

DELAWARE COUNTY COMMISSIONERS MEETING
MONDAY, FEBRUARY 7, 2022 @ 9:02 A.M.
COMMISSIONERS' COURTROOM
100 W. MAIN ST. ROOM 309A
CALL TO ORDER
PLEDGE TO FLAG
WELCOME

ORIGINAL

ROLL CALL

Mr. Shannon Henry
Mr. James King
Ms. Sherry Riggan
Mr. John Brooke, County Attorney
Mr. Steven G Craycraft, Auditor

APPOINTMENT(S)

YORKTOWN PUBLIC LIBRARY

MOTION: Commissioner Henry made a motion to appoint Ms. Kimberli Pike to Yorktown Public Library Board.

SECOND: Commissioner King

YEAS: Commissioner Henry, Commissioner King, President Riggan

APPROVAL OF MINUTES

JANUARY 24TH, 2022 COMMISSIONERS' MEETING

MOTION: Commissioner King made a motion to approve January 24, 2022 Commissioner Minutes.

SECOND: Commissioner Henry

YEAS: Commissioner Henry, Commissioner King, President Riggan

PRESENTATIONS

Dr. Lynn Witty, Muncie, Indiana is a retired pulmonary critical care physician. Dr. Witty has had experience with addiction both as a physician and community-based consultant. Dr. Witty has worked throughout the community and believes bringing mental health issues and addiction services to Delaware County. She serves on numerous committees and currently is the Outreach Medical and Outreach Director of Healthy Lifestyle Center and Ball State University.

MOTION: Commissioner Henry made a motion to approve the consulting agreement.

SECOND: Commissioner King

YEAS: Commissioner Henry, Commissioner King. President Riggan


CONSULTING SERVICES AGREEMENT

THIS AGREEMENT is made and entered into by and between the Commissioners of Delaware County, Indiana, hereinafter referred to as "Commissioners" and Lynn Witty, MD referred to as "Consultant."

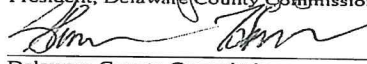
NOW, THEREFORE, in consideration of the mutual covenants contained herein, the parties hereto agree as follows:


1. That the Commissioners hereby seek to retain the consulting services of the Consultant to review the Request for Proposals ("RFP") for the construction and implementation of the County's Mental Health Services facility at the Delaware County Justice and Rehabilitation Center, 3100 S. Tillotson Ave., Muncie, IN 47302. Consultant hereby accepts said appointment and will render services described above during the term of the Agreement.
2. As compensation for services rendered by Attorneys pursuant to this Agreement, the Consultant agrees that there shall be no charge for consultation services rendered herein.
3. Delaware County and the Commissioners will be responsible for payment of any and all expenses incurred by the Consultant and approved by the Commissioners related to the consultation services provided in this Agreement.
4. This Agreement shall be effective as of February 7, 2022 and shall continue in effect until termination.

Dated this 7 day of Feb 2022



Lynn Witty, MD


President, Delaware County Commissioners


Delaware County Commissioner


Delaware County Commissioner

Attest:


Steven G. Craycraft,
Delaware County Auditor

CONTRACTS OR AGREEMENTS FOR APPROVAL
RITTER STRATEGIC SERVICES

Mr. Fred Cummings, 911 Director, presented the addendum to Ritter Strategic Services. Ritter Strategic Services will finish the CAD conversion.

Mr. John Brooke, County Attorney, has reviewed the addendum.

MOTION: Commissioner Henry made a motion to approve the addendum with Ritter Strategic Services.

SECOND: Commissioner King

YEAS: Commissioner Henry, Commissioner King, President Riggan



Ritter Strategic Services, LLC
115 South Woodpecker Road
Hagerstown, Indiana 47346

Work Exhibit 1 of Exhibit "E"
New World CAD Conversion

The County desires RSS to lead the New World CAD conversion process from their existing version to the new Enterprise operating system at the PSAP. The County utilizes New World Suite for CAD, Mobile, RMS, and Corrections. RSS' responsibilities are limited to CAD and its integration with the remaining modules.

RSS recognizes that in 2021 the County delayed their "go-live" with New World due to limited resources for training. New World project managers and County representatives have maintained status conference calls while the County was responsible for continuing work on the project.

The County is unsure of the "status" of readiness for CAD transition to Enterprise and can only provide a limited estimate of its state of readiness.

RSS will provide one or more subject matter experts to facilitate the preparation of the upcoming transition of CAD to Enterprise. The subject matter experts will provide project support virtually and onsite as required and available. The County shall provide RSS with login credentials that allows subject matter experts access to the existing CAD version and to the Enterprise version. RSS will work with County representatives and first responder agencies to evaluate and then prepare for the transition to Enterprise.

RSS will participate on regularly scheduled conference calls with the vendor.

RSS will co-manage the project with the County's Project Manager (Jim Flook) and PSAP management. RSS will provide transitional training to existing or new CAD Administrator(s) as required.

RSS Prime: Barry Ritter
RSS Project Manager Erin Crask

Erin Crask will be the Project Manager responsible for this project. RSS reserves the right to assign additional subject matter experts to the project to ensure the County's success for go-live in June 2022.



Ritter Strategic Services, LLC
115 South Woodpecker Road
Hagerstown, Indiana 47346

Terms:
RSS provides amended Terms to this Work Exhibit as follows:
Hourly Rates: RSS Prime \$150/hr
RSS Project Manager/SME \$100/hr

Timeline: January 24, 2022, to December 31, 2022

RSS will invoice the County in accordance with the Master Agreement.

Barry C. Ritter
Barry C. Ritter
RSS

Date

Fred Cummings
Fred Cummings
Delaware County
Commissioner

Feb 7, 2022
Date

[Signature]
[Signature]

[Signature]

LOCHMUELLER GROUP SMALL STRUCTURE INVENTORY AMENDMENT #1

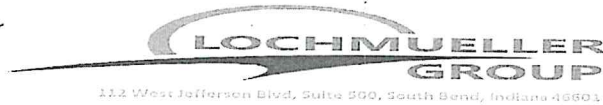
Ms. Angie Moyer, Project Manager, presented the amendment to an existing project with Lochmueller Group Small Structure Inventory Amendment #1. The amendment is \$62,500 with 80% reimbursable.

MOTION: Commissioner Henry made a motion to approve Lochmueller Group Small Structure Inventory Amendment #1.

SECOND: Commissioner King

YEAS: Commissioner Henry, Commissioner King, President Riggini

2.7.
2022



AMENDMENT No. 1

THIS AMENDMENT NO. 1 IS MADE AND ENTERED INTO THIS ____ DAY OF _____, 2022 BY AND BETWEEN DELAWARE COUNTY HEREINAFTER REFERRED TO AS LPA AND LOCHMUELLER GROUP, INC. HEREINAFTER REFERRED TO AS CONSULTANT.

W I T N E S S E T H

WHEREAS, the LPA and CONSULTANT did on August 7, 2017 enter into an Agreement to provide services for the Small Structure Inventory and Appraisal in Delaware County, and

WHEREAS, the LPA has received additional funding and desires to use a portion of this funding to re-inspect 120 small structures previously inspected in 2017 and 2018 under Phase 1 and Phase 2 of this Agreement, and

WHEREAS, the CONSULTANT has expressed a willingness to perform the re-inspection and reporting services, and

NOW, THEREFORE, it is agreed by and between both parties that the original agreement be amended as follows:

I. Item 10.0 Re-inspection of 120 Small Structures is added to Appendix "A" as follows:

10.0 Re-inspection of 120 Small Structures

The services to be provided by CONSULTANT include the following:

10.1 Perform re-inspections on 120 small structures. The structures shall be from Phase 1 and Phase 2 and be considered the structures in the most critical condition. Verify and update the following previously collected information:

- Shape
- Material Type
- Skew
- Length
- Span
- Rise
- Number of barrels
- Cover
- Pavement material
- Pavement width
- GPS coordinates
- Condition Rating
- Photographs of the culvert location and condition

- 10.2 Update the GIS layer to include data collected for the re-inspected structures. Pictures of the structure and structure inspection reports shall be viewable through GIS when selecting the individual structure and the Structure ID Number and estimated remaining life of the structure shall be added to the GIS layer after the field work.
- 10.3 Update previously developed improvement plan for maintenance, rehabilitation or reconstruction of the structures utilizing data in the small structure inventory system. The plan shall consist of the following:
 - Unit prices for small structure replacement strategies shall be developed in collaboration with the CLIENT.
 - Proposed Structure Size and Type
 - Opinion of Probable Cost

II. Item 1.0 of Appendix "D" is replaced in its entirety with the following:

1.0 AMOUNT OF PAYMENT

- 1.1 The CONSULTANT shall receive compensation for such professional services under Items 1.0 through 9.0 of Appendix "A" of this Agreement in the total amount not-to-exceed Fifty Thousand Dollars (\$50,000.00) during each of the following four (4) calendar years: 2017, 2018, 2019 and 2020, unless a modification to this Agreement is made in writing by both parties. The total fee shall not exceed Two Hundred Thousand Dollars (\$200,000.00), unless an amendment to this Agreement is approved in writing by the CLIENT.
- 1.2 The CONSULTANT shall receive compensation for such professional services under Items 1.0 through 9.0 of Appendix "A" of this Agreement in accordance with the following lump sum fee schedule:
 - 1.2.1 2017 Phase 1 Information Technology Initial Setup \$7,880.00
 - 1.2.2 2017 Phase 1 Inspection Report Setup..... \$9,180.00
 - 1.2.3 2018 Phase 1 Inspection Report \$16,370.00
 - 1.2.4 2018 Phase 1 5-Year Financial Plan..... \$11,890.00
 - 1.2.5 2018 Phase 2 Information Technology Setup..... \$4,180.00
 - 1.2.6 2019 Phase 3 Information Technology Setup..... \$7,550.00
 - 1.2.7 2020 Phase 3 Inspection Report \$24,210.00
 - 1.2.8 2020 Phase 3 5-Year Financial Plan..... \$12,920.00
- 1.3 The CONSULTANT shall receive compensation for such professional services listed below on an hourly and expense rate basis based on the rates set forth below. The total compensation for each service shall not exceed the following total amounts:
 - 1.3.1 2017 Phase 1 Load Ratings \$5,380.00

- 1.3.2 2018 Phase 1 Load Ratings \$2,610.00
- 1.3.3 2019 Phase 3 Additional Inspections, as needed..... \$8,970.00
- 1.3.4 2020 Phase 3 Load Ratings \$8,050.00
- 1.3.5 2020 Phase 3 Additional Inspections, as needed..... \$4,820.00

Classification	2017 Hourly Rate	2018 Hourly Rate	2019 Hourly Rate	2020 Hourly Rate
Senior Project Manager	\$207.19	\$211.33	\$215.56	\$219.87
Senior Engineer	\$190.00	\$193.80	\$197.68	\$201.63
Project Engineer IV	\$165.76	\$169.08	\$172.46	\$175.91
Project Engineer III	\$139.12	\$141.90	\$144.74	\$147.63
Project Engineer II	\$111.07	\$113.29	\$115.56	\$117.87
Project Engineer I	\$90.99	\$92.81	\$94.67	\$96.56
Construction Engineer III	\$148.25	\$151.22	\$154.24	\$157.32
Construction Engineer II	\$111.27	\$113.50	\$115.77	\$118.09
Construction Engineer I	\$107.69	\$109.84	\$112.04	\$114.28
GIS/CAD Administrator	\$118.44	\$120.81	\$123.23	\$125.69
Engineering Designer I	\$89.64	\$91.43	\$93.26	\$95.13

The CONSULTANT shall receive reimbursement for direct non-salary costs (the actual costs of such out-of-pocket expenses directly attributable to this Agreement such as fares, subsistence, mileage, equipment rentals, reproductions, approved sub-consultant fees, etc.) as approved by the CLIENT. Direct non-salary costs for travel reimbursement shall not exceed the limitations on travel expenses set out in the current State of Indiana policy on travel reimbursement.

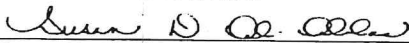
- 1.4 The CONSULTANT shall receive compensation for such professional services listed below on a unit price basis in accordance with the following not-to-exceed fee schedule:
 - 1.4.1 2017 Phase 1 Inspections (104 structures @ \$265/structure) ... \$27,560.00
 - 1.4.2 2018 Phase 2 Inspections (65 structures @ \$230/structure) \$14,950.00
 - 1.4.3 2019 Phase 3 Inspections (155 structures @ \$216/structure) ... \$33,480.00
- 1.5 The CONSULTANT shall receive compensation for such professional services under Item 10.0 Re-inspection of 120 small Structures of Appendix "A" of this Agreement in the total amount not-to-exceed Sixty-Two Thousand Five Hundred Dollars (\$62,500.00) in accordance with the following schedule:
 - 1.5.1 2022 Re-Inspection IT Setup \$7,380.00 Lump Sum
 - 1.5.2 2022 Re-Inspection Inspection Report \$25,000.00 Lump Sum
 - 1.5.3 2022 Re-Inspections (120 structures @ \$251/each) \$30,120.00

Except as herein modified, changed, and amended, all terms and conditions of the original Agreement dated August 7, 2017 shall continue in full force and effect.

This Amendment No. 1 increases the original not-to-exceed fee of \$200,000.00 by \$62,500.00 to a new total fee not-to-exceed of \$262,500.00.

IN WITNESS WHEREOF, the parties have hereunto executed this Amendment No. 1 effective the day and year first above written.


LOCHMUELLER GROUP, INC.



Susan D. Al-Abbas, PE
Indiana Regional Director – Principal

Attest:


Michael Vereb, PE
Structural Division Manager – Indiana

DELAWARE COUNTY


Sherry Riffin
President


Shannon Henry
Vice President


James King
Member

Attest:


Steven G. Craycraft
County Auditor

HIGHWAY DEPARTMENT ANNUAL MATERIAL BIDS

Ms. Moyer said due to the snow storm, Delaware County Government offices was closed on Friday, February 4, 2022. All agreed that bids will be received through noon February 7, 2022 and then be opened at the next Commissioners meeting held February 22, 2022.

MOTION: Commissioner Henry made a motion to extend receiving bids until noon on February 7, 2022 and then open at Commissioners meeting on February 22, 2022.

SECOND: Commissioner King

YEAS: Commissioner Henry, Commissioner King, President Riggins

CONTRACT SUPPLEMENT #4 – CHA CONSULTING

Ms. Moyer said this is for bridge #161 and is for mitigation monitoring for the next three years.

MOTION: Commissioner King made a motion to approve Contract Supplement #4 – CHA Consulting.

SECOND: Commissioner Henry

YEAS: Commissioner Henry, Commissioner King, President Riggins

This bridge is west of Wapahani School, 167 South and 172 South.

CONTRACT SUPPLEMENT No. 4

THIS SUPPLEMENTAL AGREEMENT ("Supplement Agreement") is made this 7 day of Feb, 2022 between Delaware County, Indiana, acting by and through its proper officials ("LOCAL PUBLIC AGENCY" or "LPA"), and CHA Consulting, Inc. ("the CONSULTANT"), a corporation/limited liability company organization under the laws of the State of Indiana.

Des No. 9680560

WHEREAS, on January 7, 2019, the LPA entered into a Contract with the CONSULTANT for services required for the Preliminary Engineering Services of Delaware County Bridge No. 161 Replacement, herein after referred to as the Contract, and

WHEREAS, the LPA has requested changes to the contract, changes which will impact preliminary engineering, and

WHEREAS, in order to provide completion of the work it is necessary to amend the Contract in the amount of \$0.00.

NOW THEREFORE, the parties agree that the Contract shall be modified by this supplement No. 4 in accordance with the following:

- I. Appendix A of the Contract shall be modified as follows:

Add Section 8.3: Tree Monitoring (Hourly):

Objective

CHA shall conduct monitoring for the mitigation site as required by the permits.

- INDR Construction in a Floodway Permit Tree Mitigation FW-30317
- IDEM Section 401 Water Quality Certification Stream Mitigation 2020-297-ALF-A

Results/Deliverables

The products of this section are as follows:

- One report per year.

Activity

The Indiana Department of Environmental Management (IDEM) and Indiana Department of Natural Resources (IDNR) permits will be reviewed to determine the performance standards required for the mitigation site. Appropriate monitoring methodology will be established to reveal whether the performance standards are being met. CHA environmental scientists will conduct two field investigations per year as required by permit conditions. Data collected shall include herbaceous cover transects, tree survival/density counts, photographs, and any applicable data forms associated with stream assessment. A discussion of whether the performance standards are being met and recommendations for remedial actions will be included in the monitoring report.

Assumptions

- One site visit with the agencies may be included as necessary.

- The site will meet the performance standards by December 31, 2024.

Items Specifically Not Included

- Additional monitoring beyond 2024 if not released by agencies
- Remedial measures

II. Appendix C of the Contract shall be modified as follows:

Add the following under Appendix C:

CHA shall conduct monitoring activities each year, starting in 2022 and ending on December 31, 2024 as required by the Section 401 and Construction in a Floodway permits.

An electronic copy of the draft report will be submitted to the LPA by December 1 of each monitoring year for review. The final report will be submitted to the regulatory agencies by December 31 of each monitoring year. In the final year of monitoring, CHA will submit a request for release of monitoring obligations from the agencies if all performance standards have been met as outlined in the permits.

III. Appendix D of the Contract shall be modified as follows:

Appendix D, Section A, Paragraph 3, shall be MODIFIED to read:

Modify the following Section 8: Construction Phase Services (Hourly) under Appendix D, Section 3:

Section 8	Construction Phase Services	\$ 9,500.00 30,760.00 4,719.21
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Add the following Section 8.3: Tree Mitigation Monitoring (Hourly) under Appendix D, Section 3:

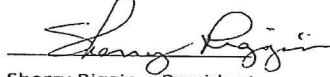
Section 8.3	Tree Mitigation Monitoring	\$ 26,040.79
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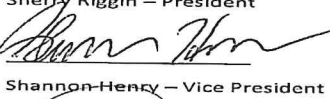
IN TESTIMONY WHEREOF, the parties hereto have executed this Contract Supplement.

CONSULTANT

Signature

LOCAL PUBLIC AGENCY


Sherry Riggins - President


Shannon Henry - Vice President


James King - Member

2 of 2



AGREEMENT TO PROVIDE SERVICES TO THE DELAWARE COUNTY ELECTION BOARD

Mr. Brooke said this agreement is to retain services from Mr. Donald McClellan to represent the Election Board. Mr. Brooke reviewed the agreement.

MOTION: Commissioner Henry made a motion to approve the agreement to provide legal services to the Election Board.

SECOND: Commissioner King

YEAS: Commissioner Henry, Commissioner King, President Riffin

2.7.2022

AGREEMENT TO PROVIDE LEGAL SERVICES
TO THE DELAWARE COUNTY ELECTION BOARD

THIS AGREEMENT made and entered into this _____ day of January, 2022 by and between the Delaware County Commissioners on behalf of the Delaware County Election Board (hereinafter "Election Board") and McClellan & McClellan (hereinafter "McClellan"), an attorney, duly licensed pursuant to the laws of the state of Indiana, hereby agrees as follows:

The Election Board hereby engages McClellan, not as any employee or agent, but as an independent contractor to provide legal services to the Election Board and to attend Election Board meetings when scheduled and to advise, research and consult concerning issues surrounding the Indiana Election laws.

FOR AND IN CONSIDERATION of the above-mentioned services to be rendered to the Election Board, McClellan will be paid a flat rate of \$4,000.00 for the 2022 calendar year.

1. All activities by McClellan shall comply with all applicable federal, state and local laws, ordinances, rules and regulations.
2. McClellan shall keep a file containing any and all correspondence, emails, and other research materials created on behalf of the Election Board, which will be available for the Election Board to review and/or secure copies of the same. The parties agree that all documents applicable to this Agreement shall be kept for a period of not less than three (3) years.
3. Should the Election Board find it necessary to initiate a legal proceeding or becomes a defendant in a legal proceeding in addition to the terms of this Agreement, McClellan shall be paid at an hourly rate not to exceed \$250 per hour for his services rendered in initiating or defending Election Board required litigation.
4. Neither party to this Agreement shall use, disclose, copy, publish, advertise, or market any information obtained in connection with the work performed or services provided under the terms of this Agreement.

5. This Agreement may be amended, modified, renewed, or supplemented only by a written instrument signed by each of the parties hereto, and any amendment may pertain to any one or more provisions of the Agreement without affecting other provisions contained herein.


Delaware County Election Board


Delaware County Election Board


Delaware County Election Board


Donald K. McClellan

Approved by:


Delaware County Commissioner


Delaware County Commissioner


Delaware County Commissioner



BALL BROTHERS FOUNDATION GRANT REQUEST/SHERIFF'S DEPARTMENT

Mr. Jeff Stanley, Sheriff Deputy, presented the Ball Brothers Foundation Grant. The \$25,000 grant would go toward cybersecurity. This is a sybertooth that the Delaware County Sheriff Department, Ball State University and Muncie Police Department have been working together several months on. This grant would purchase equipment to mitigate cybersecurity crimes.

MOTION: Commissioner Henry made a motion to approve the \$25,000 grant request.

SECOND: Commissioner King

YEAS: Commissioner Henry, Commissioner King, President Riggin

Mr. Brooke said a fund will be created by ordinance.

MUNCIE LAND BANK

Mr. Jim Lowe, AVP of Planning Management at Ball State University introduced Ms. Megan Jennings, Executive Director, Land Bank and Mr. John West, President of the Land Bank. Mr. Lowe said that they are in hopes to be a resource to Delaware County.

Mr. West said Muncie Land Bank just completed a Strategic Planning process. The Planning Consultants basic gist was Delaware County has too many vacant properties with low property value. Mr. West requests that communication is more freely with county commissioners about requests for properties. Muncie Land Bank has staff and they are reaching out to people who would take property and reuse it. Muncie Land Bank requests permission to take a certain amount of properties on an annual basis. The goal is to let the county know that we would like to establish a process of properties that have gone through the tax lien once and to turn these properties over to vetted and well examined people that will reuse the property. Ten property auctions have taken place, Muncie Land Bank have went through a process to make sure that the bidders are not scammers.

Commissioner Henry agrees and would like to get properties back on the tax roll. Henry said Muncie Land Bank could send a six-month progress report on the sales and upgrades. Commissioner Henry said this would be great.

Commissioner King and President Riggin would also be interested.

Mr. Brooke said once a request is submitted then the Commissioners can evaluate the property.

ORDINANCES FOR FIRST READING

DELAWARE COUNTY COMMISSIONERS ORDINANCE
FOR DELAWARE COUNTY HEALTH DEPARTMENT
PUBLIC HEALTH CRISIS RESPONSE GRANT
ORDINANCE NO. 2022-001

Mr. Brooke said the Health Department received a Rapid Response Grant.

MOTION: Commissioner Henry made a motion to introduce Ordinance 2022-001, Delaware County Health Department Public Health Crisis Response Grant.

SECOND: Commissioner King

YEAS: Commissioner Henry, Commissioner King, President Riggin

MOTION: Commissioner Henry made a motion to suspend the rules on Ordinance 2022-011, Delaware County Health Department Public Health Crisis Response Grant.

SECOND: Commissioner King

YEAS: Commissioner Henry, Commissioner King, President Riggin

MOTION: Commissioner Henry made a motion to approve Ordinance 2022-011, Delaware County Health Department Public Health Crisis Response Grant.

SECOND: Commissioner King

YEAS: Commissioner Henry, Commissioner King, President Riggin

**DELAWARE COUNTY COMMISSIONERS
ORDINANCE FOR DELAWARE COUNTY HEALTH DEPARTMENT PUBLIC HEALTH CRISIS
RESPONSE GRANT**

WHEREAS, the Delaware County Health Department has applied for and received funds from the Indiana State Department of Health; and

and WHEREAS, the funding source origin for the CFDA grant differs from other grants received;

WHEREAS, the uses of the funds are controlled by the grant agreement with the Indiana State Department of Health; and


WHEREAS, the Board of Commissioners are supportive of the Delaware County Health Department receiving these funds for Public Health Crisis Response and needs to set up a separate fund for the deposit and use of the funds by the Delaware County Health Department.

NOW, THEREFORE, BE IT ORDAINED BY THE BOARD OF COMMISSIONERS OF DELAWARE COUNTY, INDIANA:

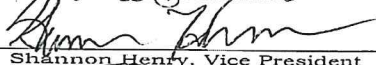
1. A separate fund shall be established by the Delaware County Auditor for the purpose of receiving any and all funds for the Public Health Crisis Response (Crisis GoAg Grant) CFDA 93.354 as awarded by the State of Indiana Department of Health.
2. The Delaware County Auditor shall issue a budget fund number of _____ with respect to the funds received by the Delaware County Health Department and said funds shall be non-reverting.
3. Said funds shall be spent and shall be used by the Delaware County Health Department as per the terms of the grant, without appropriation.

Adopted by the Board of Commissioners on the 7 day of February, 2022.

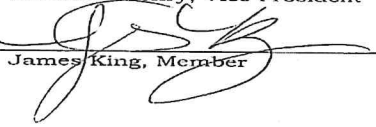
BOARD OF COMMISSIONERS, DELAWARE COUNTY, INDIANA



Sherry Riggitt, President




Shannon Henry, Vice President



James King, Member

ATTEST:



Steven Craycraft, Delaware County Auditor

DELAWARE COUNTY COMMISSIONERS ORDINANCE
FOR DELAWARE COUNTY PRO-SE SELF HELP PROGRAM (DELAWARE COUNTY CIRCUIT COURT)
ORDINANCE NO. 2022-002

Ms. Emily Anderson, Court Administrator, presented information regarding the Pro-Se Self Help program. Two days per week an attorney volunteers to assist people to complete forms. Before the pandemic a class was offered so that self-represented litigants could go to help them in court. This helps the Judges and also helps the people. An Intern will be paid to take classes and turn it into videos online.

MOTION: Commissioner King made a motion to introduce Ordinance 2022-002, Delaware County Pro-Se Self Help Program.

SECOND: Commissioner Henry

YEAS: Commissioner Henry, Commissioner King, President Riggin

MOTION: Commissioner King made a motion to suspend the rules Ordinance 2022-022, Delaware County Pro-Se Self Help Program.

SECOND: Commissioner Henry

YEAS: Commissioner Henry, Commissioner King, President Riggin

MOTION: Commissioner King made a motion to Ordinance 2022-022, Delaware County Pro-Se Self Help Program.

SECOND: Commissioner Henry

YEAS: Commissioner Henry, Commissioner King, President Riggin

ORDINANCE 2022- 002

DELAWARE COUNTY COMMISSIONERS
ORDINANCE FOR DELAWARE COUNTY PRO-SE SELF HELP PROGRAM (DELAWARE COUNTY
CIRCUIT COURT)

WHEREAS, the Delaware County Circuit Court has implemented a Self-Help Legal Center;
and

WHEREAS, the Delaware County Circuit Court is being awarded funds via grant from the
Indiana Supreme Court, Family Court grant program to further advance this program; and

WHEREAS, the uses of the funds are controlled by the grant agreement with the Indiana
Supreme Court, Office of Judicial Administration, Indiana Office of Court Services; and


WHEREAS, the Board of Commissioners are supportive of the Delaware County Circuit Court
receiving these funds and needs to set up a separate fund for the deposit and use of the funds by the
Delaware County Circuit Court.

NOW, THEREFORE, BE IT ORDAINED BY THE BOARD OF COMMISSIONERS OF DELAWARE
COUNTY, INDIANA:

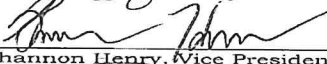
1. A separate fund shall be established by the Delaware County Auditor for the purpose of
receiving any and all funds for the Family Court Grant as awarded by the State of Indiana
for the Delaware County Circuit Court Pro-Se Self Help Program.
2. The Delaware County Auditor shall issue a budget fund number of 8126 with respect
to the funds received by the Delaware County Circuit Court and said funds shall be non-
reverting.
3. Said funds shall reimburse expenses spent and shall be used by the Delaware County
Circuit Court, without appropriation, as per specified by the Family Court Grant.

Adopted by the Board of Commissioners on the 7 day of February, 2022.

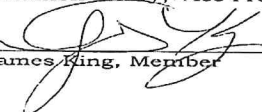
BOARD OF COMMISSIONERS, DELAWARE COUNTY, INDIANA



Sherry Riggins, President



Shannon Henry, Vice President



James King, Member

ATTEST:



Steven Craycraft, Delaware County Auditor

DEPARTMENT HEADS AND ELECTED OFFICIALS

President Riggins, Commissioner King and Commissioner Henry thanked the many county and city departments for their
efforts during the snow storm.

Ms. Anderson presented information regarding PROSHRED Security.

Mr. Steve Foster, Maintenance Supervisor, agreed that something is needed regarding shredding.

Commissioner Henry asked Ms. Jeni Honeycutt, Executive Secretary to send an email to employees located at the
downtown offices.

WEEKLY, MONTHLY AND QUARTERLY REPORTS

PAYMENT OF CLAIMS

MOTION: Commissioner Henry made a motion to approve payment of claims in the amount \$2,488,653.93.

SECOND: Commissioner King

YEAS: Commissioner Henry, Commissioner King, President Riggan

Payment of ARP claims is \$124,837.22 and is included in the \$2,488,653.93.

PUBLIC COMMENTS, QUESTIONS, OTHER BUSINESS & DISCUSSION

Mr. Ryan Richards came before Commissioners with concern of solar panels.

RECESS

MOTION: Commissioner King made a motion to recess until February 22, 2022.

SECOND: Commissioner Henry

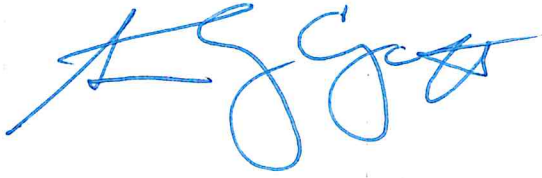
YEAS: Commissioner Henry, Commissioner King, President Riggan


President Ms. Sherry Riggan


Vice President Mr. Shannon Henry

Member Mr. James King

Auditor Mr. Steven Craycraft

A handwritten signature in blue ink, appearing to read "S Craycraft". The signature is stylized with a large initial "S" and a cursive "Craycraft".