

After all questions were asked to Mr. Semler, Mr. Aker asked Bill Walters and Nate Kimball what the next steps would be for funding. Mr. Walters informed the commissioners they would look at the grants and get a list of the grants available. The commissioners can then determine what they would like to pursue. Mr. Journey questioned if the restriction on how soon the county must spend the ARP monies would be a factor. Mr. Walters would fit that into decisions for grant availability. He believed by the end of April next year that they should be able to see what we are available for. They believed money for projects that didn't go through might still be available. Mr. Journey just wanted everyone to understand the timeline of the period for when we have to have the money. Mr. Schemenaur advised the county to have a Plan A and a Plan B for the ARP monies.

Larry R. Newton spoke from the audience to stress his need for a new radio system. The department will get pagers for 800 MHz in the next couple of weeks. He believes the council and commissioners should look at it and look at it quickly as he doesn't think the department can wait until next year. Mr. McGalliard questioned if the sheriff had any quotes for them to start the process. Mr. Newton had some quotes from Motorola which is the company he would prefer. His concern is more for the radios than the antenna but could have Motorola come in for a discussion. Mr. Aker believed the county should take into account other departments including EMA, Fire, Police and Medics. Mr. Newton added he would still keep the Simulcast system but wanted to take care of our department first and the county. We finally made that decision that it is what we need to prioritize, the county. They have known for two years the system was failing and were waiting to see what happens. Mr. Semler added if the county was looking at Motorola Financing it might be a cheaper interest rate to get our own bond. However, the fees might be higher after hiring a consultant for the bonds, but if the county is considering that route it would be beneficial.

With no further business, Rex Journey made a motion to adjourn at 11:59 a.m.; Brian McGalliard seconded the motion and the motion passed by unanimous vote.

JAY COUNTY COMMISSIONERS

Chad Aker
Chad Aker

Brian McGalliard
Brian McGalliard

Rex Journey
Rex Journey

Attest: Emily Kring
Jay County Auditor

AUGUST 28th, 2023

The Jay County Commissioners met in regular session on Monday, August 28th, 2023, in the auditorium in the courthouse. Attending was Brian McGalliard, Rex Journey, attorney Wes Schemenaur, auditor Emily Franks, and Chad Aker, president, presiding. Rex Journey made a motion to approve the minutes from August 14th Regular, August 14th Executive session, and August 21, 2023 special session. Brian McGalliard seconded the motion and the motion passed by unanimous vote.

EXTENSION OFFICE

Allison Keen, Extension Educator, came to the commissioners to introduce two new employees. The first employee was Emily Kring, Agriculture and Natural Resources Educator. The second new employee was Ashley Drees as health and human science educator.

ECI REGIONAL PLANNING

Nate Kimball, Community Developer, presented an update of meetings he has recently attended including county council, commissioners and Redkey and Portland Council meetings. He also provided commissioners a list of potential grants he had been able to locate including a low-income housing grant with a 1 to 4 match. There is a potential community development with a 1 to 2 match. The deadline was earlier this year but could start on the grant for next year. He also looked into revolving loans up to \$200,000 for a stormwater or sewage project. The max loan life would be 10 years with a 20% applicant match.

Mr. Kimball also looked into a Facilities direct loan, low-income communities below 5,500 population would receive a higher amount. Those communities 6,500 and under would still be eligible but for less. However, he could find no information in regards to what matching portion might be required. A waste water disposal development plan was also looked at with a 25% match for the planning and development of waste and sewer.

The Indiana Affordable Housing and Community Fund grant which would require 50% of the housing to be below the area income. As an example, of a \$2 million dollar project, we receive \$500,000 from the grant. This means because they funded 25% of the project half of what they

funded must be below the area income. Therefore, only 12.5% of the project would need to meet the lower income requirements. Rex asked if the information could be emailed to the commissioners for their review. Mr. Kimball agreed to send the information to the commissioners for their review.

LEVEL 365

Aaron Shaff, representative, came to the commissioners to provide a summary of what they could provide in regards to telephone service for the county. Their proposal includes a monthly recurring fee of \$2,139.36 and a one-time fee of \$18,538.74 for 72 new phones and installation costs. The quote includes 7 locations with 65 premium lines, 7 basic lines, and 18 fax lines. In order to move forward, the company would need to qualify the network layout at each site and test the network strength. They would then set a virtual presentation to demo the platform and decide to keep the fax or change to e-fax.

Ms. Franks questioned the timeline for switching to a new platform. Mr. Shaff indicated their installation would be a 30-day process, adding the projected timeline would be before the AllStar annual renewal contract at the end of the year. Ms. Franks informed the commissioners AllStar would like a chance to present options for the county before switching to another company. Chad Aker recommended the board hear options from AllStar representatives before moving forward. Mr. Shaff will provide the terms and conditions to Mr. Schemenaur for his review.

LIFESTREAM SERVICE

Kevin DeCamp, project manager, came to the commissioners for their approval of the quarterly claims for the 2nd quarter of 2023. It included two claims, one for \$117,319 in federal funds and the other for \$47,694 in CARES federal funding. Brian McGalliard made a motion to approve the quarterly claims for Lifestream Services Rural Grant. Rex Journey seconded the motion and the motion was approved by unanimous vote.

ORDINANCE 2023-11

Larry R. Newton came to the commissioners to discuss the potential adoption of Ordinance 2023-11. The amendment will only be enforced during a state detour of HWY 26 and HWY 27. Rex Journey made a motion to approve Ordinance 2023-11. Brian McGalliard seconded the motion and the motion passed by unanimous vote.

**ORDINANCE AMENDING TITLE VII,
CHAPTER 71, SCHEDULE IV OF THE JAY COUNTY CODE**

Title VII Chapter 71, Schedule IV, Truck Restriction, is hereby amended to read as follows:

DEFINITIONS. The following definitions shall apply to this schedule:

- (A) “Truck” means any motor vehicle used for the transportation of goods or property whose total gross weight exceeds twenty thousand (20,000) pounds.
- (B) “Truck-Tractor” means any motor vehicle designed and used primarily for drawing a trailer or another vehicle.
- (C) “Semitrailer” means a trailer or other vehicle designed for carrying goods or property and being drawn by a truck-tractor or other motor vehicle and is so constructed that some part of its weight and that of its load rests upon or is carried by another motor vehicle.

RESTRICTIONS ON COUNTY ROADS. Trucks, truck-tractors and semitrailers are prohibited from using any part of the following roads or sections of roads:

ROAD	RESTRICTED SECTION
Como Road	Between State Highway 26 and State Highway 67
County Road 50 North	Between County Road 300 West and County Road 200 West
County Road 100 North	Between U.S. Highway 27 and County Road 200 West
County Road 200 South	South Between U.S. Highway 27 and State Highway 67
County Road 200 West	Between County Road 300 North and State Highway 67
County Road 300 East	Between State Highway 26 and Division Road
County Road 500 South	Between State Highway 1 and State Highway 67
County Road 500 South	Between County Road 1150 West and County Road 1225 West
County Road 750 West	Between County Road 300 North and County Road 400 North
County Road 750 West	From County Road 450 North to 400 North
County Road 750 West	Between State Road 18 and County Road 550 North

Division Road	Between the eastern edge of the City of Portland and County Road 300 East
County Road 1150 West	Between 500 South and the Dunkirk City Limits

RESTRICTIONS DURING WHEN STATE HIGHWAYS ARE CLOSED DUE TO OFFICIAL DETOUR. Trucks, truck-tractors, and semitrailers are prohibited from using any part of the following roads or sections of roads during any period of time when State Highway 26 or U.S. Highway 27 are subject to an official detour provided by the Indiana Department of Transportation:

ROAD	RESTRICTED SECTION
State Line Road	Between County Road 300 N and County Road 400 S
County Road 700 E	Between County Road 300 N and County Road 400 S
County Road 600 E	Between County Road 300 N and County Road 400 S
County Road 300 E	Between County Road 300 N and County Road 400 S
County Road 100 E	Between State Highway 26 and County Road 200 S
Division Road	Between the Portland City Limits to County Road 600 E
County Road 100 N	Between U.S. Highway 27 to County Road 600 E
County Road 200 N	Between U.S. Highway 27 to County Road 700 E
County Road 300 N	Between U.S. Highway 27 to State Line Road
County Road 100 S	Between the Portland City Limits to State Highway 26
County Road 200 S	Between U.S. Highway 27 to State Line Road
County Road 400 S	Between U.S. Highway 27 to State Line Road

EXCEPTIONS. This schedule shall not apply to the following:

- 1. School buses and state or county owned vehicles.
- 2. Delivery vehicles which must stop within the above restricted section of county roads to make deliveries in their normal course of business.
- 3. Vehicles owned and operated by either owners or their lessees who own property located adjacent to the above restricted section of county roads.
- 4. County Road 400 South between U.S. Highway 27 and State Highway 1 shall be considered a truck route without any restrictions.

PENALTY. A person found guilty of violating this schedule shall be subject to a minimum fine of \$275.00 and a maximum fine of \$2,500.00 for an initial violation of this schedule and shall be subject to a minimum fine of \$500.00 and a maximum fine of \$2,500.00 for each subsequent violation of this schedule. Notwithstanding this penalty provision, the County shall maintain the right and ability to pursue a separate civil action to collect actual damages caused to roadways, curbs, signs, or other personal property by any person, firm, or corporation found in violation of this Ordinance

EFFECTIVE. This ordinance shall become effective after publication.

ORDAINED AND ADOPTED by the Jay County Commissioners on this 28th day of August, 2023.

Chad Aker, President
Jay County Commissioners
Attest: Emily Franks, Jay County Auditor

PLANNING CONTRACT

Mr. Schemenaur discussed his review of the planning request for quotes. He first disclaimed he was not an engineer reviewing the quotes. The quote from REA (Rundell, Ernstberger, Associates) covered the project from start to finish. RQAW’s quote was more preliminary which would require more money for each additional step. However, RQAW had already completed a preliminary utility study which would not need to be included in their quote.

The second point of note with REA, was their proposal including an update to the county TIF plan which would be a major component. ED Curtain, CDC Latitudes, is currently working with the Portland Redevelopment Commission and is familiar with REA’s work. REA’s proposal also covers start to finish with development meetings, printing materials etc. Mr. Aker echoed his sentiments

stating those costs would come from RQAW but would be in addition to the current quote. The additional fees could become more expensive than REA by the end of the project.

Mr. Journey questioned Mr. McGalliard if all the companies understood what all information the county was requesting, and if he felt comfortable with going with REA even though it is \$200,000 more than the other quotes. Mr. McGalliard confirmed the companies understood the proposals. He believed REA were the experts, even more so than RQAW. Adding the TIF was an important component, as the county would need to really work with Portland Redevelopment Commission. Brian McGalliard made a motion to approve the quote from REA pending approval from the Jay County Council. Their recommendation would be to pay the fee out of Economic Development Fund- Contractual Services Account. Rex Journey seconded the motion and the motion passed by unanimous vote.

HIGHWAY DEPARTMENT

The personnel committee made a recommendation to allow the highway department to try the change to 4 days a week year-round, for one year and re-evaluate by September 1, 2024. Rex Journey questioned if the committee had looked at the possibility of other departments working a 4-day week. Chad Aker stated they discussed all departments cannot be compared to one another. As an example, being snow blind is a lot different than sitting in an office. Mr. Journey was glad to see they had reviewed the options for other departments. Brian McGalliard made a motion to follow the recommendations of the personnel committee. Rex Journey seconded the motion and the motion passed by unanimous vote.

68 A LAND USE

The prior owner of the 68 acres of land purchased has reached out to the commissioners regarding cash renting for 2024. The commissioners discussed a potential timeline for a project and if it would be able to be farmed for 2024. Mr. Journey stated the prior owner would like to purchase his expenses now, but will not need the answer before the first of next year. Mr. Schemenaur informed commissioners they are required to give notice by October 1 for a year-to-year farm rent. He can send a letter informing them the commissioners will not be cash renting next year. If they make a decision to rent, it will go through a bidding process. Rex Journey made a motion to send the letter to the prior owner stating the above intent. Brian McGalliard seconded the motion and the motion passed by unanimous vote.

INCOME SURVEY

Brian McGalliard updated the board on the income survey recently completed by Mike Kleinpeter, Kleinpeter Consulting. Unfortunately, the results came back that we are a lower income county. However, this survey will allow the county to qualify and apply for several grants including economic development and comprehensive planning grants. The survey will cover the next 5 years but a new one will need to be completed at that time.

RETIREMENT CENTER

Chad Aker spoke in regards to the recent council meeting in which they decided to fund the county home for another year. After speaking with Cindy Bracy, council member, he would like to recommend creating a board or committee dedicated to the review of the county home. The board would consist of a commissioner, three council members and three members of the general public. Brian McGalliard asked Mr. Aker to reach out to Jeanne Houchins about the make-up of the board.

At the conclusion of the meeting, Jeanne Houchins, council president, came to the commissioners to give an update on the recent council meeting. She spoke about the need to put a committee together to see if it was an option to keep the facility open. Mr. Schemenaur recommended starting a committee with a plan and stating their goals. They should have a report by the first quarter of next year on their findings. The report should include either changes that could be made to keep the facility open, or a plan if it is decided it best to close the facility. They will vote on it at their next meeting September 11, 2023 for members.

JEMS

Gary Barnett and John McFarland, shift supervisors, came to the commissioners to discuss their financials. They are currently up in expenses \$145,000 from 2022 with \$112,000 of that being wages. Chad asked if they had noticed an increase in revenue from the updated fees. Mr. Barnett stated billing was up to date, but they hadn't really noticed an increase in revenues. Mr. Barnett also asked for the commissioners to approve the new shift supervisor to sign claims in his absence. Brian McGalliard made a motion to allow Kyle Gerlach to be allowed to sign claims for the department. Rex Journey seconded the motion the motion passed by unanimous vote.

AFLAC

Chris Jones, representative, came to the commissioners to introduce herself and provide a brief overview of different insurances they can offer. The employees must work at least 19 hours a week

but are not required to be considered a full-time employee. Their cancer, heart and accident policies can be taken out pretax. The estimate savings to their Henry and Randolph County employees were about \$6,000 in payroll taxes. The employees at the City of Portland saved about \$3,000 due to their smaller size. They would like permission to meet with the employees regarding these benefits. They would require a sign off or sign-up form to be completed by the employee in regards to coverage. Ms. Franks questioned if her and her payroll deputy could meet with the company first to ask any potential questions before making a determination. Brian McGalliard made a motion to table the decision until the next meeting after the auditor's office has a chance to speak with Mrs. Jones. Rex Journey seconded the motion and the motion passed by unanimous vote.

MISCELLANEOUS BUSINESS

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

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

Claims from the Jay County Country Living were submitted for approval as they were turned in August 18th and missed the August claim deadline. The claims were \$4,251.85 to Fisher Packing, \$528.80 to TK Elevator, \$66.70 to Portland True Value, and \$1987.73 to CoAlliance Cooperative. Brian McGalliard made a motion to approve the claims from the Retirement Center. Rex Journey seconded the motion and the motion passed by unanimous vote.

With no further business, Rex Journey made a motion to adjourn at 10:49 a.m; Brian McGalliard seconded the motion and the motion passed by unanimous vote.

JAY COUNTY COMMISSIONERS

Chad Aker
05/11/2023

Brian McGalliard

Rex Journey

Attest: Emily Franks
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 Cornersville 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.



Rex Journey



Chad Baker



Brian McGalliard

Attest:



Jay County Auditor