

9-6-2022

**ORIGINAL**

DELAWARE COUNTY COMMISSIONER'S MEETING  
MONDAY, AUGUST 15, 2022 @ 9:05 A.M.  
COMMISSIONERS' COURTROOM  
100 W. MAIN ST. ROOM 309A  
CALL TO ORDER  
PLEDGE TO FLAG  
WELCOME

ROLL CALL

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

ORDER OF BUSINESS

REMAINED TABLED BUSINESS

ARP TOURISM & HOSPITALITY GRANT REQUESTS / FAIRGROUNDS REQUEST

APPROVAL OF MINUTES

MOTION: Commissioner King made a motion to approve August 1, 2022 Commissioner minutes.

SECOND: Commissioner Henry

YEAS: Commissioner Henry, Commissioner King, President Riffin

CONTRACTS OR AGREEMENTS FOR APPROVAL

INDOT COUNTY BRIDGE INSPECTION CONTRACT – DES #2100143

Ms. Angie Moyer, Project Manager, presented INDOT Bridge Inspection contract. This is a standard boiler plate and is necessary to receive the 80% reimbursement from INDOT toward the bridge inspections.

MOTION: Commissioner Henry made a motion to approve INDOT Bridge Inspection contract.

SECOND: Commissioner King

YEAS: Commissioner Henry, Commissioner King, President Riffin

MEMORANDA OF UNDERSTANDING / INTERLOCAL AGREEMENT  
BETWEEN CITY OF MUNCIE, IN AND COUNTY OF DELAWARE, IN

Mr. John Brooke, County Attorney, said this Edward Byrne Memorial Justice Assistance Grant (JAG) Program Award is for the Muncie Police and Sheriff Department.

MOTION: Commissioner King made a motion to approve Memorandum of Understanding for Edward Byrne Memorial Justice Assistant Grant (JAG).

SECOND: Commissioner Henry

YEAS: Commissioner Henry, Commissioner King, President Riffin

**Section 3**

Each part to this agreement will be responsible for its own actions in providing services under this agreement and shall not be liable for any civil liability that may arise from the furnishing of the services by the other party.

**Section 4**

The parties to this Agreement do not intend for any third party to obtain a right by virtue of this Agreement.

**Section 5**

By entering into this Agreement, the parties do not intend to create any obligations express or implied other than those set out herein; further, this Agreement shall not create any rights in any party not a signatory hereto.

**Section 6**

The representative as the legal fiscal agent as follows:  
Chief of Police, Nathan Sloan

CITY OF Muncie, Indiana

COUNTY OF Delaware, Indiana

  
Nathan Sloan  
Chief of Police

  
Sherry Riggins  
President of Delaware County Commissioners

8.15.2022

**ORIGINAL****MEMORANDA OF UNDERSTANDING****FUNDING OPPORTUNITY # O-BJA-2022-171368****THE STATE OF INDIANA****COUNTY OF DELAWARE****INTERLOCAL AGREEMENT  
BETWEEN THE CITY OF MUNCIE INDIANA  
AND COUNTY OF DELAWARE INDIANA****2022 Edward Byrne Memorial Justice Assistance Grant (JAG) PROGRAM AWARD**

This Agreement is made and entered into this second day of August, 2022, by and between The COUNTY of Delaware, acting by and through its governing body, the Commissioners Court, hereinafter referred to as COUNTY, and the CITY of Muncie, acting by and through its governing body, the City council, hereinafter referred to as CITY, both of Delaware County, State of Indiana, witnesseth:

**WHEREAS**, each governing body, in performing governmental functions or in paying for the performance of governmental functions hereunder, shall make that performance or those payments from current revenues legally available to that party: and

**WHEAREAS**, each governing body finds that the performance of this Agreement is in the best interests of both parties, that the undertaking will benefit the public, and that the division of costs fairly compensates the performing party for the services or functions and this agreement: and

**WHEAREAS**, the CITY agrees to provide the COUNTY \$ 16,686.90 of the total JAG award of \$ 37,082.00 for the 2022 Enhanced Patrols Program

**WEEAREAS**, the CITY agrees to provide the COUNTY believe it to be in their best interests to reallocate the JAG funds.

**NOW THEREFORE, THE COUNTY AND CITY AGREE AS FOLLOWS:**

**Section 1**

CITY agrees to pay the COUNTY \$ 16,686.90 of the total JAG award of \$37,082.00

**Section 2**

COUNTY agrees to use \$ 16,686.90 for the 2022 Enhanced Patrols Program

#### DEFUR VORAN

Mr. Steven Craycraft, Auditor, presented the Defur Voran "letter of engagement" for Mr. Joseph Rhetts. Mr. Craycraft recommends Mr. Rhetts to do the October 2022 Delaware County tax sale since he has done this for the last seven years. The new 2023 Auditor can decide who they would like to go with after that.

Mr. Brooke did not receive the request from Ms. Jeni Honeycutt, Executive Assistant, therefor; he was unable to review the Defur Voran LLP agreement.

MOTION: Commissioner King made a motion to table the agreement until Mr. Brooke can review.

SECOND: Commissioner Henry

YEAS: Commissioner Henry, Commissioner King

ABSTAIN: President Riffin

#### ORDINANCES FOR FIRST READING

##### DELAWARE COUNTY COMMISSIONERS ORDINANCE FOR DELAWARE COUNTY HUMAN TRAFFICKING CONFERENCE (DELAWARE COUNTY CIRCUIT COURT) ORDINANCE NO. 2022 – 020

Ms. Emily Anderson, Court Administrator, said Judge Dowling applied for the grant. The grant is for a Human Trafficking conference that Dowling will hold September 22 through September 23, 2022. The grant has federal money behind it. Approval of Ordinance 2022-020 for Delaware County Human Trafficking Conference is creating the fund.

MOTION: Commissioner Henry made a motion to introduce Ordinance 2022-020, Ordinance for Human Trafficking Conference for Delaware County Circuit Court.

SECOND: Commissioner King

YEAS: Commissioner Henry, Commissioner King, President Riffin

MOTION: Commissioner Henry made a motion to suspend the rules on Ordinance 2022-020, Ordinance for Human Trafficking Conference for Delaware County Circuit Court.

SECOND: Commissioner King

YEAS: Commissioner Henry, Commissioner King, President Riffin

MOTION: Commissioner Henry made a motion to approve Ordinance 2022-020, Ordinance for Human Trafficking Conference for Delaware County Circuit Court.

SECOND: Commissioner King

YEAS: Commissioner Henry, Commissioner King, President Riffin

ORDINANCE 2022- 020

ORIGINAL 8.15.2022

**DELAWARE COUNTY COMMISSIONERS  
ORDINANCE FOR DELAWARE COUNTY HUMAN TRAFFICKING CONFERENCE  
(DELAWARE COUNTY CIRCUIT COURT)**

WHEREAS, the Delaware County Circuit Court has facilitated a regional conference dealing human trafficking;

WHEREAS, the Delaware County Circuit Court is being awarded funds to assist in paying for the conference; and

WHEREAS, the Board of Commissioners is 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.

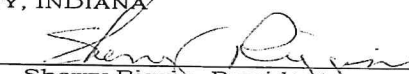
NOW, THEREFORE, BE IT ORDAINED BY THE BOARD OF COMMISSIONERS OF DELAWARE COUNTY, INDIANA:


1. A Separate fund shall be established by the Delaware County Auditor for the purpose of receiving any and all funds for the Court Improvement Grant as awarded by the Indiana Supreme Court for the Delaware County Circuit Court Human Trafficking Regional Conference.
2. Said funds shall reimburse expenses spent and shall be used by the Delaware County Circuit Court, without appropriation, as per specified by the Court Improvement Grant.

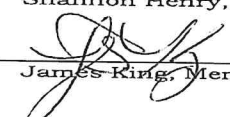
Passed and adopted by the Board of Commissioners on the 15 day of August, 2022.

BOARD OF COMMISSIONERS, DELAWARE COUNTY, INDIANA


FUND 8140

  
Sherry Riggins, President

  
Shannon Henry, Vice President

  
James King, Member

ATTEST:

  
Steven Craycraft, Delaware County Auditor

BEING AN ORDINANCE TO AMEND THE DELAWARE COUNTY COMPREHENSIVE ZONING ORDINANCE  
ORDINANCE NO. 2022 - 021

Ms. Marta Moody, Director of Plan Commission said this is the second reading for Ordinance 2022-021. This was favorably recommended, unanimously, by the Plan Commission. The use is for a daycare center on North Wheeling.  
MOTION: Commissioner King made a motion to approve Ordinance 2022-021, Ordinance to Amend Delaware County Comprehensive Zoning Ordinance.

SECOND: Commissioner Henry

YEAS: Commissioner Henry, Commissioner King, President Riffin

8.15.2022

**ORIGINAL**

ORDINANCE NO. 2022 - 021

BEING AN ORDINANCE TO AMEND  
THE DELAWARE COUNTY COMPREHENSIVE ZONING ORDINANCE

WHEREAS, the State enabling act for planning and zoning empowers the Board of County Commissioners of Delaware County, Indiana to adopt a Comprehensive Zoning Ordinance and also provides for amendments to the said ordinance as the need arises; and  
WHEREAS, the Board of County Commissioners of Delaware County, Indiana has given reasonable regard to the Comprehensive Plan; current conditions and the character of current structures and uses in each district; the most desirable use for which land in each district is adapted; the conservation of property values throughout the jurisdiction; and responsible growth and development.

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

Section 1. That the Delaware County Comprehensive Zoning Ordinance, heretofore adopted by the Board of County Commissioners of Delaware County, Indiana, on the 11th day of December, 1973, be amended, changed and supplemented so as to include in the BP Business & Professional Office Zone the following described real estate located in Delaware County, Indiana, to wit:

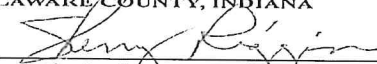
see attachment

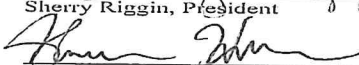
Section 2. That no structures shall be placed on said lot or parcel of land except in compliance with the Delaware County Comprehensive Zoning Ordinance of Delaware County, Indiana.

Section 3. That this Ordinance shall be in full force and effect from and after its passage by the Board of County Commissioners of Delaware County, Indiana.

Section 4. That this Ordinance is adopted/vetoed this 15 day of AUGUST, 2022.


BOARD OF COUNTY COMMISSIONERS  
DELAWARE COUNTY, INDIANA

  
Sherry Riffin, President

  
Shannon Henry, Vice President

  
James King, Member

ATTEST:

  
Steven G. Craycraft, Auditor



## DEPARTMENT HEADS AND ELECTED OFFICIALS

Mr. John Coutinho, EMA Director, said the video wall is updated with new TV's. Mr. Coutinho said there was extra grant money from Ball Brothers (COVID) that was reallocated. All equipment has been received. A flag pole has been purchased, however it is not in yet. A dedicated plaque for Mr. Adam Grimes has been ordered.

Commissioner Henry said there is a lighting issue at the Justice Center auditorium at the Justice Center, the cost is \$70,400. Reid Electric \$42,500 and No Limits for \$28,004. This should be fixed. There is money in the ARP Plan. Since this is a specialized purpose and a specialized vendor Commissioner Henry asked about the quote.

President Riggins said she believed Corporal Brown was working on getting a second quote.

Mr. Brooke said he did not know.

Commissioner Henry said these were the only quotes he received.

Commissioner King said he does not want to wait if they don't have the quote.

Mr. Jeff Stanley, Deputy, said the quote that Corporal Brown was getting is through Muncie Audio which is subcontracted.

MOTION: Commissioner King made the motion to spend the money to get this fixed.

SECOND: Commissioner Henry

YEAS: Commissioner Henry, Commissioner King, President Riggins

Commissioner King asked for thoughts and prayers for the Richmond, Indiana Police Officer that was shot.

Ms. Pam McCammon, Human Resource Director, presented the Monkeypox protocol.

August 15, 2022

Per Jammie Bane, Administrator- Delaware County Health Department

Anyone experiencing symptoms of concern should contact their PCP to seek a medical opinion. If an individual is planning to visit the ER, an urgent care, or the county clinic, if and when possible they should call ahead to notify the facility of their concerns/symptoms in order to receive guidance.

If the physician suspects monkeypox and orders testing, the patient would need to isolate at home pending test results. Isolation should involve individual isolation, avoiding contact with other people as well as animals.

A negative test result would end isolation, assuming the individual is no longer experiencing symptoms that would prevent them from returning to work.

A positive test result will require ongoing isolation. Patients with monkeypox are considered contagious from the date of onset of any of their symptoms (including prodromal symptoms before appearance of rash) until all lesions have crusted, the crusts have separated, and a new layer of skin has formed underneath. This usually takes 2-4 weeks but may take longer in some individuals.

Anyone who is a contact of a confirmed case does not need to quarantine, however, they are required to monitor for symptoms for 21 days from the date of contact. Symptoms to watch for:

- swelling of lymph nodes
- fever at or above 100.4 degrees fahrenheit
- skin rash
- lesions
- chills

If a contact develops any of these symptoms, they should begin isolation immediately, notify their PCP of the symptoms and their status as a contact, and request testing.

For more information on monkeypox, visit [monkeypox.health.in.gov](https://monkeypox.health.in.gov) or [cdc.gov/monkeypox](https://cdc.gov/monkeypox)

Mr. Fred Cummings, 911 Director, presented the quote for cameras at 911 Communication Center. Wiring is already in place in the building. Mr. Cummings requested that ARP money be used for cameras.

MOTION: Commissioner Henry made a motion to approve requests for cameras.

SECOND: Commissioner King

YEAS: Commissioner Henry, Commissioner King, President Riggins





433 East Charles St. - Muncie, IN 47305 - Tel. (765) 282-2200 - Fax: (765) 747-8284 - [cssmuncie@sbcglobal.net](mailto:cssmuncie@sbcglobal.net)

August 4, 2022

Jim Fluke  
Delaware County Building  
100 West Washington Street  
Muncie, IN 47305

RE: 911 Center

Dear Jim,

Per your request, please find Consumer Security Systems, Inc. recommendation for installation of a Camera System.

- 8 – DAHUA N45EJN2 4 Megapixel Night Color Dome Cameras
- 1 – DAHUA 42B2P6 6TB 8 Channel Network Video Recorder
- 1 – GoFanco HDMI Balun (Monitor in operations room for front door)

Installed: \$4,870.00

The installed amount includes all parts, labor and one year warranty.

The GoFanco Balun will be connected to a customer supplied monitor, to view the Camera located at the Main Entry Door. All of the Camera locations will be connected to the existing Network Cables.

If you have any questions, please contact me at your convenience.

Sincerely,

A handwritten signature in black ink, appearing to read "Chris D. Williams".

Chris D. Williams

Mr. Steven G Craycraft, Auditor, said Open Gov was contracted to help with ARP reporting. As of date, Open Gov has not helped with anything. Mr. Craycraft ask that Mr. Brooke take action to recover some of these funds.

Mr. Craycraft said Baker Tilly could and would be able to help assist with ARP reports. Money from Open Gov should be recovered. Mr. Craycraft has completed three reports with each report taking 20 hours.

Mr. Brooke will start working on the recovery of money from Open Gov.

4.15.2022

**SCOPE APPENDIX to  
Engagement Letter dated: March 18, 2021  
Between Delaware County and  
Baker Tilly US, LLP**

**RE: Proposed Consulting Services Related to the American Rescue Plan ("ARP")**

**DATE:** July 25, 2022

This Scope Appendix is attached by reference to the above-named engagement letter (the "Engagement Letter") between Delaware County (the "Client") and Baker Tilly US, LLP and relates to services to be provided by Baker Tilly Municipal Advisors, LLC.

**SCOPE OF WORK**

Baker Tilly Municipal Advisors, LLC ("BTMA") will perform the following services:

Baker Tilly will perform the following services:

- A. Fiscal Recovery Fund of the American Rescue Plan ("FRF") Program Support**
  - 1. Assist Client in preparation to receive and effectively deploy the allocated FRF.
  - 2. Develop clear understanding of eligible uses and limitations of the FRF.
  - 3. Assist Client to systematically assemble community priorities including computation of lost revenues.
  - 4. Assist Client with cash flow management plan.
  - 5. Assist Client to develop and communicate a strategy to match community priorities to available funding.
  - 6. Assist Client to prepare budgets and appropriations of FRF.
  - 7. Assist Client to develop a plan for transparency and stakeholder inclusion.
  - 8. Support Client with accounting and reporting compliance matters.
  - 9. Attend meetings with Client and stakeholders (as needed).
- B. Other Elements of American Rescue Plan and Other Potential State and/or Federal Funding**
  - 1. Assist Client to evaluate and pursue additional and/or competitive funding included in the ARP.
  - 2. Assist Client to coordinate additional and/or competitive funding with FRF to achieve strategic objectives.
  - 3. Assist Client to establish procedures, mechanisms, and administration for fund distribution to business and/or individuals.
  - 4. Assist Client to develop programs for pass through funding opportunities.
  - 5. Monitor and communicate updates on potential funding from the State and Federal agencies.
  - 6. Update reports, strategies and communication as circumstances dictate.
  - 7. Consult with Client regarding process for Single Audit (if necessary).

**SCOPE APPENDIX to  
Engagement Letter dated: March 18, 2021  
Between Delaware County and  
Baker Tilly US, LLP**

**COMPENSATION AND INVOICING**

The Firm's fees for services set forth in the Scope Appendix will be billed at the Firm's billing rates based upon the actual time and expenses incurred and will not exceed Fifty Thousand Dollars (\$50,000) without further authorization from the Client.

Standard Hourly Rates by Job Classification  
9/1/2021

Partners / Principals / Directors	\$320.00	to	\$525.00
Managers	\$205.00	to	\$315.00
Senior Consultants / Senior Financial Analysts	\$165.00	to	\$200.00
Consultants / Financial Analysts	\$140.00	to	\$160.00
Support Personnel	\$100.00	to	\$150.00
Interns			\$110.00

- *Billing rates are subject to change periodically due to changing requirements and economic conditions. Actual fees will be based upon experience of the staff assigned and the complexity of the engagement.*

The above fees shall include all expenses incurred by the Firm with the exception of expenses incurred for mileage which will be billed on a separate line item. No such expenses will be incurred without the prior authorization of the Client.

**Billing Procedures**

Normally, you will receive a monthly statement showing fees and costs incurred in the prior month. Occasionally, we may bill on a less frequent basis if the time involved in the prior month was minimal or if arrangements are made for the payment of fees from bond proceeds. The account balance is due and payable on receipt of the statement.

**Nonattest Services**

As part of this engagement, we will perform certain nonattest services. For purposes of the Engagement Letter and this Scope Appendix, nonattest services include services that the *Government Auditing Standards* refers to as nonaudit services.

We will not perform any management functions or make management decisions on your behalf with respect to any nonattest services we provide.

In connection with our performance of any nonattest services, you agree that you will:

- > Continue to make all management decisions and perform all management functions, including approving all journal entries and general ledger classifications when they are submitted to you.
- > Designate an employee with suitable skill, knowledge, and/or experience, preferably within senior management, to oversee the services we perform.
- > Evaluate the adequacy and results of the nonattest services we perform.
- > Accept responsibility for the results of our nonattest services.
- > Establish and maintain internal controls, including monitoring ongoing activities related to the nonattest function.

**SCOPE APPENDIX to  
Engagement Letter dated: March 18, 2021  
Between Delaware County and  
Baker Tilly US, LLP**

**Conflicts of Interest**

Attachment A to the Engagement Letter contains important disclosure information that is applicable to this Scope Appendix.

We are unaware of any additional conflicts of interest related to this Scope Appendix that exist at this time.

**Termination**

Notwithstanding termination provisions contained in the Engagement Letter, this Scope Appendix is intended to be ongoing and applicable individually to specific services including financings, arbitrage computations, and/or continuing disclosure engagement, ("Sub-engagements") as if they are the sole subject of the Scope Appendix. As such, termination may occur for a specific Sub-engagement without terminating the Scope Appendix itself. On termination of a Sub-engagement or the Scope Appendix, all fees and charges incurred prior to termination shall be paid promptly. Unless otherwise agreed to by the Client and Baker Tilly, the scope of services provided in a Sub-engagement performed under this Scope Appendix will terminate 60 days after completion of the services for such Sub-engagement.

If this Scope Appendix is acceptable, please sign below and return one copy to us for our files. We look forward to working with you on this important project.


Sincerely,



Matthew R. Eckerle, Principal

**Signature Section:**

The services and terms as set forth in this Scope Appendix are agreed to on behalf of the Client by:

Name:   
 Title: Auditor  
 Date: 08-15-2022

Mr. Tommy Goul, Veterans Director, said totes will be placed in the lobby at the county building and Justice Center to help Kentucky Veteran victims. Mr. Goul told of a feel good story regarding a veteran.

WEEKLY, MONTHLY AND QUARTERLY REPORTS

PAYMENT OF CLAIMS

President Riggin read aloud claims in the amount of \$2,354,247.55 and payment of ARP claims in the amount of \$40,720.47.

MOTION: Commissioner King made a motion to approve claims.

SECOND: Commissioner Henry

YEAS: Commissioner Henry, Commissioner King, President Riggin

PUBLIC COMMENTS, QUESTIONS, OTHER BUSINESS & DISCUSSION

Ms. Krista Walters spoke in support of Ms. Janelle Cramer and the daycare that was discussed and approved in today's meeting. Ms. Cramer has had a vision to make this dream a reality.

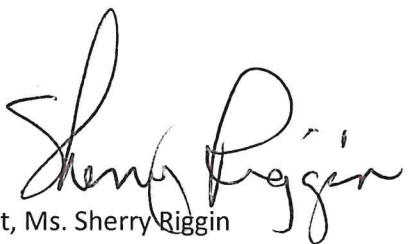
Mr. John Bartlett, introduced himself and said he is running for State Representative District 33.

RECESS

MOTION: Commissioner King made a motion to recess.

SECOND: Commissioner Henry

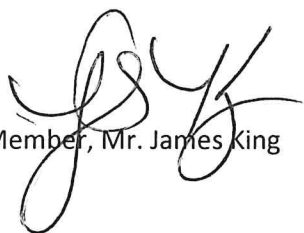
YEAS: Commissioner Henry, Commissioner King, President Riggin

A handwritten signature in black ink, appearing to read "Sherry Riffin". The signature is fluid and cursive, with the first name "Sherry" written in a larger, more prominent script than the last name "Riffin".

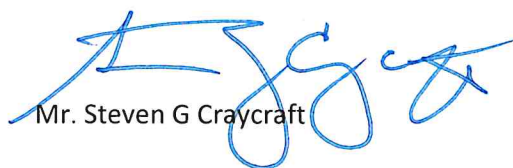
President, Ms. Sherry Riffin

A handwritten signature in black ink, appearing to read "Shannon Henry". The signature is cursive and somewhat stylized, with the first name "Shannon" being more legible than the last name "Henry".

Vice President, Mr. Shannon Henry

A handwritten signature in black ink, appearing to read "James King". The signature is highly stylized and cursive, with the first name "James" being more legible than the last name "King".

Member, Mr. James King

A handwritten signature in blue ink, appearing to read "Steven G Craycraft". The signature is cursive and somewhat stylized, with the first name "Steven" being more legible than the last name "Craycraft".

Mr. Steven G Craycraft