

JAY COUNTY COMMISSIONERS

Chad Aker



Duane Monroe



Doug Korn



Attest: 
Jay County Auditor

DECEMBER 3, 2025

The Jay County Commissioners and Jay County Council met in special joint session on Wednesday, December 3, 2025 at 1:00 p.m. in the courthouse auditorium. The purpose of the meeting was to discuss the proposed public safety building project. Attending was commissioner Duane Monroe, council members, Bryan Alexander, Harold Towell, Cindy Bracy, Matt Minnich, auditor Emily Franks, attorney Wes Schemenaur, and Chad Aker, president, presiding. Also present were shift supervisors from the EMS, Gary Barnett, Kyle Gerlach and Jessica Curtis, Health Department administrator Heath Butz and IU Health Jay Chief Operating Officer Christina Schemenaur.

PUBLIC SAFETY BUILDING

Travis McDaniel, MSS Engineering, came to the joint session to start the discussion of the design of a county public safety building. He will need to know from the county what type of frame they would like for the building and explained the various options. A review of the first drawing, a 150' by 80', was reviewed by those present. Mr. Butz requested two additional offices for the two employees added after the original design. Mr. Gerlach noted their bays would need to have restricted access due to medications. They also would like to see six bedrooms instead of the four originally proposed.

Cindy Bracy questioned if they had a square footage total needed for each department. Mr. McDaniel did not have it by department, but the square footage had been figured per room. The current drawing is just under 10,000 square feet; they estimate a cost of \$500 a square foot. A quick estimate of the project cost would come in at just under \$5 million. Mr. Alexander spoke against the building citing the cost of the project although he did want to give the departments what they needed to handle services. Mr. Aker suggested the project could be bonded to cover the cost.

Discussion turned towards breaking apart the project or decreasing the scale. Mr. Schemenaur cautioned members that the approved donation from the IU Health Board was for a safety building with the Health Department, EMS, and Coroner on campus. If the county wanted to only move forward with the EMS building, they would need to go back to the board for approval. Christina Schemenaur explained they could probably offer more acreage if the existing site would not be sufficient. However, she would recommend IU Health keep the building for storage if looking to tear it down.

Mrs. Schemenaur offered their labs and conference rooms to the EMS department for training. She also reported John Jay Center for Learning has received an \$80,000 grant to build a medical sim lab at their facility. There is a possibility that facility could be used for their trainings. Kyle Gerlach, EMS shift supervisor, noted the department had not been allowed in most locations during COVID which impacted their training requirements. He added the department is a state accredited training institution which currently requires them to bring their equipment back and forth every time.

Mr. Monroe asked for collaboration to see what could best fit in the proposed space. Wes Schemenaur explained the request for proposal (RFP) included different design options. He recommended they have drawings created starting at the projected \$5 million and then

two drawings at a lesser amount. However, they will need a site plan and direction ahead of the design. This will also be needed for the surveyor and land donation to proceed with IU Health. Matt Minnich echoed the call for direction to the engineering firm, adding the county needed to know where a building can be located with the current utilities.

Mr. McDaniel reviewed the current EMS site aerial and confirmed the current drawing would not fit alongside the current building and would have to be built north of it. They could potentially build on 80 x 90 to the east for an estimated 6,700-7,200 square feet. After that the building could be extended to the north. The parking lot would then be on the other side of the walking path, past the power and sewer lines. Mr. Minnich asked if they could investigate the potential of turning the existing building into an additional 2 bays for the requested 4 bays.

Mr. Monroe recommended departments remit a copy of what they need, and what they might compromise on to MSS Engineering. The county will need the drawing to complete title work with IU Health. The council adjourned their meeting at 2:30 pm as only President Matt Minnich would be touring the health department or JEMS Building with the two commissioners.

A tour of the current health department and the Portland EMS base was had with Travis McDaniel, Duane Monroe, Chad Aker, Matt Minnich, Wes Schemenaur, Emily Franks, Gary Barnett, Heath Butz, Christina Schemenaur and member of the press. The purpose was for Mr. McDaniels to tour the current facility and get an understanding of the needs for each department. Mr. McDaniel also toured the area behind the EMS to look at existing infrastructure. The tour adjourned at 3:10 p.m.

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DECEMBER 8, 2025

The Jay County Commissioners met in session on Monday, December 8 2025 at 9:00. a.m. in the courthouse auditorium. Attending was Doug Horn, Duane Monroe, auditor Emily Franks, and Chad Aker, president, presiding. Absent attorney Wes Schemenaur. Duane Monroe made a motion to approve the minutes from November 24th, 2025. Doug Horn seconded the motion and the motion passed by unanimous vote.

SHERIFF

Larry "Ray" Newton, sheriff, came to discuss the contract with Deputy Miller for reimbursement of compensation if the deputy leaves before the term ends. As of July 1, 2025, the individual does not have to be responsible for the reimbursement, but the department who hires the deputy. Doug Horn made a motion to approve the contract as presented. Duane Monroe seconded the motion and the motion passed by unanimous vote.

Mr. Newton requested flex time be carried over for his matron (140 hours) and chief deputy (40 hours) into 2026. Mr. Aker recommended they limit the carryover to the first three months of the year. Mr. Newton stated it would not be possible to use the time before the end of 2026. Doug Horn expressed concern about the carryover and whether the department would have the same issue next year. Mr. Aker suggested the department return with an

update at the end of March. Duane Monroe made a motion to allow the extension to the end of March and revisit it then. Doug Horn seconded the motion and the motion passed by unanimous vote.

The purchase of three new vehicles for the department was discussed, with the sheriff requesting \$190,000 from the Cum Cap Development fund. The request would be for the purchase of two Durangos, one truck and the equipment for all three vehicles. This would replace the 2014 Dodge Caravan, 2016 Ford Explorer and the 2019 Dodge Durango. The commissioners requested the sheriff obtain quotes and return to the next meeting. If the purchase order is approved by the end of the year, the commissioners can encumber the money.

A renewal contract for the RAVE system was discussed with the sheriff recommending a three-year contract. The cost for a one-year contract is \$12,947, a three-year contract is \$12,342 annually, and \$12,100 annually for a five-year contract. Mr. Aker recommended the county attorney review the contract before signing. Doug Horn made a motion to allow the sheriff to sign the three-year renewal contract for RAVE. Duane Monroe seconded the motion and the motion passed by unanimous vote. Bill Baldwin, E911 director, informed commissioners that the Active 911 alerts have been having issues since a patch upgrade last week. They will continue to work on correcting the issue with Spillman and LEAP.

EMERGENCY MANAGEMENT

Samantha Rhodohamel, director, came to the commissioners for a quarterly update on operations. She reported the HMEP grant has been closed out the DECON training has been completed. The department continues to work on the Multi Hazard Mitigation Grant and the GIS SEED Grant. Due to the federal shutdown, the HMEP 2026 grant and EMPG 2025 Salary Grant has been delayed. Ms. Rhodohamel has continued to attend scheduled trainings. Lastly, she advised commissioners regarding the Multi Hazard Mitigation Grant requiring an in-kind match in the form of time. This would involve members in the community attending various meetings including commissioners.

HIGHWAY

Bob Howell, superintendent, presented commissioners with a monthly update on operations. All road repairs were put on hold due to recent weather conditions. He requested approval to purchase three new snowplows, two for work on dead ends and subdivisions and one 12ft plow for a dump truck. They have not received any quotes back but are estimating the cost to be between \$10,000-\$13,000 apiece. Commissioners asked them to come back with quotes for the plows at their next meeting.

Mr. Howell requested approval to scrap or try to sell the plows they would like to remove from inventory. Mr. Aker asked if they were in good condition to be put in an auction. Mr. Howell thought the plows would receive more in scrap. Doug Horn made a motion to approve the disposal by scrapping the plows and to retire them from their inventory. Duane Monroe seconded the motion and the motion passed by unanimous vote.

Two quotes were brought forward to commissioners for a new Western Star dump truck with a 2027 chassis and 2026 engine due to new emission standards. The first quote was from Scoops for \$142,283. The second quote came from Fyda Freightliner in Cincinnati Ohio for \$143,768. Mr. Howell recommended the purchase come from Fyda even though it had a higher cost due to lack of service from the current company. Doug Horn made a motion to approve the purchase from Fyda Freightliner of Cincinnati for \$143,768. Duane Monroe seconded the motion and the motion passed by unanimous vote.

The purchase of a new air compressor for the building was tabled due to receiving only one quote for a three-phase 4 system. Commissioners requested the department research into finding out if other options were commercial enough to suit their needs. Stephanie Klarer, assistant superintendent/ERC, reported the county was denied for the 2026 community crossings grant due to the increase in number of applications and decreased monies available.

She also requested employees be allowed to carry comp time above 40 hours through February or March. Duane Monroe made a motion to extend the comp time until the end of March. Doug Horn seconded the motion and the motion passed by unanimous vote.

Ms. Klarer reported SCJA won the bidding and scoring process for Bridge 177 and 178, it was sent to INDOT for approval and review. Doug Horn made a motion to approve and sign the contract with SJCA for Bridge 177 and 178. Duane Monroe seconded the motion and the motion passed by unanimous vote. Ms. Klarer also presented a quote from LEAP Managed IT for an upgrade to their overall network. The estimated quote for the work came in at \$10,031.10. Doug Horn made a motion to approve the work out of the infrastructure fund. Duane Monroe seconded the motion and the motion passed by unanimous vote. Lastly, United Consulting was awarded the work for Bridge #93 and #110 after scoring. The other companies included in the scoring was ERI, BFS, United Consulting and American Structure point.

ARR MONIES

Duane Monroe spoke regarding a conference call with Baker Tilly regarding the obligation of ARP monies. They presented three options for recovering monies if the county would like to end the 68 Acre project. Ms. Franks explained the third option seemed to be the best option out of the three. All the county's paperwork for the obligation was forwarded to Baker Tilly for their review. Duane Monroe made a motion to stop work with Rundell Ernstberger Associates (REA). Mr. Aker explained he would like to see the project continue to increase population and assessed value in the county. It was decided to wait until the county attorney was present to answer any questions.

OTHER BUSINESS

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

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

There were two Emergency claims presented for commissioner approval. The first was \$157,200 to Millwright Solutions for the work on the courthouse, and the second was to Dean Homan for purchase of right of way for 17,635. Duane Monroe made a motion to approve the claims as presented. Doug Horn seconded the motion and the motion passed by unanimous vote.

Claims related to the 2025 December Settlement of Property Tax were presented to commissioners for their approval. The property tax and excise settlement the units at \$13,683,192.08, Jail Bond payment \$365,500, State Allocation of Excise \$302,471.76, Fines to be remitted to the State \$17,153.57, PTRC check to Treasurer \$29,197.74, Stormwater Fees to Dunkirk \$55,016.25 and Liens paid to Cities and Towns \$17,593.14. Duane Monroe made a motion to approve the claims as presented. Doug Horn seconded the motion and the motion passed by unanimous vote.

The commissioners agreed to terminate the lease with the City of Portland for office space at the community resource center. An agreement with JCDC for the room will be put in place for January 2026.

With no further business, Duane Monroe made a motion to adjourn at 10:39 a.m.; Doug Horn seconded the motion and the motion passed by unanimous vote.

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Attest: Emily Frank
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