
Jay County Plan Commission-Commissioner	Chad Aker	1 year
Jay County EDIT advisory board	Cindy Shepherd	1 year

JAY COUNTY REDEVELOPMENT COMMISSION

The list of suggested appointments for the Jay County Redevelopment Commission was presented as Doug Horn, Chad Aker and Brian McGalliard. Duane Monroe stated he would not be in favor of appointing Brian McGalliard to the commission. He had spoken with Ted Champ who would be willing to serve another term. Duane Monroe made a motion to appoint Ted Champ, Carl Walker and Doug Horn to the Jay County Redevelopment Commission for 2025. Doug Horn seconded the motion and the motion passed by unanimous vote.

DUNKIRK LIBRARY BOARD

The commissioners received a request from the Dunkirk library board to appoint Patricia Moore to a four-year term. Doug Horn made a motion to accept the request and appoint Patricia Moore to the Dunkirk Library Board. Duane Monroe seconded the motion and the motion passed by unanimous vote.

RESOLUTION 2025-1; RESOLUTION TO TRANSFER REAL ESTATE

WHEREAS, the Jay County Board of Commissioners acquired title to the following described real estate by tax sale certificate on September 20, 2024, certificate No. 382400027:

Property ID: 38-09-08-103-108.000-014

Property Address: 202 S Main St. Dunkirk, IN 47336



Parcel: N PT LOT 8 BLOCK 10, in the original plat of the town, now city of Dunkirk, Indiana

**WHEREAS**, the Jay County Board of Commissioners has determined that it desires to transfer said property to a non-profit entity for use for the public good pursuant to IC 6-1.1-24-6.7 and,

**WHEREAS**, IC 6-1.1-24-6.7 (d) requires the Jay County Board of Commissioners set a public hearing to consider the transfer of the property to a non-profit entity.

**NOW THEREFORE BE IT RESOLVED**, by the Jay County Board of Commissioners that it desires to transfer the above-described property to a non-profit entity and hereby sets the matter for public hearing on January 27<sup>th</sup>, 2025 at 9:00 a.m. to consider any application by a non-profit entity for the transfer of said property.

Mr. Schemenaur explained a request had been made to the commissioners from Dunkirk Industrial Development Corporation (DIDC) who currently owns the old Stewart building. The property sits just south of the Stewart building and has been through the tax sale process twice. They believe the building is in pretty bad shape and might help make the Stewart building more attractive if the building is torn down. The commissioners are allowed to assign the certificates to a non-profit if it is for the public good, must accept applications and hold a hearing for the property.

If the commissioners were to assign the certificate, the non-profit would still be required to follow the 120-day redemption period before the property can be transferred. Once the non-profit obtains title, they could pursue tearing down the building. DIDC has agreed to put together an application to put forth at the next commissioners meeting. However, any non-profit will be allowed to submit an application before the next meeting. Any agreement would include a provision to forgive any property taxes owed.

Mr. Schemenaur explained the agreement would also include a time limit for something to be completed with the property. The condition would most likely state if nothing is done after five years, it would revert back to the county. Since the property is transferring to DIDC, they would owe taxes as they are not a government entity. Doug Horn made a motion to approve Resolution 2025-1, Resolution to Transfer Real estate that will set the hearing for January 27<sup>th</sup>, 2025. Duane Monroe seconded the motion and the motion passed by unanimous vote.

### **PAPER QUOTES**

Emily Franks, auditor, presented the commissioners with three quotes for 80 boxes of letter size paper for countywide use. She reported they were down to less than 18 boxes. The three quotes were Quill.com at \$3,319.20, Progressive Del Toro, Portland, at \$3,376 and Four U-Office, Celina Ohio at \$2,590.60. Mr. Aker explained the commissioners traditionally approve local quotes if within 10% of the lowest bid. Doug Horn made a motion to approve the paper quote from Four-U Office at \$2,590.60. Duane Monroe seconded the motion and the motion passed by unanimous vote.

### **IT QUOTES**

Ms. Franks presented two IT quotes for approval. The first was the purchase of 10 email licenses for the county commissioners and council members for a cost of \$720. This would allow members to utilize a county email. Doug Horn made a motion to approve the purchase. Duane Monroe seconded the motion and the motion passed by unanimous vote. The second quote was for three back up systems at a cost of \$287.99 a piece annually. Doug Horn made a motion to approve the purchase of the backup systems. Duane Monroe seconded the motion and the motion passed by unanimous vote.

### **EMPLOYEE ACKNOWLEDGMENT**

Chad Aker acknowledged the passing of JEMS employee Larry Nuckols while on duty January 10, 2025. Mr. Nuckols had spent 32 years as a paramedic for several entities including the county.

### **OTHER BUSINESS**

The payroll docket was submitted for commissioners' approval. Doug Horn made a motion to approve the payroll docket. Duane Monroe seconded the motion and the motion passed by unanimous vote.

The Jay County County Living County home report for December was presented for commissioner approval. Duane Monroe made a motion to approve the county home report. Doug Horn seconded the motion and the motion passed by unanimous vote.

The clerk's monthly report for December was presented for commissioner approval. Doug Horn made a motion to approve the clerk's monthly report. Duane Monroe seconded the motion and the motion passed by unanimous vote.

The following claims were submitted for commissioner approval; two claims to EGIS related to engineering services for the Owner-Occupied Rehab program \$18,555 for November and \$31,821.52 for December 2024, \$100 to the Jay County Clerk for the addition of another cash change drawer and a claim to the Jay County Humane Society for \$16,581.25 for animal control services from October- December. Duane Monroe made a motion to approve all claims as presented. Doug Horn seconded the motion and the motion passed by unanimous vote.

Emily Franks, auditor, asked the commissioners to discuss EDIT monies for 2025 at their next meeting. Additional appropriations will need to be submitted to the paper by January 27<sup>th</sup>, 2025 for the February council meeting. She noted a contract with ECI-Regional Planning district through August and with City of Portland for office space that would require appropriation and payment.

With no further business, Doug Horn made a motion to adjourn at 10:35 a.m; Chad Aker seconded the motion and the motion passed by unanimous vote.

**JAY COUNTY COMMISSIONERS**

Chad Aker

Duane Monroe

Doug Horn

Attest:

Jay County Auditor

**JANUARY 13, 2025- EXECUTIVE SESSION**

The Jay County Commissioners met in executive session on Monday, January 13, 2025, following the regular session at 10:45 a.m. in the courthouse auditorium. Attending was Doug Horn, Duane Monroe, auditor Emily Franks, county attorney Wes Schemenaur, and Chad Aker, president, presiding. The purpose of the meeting was to discuss a job performance evaluation of individual employees per IC 5-14-1.5-6.1(b)(9).

The meeting was adjourned at 11:18 a.m.

**JAY COUNTY COMMISSIONERS**

Chad Aker

Duane Monroe

Doug Horn

Attest:

Jay County Auditor