



Delaware County Commissioners

Meeting Minutes

January 20th, 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

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

APPOINTMENT(S):

Commissioner Brand noted a Democratic resume was received for the Board of Health. He also stated they are seeking a Democrat with a legal background for the Civic Center Authority. There remain two openings on the Fair Board with Mr. White as president reported President Riggan.

TABLED BUSINESS:

DELAWARE COUNTY AMERICAN TOWER AUDIT LEASE AMENDMENT REQUEST – KYMBERLIE KUTZLER/BROOKE & STRUBLE

The lease was not ready and remained on the table.

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

This ordinance remained on the table pending an auction on the 22nd.

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

This ordinance remained on the table.

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

President Riggan entertained a motion to bring the item off the table and a motion to adopt. **Motion:** Commissioner Brand **Second:** Commissioner Henry **Roll Call: YEA:** Brand, Henry, Riggan. The ordinance updates the capitalization policy, specifically the depreciation schedule and ensures funds from sold assets return to the appropriate fund. Tonya Dunsmore explained that the new financial system would track assets more seamlessly through claims. Sheriff Skinner requested a shorter 4-year depreciation schedule for patrol vehicles due to heavy use.

Commissioner Henry expressed concern about the complexity of tracking and emphasized that departments must track any asset under \$9,999. Commissioner Brand questioned whether money from sold assets would return to the general fund or the original purchasing fund, confirming it would go to the appropriate fund. President Riggan entertained a motion to bring the item off the table and a motion to adopt.

Motion: Commissioner Henry **Second:** Commissioner Brand **Roll Call: YEA:** Brand, Henry, Riggin
NAY: None **Abstain:** None

COMMISSIONERS' DEED SALE ADDENDUM – ED CARROLL

The discussion focused on a \$100 fee per parcel. Jason with SRI clarified the fee was removed from the updated contract; the county will only pay 15% of the proceeds from successful sales. President Riggin entertained a motion to bring the item off the table **Motion:** Commissioner Brand **Second:** Commissioner Henry **Roll Call: YEA:** Brand, Henry, Riggin. President Riggin entertained a motion to approve **Motion:** Commissioner Brand **Second:** Commissioner Henry **Roll Call: YEA:** Brand, Henry, Riggin

MICROSOFT RENEWAL – RYAN STULTS

Ryan Stults stated the renewal covers the data center for servers and 25 seats per subscription for a three-year period. The total cost was identified later in the meeting as **\$13,740.**

The item was initially tabled to confirm the cost and later removed for approval. **Motion:** Commissioner Henry **Second:** Commissioner Brand **Roll Call: YEA:** Brand, Henry, Riggin
Motion: Commissioner Brand **Second:** Commissioner Henry **Roll Call: YEA:** Brand, Henry, Riggin

APPROVAL OF MINUTES:

COMMISSIONERS' MEETING MINUTES DECEMBER 15TH, 2025

These minutes remained on the table.

COMMISSIONERS' MEETING JANUARY 5TH, 2026

President Riggin entertained a motion to table the minutes. **Motion:** Commissioner Henry **Second:** Commissioner Brand **Roll Call: YEA:** Henry, Brand, Riggin

PRESENTATIONS:

DESTINATION MUNCIE – JAROD WALLS

Jarod Walls reported record innkeepers' tax growth (20% over last year) and successful marketing efforts resulting in 10,000 social media followers in one year. The organization has **\$1.7 million** in a reserve account and **\$50,000** in checking. They recently completed a 20-year strategic plan and revamped the Garfield Trail with digital passport software.

DCCC/USI EXECUTIVE SUMMARY – MARK GARY/BRENT WEBSTER

Presenters proposed moving the county to a higher self-insured retention (SIR) of \$250,000, which would reduce the annual premium from an estimated **\$1,551,000** to **\$1,000,000**. This "Option 2" could save the county approximately **\$232,000** overall, though the county would be responsible for more out-of-pocket claim costs. They emphasized that the county has a good loss ratio but cautioned that higher retention requires a plan for legal representation on minor "pro-se" claims.

Commissioner Brand stated he has been reviewing these policies for six months and wants to focus on reducing long-term total cost of risk. He noted that many "pro-se" claims are nonsensical but currently generate costs because they are managed by the underwriter.

2025 INTERNATIONAL DEVELOPMENT UPDATE – BILL WALTERS

Bill Walters provided updates on several international companies, noting that Filtrec plans to expand from 22,000 to 50,000 square feet and increase staff to 30 employees. Viteknik has also grown to 15 employees and is starting a third shift. He highlighted challenges including federal tariffs on stainless steel affecting Inox and backlogs in the visa process for international workers. The Alliance for Economic Development currently holds a balance of **\$106,000.**

EDUCATOR UPDATE – EMILY KRING/AMANDA BULLION

Amanda Bullion Purdue Extension provided, 116 direct learning sessions to over 2,000 participants in 2025, focusing on food, family, money, and health. Emily Kring introduced herself as the new Ag and Natural Resources Educator, noting she also serves as the extension veteran farmers coordinator. They emphasized the need for adult volunteers to lead 4-H projects.

RIGHT OF WAY DEDICATION – ASHTON LAND SURVEYOR

Kathy Vannice This was a formal dedication for road right-of-way along County Road 300 West for the Rodgers subdivision. President Riggin entertained a motion to approve. **Motion:** Commissioner Brand **Second:** Commissioner Henry **Roll Call:** **YEA:** Henry, Brand, Riggin

CONTRACTS OR AGREEMENTS FOR APPROVAL:

GENERATOR SERVICE AGREEMENT – DON CHAMBERS

Don Chambers, Building Maintenance Superintendent, stated the agreement with WW Williams services county generators. Chambers recommended adding the new rehabilitation center generator to the contract for annual testing.

President Riggin called for a motion. **Motion:** President Henry to add on also Mental Health Facility and to check generators. **Second:** Commissioner Brand **Roll Call:** **YEA:** Brand, Henry, Riggin

WARRANTY DEED – BROOKE & STRUBLE

Attorney Danielle Struble stated this **\$6,500** acquisition is for the Cowan sidewalk project. President Riggin entertained a motion. **Motion:** Commissioner Henry **Second:** Commissioner Brand **Roll Call:** **YEA:** Henry, Brand, Riggin

SECURE SHRED CONTRACT – STEPHEN BRAND

Department heads expressed concerns that the new shredding receptacles are too small, they are not provided with keys, and the pickup schedule requires staff to be present to escort the vendors into secure areas. President Riggin entertained a motion to table. **Motion:** Commissioner Brand **Second:** Commissioner Henry **Roll Call:** **YEA:** Brand, Henry, Riggin

LPA BRIDGE NO. 502 – DEAN THOMAS Presented by: **Dean Thomas**

This INDOT coordination contract is for the design of Bridge 502 on Garchy Street over Buck Creek. The total contract is **\$412,000**, with a federal portion of **\$330,000**. President Riggin entertained a motion for approval. **Motion:** Commissioner Henry **Second:** Commissioner Brand **Roll Call:** **YEA:** Henry, Brand, Riggin

FSA SUMMARY PLAN DESCRIPTION – ED CARROLL

Auditor Carroll stated this adds a flexible spending account specifically for dependent care, offering a triple tax benefit to employees.

President Riggin entertained motions for both the description and the plan. **Motion:** Commissioner Henry **Second:** Commissioner Brand **Roll Call:** **YEA:** Brand, Henry, Riggin

FSA SALARY REDUCTION PLAN – ED CARROLL

Motion: Commissioner Brand **Second:** Commissioner Henry **Roll Call:** **YEA:** Henry, Brand, Riggin

PITNEY BOWES PURCHASE AGREEMENT – TONYA DUNSMORE

Tonya Dunsmore stated the agreement adds a **\$10 monthly** software fee to allow three computers to access the mail machine's chart of accounts. Commissioner Brand emphasized that all departments should use the mail room to save taxpayer money on postage.

President Riggin entertained a motion. **Motion:** Commissioner Henry **Second:** Commissioner Brand
Roll Call: **YEA:** Riggin, Henry, Brand

ORDINANCES FOR FIRST READING:
CHAPTER 15: WEIGHTS & MEASURES

Eric Strauch, Weights and Measures, stated the update brings the county ordinance in line with state standards and increases enforcement "teeth," including doubling fines for repeat violations within a year.

President Riggin entertained a motion to introduce the amendments. **Motion:** Commissioner Henry **Second:** Commissioner Brand **Roll Call:** **YEA:** Henry, Brand, Riggin

RESOLUTIONS FOR APPROVAL:

RESOLUTION NO. 2026-01: RESOLUTION OF THE DELAWARE COUNTY BOARD OF COMMISSIONERS ESTABLISHING RESPONSIBILITIES AND AREAS OF LIASON FOR VARIOUS DEPARTMENTS AND OPERATIONS OF THE COUNTY

This resolution adds the mail room to President Riggin's liaison appointments.

President Riggin entertained a motion. **Motion:** Commissioner Brand **Second:** Commissioner Henry **Roll Call:** **YEA:** Brand, Riggin, Henry

RESOLUTION NO. 2026-02: RESOLUTION OF APPROVAL FOR THE 2025 CHANGES TO THE OFFICIAL ZONE MAPS FOR DELAWARE COUNTY, INDIANA **Presented by:** Kylene Swackhamer

This annual resolution approves the four rezoning changes made in 2025, all of which received unanimous prior approval. President Riggin entertained a motion for approval. **Motion:** Commissioner Henry **Second:** Commissioner Brand **Roll Call:** **YEA:** Henry, Brand, Riggin

OLD BUSINESS:

ORDINANCE NO. 2025-038: AMENDMENT

The commissioners amended the ordinance to allow the "Principal Expert Plan" annuity to continue running through the auditor's office payroll deduction, as removing it would burden current employees. President Riggin entertained a motion for approval. **Motion:** Commissioner Brand **Second:** Commissioner Henry **Roll Call:** **YEA:** Henry, Brand, Riggin

PAYMENT OF CLAIMS: \$5,722,930.82

There was a brief mention of a **\$13,000** engine purchase by the highway department that needed to be added to the asset inventory. **Motion to approve Claims:** Commissioner Henry **Second:** Commissioner Brand **Roll Call:** **YEA:** Henry, Riggin **NAY:** Brand

PAYMENT OF PAYROLL FOR 1/14/2026: \$1,128,478.11

Motion to approve Payroll: Commissioner Brand **Second:** Commissioner Henry **Roll Call:** **YEA:** Brand, Riggin, Henry

PUBLIC COMMENTS, QUESTIONS, OTHER BUSINESS & DISCUSSION:

Dale Connor, 10101 West Division Road, spoke regarding a homeless camp and trash accumulation on his property along Buck Creek.

COMMISSIONER COMMENTS

Commissioner Brand announced that the KnowBe4 training for employees is due. INDOT will hold a public meeting on January 28th regarding proposed intersection improvements (J-turns) at State

Road 3 and 700 South, as well as State Road 67 and 400 South. Commissioner Henry announced that the city received federal and state funding to finish paving Tiltson Avenue this summer.

RECESS:

President Riggin entertained a motion to recess at the end of the meeting. **Motion:** Commissioner Henry **Second:** Commissioner Brand **Roll Call: YEA:** Henry, Brand, Riggin

Commissioner Riggin

Commissioner Brand

Commissioner Henry

Auditor Ed Carroll