

# Montgomery County Board of Commissioners

## Resolution 2025-8

### A RESOLUTION APPOINTING HIGHWAY DIRECTOR AND APPROVING EMPLOYMENT AGREEMENT

WHEREAS, the Montgomery County Board of Commissioners is empowered to appoint a Highway Director and approve an employment agreement for the Highway Director;

AND WHEREAS, the Board finds that it should appoint Jake Lough as Montgomery County Highway Director;

AND WHEREAS, the Board also finds that the employment agreement which is attached to this resolution should be approved.

IT IS, THEREFORE, RESOLVED that Jake Lough is hereby appointed Montgomery County Highway Director.

IT IS FURTHER RESOLVED that the employment agreement for <sup>Lough</sup>~~Davis~~, which is attached to this resolution, is hereby approved.

THIS RESOLUTION is hereby adopted on this 10th day of February, 2025.

MONTGOMERY COUNTY BOARD OF  
COMMISSIONERS

  
\_\_\_\_\_

Dan Guard, President

  
\_\_\_\_\_

James D. Fulwider, Vice President

Jake Bohlander  
Jake Bohlander, Member

Attest:

Jennifer Andel  
Mindy Byers, Auditor  
Jennifer Andel, CO Auditor

**2025 CONTRACT OF EMPLOYMENT  
MONTGOMERY COUNTY HIGHWAY DIRECTOR**

THIS AGREEMENT made by and between the Board of Commissioners of Montgomery County (hereinafter referred to as the “Commissioners”) and Jake Lough (hereinafter referred to as “Employee” or “Lough”) is to witness that:

WHEREAS, the County Executive may appoint a full-time County Highway Director, who is responsible for supervising the design, construction, planning, traffic, maintenance and other functions of the County Highway Department under direction of the County Commissioners.

AND WHEREAS, the Commissioners desire to employ Lough as the County Highway Director, and Lough desire to be employed in this position;

AND WHEREAS, the parties desire to enter into a contract which memorializes their agreement regarding such appointment.

NOW, THEREFORE, IT IS AGREED AS FOLLOWS:

1. TERM: The Commissioners hereby agree to employ Lough as County Highway Director for a term beginning on January 1, 2025 and ending December 31, 2027, subject to the reservation by the Commissioners of the right to terminate the employment of Lough as provided in this contract.

On December 31, 2025, this term will be automatically extended to December 31, 2028 unless either the Board or the Employee provide written notice to the other party of that party’s decision not to extend the term. This automatic extension will also operate to extend the term on December 31, 2026 and December 31, 2027 unless a party provides notice to the other to the contrary. It is the intention of the

parties that the term after automatic renewal will be a three-year term.

DUTIES: Lough's duties shall include the general supervision of the Highway Department, as defined by Indiana law, attend all meetings, if possible, of the Board of Commissioners, and perform all other duties assigned by the Board. Lough shall directly report to the County Administrator.

3. SALARY: Lough's salary, during the term of this contract, shall be as follows:
  - a. For 2025: An annual salary of seventy-seven thousand five hundred and seventy one dollars and eight cents, (\$77,571.08). The portion of this annual salary payable at the same time other county employees are paid. The salary for subsequent years shall be the amount approved in the Salary Ordinance for each year.
  - b. The County Highway Director's salary is subject to appropriation by the Montgomery County Council. Payment shall be made with the same frequency that the other County employees are paid.
4. TERMINATION: The parties agree that this contract may be terminated as follows:
  - a. Termination by Commissioners: Employee is an appointee of the Commissioners. As such, Employee serves at the will of the Commissioners, subject to the rights and obligations of the parties under the terms and conditions of this agreement. The Commissioners may terminate Employee's employment with or without cause as follows:

i. For Cause: In the event Employee fails to carry out his duties and obligations as defined by this agreement or violates a policy of Montgomery County as provided for in the employee handbook, the Commissioners shall have the right to terminate Employee's employment without prior notice and without further compensation or benefits. If the Commissioners terminate Employee's employment for cause, it shall provide to him written notice of the reasons therefore and the effective date of the termination.

ii. Without Cause: The Commissioners shall also have the right to terminate Employee's employment without cause by providing to Lough written notice of the termination with the effective date thereof at least thirty (30) days after the date of the written notice. Employee shall be entitled to compensation and benefits and shall have the same duties and obligations until the effective date of the termination.

If the Commissioners end Employee's contract prior to the end of the term of the contract and the termination is not due to cause, then Employee shall be paid 75% of the remaining portion of the contract unless the termination occurs during the last year of the contract, then employee shall be paid for 6 months of compensation regardless of the amount of time left in the contract.

b. Termination by Employee: Employee may terminate this contract of employment at any time by providing written notice to the Montgomery County

Board of Commissioners.

5. COMPENSATORY, FLEX TIME and PTO: The Employee classified as an exempt employee but is entitled to compensatory time of one hour for each hour worked over 40 hours for a storm event. Employee is considered a salaried employee and he is entitled to the same benefits provided to other County Employees except as indicated in this contract.

Employee may flex their time beyond the pay period in which additional time above 40 hours was worked. The time may be flexed in to the next calendar year if the additional time worked occurred in November or December.

PTO time will be awarded according to the schedule for years of service in the PTO section of the Employee Handbook. 80 hours of unused PTO may be carried over in to the next calendar year.

6. COUNTY VEHICLE: Because Employee will be expected to answer calls and perform services at all hours; Employee shall be entitled to the use of a County motor vehicle to perform these services. This right shall include the right to take the vehicle home in order to facilitate more prompt response time. The vehicle may be driven for personal use. Employee shall be responsible for reporting private use mileage to the IRS. Employee will need to receive permission from the County Administrator to drive the County owned vehicle out of state for personal use.

If Employee is required to use their own vehicle, Employee is entitled to reimbursement for mileage at the same rate as other County Employees are paid. Employee shall submit monthly itemized statements and claim vouchers for this additional remuneration.

7. OFFICE HOURS: Employee shall keep regular business hours as approved by the Montgomery County Commissioners.

8. GENERAL TERMS: Employee shall always maintain the highest standard of professional conduct and practice in the performance of their duties for the County. Employee shall maintain all County property and documents entrusted to Employee and shall return said items to County whenever requested by the Board of Commissioners.

9. CONSTRUCTION: This Contract shall be construed in accordance with and governed by the laws of the State of Indiana.

The parties have executed this Agreement this 10<sup>th</sup> day of February, 2025.

**HIGHWAY DIRECTOR**

**BOARD OF COMMISSIONERS OF  
MONTGOMERY COUNTY, INDIANA**


  
\_\_\_\_\_  
Jake Lough

  
\_\_\_\_\_  
Dan Guard, President

  
\_\_\_\_\_  
James D. Fulwider, Vice President

  
\_\_\_\_\_  
Jake Bohlander, Member

ATTEST:

  
\_\_\_\_\_  
Mindy Byers, Auditor  
Jenni Ar Andel, CPA Auditor

**POSITION DESCRIPTION  
COUNTY OF MONTGOMERY, INDIANA**

**POSITION:** Highway Director  
**DEPARTMENT:** Highway  
**WORK SCHEDULE:** 7:30 a.m. – 4:00 p.m., M-F  
**JOB CATEGORY:** EXE (Executive)

**DATE WRITTEN:** February 2024  
**DATE REVISED:**

**STATUS:** Full-time  
**FLSA STATUS:** Exempt

To perform this position successfully, an individual must be able to perform each essential function of the position satisfactorily. The requirements listed in this document are representative of the knowledge, skill, and/or ability required. Montgomery County provides reasonable accommodations to qualified employees and applicants with known disabilities who require accommodation to complete the application process or perform essential functions of the job, unless those accommodations would present an undue hardship.

Incumbent serves as Highway Director for the Montgomery County Highway Department, responsible for supervising staff and leading the design, construction, planning, traffic, maintenance and other functions of the department.

**DUTIES:**

Supervises and directs personnel, including planning, interviewing candidates, making hiring decisions, training and orienting new subordinates, planning, delegating, and controlling work assignments, developing and motivating staff, ensuring timely completion of work, keeping supervisor and staff informed of developments, evaluating job performance, maintaining discipline, and implementing disciplinary procedures as warranted.

Provides input for annual budgets and attends budget meetings with Highway Engineer and Administrator.

Investigates citizens' complaints about County roadways. Coordinates with citizens regarding condition, corrective measures, and timing of repairs.

Issues driveway permits and final inspections.

Calculates, coordinates, and purchases materials needed for paving, chip and seal, patching, culvert replacement and snow and ice removal.

Provides equipment training and safety meetings for employees. Coordinates with Shop Foreman to ensure equipment is properly maintained and ready for operations.

Plans and dispatches individuals and crews, and coordinates with Sheriff's Department and EMA during inclement weather events and natural disasters.

Operates heavy equipment, such as snowplow, and a variety of hand and power tools, as needed.

Highway/HwyDirector



Attends annual Purdue Road School and participates in Indiana Association of County Highway Engineers and Supervisor (IACHES) meetings.

Performs duties of laborer, as needed.

Performs related duties as assigned.

**I. JOB REQUIREMENTS:**

High school diploma or HSE required.

Must be at least 21 years of age.

Ability to meet all Department hiring requirements, including passage of a drug test and medical and written exams.

Thorough knowledge of construction and maintenance of roadway pavement, drainage structure, highway vehicles, and roadside ditches.

Practical knowledge of budgeting, geographic information system (GIS), department-specific and computer software such as Microsoft programs, including Word, Excel, and Outlook.

Ability to effectively supervise and direct assigned staff, including planning, interviewing candidates, making hiring decisions, orienting new subordinates, analyzing workload, training, developing and motivating, scheduling, and making work assignments, ensuring timely completion of work, evaluating job performance, providing corrective instruction, recommending personnel actions, communicating organizational changes, and implementing disciplinary procedures as warranted.

Ability to properly operate standard office equipment, including computer, printer, telephone, and calculator.

Ability to properly operate heavy equipment, such as snowplow, and a variety of hand and power tools.

Ability to provide public access to, or maintain confidentiality of, Department information and records according to State requirements.

Shall comply with all employer and Department personnel policies and work rules, including but not limited to, attendance, safety, drug-free workplace, and personal conduct.

Ability to effectively communicate, orally and in writing, with co-workers, other County departments, contractors, state and local government personnel, consultants, suppliers, local businesses, and the public, including being sensitive to professional ethics, gender, cultural diversities, and disabilities.

Highway/HwyDirector

Ability to read, understand, memorize, retain, and carryout written or oral instructions and present findings in oral or written form.

Ability to work alone with minimum supervision and with others in a team environment.

Ability to work on several tasks at the same time and work rapidly for long periods, occasionally under time pressure.

Ability to plan and layout assigned work projects and apply knowledge of people and locations.

Ability to read and interpret detailed prints, sketches, layouts, specifications, and maps.

Ability to attend annual Purdue Road School and participate in Indian Association of County Highway Engineers and Supervisor (IACHES) meetings.

Ability to occasionally work extended hours, evenings, and weekends and travel out of town for training.

Ability to occasionally respond to emergencies and serve on a 24-hour basis from an off-duty status.

Possession of a valid driver's license, Commercial Driver's License (CDL) Class A, and demonstrated safe driving record.

## **II. DIFFICULTY OF WORK:**

Incumbent applies a broad scope of laws, rules, and regulations to, and devises effective approaches for, the development and implementation of public works projects within the County jurisdiction. Independent judgment is needed in adaptation of general guidelines and accepted engineering procedures to meet specific situations and to best fit complex or unusual circumstances.

## **III. RESPONSIBILITY:**

Incumbent makes a major contribution to the development, administration, and implementation of Highway Department policies and projects. Supervisory review is minimal and generally restricted to outlining general policy and results desired.

## **IV. PERSONAL WORK RELATIONSHIPS:**

Incumbent maintains frequent contact with co-workers, other County departments, state and local government personnel, contractors, consultants, suppliers, local businesses, and the public for a variety of purposes, including development and implementation of public works projects, gaining cooperation and concurrence in situations of potential conflict and difference of opinion.

Incumbent reports directly to the County Administrator.

Highway/HwyDirector

**V. PHYSICAL EFFORT AND WORK ENVIRONMENT:**

Incumbent performs majority of work in an office environment and at construction sites involving sitting/walking at will, sitting/standing/walking for long periods, driving, lifting/carrying/pushing/pulling objects weighing over 50 pounds, handling/grasping/fingering objects, crouching/kneeling/bending/reaching, close/far vision, depth perception, speaking clearly and hearing sounds/communications. Incumbent is exposed to varying weather conditions and normal hazards associated with the construction trade. Occasionally, incumbent may be required to wear protective clothing.

Incumbent is occasionally required to work extended hours, evenings, and weekends and travel out of town for training or conferences.

Incumbent is occasionally required to respond to emergencies on 24-hour basis and serve on call on rotation.

**VI. OTHER**

Highway Director position is an appointive position of the County Commissioners. Specific job duties and job requirements are established at the discretion of the County Commissioners. A person appointed to the Highway Director position serves at the pleasure of the County Commissioners and may be terminated by the County Commissioners at any time.

**APPLICANT/EMPLOYEE ACKNOWLEDGMENT**

The job description for the position of Highway Director for the Montgomery County Highway Department describes the duties and responsibilities for employment in this position. I acknowledge that I have received this job description and understand that it is not a contract of employment. I am responsible for reading this job description and complying with all job duties, requirements and responsibilities contained herein, and any subsequent revisions.

Is there anything that would keep you from meeting the job duties and requirements as outlined?  
Yes \_\_\_\_\_ No \_\_\_\_\_

\_\_\_\_\_  
Applicant/Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print or Type Name

Highway/HwyDirector