

DELAWARE COUNTY COMMISSIONER'S MEETING  
 MONDAY, JUNE 5, 2023 @ 9:04 A.M.  
 COMMISSIONERS COURTROOM  
 100 W. MAIN ST. ROOM 309A  
 CALL TO ORDER  
 WELCOME  
 PLEDGE TO FLAG

ROLL CALL

Mr. Shannon Henry  
 Mr. James King  
 Ms. Sherry Riggin  
 Mr. John Brooke, County Attorney  
 Mr. Ed Carroll, Auditor

**ORIGINAL**

APPOINTMENTS

CRED BOARD – BRAIN SAPP

MOTION: Commissioner King made a motion to appoint Mr. Brian Sapp to the CRED Board, this is a one-year term.

SECOND: Commissioner Riggin

YEAS: Commissioner King, Commissioner Riggin, President Henry

ECI Planning District

MOTION: Commissioner King made a motion to appoint Mr. Rob Keesling to the ECI Planning District Board, this is a one-year term.

SECOND: Commissioner Riggin

YEAS: Commissioner King, Commissioner Riggin, President Henry

PRESENTATIONS

Ms. Lisa Roossien, Executive Director of Recovery Café, said Recovery Café offers a safe, supportive environment, whether it is a mental health problem, isolation, trauma, homelessness, substance use and/or other addictions. They offer a free meal from 11:00 a.m. until 3:00 p.m. on Tuesday, Wednesday, Friday and Saturday. Ms. Roossien has been clean for 13 years. This program is for anyone over 18. Recovery Café is asking for \$25,000 support from the Delaware County Commissioners.

RENOVATION FOR DELAWARE COUNTY HEALTH DEPARTMENT

Mr. John Brooke, Commissioner Attorney, opened bids.

Fredericks Inc, base bid \$565,000, Alternate 1 Exterior Windows, \$16,140 and Alternate 2 Emergency Generator \$15,714.

Attlin Construction, Inc., base bid \$416,000, Alternate 1 Exterior Windows, \$11,525 and Alternate 2 Emergency Generator, \$5,700.

Pridemark Construction Inc., base bid \$388,000, Alternate 1 Exterior Windows, \$16,480 and Alternate Emergency Generator, 11,880.

Tru-Building, base bid \$452,374, Alternate 1 Exterior Windows, \$10,220.68 and Alternate 2 Emergency Generator \$9,470.46.

White Oak Commercial Group, base bid \$596,000, Alternate 1 Exterior Windows, 33,300 and Alternate Emergency Generator \$29,000.

The Star Press  
345 S. High Street  
Muncie, Indiana 47305  
Delaware County, Indiana

DELAWARE CO HEALTH DEPT  
Federal Id: 35-2061365

Account #: MNI-0000000388  
Order #: 0005885631  
# of affidavits: 1  
Total Amount of Claim: \$90.46  
This is not an invoice

DELAWARE CO HEALTH DEPT  
ATTN Jammie Bane  
125 N MULBERRY ST  
MUNCIE, IN 47305

### PUBLISHER'S AFFIDAVIT

STATE OF WISCONSIN, }  
County Of Brown } SS:

Personally appeared before me, a notary public in and for said county and state, the undersigned

I, being duly sworn, say that I am a clerk for THE MUNCIE NEWSPAPERS a STAR PRESS newspaper of general circulation printed and published in the English language in the city of Muncie in the state of Indiana and county of Delaware, and that the printed matter attached hereto is a true copy, which was duly published in said paper for 2 times., the dates of publication being in issue(s) dated:

Insertion being in issues dated: 05/05/2023  
Insertion being in issues dated: 05/16/2023

Newspaper has a website and this public notice was posted in the same day as it was published in the newspaper.

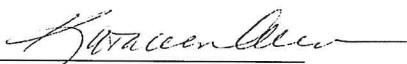
Pursuant to the provisions and penalties of Ch. 155, Acts 1953.

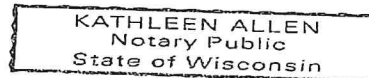
I hereby certify that the foregoing account is just and correct, that the amount claimed is legally due, after allowing all just credits, and that no part of the same has been paid.

Date: 5-16, 2023 Title: Clerk

Subscribed and sworn to before me this 16 day of May, 2023

Notary Expires: 1-7-25

  
Notary Public



Mr. Brooke recommended that the bids be taken under advisement to allow Mr. Jammie Bane, Health Administrator, time to review the bids and then bring it back to the next Commissioners meeting on June 20, 2023.

MOTION: Commissioner Riggin made a motion to take under advisement.

SECOND: Commissioner King

YEAS: Commissioner King, Commissioner Riggin, President Henry

### LETTER OF UNDERSTANDING

Commissioners meeting held June 5, 2023

Ms. Angie Moyer, Project Manager, said INDOT contacted her regarding an project on 332. INDOT will close SR 332, 2.099 miles east of I-69 from July 5 until August 14, 2023. The letter below states June 30, however, INDO told Ms. Moyer the road would be closed on July 5, 2023. The proposed detour is N CR 700 W, W Jackson Street, CR 820 W. Ms. Moyer said INDOT is asking for approval.

President Henry said this was a surprise and INDOT “forgot” to notify the Commissioners. Henry asked that Mr. Kyle Johnson, fly the drone and get photographs of the area. A traffic study will need to be done and then another one after the closure. “No truck signs” should be installed to keep semis off of the roads.

Commissioner King said having Mr. Johnson to get photos will help, should there be damage to the roads.

Commissioner Riggin asked if INDOT was working on getting semis off at the exit of Daleville.

Ms. Moyer said detour signs are often ignored to find the quickest way to get to where they (semis) are going. Ms. Moyer will send the signage plan to the Commissioners. INDOT will only detour on state roads.

Commissioner King said the last time INDOT did a detour, it ended up costing Delaware County.

MOTION: Commissioner King made a motion to approve the INDOT detour.

SECOND: Commissioner Riggin

Mr. Tommie Humbert, Highway Superintendent, said he will document all occurrences that take place.

YEAS: Commissioner King, Commissioner Riggin, President Henry

6-5-2023



## INDIANA DEPARTMENT OF TRANSPORTATION

Greenfield District  
32 S. Broadway St.  
Greenfield, IN 46140

PHONE: 317-462-7751  
FAX: 317-462-7031

Eric Holcomb, Governor  
Mike Smith, Commissioner

May 16, 2023

Delaware County Board of Commissioners  
100 West Main Street  
Muncie, IN 47305

ORIGINAL

RE: Unofficial Detour Letter of Understanding  
SR 332, 2.099 Miles East of I-69  
Small Structure Replacement  
Contract B-40508, Des 1601944

Dear Delaware County Board of Commissioners

This is a follow up letter to our recent discussion concerning the closure of the location listed above. Traffic restrictions are expected to begin June 30, 2023 with an estimated completion date of August 14, 2023. The total closure time for this project will be approximately 45 days.

The Official Detour, in accordance with IC 8-23-21 and shown on the attached map, will utilize I-69 and US 35. The Unofficial Detour, as shown on the attached map, is proposed to be N CR 700 W, W Jackson St., CR 820 W. The Unofficial Detour will be in effect during the same time period as the Official Detour.

INDOT will set up and maintain the necessary signage and traffic control for the Official Detour route or arrange with others to furnish the necessary items. The Unofficial Detour route will not be signed as a detour. Your County Commissioners will be responsible for any necessary weight restriction signage on the Unofficial Detour.

INDOT agrees to reimburse your County for costs related to damage repair on the listed Unofficial Detour. Reimbursable work must be pre-approved by INDOT prior to the completion of any work. All expenses must be documented to be considered for reimbursement. Once the District has agreed to the documented expenses, INDOT and the County must execute an agreement concerning reimbursement for the repairs. This will not occur until after the INDOT Official Detour is eliminated.

[www.in.gov/dot/](http://www.in.gov/dot/)  
An Equal Opportunity Employer

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#### BISDIGITAL FINAL PROPOSAL

Ms. Emily Anderson, Court Administrator, thanked Commissioner King for reaching out to her after the Council meeting on May 23, 2023. Ms. Anderson distributed information that was presented to the Council from the meeting. The new quote is \$16,974.75 for all five courts. Ms. Anderson said Commissioner King said there was money available in the ARP fund for infrastructure. Commissioner King had discussed this with the other two Commissioners and Mr. Brooke and they all agreed that ARP money could be used.

Mr. Brooke told Ms. Anderson to use fund 8950-321.

Again, Ms. Anderson wanted to publicly thank the Commissioners for funding this request for the five courts. If it was not for the help of the Commissioners this past year, county general would have been hit hard.

MOTION: Commissioner King made a motion to approve BISDIGITAL agreement.

SECOND: Commissioner Riggin

YEAS: Commissioner King, Commissioner Riggin, President Henry

*BISDIGITAL agreement is available through the Auditors office*

#### HUGH SMITH SERVICE AGREEMENT

Ms. Brandy Ingermann, Plan Commission Office Manager, said Mr. Hugh Smith, recently retired after 40 years of service. With the recent death of Ms. Marta Moody along with Ms. Kylene Swackhamer, Principle Planner, being a new employee, Mr. Smith assistance is needed. This would allow a partnership with Mr. Smith to assist Ms. Swackhamer, however, be compensated, as well, coming from the comp fund. Mr. Smith is friendly and very knowledgeable and wants to help in any way that he can. We ask for the Commissioners blessing on the agreement.

Commissioner Riggin thanked Mr. Smith for agreeing to help the department.

MOTION: Commissioner King made a motion to approve Mr. Hugh Smith service agreement.

SECOND: Commissioner Riggin

YEAS: Commissioner King, Commissioner Riggin, President Henry

**ORIGINAL**

6.5.2023

**DELAWARE COUNTY COMMISSIONERS  
AGREEMENT FOR CONTRACTUAL SERVICES**

**THIS AGREEMENT** is made and entered into this day by and between the Delaware-Muncie Metropolitan Plan Commission, hereinafter referred to as "DMMPC", and the individual Hugh Smith, 557 E. Greenville Ave., Winchester, Indiana, 47394, hereinafter referred to as "Consultant", regarding Transportation Planning services with the Delaware-Muncie Metropolitan Planning Organization, hereinafter referred to as the "MPO".

**NOW, THEREFORE**, in consideration of the mutual covenants contained herein, the parties hereto agree as follows:

1. **Services.** The Consultant will provide Transportation Planning services dealing with the MPO including:
  - a. Guidance on coordination and correspondence with other agencies such as the Indiana Department of Transportation (INDOT), Federal Highway (FHWA), Federal Transit (FTA), and any other agencies as needed.
  - b. Creating and updating documents including the Delaware-Muncie Transportation Improvement Program (DMTIP), Delaware-Muncie Long Range Transportation Plan (MTP), Annual List of Obligated Projects (ALOP), ADA Title VI Plan, and any other mandated documents as needed; and assistance with completing amendments and modifications to any of the current documents as needed.
  - c. Assistance with air quality Conformity guidelines and procedures as needed.
  - d. Assistance with any other Transportation Planning procedures and other State and Federal guidelines related to Transportation Planning.

Consultant is an independent contractor and this Agreement shall not be deemed to create a relationship of employment, partnership, agency, or joint venture.

2. **Work Product.** All work products created by Consultant pursuant to this Agreement shall be the property of Delaware County, Indiana.
3. **Term of Agreement.** This Agreement shall commence on June 1, 2023 and shall terminate on December 31, 2023 unless extended by agreement of both parties.
4. **Administration of Agreement.** This agreement shall be administered by and through the DMMPCC.
5. **Compensation for Services.** Compensation shall be paid on an hourly basis at a rate of thirty dollars (\$30.00) per hour. Time sheet records shall be maintained by the Consultant and submitted weekly

ORDINANCES FOR SECOND READING  
CREATING A NEW FUND FOR LOCAL PUBLIC HEALTH SERVICES  
ORDINANCE NO. 2023-015

MOTION: Commissioner King made a motion to approve Ordinance 2023-015, Creating a new fund for Local Public Health Services.

SECOND: Commissioner Riggin

YEAS: Commissioner King, Commissioner Riggin, President Henry

**ORIGINAL**

6-5-2023

ORDINANCE NO. 2023-015

Creating a New Fund for LOCAL PUBLIC HEALTH SERVICES  
("LOCAL PUBLIC HEALTH SERVICES FUND")

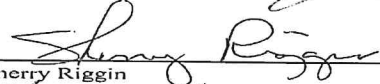
**WHEREAS**, the Delaware County Health Department receives funds from the Indiana State Department of Health;

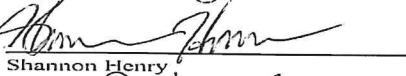
**WHEREAS**, the funding source origin CFDA number differs from other grants received;


**WHEREAS**, it is necessary to establish a new fund in the Auditor's Office into which the proceeds will be deposited;

**NOW THEREFORE, BE IT ORDAINED BY THE COUNTY COMMISSIONERS OF DELAWARE COUNTY, INDIANA THAT:** The Delaware County Health Department shall be permitted to establish a fund entitled LOCAL PUBLIC HEALTH SERVICES FUND and has issued a budget fund number of \_\_\_\_\_ with respect to these funds and such funds are non-reverting.

Dated this 5 day of June, 2023

  
Sherry Riggin

  
Shannon Henry

  
James King

**DELAWARE COUNTY COMMISSIONERS**

ATTEST:   
Ed Carroll, Auditor



#### PAYMENT OF CLAIMS

MOTION: Commissioner Riggin made a motion to approve claims in the amount of \$2,266,303.28 and ARP claims in the amount of \$33,955.05.

SECOND: Commissioner King

YEAS: Commissioner King, Commissioner Riggin, President Henry

#### PUBLIC COMMENTS, QUESTIONS, OTHER BUSINESS & DISCUSSION

Mr. Rick Yencer, questioned the contract with Wastewater District and raising the rates. Borrowing money and incurring debt on taxpayers is not the way government should run. Mr. Yencer is hoping for a reduction in the rates. Mr. Yencer said a half million dollars seems like a lot to spend on the Health Department. Mr. Yencer is in hopes that something is worked out regarding the closure of I-69 and US 35, the unofficial detour proposed to be N CR 700 W, W Jackson St., CR 820 W.

#### APPROVAL OF MINUTES

MOTION: Commissioner Riggin made a motion to approve May 22, 2023 minutes.

SECOND: Commissioner King

YEAS: Commissioner King, Commissioner Riggin, President Henry

#### DEPARTMENT HEADS AND ELECTED OFFICIALS

Mr. John Coutinho, Emergency Management Director, said they were awarded a grant regarding the HAZMAT conference in Baltimore, MD. Staff will be on call for EMA.

#### RECESS

MOTION: Commissioner *inaudible* made a motion to recess until June 20, 2023 minutes.


SECOND: Commissioner *inaudible*

YEAS: Commissioner King, Commissioner Riggin, President Henry

President, Mr. Shannon Henry



Vice President, Mr. James King

Member, Ms. Sherry Riggin



Auditor, Mr. Ed Carroll