

AUGUST 16TH, 2023

The Jay County Council met in regular session on Wednesday, August 16th, 2023, at 6:00 PM, in the auditorium at the Jay County Courthouse. Attending were, Harold Towell, Cindy Bracy, David Haines, Randy May, Faron Parr, attorney Wes Schemenaur, auditor Emily Franks, and Jeanne Houchins, presiding. Absent was Matt Minnich. Faron Parr made a motion to approve the minutes from the regular session on July 19th, 2023. Harold Towell seconded the motion and the motion passed by unanimous vote.

Additional Appropriations:

COUNTY GENERAL

1000-009-10-0046	Prosecutor- Witness Fees	\$4,000
Faron Parr made a motion to approve the additional from County General- Prosecutor. Cindy Bracy seconded the motion and the motion passed by unanimous vote.		
1000-622-20-0042	Retirement Center- Meals	\$21,000
Randy May made a motion to approve the additional from County General-Retirement Center. Dave Haines seconded the motion and the motion passed by majority vote with Harold Towell voting against.		
1000-622-30-0097	Retirement Center- Sewage	\$4,000
Faron Parr made a motion to approve the additional from County General-Retirement Center. Cindy Bracy seconded the motion and the motion passed by unanimous vote.		
1000-622-30-0102	Retirement Center- Meat Processing	\$6,000
Faron Parr made a motion to approve made a motion to approve the additional from County General-Retirement Center. Dave Haines seconded the motion and the motion passed by unanimous vote.		

SURVEYOR PERPETUATION

1202-001-30-0146	Location of Cornerstones	\$5,000
Dave Haines made a motion to approve the additional from Surveyor Perpetuation. Cindy Bracy seconded the motion and the motion and the passed by unanimous vote.		

RETIREMENT CENTER DONATIONS

4102-001-30-0211	Resident Activities	\$2,657.45
Cindy Bracy made a motion to approve the additional appropriations from the Retirement Center Donations. Dave Haines seconded the motion and the motion passed by unanimous vote.		

TITLE IV-E REIMBURSEMENT

8891-001-30-0087	Pauper Counsel	\$50
Dave Haines made a motion to approve the additional appropriation from Title IV-E fund. Cindy Bracy seconded the motion and the motion passed by unanimous vote.		

TRANSFERS

4900-001-30-0028 County Corrections (Training) to 4900-001-20-0016 (Uniforms) \$198.80.
Cindy Bracy made a motion to approve the transfer from county corrections. Faron Parr seconded the motion and the motion passed by unanimous vote.

READI 2.0

Jay County Development Corporations needs county liaisons for the ReadI 2.0 program. Jeanne Houchins recommended Cindy Bracy and Harold Towell be the liaison to the READI 2.0 committee. They will be responsible for reporting topics discussed back to the council. Cindy Bracy had attended the last committee meeting was questioned on items discussed. She reported items discussed was Housing, Childcare/ Education, Quality of Place and Quality of Life. There are 8-9 counties in our region. Brian McGalliard added from the audience that our region received the least of any region with Jay County receiving the least of our region.

JCDC APPOINTMENT

Jeanne Houchins made a recommendation to appoint Faron Parr to the JCDC Executive Committee. Nate Kimball was introduced as the new Jay County Community Coordinator by Chad, Commissioner President and Brian McGalliard, Vice President. They have partnered with East Central Indiana Regional Planning District to pay for his services through a contract. He will be attending all local city and town meetings to introduce himself and ask how he can help. A new Capital Improvement Plan was approved by the commissioners at their meeting on August 14th, 2023. Cindy Bracy posed several questions to Mr. Aker regarding the capitol improvement plan. Matt Minnich entered the meeting. He questioned if the plan approved was a finalized version as it was formatted different from the prior plan and was more of a list. Mr. Aker stated the final plan would be decided on by the council through the budget process.

ARP REQUEST- JAY COUNTY BASEBALL CLUB

Josh Atkinson, Jay County Baseball Club board member, came to the council following their request of \$250,000 of county ARP monies from the commissioners. They have purchased a building at 822 S 500 W in Greene Township and is already zoned commercial. Their member numbers have increased significantly and a turf facility separate from the high school was needed. They have been contacted from local tennis and soccer organizations that are also interested in using the facility. The building has a 60x90 space available for a netted area with adjoining office space. If they receive enough funding, they would like to see a golf simulator added to the facility. It became cost prohibited for them to be able to build their own building with estimates nearing 2 million. Jeanne Houchins questioned if there were any organizations who have already committed to rent the facility. Mr. Atkinson informed the council there was no commitments in writing yet but has a hundred individuals interested. Mrs. Bracy questioned if the school could help with funding as it is in direct benefit for them. Mr. Atkinson stated it could be arranged to rent but no negotiations had been entered into but it was also a delicate situation due to IHSA rules. Dave Haines as the current golf coach for Jay County High School recommended a putting green would be as useful as a simulator.

PERMANENT TRANSFER

There are two grants that are no longer active and need closing out. The first grant is Multi Hazard Mitigation Grant, fund 8118 that has a negative balance of \$595.27. It last received reimbursement on September 15, 2021. Money is needed to bring the cash balance back to zero in order to close out.

The second grant is CESF Coronavirus Emergency Supplies, fund 8120 with a negative balance of \$3,154.91. It made its last disbursement November 19, 2021 and received its last reimbursement on March 16, 2023. Money is needed to bring the cash balance back to zero in order to close out. Faron Parr made a motion to approve a permanent transfer of \$3,154.91 from county general to 8120 CESF Coronavirus Emergency Supplies and \$595.27 from county general to 8118 Multi Hazard Mitigation. Matt Minnich seconded the motion and the motion passed by unanimous vote.

CF-1s

The following compliance forms for county granted abatements were verified by the following council members:

Minnich Poultry, LLC and Reier Pullets- Cindy Bracy
Next Era Energy- Dave Haines
The taxpayers were found in compliance and were approved for abatements.

NON-BINDING REVIEW OF TAX UNITS

The members of the county council reviewed the DLGF estimated levy amounts as well as the DLGF estimated circuit breaker impact upon all county taxing units. The units analyzed were: Jay County, Bearcreek Township, Greene Township, Jackson Township, Jefferson Township, Knox Township, Madison Township, Noble Township, Penn Township, Pike Township, Richland Township, Wabash Township, and Wayne Township. Also the Town of Pennville, City of Dunkirk, Town of Bryant, Town of Salamonia, Town of Redkey, and the City of Portland. Furthermore, the levy and circuit breaker amount for the Jay County Public Library, Penn Township Library, Dunkirk Library, the Jay County School Corporation, and Jay County Solid Waste District (though there were none levied against this non-tax-based unit) were discussed.

After discussion on the circuit breaker estimates from the DLGF, Faron Parr made a motion to make no recommendation to those units as the council could find no recommendations to make; Randy May seconded the motion and the motion passed by unanimous vote.

ORDINANCE 2023-10

AN ORDINANCE ESTABLISHING THE APPROVED USES OF JAY COUNTY JAIL COMMISSARY FUNDS

WHEREAS, the Jay County Council is the fiscal body of Jay County, Indiana;

WHEREAS, the Jay County Sheriff's Department (JCSD) maintains the Jay County Jail ("Jail") established pursuant to I.C. 36-2-2-24 and said Jail operates a commissary for the inmates;

WHEREAS, the Jay County Council previously established a Commissary Fund under the administration of the JCSD pursuant to I.C. 36-8-10-21; and,

WHEREAS, the Sheriff, or the Sheriff's designee, without appropriation by the Jay County Council, is authorized to disburse money from the Commissary Fund in accordance with the statute and provisions herein established.

NOW, THEREFORE, BE IT ORDAINED by the Jay County Council that the Commissary Fund may be utilized for the following expenditures:

- A. Commissary operating expenses, to include, but not limited to, obtaining merchandise for resale to inmates, maintenance of JCSD and Jail facilities, and compensation of employees;
- B. Training of employees;
- C. Equipment for purchase and rental, to include, but not limited to, vehicles, computers, computer software, communication devices, office machinery, office furnishings, cameras, photographic equipment, animals, animal training, holding and feeding equipment and supplies for animals, and attire used by an employee in the course of their official duties;
- D. Any activity provided to maintain order and discipline among the inmates;
- E. Any supplies, activities, or programs deemed by the Sheriff to be beneficial to the morale or well-being of inmates;
- F. Replacement of lost or damaged inmate property;
- G. Inmate transit costs;
- H. Postage for indigent inmates;
- I. Shipping costs for equipment and evidence;
- J. Replacement of damaged county employee property;
- K. Investigation and special detail expenses (including controlled drug buys);
- L. Advertising and sponsorship costs;
- M. Matching funds for grants;
- N. Professional, technical, and legal consulting fees;
- O. Special events for employees (e.g., awards banquets);
- P. Special event trainings and meetings;
- Q. Travel costs for employees attending professional meetings;
- R. Gifts and awards; and,
- S. All statutorily authorized uses.

Randy May made a motion to approve Ordinance 2023-10. Faron Parr seconded the motion and the motion passed by unanimous vote.

HELP! PROGRAM

The updated Jay County Strategic Investment Plan for the HELP! program was presented to the council for their approval. The additional projects included the land purchase. Matt Minnich made a motion to approve the most recent version of the strategic investment plan. Dave Haines seconded the motion and the motion was passed by unanimous vote.

ORDINANCE 2023-09 Repealing ORDINANCE 2022-11

A JOINT ORDINANCE OF THE JAY COUNTY BOARD OF COMMISSIONERS AND THE JAY COUNTY COUNCIL
REPEALING ORDINANCE 2022-11

WHEREAS, the Jay County Commissioners and Jay County Council, respectively, passed a Joint Ordinance requiring the Personnel Committee to review and approve full-time employee vacancies;

WHEREAS, the Commissioners and Council deem it necessary to repeal said Ordinance in its entirety.

NOW, THEREFORE, BE IT ORDAINED AND ESTABLISHED:

Effective upon adoption by the Board of Commissioners and County Council, Joint Ordinance 2022-11 is hereby repealed.

Jeanne Houchins proposed changes be made to the coroner budget as several accounts still had 100% of funds available. The accounts included office supplies, official records, gas, lube, oil, operating supplies, copier maintenance, repairs and maintenance. The amount used in prior years was questioned with the auditor reading the amounts spent 2020-2022 in each line item. After discussions Matt Minnich made a motion to lower Office Supplies from \$500 to \$300, Official Records from \$415 to \$300, Gas Lube, Oil from \$1,000 to \$500, Operating Supplies from \$1,000 to \$500, Copier Maintenance from \$775 to \$600, Dues & Subscriptions from \$700 to \$500 and Repairs & Maintenance from \$1,000 to \$500. Dave Haines seconded the motion and the motion passed by unanimous vote.

The next account mentioned was Prosecutor-Witness Fee account. They have used over their 2023 budgeted amount of \$3,000 due to several recent trials. Ms. Houchins recommended the account be increased to \$5,000. Dave Haines made a motion to increase the witness fees account from \$3,000 to \$5,000. Matt Minnich seconded the motion and the motion passed by unanimous vote.

Faron Parr discussed proposed changes to the Jay-Portland Building & Planning Department budget including the decrease of three accounts still at 100%. The changes included Education Materials from \$1,545 to \$750, Travel/Mileage from \$1,030 to \$500, and Equipment Repair from \$1,485.26 to \$700. Matt Minnich made a motion to accept the proposed changes. Harold Towell seconded the motion and the motion passed by unanimous vote.

The commissioners' budget was the next to be reviewed with the council questioning what was paid out of the contractual services account and whether the decrease to \$35,000 would be enough for 2024. Ms. Franks stated the contractual services account was used primarily for services from Waggoner, Irwin & Scheele, Baker Tilly, and the administrative fees for the Indiana Bond Bank Fuel program. The majority of the yearly services are utilized by the auditor's office for overall county business. She recommended an additional \$15,000 be budgeted to either the commissioners account or in her budget to cover services, particularly Waggoner, Irwin and Scheele for their HR services. Dave Haines made a motion to add \$15,000 for contractual services to the auditor's budget. Cindy Bracy seconded the motion and the motion passed by unanimous vote.

The second item referenced in the commissioners' budget was in regards to the animal control account. The commissioners recommended the account be moved back from the economic development budget for 2024 with an increase to \$68,500 from \$55,000. Matt Minnich questioned the basis for the significant increase. Ms. Franks supplied the commissioners had received the increase from the Jay County Humane Society for 2024 services. There was a formula used, but she was involved in the meeting to know the specific details. Matt Minnich made a motion to lower the request back down to \$55,000 until more information could be obtained from the organization. Harold Towell seconded the motion and the motion passed by unanimous vote.

The budget for Superior court was questioned citing several accounts still at 100% or close to it. Those accounts including computer maintenance, dues & subscriptions and postage. Ms. Franks believed those were expenses normally paid at the end of the year from her budget. No changes were suggested.

Matt Minnich suggested the council confront the topic of the retirement center and their budget for 2024. He read a list of losses the home had sustained over the last several years. Faron Parr noted the County Home had never made money. Harold Towell added the council voted to look at the county home. He added his belief the commissioners did not want to make a decision and have left it up to the council to make the decision through funding. Mr. Minnich referred to the recent decision by Adams County to close their county home. Their county was coming up with a plan to close slowly, offering incentives to employees to stay to the closing. He would like to see a plan in place for closing, before determining to just not budget the department. Ms. Houchins echoed the sentiment for there needing to be a plan.


Cindy Bracy expressed worry over no one else in the county taking FSSA payments. She believes there is a gap here in the county that the home fills making it hard for her to close the facility. Matt Minnich stated as he sees it they have two options; fund or fund as is and put a timeline to end the funding. Mrs. Bracy stated she would like to see a board created for more hands involved in helping to find solutions instead of one commissioner. Harold Towell responded he believed the commissioners would not be open to more hands or more voices due to behavior over the last year. Mr. Minnich agreed the matter needed to be looked at as promised a year ago. The county could look into potential grants or other housing for the current residents. Mr. Towell suggested the budget be reduced by half to force the council to make a decision over the next six months. Harold Towell made a motion to approve half of the retirement center budget through July 1, 2024. Matt Minnich seconded the motion with Dave Haines also voting with the motion. Opposed to the motion was Randy May, Cindy Bracy and Faron Parr. Following the tie vote, Ms. Houchins added she would love to see the facility remain open and like Mr. Minnich's original suggestion to budget for the whole year and look for solutions deciding to oppose the motion. The motion to budget for half the year failing by majority vote.


The next fund discussed was the County Economic Development Fund (1112) Contractual services budget of \$580,000. Mr. Minnich questioned what all was included in the expenses for contractual services. Ms. Franks knew of two contracts including \$130,000 for JCDC Services and \$100,000 for ECI Regional Planning. The remaining money would most likely be spent towards the planning of projects on the capital improvement plan. Mrs. Bracy stated she would like to see the budget lowered and the money be asked for by the council as projects come up. She added this would allow the council to be more involved in the process. Matt Minnich made a motion to lower the budget to \$280,000 for 2024. Harold Towell seconded the motion and the motion passed by unanimous vote.


The LIT Public Safety budget was discussed in regards to the request of \$120,000 for three new vehicles for 2024. Ms. Franks suggested one vehicle be purchased from a commissioner fund citing a deficit budget in Statewide 911. Some expenses will be required to be moved out of the budget in order to receive state approval. A dispatcher could be moved to the LIT Public Safety fund with moving out \$40,000. Larry R. Newton, sheriff, would like to see the three vehicles remain in his public safety budget. He estimates he will have two vehicles over 170,000 miles and one with over 150,000. Randy May questioned if the vehicles are available for personal use by the deputies. Mr. Newton stated they are but only for use in the county or home as some live out of county. He believes they have been very good with the gas this year and will keep the yearly mileage under 30,000.


The last topic discussed was in regards to the highway supervisor's salary. He believed he was promised an increase from \$68,016 to \$77,100 for 2024. Ms. Houchins could find no notes from the personnel committee regarding the issue. Ms. Franks believed it might have come from the hiring process but not the budget process for 2023. Ms. Houchins questioned Brian McGalliard, commissioner, present in the audience if he remembered any such discussion. He recommended the council reach out to Rex Journey as the commissioner overseeing the department for more information.


With no further business for the council Faron Parr made a motion to adjourn the meeting; Matt Minnich seconded the motion and the meeting was adjourned at 8:01 p.m.












ATTEST: 

JAY COUNTY AUDITOR

AUGUST 29, 2023 JOINT SESSION

The Jay County Council and Commissioners met in a special joint session on August 29th, 2023. Present were council members Harold Towell, Faron Parr, Cindy Bracy, Matt Minnich, Dave Haines, Randy May and commissioners Rex Journey, Brian McGalliard, and president Chad Aker, auditor Emily Franks, attorney Wes Schemenaur, and council president Jeanne Houchins presiding. The purpose of the joint session was to discuss the HELP! program with Mike Kleinpeter, Kleinpeter Consulting.

KLEINPETER CONSULTING GROUP

Mike Kleinpeter, president, came to the joint meeting to update those present on the progress of the HELP! Program. They have been running into roadblocks with OCRA over potential projects for the \$1 million in CDBG funds. He along with commissioner Brian McGalliard met with representatives from OCRA last Friday. At the meeting, it was discussed the county was behind schedule and there was just one approved project from the SIP, Owner Occupied Rehab. An Owner-Occupied Rehab grant would allow a lower income homeowner to apply for grant funding for a new roof, furnace, AC at no expense to the homeowner. The process would require the homeowner to complete an application and go through a review process. Kleinpeter Consulting will work with ECI Regional Planning to get the word out to homeowners which could include going door to door or attending events. This would help the county improve property values in the area. Mr. McGalliard added Owner Occupied Rehab would help in a variety of ways including increasing property values, and fixing blighted properties. Also citing, every project hit a roadblock besides this one.

Mr. Journey, commissioner, posed several logistical questions about the potential grant. Mr. Kleinpeter confirmed it would need to be an owner-occupied residence. At present time, the income limits are the following: One person household \$44,200, two-person household \$55,000, three person \$56,800, four person \$63,100, five person \$68,150 and six person \$73,200. They did not have the specifics from OCRA on several details including the how much each owner could be entitled to receive. In the past, the program allowed \$10,000 to \$15,000 in funds per household but it is unclear what the amounts would be yet. The timeline to complete the project would typically be 18 months but would need to be ended by December 31, 2026. The contractors completing the work must be both licensed and insured, confirmed through the bidding process. Mr. Journey questioned if the county would have enough contractors to complete the work in the timeframe. Mr. Kleinpeter believed there would be enough. They completed the pilot program in Connersville with 5-7 bidders for every contract with roughly \$200,000 in funds.

Mr. Kleinpeter stated all the information at present was based on the traditional owner-occupied program which could vary from the HELP! Program project. In the traditional program, the county receives applications, completes a scoring system to prioritize and then fund. The county would bid projects in groups of 5-7 houses instead of individually. Mr. Journey questioned who would be making the final decisions for each step. Mr. Kleinpeter assured they were not planning on making any decisions for the community. Their company could sit on the scoring committee but were not originally planning on being involved in the process.

Mr. Journey queried who would be administering the work on the project? Mr. Kleinpeter stated it would be a joint effort between Bill Walters, ECI regional planning with his company ultimately responsible. Mr. Walters confirmed his company would be the boots on the ground with Kleinpeter Consulting handling the administration part. Mr. Journey inquired if anyone would be responsible for checking the work done by the contractors. Mr. Walters recommended the local building and planning department be responsible for the inspections. Mr. Schemenaur, county attorney, cited currently only Pennville, Portland and the unincorporated areas were under Jay-Portland Building and Planning's jurisdiction. The city of Dunkirk has their own zoning with the other communities having no zoning. Mr. McGalliard believed the current Building & Planning administrator would be willing to help out on the project. The topic of paying for the additional duties as was done during the windfarm installation was briefly mentioned as a possibility.

Ms. Houchins asked how the money would flow from the grant to the contractors. The county would be responsible for disbursing funds to the contractors. The project would need to be paid first, then an invoice submitted to OCRA. Once the money is approved by OCRA it would be deposited to the county. At that point, the county would be required to cut a check for the work. Mrs. Bracy inquired how many households could benefit from the project. Mr. Walters believed the project could cover 50-75 homes give or take depending on the amount of funds needed per household. Mr. Journey questioned how the project would need to be tracked in the auditor's office and if it would require separate accounts for each homeowner. Mr. Kleinpeter believed it could all come from the same account but would work with the auditor for whatever was needed.

Ms. Houchins requested Mr. Kleinpeter inform those present about the second option offered to the county. Mr. Kleinpeter stated option two would be if the county chose to do a service program. A service program grant application would not be due until June 21st, 2024 instead of the Owner-Occupied Rehab deadline of January 21st, 2024. Services include mental health services with OCRA needing an answer on the project by next Friday. The county ran into some obstacles on a potential project by not being able to mixing funding sources. Mr. McGalliard confirmed they were not allowed to do recovery funding with the county home. The deadline would be too short to come up with another potential project. Currently economic and planning grants are not included in the county's Strategic Investment Plan. The county would most likely not be able to amend the plan as we are now too far in the process. Mr. Journey asked if the county could charge an administrative fee through the grant and what Kleinpeter's fee would be for the project. Mr. Kleinpeter stated the county could not pay for it out of that effort. Their contract had already been signed by commissioners for 8% fee of the grant, equaling \$80,000. Mr. McGalliard added the county would need an OCRA certified grant writer to obtain the grant.

Ms. Houchins questioned if the county declined the Owner-Occupied Rehab project, would the county have to forfeit the money. Mr. Kleinpeter stated the goal of the program was for the county to work on a plan for their ARP funds. The plan came with an incentive to receive an extra 1 million dollars. We would love to partner with you but if we cannot make it work that would be okay. Ms. Houchins spoke for the project adding, if we can help 50-75 people in this county to have a more comfortable home to live in, then I think that is a good thing. It would raise our assessed value of the home. Mr. Kleinpeter stated there would still be some logistics to work out and would need to get with OCRA about the finer details. Mr. Towell questioned if the fee would come out of the million-dollar grant or local funds.

He also wanted to know how they were in the position of making a decision in only 3 days. Mr. Kleinpeter stated it would come out of local funds as they did not require the procurement procedures of a 30 day wait. As far as the timeline, the county was supposed to have a decision to OCRA six months ago, leading to the short timeline. He cited when the program was put together it wasn't looked at through an OCRA lens. Also, the county believed a recovery project was going to go through a few months ago. Mrs. Bracy added OCRA's strategy for the county to think big, with no constraints, was not a great strategy.

For the council, Cindy Bracy made a motion to move forward with the Owner-Occupied Rehab project. Randy May seconded the motion and the motion passed by unanimous vote.

For the commissioners, Brian McGalliard made a motion approve the Owner-Occupied Rehab project. Rex Journey seconded the motion and the motion passed by unanimous vote.

Mr. Kleinpeter will reach out to OCRA and put together a timeline to pass out to the council and commissioners. He will also get with OCRA to hammer out details.

With no further business, Brian McGalliard made a motion to adjourn at 6:41 PM; Matt Minnich seconded the motion and the motion passed by unanimous vote.

JAY COUNTY COUNCIL

NAY

JAY COUNTY COUNCIL

NAY

AYE
James Buchanan
James Carr
James West
James Town
Muriel
Pamela May
Cindy Bailey
Emil Smith

ATTEST: _____

JAY COUNTY AUDITOR