

motion to approve the quote from Matrix Integration as presented. Duane Monroe seconded the motion and the motion passed by unanimous vote.

An emergency claim of \$720 to Fullenkamp Machinery for a cover for mechanicals in the Recorder's Office was presented for commission approval. Duane Monroe made a motion to approve the claim as presented. Doug Horn seconded the motion and the motion passed by unanimous vote.

With no further business, Duane Monroe made a motion to adjourn at 11:21 a.m; Doug Horn seconded the motion and the motion passed by unanimous vote.

JAY COUNTY COMMISSIONERS

Chad Aker

Duane Monroe

Doug Horn

Attest: Emily Franks
Jay County Auditor

MARCH 8, 2025 Executive Session

The Jay County Commissioners met in executive session on Wednesday, May 8, 2025, at 3:30 p.m. in the courthouse auditorium. Attending was Doug Horn, Duane Monroe, auditor Emily Franks, attorney Wes Schemenaur, and Chad Aker, president, presiding. The commissioners met in executive session to discuss pending litigation per IC 5-14-1.5-6.1(B)(i).

The meeting was concluded at 4:22 p.m.

JAY COUNTY COMMISSIONERS

Chad Aker

Duane Monroe

Doug Horn

Attest: Emily Franks
Jay County Auditor

MAY 12, 2025

The Jay County Commissioners met in session on Monday, May 12, 2025, at 9:00 a.m. in the courthouse auditorium. Attending was Doug Horn, Duane Monroe, auditor Emily Franks, attorney Wes Schemenaur, and Chad Aker, president, presiding. Doug Horn made a motion to approve the minutes from April 28th and the Executive Session from May 8th as presented. Duane Monroe seconded the motion and the motion passed by unanimous vote.

LIFESTREAM

Kevin DeCamp, project manager, came to commissioners to inform them they had been nominated by their transportation manager for the 50th anniversary celebration, as long-time contributors to the program.

The commissioners were presented documents to approve and submit their 2026 operating and capital grant for over \$800,000 of INDOT federal funds. The documents included FTA, assurances, certifications, 2026 budget, pass thru and labor agreements. Doug Horn made a motion to approve the documents as presented for Lifestream Services. Duane Monroe seconded the motion and the motion passed by unanimous vote.

JAY COUNTY COUNTRY LIVING CENTER

Cindy Bracy, Jay County Country Living Center, Advisory Board of Director president, came to the commissioners to address a document that had been circulating from Core Facilities written several years prior. John Hemmelgarn, building & planning administrator, spoke against the document noting it was a good document to use if the county wanted to shut down the facility. There were items listed in the report as not up to code, but were not required to be addressed. Mr. Horn asked for examples of those items. Mr. Hemmelgarn explained the two biggest items were related to an elevator and sprinkler system that are not required due to the age of the building. Mr. Monroe questioned what if anything in the report was accurate. Mr. Hemmelgarn confirmed there were some items, but did not provide a list.

Mr. Aker asked for an update on operations and residents. Mrs. Bracy informed commissioners the bathroom project had been started the prior week. They currently had around 17 residents and were working with Journey Home for new residents. The department will start working on a list of residents whose care has exceeded the departments limits due to declining mental or physical health. Mr. Aker questioned where those residents would go once leaving the facility. Mrs. Bracy believed they would go to a nursing home or assisted living facility, dependent on space and funding.

BUILDING & PLANNING

John Hemmelgarn, administrator, came to the commissioners to give an update operations including number of permits. He reported a new barn is coming in on 600 S and the owner has met all requirements and their setbacks.

USI CONSULTANTS INC. PASER RATINGS

Ben Beer, Senior VP Sales at USI Consultants Inc, came to the commissioners to discuss options for PASER ratings on county roads. The highway department will be required to have a PASER surface rating for all county roads in order to apply for community crossings grant monies. Mr. Beer explained the county could sign a contract for one year directly with Vialytics. While Vialytics traditionally offers three-year contracts they were willing to honor the price for one year for the county to try their system. The other option would be for USI to use the Vialytic system for one year and give the results to the county.

Mr. Monroe questioned the one-year term of each contract as ratings are required to be completed over two years. Mr. Beer stated it could be figured as a two-year term, but they did not quote it that way. He further explained that L.TAP and INDOT require all of the roads be rated in year one with updates in year two, also known as the minor year. In the minor year, it does not require a full monitoring of the road system and would be small compared to the major year. Mr. Monroe asked if there was added software required from Vialytics in order to submit the report to L.TAP. Mr. Beer confirmed that right now they are allowing uploads of spreadsheets and Vialytics has those reports. He also clarified L.TAP not INDOT will give access to USI to upload those documents on the county's behalf.

Mr. Monroe noted that the PASER rating requires a certification that is not held by anyone in the department and asked who would be responsible for it if the county went directly with Vialytics. Mr. Beer clarified while they have several people at their company who were certified, Vialytics would come with its own certification. He also informed commissioners of new legislation that would now require quality assurance analysis. They are seeing where adjacent counties are working with each other to meet that requirement. Mr. Monroe noted that for the difference in money, it would be worth having the responsibility on the company with experience and not the county employees.

Mr. Horn questioned how the information was gathered in prior years. Stephanie Klarer, assistant highway superintendent/ERC, explained the department had been visually scoring them while out on the road. She added the PASER rating is only one column required for the community crossings grant. Mr. Aker spoke in favor of Vialytics as taking out the bias in the scoring and for being able to run the PASER score whenever the department made road improvements or changed signs for \$33,000. Mr. Monroe voiced concerns about whether the drivers had time to add the additional work to their schedule. Mr. Horn suggested they work

with United Consulting on the Vialytics program for one year to see how it would work for the department.

Mr. Aker asked the department if they had a preference between the two options. Ms. Klarer explained her opinion to go with Vialytics for \$33,000 to get the PASER score throughout the year instead of a one-time score from United Consulting for \$35,000. She noted it should be no extra work on the driver as it would just be on the truck while they are driving their areas. Mr. Howell echoed the sentiments seeing merit to both ways. Mr. Patterson clarified the system would include two cameras for the department.

Spencer Patterson, road foreman, questioned Mr. Beer if he knew what would be entailed in putting the system on the truck and in what road conditions could the system be used. Mr. Beer was unsure of the exact set up on the trucks, but believed it would need to be dry conditions. Mr. Monroe asked if the system was able to recognize the reflect ability of signs. Ms. Klarer believed that was something that they were working on for the future, but had a sign inventory system in the meantime.

Mr. Aker believed it would not take away from what the drivers would do on a daily basis and could be completed after yearly paving. Mr. Horn stated if the department wanted Vialytics as a management tool, and had the time to do it, he supported their decision. Duane Monroe made a motion to go with Vialytics for one year at a cost of \$33,800 and to have Ben Beer from USI to help make sure they have what is needed for community crossings grant. Doug Horn seconded the motion and the motion passed by unanimous vote.

HIGHWAY

Bob Howell, superintendent, came to the commissioners to give a monthly update on operations. He reported the drivers are working on training, spraying weeds, culverts, and mowing ditches. The Duro patcher is out fixing potholes and completing yearly maintenance. They are needing another mini excavator for help with soft spots and cleaning out very large ditches, as they have been having to rent one for \$400 a day. The department had been previously approved to put \$200,000 down on a new grader. However, they would like to use that money to purchase a mini excavator for \$122,574.08 and use the remaining money as the down payment. The purchase would be made through Bobcat of Mercer County, in St. Henry Ohio. They will be replacing their 1996 Badger with the new equipment. Doug Horn made a motion to approve the purchase of the excavator with the tools from Bobcat of Mercer for \$122,574.08. Duane Monroe seconded the motion and the motion passed by unanimous vote.

Mr. Howell discussed a supplemental agreement for construction inspection on Bridge #139 on Seventh St with EGIS for \$36,400. The agreement would be to have EGIS inspect the bridge during construction to ensure all details are up to the standard as the construction progresses instead of just the final project. They would also answer any questions from the contractor during the build. These engineering services would not be covered under the community crossings grant. Ms. Klarer indicated they had added money to the community crossings grant, but were spending \$300,000 for next year's bridge inspection. They will require an additional appropriation in their bridge repair budget by the end of the year. Ms. Klarer believed they would have a budget of \$1.96 million required for bridge repair next year, but that number was still adjusting. Doug Horn made a motion to approve the agreement with EGIS for bridge inspection on Bridge #139 during construction. Duane Monroe seconded the motion and the motion passed by unanimous vote.

A small structure on 300 N was discussed, knowing that they do not have the money to cover the \$645,000 cost. Ms. Klarer stated out of the \$645,000, \$105,000 would be for engineering costs. Mr. Howell discussed two options for the replacement; aluminum or three-sided concrete. Ms. Klarer informed commissioners that it was a heavily trafficked road and was determined to be a critical repair. Perry Knox, SCJA, noted while he was not an engineer, visible holes could be seen in the structure, but would not make a recommendation on whether the county use aluminum or concrete.

When asked about the lifespan, Mr. Knox informed commissioners' aluminum would vary by supplier and would not be eligible for community crossings money as it is defined as temporary structure. Mr. Horn thought concrete would be better due to the high traffic on the road. Ms. Klarer believed the department could work within their budget for the aluminum, but not for the concrete. A member from United Consulting explained the timbers on the edges are what are failing and the department's adjustment to one lane is buying more time to repair. Duane Monroe made a motion to table the matter until the next meeting in order to gather more information. Doug Horn seconded the motion and the motion passed by unanimous vote.

Stephanie Klarer presented the highway annual operation report due June 1st for approval. Doug Horn made a motion to approve and sign the 2024 Annual Operational Report as presented. Duane Monroe seconded the motion and the motion passed by unanimous vote.

Mr. Howell asked the commissioners to again sign the official detour for SR 18 as the INDOT program manager has changed on the project. Mr. Howell also presented an application to bore around Sandy Hollow Lane in Portland. The commissioners directed Mr. Howell to the City of Portland for their approval. Lastly, the commissioners asked for a status update of adding cameras to the department vehicles. The department had been waiting on more information and asked for an implementation date. Ms. Franks informed the department liability insurance was requiring it by the end of 2026, but it would be better to have before that time.

SHERIFF- PROPOSED ORDINANCE

A proposed ordinance to allow the sheriff to collect reimbursement from inmates at a rate of \$30 a day or as set by the council, was presented for commissioner review. The sheriff would like the daily rate and whether DOC reimbursement is included before the board approves the ordinance. The ordinance would create a separate reimbursement fund for the money to be remitted. Larry "Ray" Newton, sheriff, explained he would like to use the money for projects such as resealing the floor and buying a new chiller. They currently have 44 prisoners with 39 housed over the weekend. Doug Horn made a motion to table the ordinance from the sheriff's department. Duane Monroe seconded the motion and the motion passed by unanimous vote.

Bill Baldwin, 911 Director, explained technological items needed, as they have outgrown their current network. They would like to upgrade the 7-8-year-old network switches and is working with Allstar and their IT to resolve it. Mr. Newton believed they would be looking at around \$20,000 in improvements, but did not have a quote.

CORONER

Brayden Fields, coroner, came to the commissioners to request the purchase of the new vehicle and give an update on current operations. He relayed several issues with his current department vehicle. There was an issue with waterproofing in the back of the truck bed leading to disposal of \$1,000 worth of body bags. He also had an issue with the space available in the back for all of the equipment. As they would like to have most of their equipment stored in the vehicle instead of in his office. Mr. Fields would like to trade the 2019 truck which he estimates would be worth about \$16,500 to \$20,000. At the very least he would like to purchase a pull-out tray for the truck bed for \$6,000-\$7,000. Duane Monroe made a motion to allow the coroner to gather quotes and be the purchasing agent. Doug Horn seconded the motion and the motion passed by unanimous vote.

Mr. Fields informed commissioners 23 burial permits were signed and as of the meeting they had already signed 30, not including funeral homes picking up the deceased. He will be requesting additional funding in various line items including autopsy expense, but would like to do it all at once to the council.

JEMS

A request to add Jessica Curtis, shift supervisor, to the EMS bank account and to sign claims and vouchers was presented along with a county credit card. Doug Horn made a motion to approve Jessica Curtis to be added to the EMS bank account, sign claims and vouchers, and to have a county credit card. Duane Monroe seconded the motion and the motion passed by unanimous vote.

PUBLIC SAFETY BUILDING

Chad Aker asked for approval to put out a request for proposal (RFP) for a county public safety building. He would like to have that amount to potentially put it with a bond for radios. Bill Walters, director ECI Regional Planning District, has already prepared a RFP and the only cost would be to advertise it. Mr. Monroe clarified this would only be used to get a better understanding of cost for the project. Mr. Horn asked if other options were explored besides a new building. Mr. Aker believed the county had been looking at alternatives for quite some time and had not found a solution. Duane Monroe made a motion to move forward with advertising an RFP for a county public safety building. Doug Horn seconded the motion and the motion passed by unanimous vote.

OTHER BUSINESS

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

The Jay County Country Living Report for April was presented for commissioner approval. Duane Monroe made a motion to approve the report as presented. Doug Horn seconded the motion and the motion passed by unanimous vote.

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

The annual report of congressional school funds was presented for commissioner approval. Duane Monroe made a motion to approve the Annual Common School Fund report. Doug Horn seconded the motion and the motion passed by unanimous vote.

An employee of Jay County Extension Office has requested approval to be paid her wages to attend 4-H camp. Doug Horn made a motion to approve the department's request. Duane Monroe seconded the motion and the motion passed by unanimous vote.

A third and final change order from Hays and Sons related to the water damage on September 4, 2024 for a total of \$6,604.22 was presented for commissioners' approval. Duane Monroe made a motion to approve the final change order and release the final payment to Hays and Sons. Doug Horn seconded the motion and the motion passed by unanimous vote.

Mr. Aker explained the current broker group had not met the commissioners' or auditor's expectations and had not rectified issues discussed at the beginning of March. Therefore, the county was looking to discuss termination. Mr. Schemenaur expressed liability concerns with the current group. Doug Horn made a motion to terminate USI as the county's insurance broker. Duane Monroe seconded the motion and the motion passed by unanimous vote.

A list of Emergency Claims was provided to commissioners for approval and payment including: Kaups Pharmacy for the Retirement Center \$1,698.71, Matrix Integration LLC \$19,129.76 for email backup renewal, and claims related to the Owner-Occupied Rehab Program; Daves Heating and Cooling \$25,844, Fortitude Consulting LLC \$24,500, AirXray \$792. Duane Monroe made a motion to approve all claims as presented. Doug Horn seconded the motion and the motion passed by unanimous vote.

With no further business, Doug Horn made a motion to adjourn at 11:18 a.m.; Duane Monroe seconded the motion and the motion passed by unanimous vote.

JAY COUNTY COMMISSIONERS

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Chad Aker

Duane Monroe

Doug Horn

Attest: Emily Franks
Jay County Auditor

MAY 16, 2025

The Jay County Commissioners met in session on Friday, May 16, 2025, at 3:45 p.m. in the courthouse auditorium. Attending was Doug Horn, Duane Monroe, auditor Emily Franks, and Chad Aker, president, presiding. Absent attorney, Wes Schemenaur. The purpose of the meeting was to discuss the county's employee health insurance and benefits broker.

Doug Horn made a motion to terminate USI as the county's insurance broker and hire OneDigital effective 5/31/25. Duane Monroe seconded the motion and the motion passed by unanimous vote.

With no further business, Doug Horn made a motion to adjourn at 3:50 p.m. with Duane Monroe seconding the motion and the motion passed by unanimous vote.

JAY COUNTY COMMISSIONERS

Chad Aker

Duane Monroe

Doug Horn

Attest: Emily Franks
Jay County Auditor