



# Delaware County Commissioners Meeting Minutes

**Monday, January 5, 2026**

**CALL TO ORDER** The meeting was called to order at 9:00 A.M.

**PLEDGE TO FLAG** The meeting began with the Pledge of Allegiance,

## **ROLL CALL**

President Shannon Henry, Commissioner Stephen Brand VP, and Commissioner Sherry Riggin were present. Also present were Attorney John Brooke, Engineer Dean Thomas, and Auditor Ed Carroll

## **REORGANIZATION**

**Motion:** Commissioner Brand motioned to nominate Commissioner Riggin for President. **Second:** Commissioner Henry **ROLL CALL: YEA:** Commissioner Brand, Commissioner Henry, President Riggin

**Motion:** President Riggin entertained a motion for Vice President, nominating Stephen Brand.

**Second:** Commissioner Henry. **ROLL CALL: YEA:** Commissioner Brand, Commissioner Henry, President Riggin

## **ANNOUNCEMENTS:**

### **Employee of the Month Presenter:**

Commissioner Brand announced Don Chambers and the maintenance team as the January 2026 Employees of the Month for their dedication to facility safety and proactive maintenance. Additionally, the commissioners named the late Corporal Blake Reynolds as the 2025 Employee of the Year. His family and Sheriff Tony Skinner were present to receive the recognition; the board discussed a permanent memorial photo in the lobby and the potential for a "Memorial Mile" on I-69.

## **APPOINTMENT(S):**

### **Miscellaneous Board Appointments**

Attorney Brooke presented a list of annual board appointments. **Motion to approve annual appointments:** Commissioner Henry **Second:** Commissioner Brand **ROLL CALL: YEA: Motion to approve statutory/ordinance term appointments:** Commissioner Henry **Second:** Commissioner Brand **ROLL CALL: YEA:** Commissioner Brand, Commissioner Henry, President Riggin

## **TABLED BUSINESS:**

### **Delaware County American Tower Audit Lease Amendment Request – Kymberlie Kutzler/Brooke & Struble**

Attorney John Brooke requested this item remain on the table as he is awaiting a response from another potential bidder and needs to consult with 911 officials regarding other towers. The lease expires December 31, 2026.

## **ORDINANCE NO. 2025-37: AN ORDINANCE CREATING A TAX SALE BIDDER FEE FOR USE BY THE DELAWARE COUNTY AUDITOR AND TREASURER'S OFFICE:**

**Motion to remove from table:** Commissioner Brand **Second:** Commissioner Henry **ROLL CALL:** **YEA:** Commissioner Brand, Commissioner Henry, President Riffin  
Commissioner Brand expressed concern that \$100 is not adequate to ensure bidders are serious, noting that Marion County utilizes a \$1,000 deposit system. The item was returned to the table for further research into more realistic fee levels. **Motion to return to table:** Commissioner Henry **Second:** Commissioner Brand **ROLL CALL:** **YEA:** Commissioner Brand, Commissioner Henry, President Riffin

**ORDINANCE NO. 2025-32: ORDINANCE VACATING PUBLIC RIGHT-OF-WAY LOCATED IN DELAWARE COUNTY, INDIANA 400 SOUTH**

Commissioner Brand received a request from NH Miller Investments LLC to leave this on the table until after a property auction on January 22<sup>nd</sup>.

**ORDINANCE NO. 2025-40: AN ORDINANCE AMENDING ORDINANCE 2024-013 CREATING A FIXED ASSET CAPITALIZATION AND INVENTORY POLICY FOR DELAWARE COUNTY, INDIANA**

**Motion to remove from table:** Commissioner Brand **Second:** Commissioner Henry **ROLL CALL:** **YEA:** Commissioner Brand, Commissioner Henry, President Riffin  
Auditor Carroll presented updates to the depreciation schedule for county assets. The board decided to table the matter until January 20th to allow time for commissioners to review the updated schedule via email. **Motion to table until January 20th:** Commissioner Brand **Second:** Commissioner Henry **ROLL CALL:** **YEA:** Commissioner Brand, Commissioner Henry, President Riffin

**Heartland Scholar House – Doug Eckerty**

President Riffin noted there has been no formal funding request made yet, only an introduction of services at a previous meeting. The item remains on the table.

**Commissioners' Deed Sale Addendum – Ed Carroll**

**Motion to remove from table:** Commissioner Brand **Second:** Commissioner Henry **ROLL CALL:** **YEA:** Commissioner Brand, Commissioner Henry, President Riffin  
Attorney John Brooke reviewed an addendum with SRI for deed sale services. Discussion centered on whether a **\$100** fee is paid irrespective of a sale and the **15%** commission. **Motion to table for clarification:** Commissioner Brand **Second:** Commissioner Henry **ROLL CALL:** **YEA:** Commissioner Brand, Commissioner Henry, President Riffin

**Amplifund Contract – Ed Carroll**

**Motion to remove from table:** Commissioner Brand **Second:** Commissioner Henry **ROLL CALL:** **YEA:** Commissioner Brand, Commissioner Henry, President Riffin  
Attorney Brooke confirmed that a change in state law now allows for advance payment of software. The contract for grant management software covers 2026-2028. **Cost: \$64,500. Motion to approve:** Commissioner Henry **Second:** Commissioner Brand **Roll Call:** Commissioner Brand, Commissioner Henry, President Riffin **YEA:** Commissioner Henry, Commissioner Brand, President Riffin

**APPROVAL OF MINUTES:**

**Commissioner Meeting December 15th, 2025**

President Sherry Riffin stated the minutes were not available for review at this time.

**Motion to table:** Commissioner Brand **Second:** Commissioner Henry **ROLL CALL:** **YEA:** Commissioner Brand, Commissioner Henry, President Riffin

## **PRESENTATIONS:**

### **County Road 900 West – Tommie Humbert**

Mr. Humbert presented photos of road damage on 900 West caused by an AT&T subcontractor working without a permit. He described the road as undermined and unsafe, requiring the placement of barrels for driver safety. The commissioners expressed extreme frustration with utility companies repeatedly damaging infrastructure without notification or permits. They directed the legal team to draft an ordinance with strict daily fines for such violations to protect taxpayer-funded road improvements. **Cost:** Mr. Humbert recommended a **\$500** per day fine for unauthorized work.

### **ECIRPD 2025 Recap – Jacob Thomas/Anna King-Cross**

Jacob Thomas and Anna King-Cross summarized 2025 achievements, including securing **\$1.6 million** in community crossing grants and **\$500,000** for safety planning. They detailed their internship programs, grant writing workshops, and community fundraisers. They noted their work brought back **\$1,659,000** to the community, a 26-to-1 return on the county's dues. **Cost:** Annual dues are approximately **\$30,000 to \$35,000** (30-35 cents per capita).

## **CONTRACTS OR AGREEMENTS FOR APPROVAL:**

### **Delaware County Government Center Facility Assessment – BW/Stephen Brand**

Commissioner Stephen Brand stated this contract is for Phase 1 of an analysis to modernize the infrastructure of the county building.

**Motion to approve:** Motion: Commissioner Brand **Second:** Commissioner Henry **ROLL CALL:** YEA: Commissioner Brand, Commissioner Henry, President Riffin

### **Lochmueller Amendment No. 1 – Dean Thomas**

Dean Thomas, County Engineer, stated this is an on-call engineering assistance contract effective from January 1 through June 30, 2026.

**Motion to approve:** Commissioner Henry **Second:** President Brand **ROLL CALL:** YEA: Commissioner Brand, Commissioner Henry, President Riffin

### **LPA Bridge No. 20 – Dean Thomas**

Dean Thomas, County Engineer state this is a coordination contract with INDOT for Bridge 20 on Walnut Street.

**Motion for Commissioner Henry to sign:** Commissioner Brand **Second:** Commissioner Henry **ROLL CALL:** YEA: Commissioner Brand, Commissioner Henry, President Riffin

### **Independent Contractor Steve Adams**

Commissioner Stephen Brand stated Mr. Adams will provide IT support for critical systems, including 911 CAD and jail software, during the department transition following retirement. **Cost: \$85,000.**

**Motion to approve:** Commissioner Henry **Second:** Commissioner Brand **ROLL CALL:** YEA: Commissioner Brand, Commissioner Henry, President Riffin

### **Microsoft Renewal**

Commissioner Stephen Brand discussed a three-year enterprise agreement for **\$13,740**. Due to a lack of response from the reseller and potential plans to migrate to the cloud, the board decided to table the item. **Cost: \$13,740. Motion to table:** Commissioner Brand **Second:** Commissioner Henry **ROLL CALL:** YEA: Commissioner Brand, Commissioner Henry, President Riffin

## **RESOLUTIONS FOR APPROVAL:**

### **Resolution 2026-01 (Commissioner Liaisons)**

Commissioner Brand recommended keeping current liaison roles but adding the mail room. President Riggin agreed to serve as the mail room liaison. **Motion to approve:** Commissioner Brand **Second:** Commissioner Henry **ROLL CALL: YEA:** Commissioner Brand, Commissioner Henry, President Riggin

## **OLD BUSINESS:**

### **Shredding and Postage Update**

Commissioner Stephen Brand stated the county canceled its contract with ProShred and is awaiting an amended agreement from Secure Shred. Regarding postage, departments agreed to move **25%** of their budgets to the central mail machine. A discussion followed regarding the necessity of two mail machines (mail room vs. Clerk's office), with court staff stating the Clerk's machine is vital for signature confirmations and confidentiality,.

## **DEPARTMENT HEADS AND ELECTED OFFICIALS:**

Don Chambers, Maintenance Superintendent, presented quotes for upgrading IT room cooling. The board requested updated proposals that include redundancy via a transfer switch to keep the old unit as a backup. He also reported major leaks in the jail roof. Attorney Brooke advised that because the project will exceed **\$150,000**, it must undergo a formal public bidding process; the board decided to hire an independent assessor to create specifications,. **Cost:** IT cooling quotes: **\$5,515** vs. **\$10,980**; Jail roof project: **>\$150,000**.

## **WEEKLY, MONTHLY AND QUARTERLY REPORTS:**

### **Weights & Measures Monthly Report – Eric Strauch**

The report for November 16th to December 15th was acknowledged. A year-end report will be presented on January 20th.

## **PAYMENT OF CLAIMS**

The total amount for encumbered claims is **\$772,686.22**. The commissioners agreed not to approve claims until the January 20th meeting because the County Council must first approve the encumbrances at their January 6th meeting. The board noted the importance of ensuring suppliers are paid to keep them healthy, suggesting a special meeting could be called if the delay puts vendors in jeopardy.

In the special meeting on January 8, 2026 President Riggin entertained a motion for approval for the encumbered claims. **Motion to approve:** Commissioner Brand **Second:** Commissioner Henry **ROLL CALL: YEA:** Commissioner Henry, President Riggin **NAY:** Commissioner Brand,

## **PAYMENT OF ARP CLAIMS**

No specific ARP claims were detailed for approval.

## **PAYMENT OF PAYROLL FOR 12/3/2025: \$1,043,087.44.**

**Motion to approve:** Commissioner Brand **Second:** Commissioner Henry **ROLL CALL: YEA:** Commissioner Brand, Commissioner Henry, President Riggin

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

Rick Yencer, Muncie, discussed the distribution of opioid settlement money, the need to control utility infrastructure damage to roads, and his historical opposition to converting a school into the current jail facility.

## **COMMISSIONER COMMENTS**

Commissioner Brand announced the 2026 town hall schedule for Eaton, Cowan, Prairie Creek, and Daleville. He also noted the non-renewal of the **\$30,000** Catalyst Group lobbyist contract for the short legislative session, citing honesty from the lobbyist that services weren't currently needed. **Cost: \$30,000** estimated savings.

President Riggin reminded attendees of the next meeting on January 20th and encouraged a positive community spirit.

## **RECESS**

President Riggin entertained a motion to recess. **Motion:** Commissioner Brand **Second:** Commissioner Henry **ROLL CALL: YEA:** Commissioner Brand, Commissioner Henry, President Riggin

Commissioner Riggin

Commissioner Brand

Commissioner Henry

Auditor Ed Carroll