

JULY 20 2020 @ 9:02 a.m.  
COMMISSIONER'S COURTROOM  
COMMISSIONER MEETING  
100 W. MAIN STREET  
MUNCIE, IN 47305  
QUESTIONS MAY BE DIRECTED TO COMMISSIONERS@CO.DELAWARE.IN.US  
PLEDGE TO FLAG

Mr. Shannon Henry  
Mr. James King  
Ms. Sherry Riffin  
Mr. John Brooke, County Attorney  
Ms. Donna Patterson, Deputy Auditor

**APPROVAL OF MINUTES**

July 6, 2020 and Special July 15, 2020 meeting

MOTION: Commissioner King made a motion to approve July 6, and July 15, 2020, Special meeting minutes.

SECOND: Commissioner Riffin

YEAS: Commissioner King, Commissioner Riffin, President Henry

**CONTRACTS OR AGREEMENTS FOR APPROVAL**

LPA – CONSULTING CONTRACT – BR #161 – CONSTRUCTION INSPECTION SERVICES

Ms. Angie Moyer, Project Manager, presented LPA consulting contract for bridge #161 for Construction Inspection Services. This is 80% reimbursable. This will go to letting November 2020.

Mr. John Brooke, County Attorney, reviewed the contract.

MOTION: Commissioner King made a motion to approve LPA consulting contract for Bridge #161 for Construction Inspection Services.

SECOND: Commissioner Riffin

YEAS: Commissioner King, Commissioner Riffin, President Henry

**ORIGINAL**

Version 6-8-2017

**LPA - CONSULTING CONTRACT**

This Contract ("this Contract") is made and entered into effective as of July 20, 2020 ("Effective Date") by and between Delaware County, acting by and through its proper officials ("LOCAL PUBLIC AGENCY" or "LPA"), and CHA Consulting, Inc ("the CONSULTANT"), [a corporation/limited liability company organized under the laws of the State of New York].

Des. No.: 2680560

Project Description: Delaware County Bridge 161 Construction Inspection

**RECITALS**

WHEREAS, the LPA has entered into an agreement to utilize federal monies with the Indiana Department of Transportation ("INDOT") for a transportation or transportation enhancement project ("the Project"), which Project Coordination Contract is herein attached as Attachment 1 and incorporated as reference; and

WHEREAS, the LPA wishes to hire the CONSULTANT to provide services toward the Project completion more fully described in Appendix "A" attached hereto ("Services");

WHEREAS, the CONSULTANT has extensive experience, knowledge and expertise relating to these Services; and

WHEREAS, the CONSULTANT has expressed a willingness to furnish the Services in connection therewith.

NOW, THEREFORE, in consideration of the following mutual covenants, the parties hereto mutually covenant and agree as follows:

The "Recitals" above are hereby made an integral part and specifically incorporated into this Contract.

**SECTION I SERVICES BY CONSULTANT.** The CONSULTANT will provide the Services and deliverables described in Appendix "A" which is herein attached to and made an integral part of this Contract.

**SECTION II INFORMATION AND SERVICES TO BE FURNISHED BY THE LPA.** The information and services to be furnished by the LPA are set out in Appendix "B" which is herein attached to and made an integral part of this Contract.

**SECTION III TERM.** The term of this Contract shall be from the date of the last signature affixed to this Contract to the completion of the construction contract which is estimated to be 12/31/2022. A schedule for completion of the Services and deliverables is set forth in Appendix "C" which is herein attached to and made an integral part of this Contract.

**SECTION IV COMPENSATION.** The LPA shall pay the CONSULTANT for the Services performed under this Contract as set forth in Appendix "D" which is herein attached to and made an integral part of this Contract. The maximum amount payable under this Contract shall not exceed \$ 319,962.51.

**SECTION V NOTICE TO PROCEED AND SCHEDULE.** The CONSULTANT shall begin the work to be performed under this Contract only upon receipt of the written notice to proceed from the LPA, and shall deliver the work to the LPA in accordance with the schedule contained in Appendix "C" which is herein attached to and made an integral part of this Contract.

AMENDMENT TO JUNE 15, 2020 MINUTES

MOTION: Commissioner Riggan made a motion to amend June 15, 2020 Commissioner minutes and to add "timber" under Ordinance 2020-002 to Re-Establish a Cumulative Bridge Fund.

SECOND: Commissioner King

Mr. Brooke said Ms. Denise Smith, Recording Secretary, could "pencil" in the word "timber" into record.

YEAS: Commissioner King, Commissioner Riggan, President Henry

Ms. Kathy Vannice, Ashton Land Surveyor, presented Slaven subdivision changes.  
MOTION: Commissioner King made a motion to approve Slaven Subdivision changes.  
SECOND: Commissioner Rigginn  
YEAS: Commissioner King, Commissioner Rigginn, President Henry

A SUBDIVISION  
IN SECTION 17, TOWNSHIP 20 NORTH, RANGE 11 EAST,  
LIBERTY TOWNSHIP, DELAWARE COUNTY

# ORIGINAL

A part of 20 acres off the North end of the Northwest Quarter of the Southwest Quarter of Section 17, Township 20 North, Range 11 East in Liberty Township, Delaware County, Indiana, described as follows:

Springing off on the West Line of the Northwest Quarter of the Southeast Quarter of Section 17, Township 20 North, Range 11 East, and about being South 100 degrees 11 minutes 55 seconds East 64.05 feet (assumed bearing) from a county monument marking the Northwest corner of the quarter-quarter section, thence North 80 degrees 11 minutes 55 seconds East 173.29 feet to a north-south line, thence North 80 degrees 14 minutes 40 seconds East 24.72 feet to a 1/4 section corner, thence North 100 degrees 11 minutes 55 seconds East 172.78 feet to a 1/4 section corner, thence North 89 degrees 55 minutes 21 seconds East 24.50 feet to a 1/4 section corner, to the point of beginning, containing 0.01 of an acre, more or less, and subject to the 1/4 section 1/4-way for County Road 402-E across the Westley side and to all easements of record.

Registered Land Surveyor LS80040149  
Haldon L. Ashton

The Boundary Survey Recorded in Instrument Number

If the proposed subdivision is classified in the F Farming Zone or is outlying land classified the F Farming Zone, the following acknowledgment shall be included in the restrictive covenants to regulate the subdivision:

The undersigned owner(s) of the herein described real estate, (herein known as the "owner"), for himself, and for all future owners and occupants of said real estate, for himself, and for all future owners and occupants of said real estate, for any present or additional tenant(s), her and in consideration of the sum of \$100.00 (one hundred and no/100ths) Dollars, to have and to hold unto the right to develop the real estate or other then agricultural uses, hereby:

First, acknowledges and agrees that the (herein name of addition) is in and adjacent to an area zoned for agricultural uses, which uses include, but are not limited to, the production of crops, animal husbandry, feed application of animal waste, the raising, breeding and sale of livestock and poultry, including confined feeding operations, use of farm machinery, and the sale of farm products.

Second, notes any and all objections to any such agricultural uses on any real estate zoned (or such uses within ten miles of any boundary of the (insert name of edition), whether such uses currently exist, are enlarged, or changed in use in the future to another agricultural use.

Third, cures that such opicultural uses, whether currently existing, or hereafter established, enlarged, or changed, do not constitute a nuisance so long as they are not negligently maintained, do not cause bodily harm to third parties, or directly endanger human health; and

Fourth, agree that this covenant is for the benefit of the Deane County Indians and all persons engaged in agricultural uses within two miles of any boundary of the (insert name of cession) and is enforceable by any of the foregoing, together with such other covenants as may be required.

**PLAN COMMISSION:** Under authority of the Acts of 1947 enacted by the General Assembly of the State of Indiana and all Acts amendatory thereto, the Delaware-Wisconsin Metropolitan Plan Commission hereby approves the foregoing plot of the Seven Subdivision.

DATED this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.



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Supplies

President

COUNTY COMMISSIONERS: THIS IS TO CERTIFY that the Board of Commissioners of Delaware County, Indiana, hereby approves and accepts the dedication of public lands and public improvements within the foregoing plat of the Green Subdivision.

5/2/20

President:  Member: 

1152

Who ordered for location file

②

班

Auditor of DeWanna County

Placed for record and rec

Plot Book \_\_\_\_\_ page: \_\_\_\_\_

1

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Sheet 2 of 2



I affirm, under the penalties for perjury, that I have taken reasonable care to reflect each Social Security number in this document, unless required by law.

Haddon L. Ashton

This Instrument Prepared by Haddon L. Ashton



BODY SCANNER AND PORTABLE X-RAY SYSTEM – JEFF STANLEY

Mr. Jeff Stanley, Sheriff Deputy, presented the quotes for a body scanner and portable X-Ray System. The department will submit a grant through Federal Cares Act, this would be 100 % reimbursable. Mr. Stanley asked that the Commissioners pay for the portable X-Ray System and body scanner and then once it is reimbursed through Federal Cares Act, they would pay it back to Commissioners.

MOTION: Commissioner Riggan made a motion to approve the body scanner and portable X-Ray System.

Commissioner King asked if they were asking for Commissioners to fund this request.

Mr. Stanley said yes, he would need to review the Sheriff's funding, however if the Commissioners could fund the amount, Federal Cares Act is turning around reimbursements within 14 days.

MOTION: Commissioner Riggan made a motion to amend the request of the body scan and portable X-Ray System, subject to Commissioners finding funds to purchase the scanner and x-ray system.

SECOND: Commissioner King

YEAS: Commissioner King, Commissioner Riggan, President Henry

**ORIGINAL**


The Delaware County Sheriff's Office is attempting to gain funding for a body scanner which will be utilized by the correction staff at the new jail. The scanner is designed to be placed into its own room and all incoming inmates will pass through the scanner before being booked into the facility. The scanner will allow any contraband to be located on a subject's persons or hidden inside the body cavity. This will allow for a safer facility and a less intrusive pat down and or searches by correction officers. It is the goal of the Sheriff to make the safest work environment for staff and the inmates by implementing this plan.

Sheriff and his staff have traveled to numerous facilities to observe different types of body scanners currently being used. It is our opinion that the Tek84 Intercept Whole Body Scanning System fulfills the best needs. The current quote for this unit is attached which includes delivery, setup, calibration, training, and a 3 year parts and labor warranty.

In addition to the body scanner we are looking into the purchase of a portable X-Ray system which may be utilized remotely through the building. When implemented this system could be moved to different entrances and not affixed to a single door. The portable unit is designed to X-Ray packages, purses, bags which may be brought into the facility without the need to put hands on. The quote for this unit is attached.

It is our goal to receive the funding for these unit from the Indiana Covid-19 Cares Act. This will be a reimbursement grant which Delaware County will initially have to pay for. Once payment is made in full, and proper paperwork is submitted to the state, it is approximately a 14 day turn around to receive reimbursement.

Respectfully Submitted,



Jeff Stanley

Delaware County Sheriff's Office, Chief Deputy



**Quote**  
**#QT0010530**  
 7/15/2020  
 Prepared by SharpLogixx, LLC

For  
 Jeff Stanley  
 Delaware County Sheriff's Office  
 100 W Washington  
 Muncie IN 47305  
 765.747.7885  
 jstanley@co.delaware.in.us

Expires: 10/14/2020

If you have questions regarding this quotation, contact:  
 Benjamin C Klein | Marketing and Sales Coordinator | 877-638-3868 ext. 33 | [ben.klein@smartrayvision.com](mailto:ben.klein@smartrayvision.com)  
**Thank you for your business!**

Quantity	Part Number	Description	Unit Price	Amount
1	P1417V2X	SRV X1417® Extreme 2x: Complete Portable X-Ray System including 14"x17" HD Imaging Panel, Mil-Grade Controller, Wireless/Wired Communications, Accessories, and SmartRayVision EOD Software packed in a ruggedized shipping case. Includes 2-year system warranty and 1-year battery warranty	\$49,950.00	\$49,950.00
			<b>Subtotal</b>	<b>\$49,950.00</b>
			<b>U.S. Ground Shipping Included</b>	
			<b>Total</b>	<b>\$49,950.00</b>

**Notes:**

Berry Compliance = Yes  
 All components are Country of Origin = USA  
 Lead time = 6-8 Weeks  
 Terms = Net30  
 Shipping CONUS only

Purchase orders should be sent to:  
 SharpLogixx, LLC  
 Attn: Robin Pfaff  
[rpaff@sharplogixx.com](mailto:rpaff@sharplogixx.com)  
 340 North Broadway, Suite 355  
 Green Bay, WI 54303

SharpLogixx, LLC      sales@smartrayvision.com      340 North Broadway Street, Suite 355      Green Bay, WI 54303      877-638-3868



13495 Gregg Street  
Poway, CA 92064  
www.Tek84.com

Sheriff Tony Skinner  
Delaware County Sheriff's Office  
100 W. Washington Street  
Muncie, IN 47305

30 June 2020

Expiration Date: November 30, 2020			Quote#: 2020-06-17	
Qty	Part Number	Description	MSRP	Net Price
1	SSD-017-1000	Tek84 Intercept Whole Body Security Scanning System High Strength Aluminum Unibody Frame 160Kv Monoblock Oil Cooled Generator Ultra-compact 34" x 72" footprint <4 Second Scan Time Variable Scanning Dosage from .25uSv to 3.0uSv Adheres to ANSI/HPS N43-17-2009 Regulations Mobile Workstation 27" Mounted Touch Screen Monitor Windows Operating System One Million Image Storage Capacity. Transportable on Built In Heavy Duty Caster System 16 Million Gray Scale Levels 110V/15 A	\$225,000	\$139,000
1	INT- INSTALL	Installation and Calibration	INC	INC
1	INT- TRAINING	3 Days On Site Initial Operator Training-adhering to ANSI/HPS N43.17-2009 Section 8.1.5. Administrator, Super User, Standard User Training Programs.	INC	INC
1	INT-WARRANTY-3	Three (3) Year Parts and Labor on Entire System from time of Installation .	INC	INC
SPECIAL SITE PRICING			TOTAL:	\$139,000

By execution of this Agreement by an authorized signature, the Customer agrees to purchase the Products specified subject to the terms and conditions set forth in the Agreement and subject to Tek84 Terms and Conditions available at [www.Tek84.com](http://www.Tek84.com)

FOB: Destination-Delaware County Jail-IN  
Terms: Net 30 Days from Delivery  
Taxes: All sales are subject to applicable sales tax. Please provide a Tax-Exempt Certificate if applicable.

Accepted By:	Tek84:
Printed Name and Title: <u>SHARON HENRY</u>	Printed Name and Title: _____
Authorized Signature: <u>[Signature]</u>	Authorized Signature: _____
Date: <u>07-30-2020</u>	Date: _____

13495 Gregg Street Poway, CA 92064 www.Tek84.com

DOSSETT CONSULTING PROFESSIONAL SERVICES

Mr. Brooke presented Dossett Consulting Professional Services. Dossett Consulting, LLC. Dossett has worked with the Auditor's office for years to get reimbursements back for Delaware County.

MOTION: Commissioner King made a motion to approve Dossett Consulting Services.

SECOND: Commissioner Riggin

YEAS: Commissioner King, Commissioner Riggin, President Henry

*Full signed contract available in Auditor's office*



**AGREEMENT TO PROVIDE  
PROFESSIONAL CONSULTING SERVICES**

**ORIGINAL**

THIS AGREEMENT is entered into by and between Dossett Consulting, LLC., (hereinafter "Consultant"), and Delaware County, Indiana (hereinafter "Client"). The parties hereto, in consideration of mutual promises and covenants, agree as follows:

- (1) Scope of Services. Consultant shall perform in a professional manner the services as detailed in Exhibit A.
- (2) Term. This Agreement shall commence on 20 day of JULY, 2020 ("effective date") and be in full force and effect for the term as stated in Exhibit B.
- (3) Compensation. Client shall pay Consultant a fee for services rendered as set forth in Exhibit B, incorporated herein by reference as if fully set forth as part of this Agreement.
- (4) Termination. Client or Consultant may terminate this Agreement for any reason upon thirty (30) days prior written notice to Consultant or Client. Client shall reimburse Consultant for all reasonable costs incurred by Consultant due to such early termination.  
  
Upon termination for whatever reason and regardless of the nature of the default (if any), Client agrees to pay Consultant in full for all goods and/or services provided to, and accepted by, Client under this Agreement, or any amendment thereto, as of the effective date of the Agreement. In no event shall the making of any payment to Consultant constitute or be construed as a waiver by Client or shall in no way impair or prejudice any right or remedy available to Client.
- (5) Services and Materials to be Furnished by Client. Consultant shall provide guidance to Client in determining the data required. The Client acknowledges and agrees that Consultant shall be entitled to rely upon the accuracy and completeness of the data it provided by the Client to perform the Services. Client shall provide all such data in a timely manner sufficient to allow Consultant to provide the Services. Consultant shall have no liability to Client whatsoever if Client provides incomplete or inaccurate data or provides data in an untimely manner.
- (6) Records and Inspections. Consultant shall maintain full and accurate records with respect to all matters covered under this Agreement for three (3) years after the completion of the Services. During such period, Client shall have the right to examine and audit the records and to make transcripts therefrom. Client shall provide thirty (30) days written notice of its intent to inspect or audit any such records and shall conduct such inspection or audit only during Consultant's normal business hours. Any Client's employee, consultant, subcontractor or agent who may have access to such records shall execute a non-disclosure agreement prior to being granted such access.

## JOB DESCRIPTION FOR CHIEF INFORMATION OFFICER / GIS COORDINATOR

President Henry said during Covid-19, Mr. Kyle Johnson, GIS Coordinator, worked with EMA and Health Department to keep the community/county up to date about COVID-19 by producing videos on Facebook/websites and stats for COVID-19. He attended Commissioners meeting when employees was out of office due to COVID.

The position of GIS Parcel Technician is now vacated so funds of \$10,000 will be moved over to pay a third party to do parcel maintenance of splits and combines for the Auditors office.

Mr. Johnson said he will step up to answer questions on social media and requests from the Commissioners. Additional duties (see job description).

MOTION: Commissioner King made a motion to approve the new job description for Chief Information Officer/GIS Coordinator.

SECOND: Commissioner Rigglin

YEAS: Commissioner King, Commissioner Rigglin, President Henry

### DELAWARE COUNTY JOB DESCRIPTION

*ORIGINAL*

Title: Chief Information Officer/GIS Coordinator  
Department: Delaware County Office of Information and GIS Services  
Last Updated: Revised July 2020

Note: Statements included in this description are intended to reflect to reflect in general the duties and responsibilities of this classification and are not to be interpreted as being all-inclusive,

### RELATIONSHIPS

Reports to: Commissioners

Subordinate Staff: GIS Programmer/Analyst (Full Time)  
GIS Technician (part-time)  
GIS Analyst (part-time)  
GIS Intern (part-time or unpaid)  
Other Part-time and internship positions

Direct Daily Coordination With: Delaware County Emergency Management  
Delaware-Muncie Metropolitan Plan Commission

Internal Contacts: All Government Offices that currently, or could potentially utilize the county's website and social media accounts as well as consume GIS Services.

External Contacts: All other Government offices and agencies that consume GIS services, applications, maps, or other information. Other Cities, Agencies, Organizations, and the general public and private sector.

## **JOB SUMMARY**

Primarily responsible as the single point of contact for all County Departments and Agencies in relation to content and services available on the county website and other web-based applications including social media. Duties include assisting departments in setting up procedures, providing training and developing functionality that compliments and enhances their department's content in terms of providing information and documents to the public through web sites and applications. Also, primarily responsible for managing and developing the county-wide Geographic Information System. These duties also include *coordination and development* of the following tasks: GIS data maintenance, server-side systems and database management, application development (web-based and internal), custom program interface development, field and other research, and high-end cartographic tasks. Duties also include administrative tasks including payroll, budgeting. Works directly with other offices and agencies to develop and implement GIS solutions to increase worker and inter-office efficiency, as well as providing training. Also serves the *Information and Logistics Chief* in the Delaware County Emergency Management Agency, with on-going duties that are related to the planning, response and recovery from community disasters. Works under guidelines set by policy, normally performing duty assignments using methods and procedures at his/her discretion and limited only by policies set by administrative or legislative authority. Total end results determine effectiveness.

## **JOB DOMAINS**

### **A. Information and Web-based Application Coordination 40%**

1. Working with various contacts to coordinate, assist and develop web content as needed to make county operations more transparent and accessible to the public.

### **B. GIS Coordination 30%**

1. Working with various contacts to coordinate the development and maintenance of an efficient and effective county-wide enterprise GIS.
2. Coordinate the integration of GIS into key government functions, including public safety, land records management and mapping, and any other future geographic-based records management.

### **C. GIS Project Development and Maintenance 20%**

1. Coordinates the creation of specific projects and applications to meet the needs of any agency requiring GIS integration into their workflow.
2. Hold positions on key boards and commissions that have objectives that rely on or could use GIS to reach their goals.

### **D. GIS Data and Systems Management 5%**

1. Coordinates the management of server-side GIS systems and databases, as well as GIS data and layer maintenance and creation.



**E. Supervision 2%**

1. Supervise, monitor, and provide guidance to subordinate staff in the development and maintenance of GIS data, as well as other skills needed to fulfill their job requirements.
2. Provide guidance to GIS positions and users in other offices to help them use the technology to their benefit.

**F. Administrative and other duties 3%**

1. Office administration; payroll, claims.
2. Field research

**KNOWLEDGE, SKILLS, AND ABILITIES**

1. Knowledge of GIS software, current ESRI-based products, especially ArcGIS Desktop, ArcGIS Server, and ArcSDE database management.
2. Knowledge of computer and networking technologies, including data and web servers.
3. Knowledge of computer and server hardware and operating systems
4. Knowledge of geography and its relationships to other sciences and applications.
5. Writing skills to develop plans, goals, initiatives and prepare reports and documents.
6. Reading skills to research deeds, surveys, and new technologies.
7. Ability to work with various contacts, both public and private.
8. Ability to develop plans.
9. Math Skills to develop statistics, figure distances and areas.
10. Verbal communication skills to explain complex procedures, to listen and understand.
11. Ability to perform and provide GIS and information services in high-stress environments, including the event of disasters and emergencies.
12. Good understanding of website management, content management systems.
13. Working knowledge of social media administration for

**WORKING CONDITIONS**

1. May be required to work non-standard hours, in excess of 40 hours a week, especially during times of community disasters.
2. May be required to drive a vehicle and possibly travel overnight and attend conferences or training.
3. Job duties are performed in office conditions 80%, in other office locations 15%, and outdoors 5%

**EDUCATION AND EXPERIENCE REQUIREMENTS**

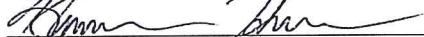
1. College degree in Geography, or GIS. Degrees in related fields such as Natural Resources, Planning and Architecture, and computer science are also acceptable as long as there is significant experience with GIS.
2. Education and/or experience with Microsoft Office Products, GIS Software, web-based information services, and server-based applications.
3. Valid Driver's License
4. 5-10 years previous job-related experience

**PROFICIENCY**

1. It may take up to two years or more to become proficient in this position.

THE ABOVE DESCRIPTION COVERS THE MOST SIGNIFICANT DUTIES TO BE PERFORMED, BUT DOES NOT EXCLUDE OTHER OCCASIONAL WORK, PROJECTS, OR DUTIES AS ASSIGNED BY SUPERVISORS.

Approval:

  
Supervisor

7.20.2020  
Date

Reviewed:

  
Employee

7.20.2020  
Date



## STATE JUSTICE INSTITUTE

Ms. Emily Anderson, Court Administration, said they are trying to go after A \$50,000 grant for mediation. The grant specifically states that this is for justice for tenants facing evictions. The State is excited by Delaware County taking part in the grant. Ms. Anderson will be paid for running another program.

MOTION: Commissioner King made a motion to approve the SJI Grant.

SECOND: Commissioner Riffin

YEAS: Commissioner King, Commissioner Riffin, President Henry

50K

Need to add

ORIGINAL



### **Request for Applications Court Pandemic Response and Recovery**

Pursuant to the State Justice Institute Act of 1984 (42 U.S.C. 10701, et seq.), the State Justice Institute (SJI) is authorized to award grants, cooperative agreements, and contracts to state and local courts, nonprofit organizations, and others for the purpose of improving the quality of justice in the state courts of the United States.

#### **ELIGIBILITY**

SJI is authorized by Congress to award grants, cooperative agreements, and contracts to the following entities and types of organizations:

- State and local courts and their agencies (42 U.S.C. 10705(b)(1)(A)).
- National nonprofit organizations controlled by, operating in conjunction with, and serving the judicial branches of state governments (42 U.S.C. 10705(b)(1)(B)).
- National nonprofit organizations for the education and training of judges and support personnel of the judicial branch of state governments (42 U.S.C. 10705(b)(1)(C)). An applicant is considered a national education and training applicant under section 10705(b)(1)(C) if:
  1. The principal purpose or activity of the applicant is to provide education and training to state and local judges and court personnel; and
  2. The applicant demonstrates a record of substantial experience in the field of judicial education and training.
- Other eligible grant recipients (42 U.S.C. 10705 (b)(2)(A)–(D)).
  - a. Provided that the objectives of the project can be served better, the Institute is also authorized to make awards to:
    - a. Nonprofit organizations with expertise in judicial administration
    - b. Institutions of higher education
    - c. Individuals, partnerships, firms, corporations (for-profit organizations must waive their fees)
    - d. Private agencies with expertise in judicial administration
  - b. SJI may also make awards to state or local agencies and institutions other than courts for services that cannot be adequately provided through nongovernmental arrangements (42 U.S.C. 10705(b)(3)).

SJI is prohibited from awarding grants to federal, tribal, and international courts.

7/8/2020

1

## DISASTER EMERGENCY DECLARATION 2020-014

Mr. Brooke said this order is effective until August 3, 2020.

MOTION: Commissioner King made a motion to approve Disaster Emergency Declaration 2020-014.

SECOND: Commissioner Riggin

YEAS: Commissioner King, Commissioner Riggin, President Henry

President Henry said Delaware County is requiring face masks inside the county building.

### Disaster Emergency Declaration 2020-14

#### Delaware County, Indiana

*ORIGINAL*

- WHEREAS, the President of the United States, on March 13, 2020, has declared a nationwide emergency concerning the spread of COVID-19 viral infections, and
- WHEREAS, the Governor of the State of Indiana, on March 16, 2020, has made an emergency declaration in response to the Coronavirus (COVID-19) disease epidemic; and
- WHEREAS, the County Health Officer has determined that certain measures should be put into place to lessen the potential spread of the COVID-19 virus including the closing of some local businesses; and
- WHEREAS, pursuant to I. C. 10-14-3-29(a) the Board of Commissioners of Delaware County, IN hereby makes a local disaster emergency declaration; and
- WHEREAS, the Governor has adopted Executive Orders 20-25 through 20-36 as map for continued protection from the COVID-19 threat as well as a map of reopening the State and County; and
- WHEREAS, the Governor has extended the current declaration of a public health emergency in Executive Order 20-32 to August 3, 2020; and
- WHEREAS, the Board of Commissioners of Delaware County, Indiana have determined that in response to the emergency believes that the Governor's order should be made a part of the County's Emergency Declaration for consistency and continuity and that the Emergency Declaration should be extended.

#### NOW THEREFORE WE, THE BOARD OF COMMISSIONERS OF DELAWARE COUNTY, INDIANA HEREBY DECLARE THAT:

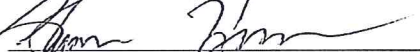
1. A local public health disaster continues to exist in the County and that we hereby invoke and declare those portions of the Indiana Code which are applicable to the conditions and have caused the issuance of this proclamation, to be in full force and effect in the entire County, including incorporated areas for the exercise of all necessary emergency authority for protection of the lives and property of the people of this County and the restoration of local government with a minimum of interruption. **This Emergency Order is effective immediately and shall be in place until the end of business August 3, 2020.**
2. The Board of Commissioners adopt the Governor's Executive Order 20-332 through 20-36 in whole as part of their emergency declaration and plan to return to get back on track.

3. All members of the public that conduct business in any county building or facility shall maintain a social distance of at least 6 feet between individuals at all times. Employees shall be required to wear face coverings in all public areas of county facilities, in areas where the employee can not maintain a social distance of 6 feet between another employee or a member of the public or where the employee has existing underlying health conditions prohibits wearing a face covering. Member of the public are required to wear a face mask or other covering which covers the person's mouth and nose during their business in the County Building unless the member of public prohibits a face covering because of an underlying health condition prohibits wearing a face covering..
4. The Governor's Executive Orders 20-32, 33, 34, 35 and 36 are incorporated by reference and made a part of this Emergency Declaration.
5. In instances where an individual must visit a retail business, the business shall follow the proper social distancing requirements in Executive Order 20-32 and the guidelines from the Center for Disease Control (CDC).
6. Those residents that are 65 and older and those with known high-risk health conditions should adhere to social distancing requirements and be cautious at work and in their communities.
7. Residents that have symptoms, may have been exposed, have high-risk health conditions as well as others that desire peace of mind are encouraged to be tested for COVID-19 at the local facilities.
8. Social gatherings of up to 250 people may take place following CDC recommended social distancing guidelines.
9. Any gathering of more than 250 people must first get the approval of the Delaware County Health Department as per Executive Order 20-36.
10. The Stage 4.5 guidelines for the State of Indiana are implemented for Delaware County, IN.

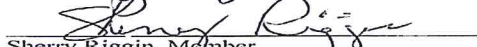
11. All individuals are encouraged to wear masks when going out to businesses, grocery stores or outside of their residence for any essential purpose.
12. This Emergency Declaration shall supersede and replace all prior Emergency Declarations made the by Board of Commissioners prior to this Emergency Order.
13. The Commissioners determine that all government operations are essential as the government operations from March 23, 2020 to the present and all essential governmental functions are operating and available to the public through remote or electronic access, as needed.
14. Violations of this order will be turned over to the Governor's Enforcement Response Team as setforth in Executive Order 20-26 for investigation and enforcement.
15. This Emergency Order shall remain valid until August 3, 2020.

In witness, whereof, we have hereunto set our hand this 20<sup>th</sup> day of July, 2020.

Delaware County Board of Commissioners

  
Shannon Henry, President

  
James King, Vice President

  
Sherry Riffin, Member

7-20-2020

Attest:   
Steven G. Craycraft, County Auditor

**ORDINANCES FOR SECOND READING**

**ORDINANCE NO. 2020-009 – BEING AN ORDINANCE TO AMEND THE TEXT OF THE DELAWARE COUNTY  
COMPREHENSIVE ZONING ORDINANCE REGARDING FAMILY CEMETERIES AND AGRITOURISM**

**ORDINANCE 2020-009**

Ms. Marta Moody, Plan Commission Director, presented Ordinance 2020-009, to amend the Tax of the Delaware County Comprehensive Zoning Ordinance regarding Family Cemeteries and Agritourism.

A Public Hearing was held July 2, 2020. The Board unanimously approved with a favorable recommendation.

Nothing regarding security was added to Ordinance 2020-009.

A clause was added regarding cemeteries and agritourism (see below Ordinance).

MOTION: Commissioner King made a motion to adopt Ordinance 2020-009—Being an Ordinance to Amend the Text of the Delaware County Comprehensive Zoning Ordinance Regarding Family Cemeteries and Agritourism.

SECOND: Commissioner Riggin

YEAS: Commissioner King, Commissioner Riggin, President Henry



ORIGINAL

ORDINANCE NO. 2020-009

**BEING AN ORDINANCE TO AMEND  
THE TEXT OF THE DELAWARE COUNTY COMPREHENSIVE ZONING ORDINANCE  
REGARDING FAMILY CEMETERIES AND AGRITOURISM**

**WHEREAS,** the State enabling act for planning and zoning empowers the Board of County Commissioners of Delaware County, Indiana, as the legislative body, to adopt zoning ordinances and the State enabling act also provides for amendments to a zoning ordinance from time to time as deemed necessary to further promote the health, safety and general welfare; and

**WHEREAS,** the Delaware-Muncie Metropolitan Plan Commission has given legal notice of a public hearing for consideration of the proposed amendment and, on motion duly made, seconded and unanimously approved, forwards a favorable recommendation regarding said amendment to the County, all as required by law; 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 the 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 Board of County Commissioners of Delaware County, Indiana, that the text of the Delaware County Comprehensive Zoning Ordinance be amended, changed and supplemented as follows:

**Section 1.** That ARTICLE XII F FARMING ZONE, Section 1 PERMITTED USES, Item 9 shall be supplemented and amended by adding the phrase "except for family cemeteries where there shall be no minimum area requirement" so that Item 9 will read as follows:

9. Mausoleums and cemeteries. No building shall be closer than two hundred (200) feet to any residence, school, church, hospital or institution for human care. The site for a cemetery shall be not less than ten (10) acres in area except for non-commercial family cemeteries where there shall be no minimum area requirement.

**Section 2.** That ARTICLE XII F FARMING ZONE, Section 1 PERMITTED USES, shall be supplemented and amended by adding two new permitted uses as follows:

19. Educational tours and field trips.

20. Temporary seasonal agritourism operations, such as but not limited to corn mazes/crop art, U-pick/cut-your own Christmas tree/pumpkin patch type operations, and hay rides, when registered

with the Board of Commissioners of Delaware County, Indiana, subject to any standards imposed by such registration and providing designated off-road parking areas.

**Section 3.** That ARTICLE XXXIII DEFINITIONS, Section 2 TERMS AND MEANING shall be supplemented and amended, with appropriate recodification, by alphabetically inserting a new definition as follows:

13. Agritourism: Any income-generating activity conducted on a working farm or ranch for the enjoyment and education of visitors related to the promotion of the working agricultural operation that directly supports the agricultural use of the property. It includes the interpretation of natural, cultural, historic, and environmental assets of the land and the people working on it. Agritourism does not include weddings or other commercial events that are not related to the promotion of the working agricultural operation.

**Section 4.** That this Ordinance shall be in full force and effect from and after its adoption and such publication as required by law.

**Section 5.** This Ordinance is adopted this 20 day of July, 2020.

BOARD OF COMMISSIONERS  
DELAWARE COUNTY, INDIANA  
BY:

  
Shannon Henry, President

  
James King, Member

  
Sherry Riggins, Member

ATTEST:

  
Steven G. Craycraft, Auditor  
Delaware County, Indiana

Donna Patterson  
Auditor Deputy

COURT GRANT-JUVENILE FAMILY RECOVERY COURT GRANT  
ORDINANCE NO. 2020-010

Ms. Anderson said the grant was awarded, however, she is needing a fund to be set up.

MOTION: Commissioner Riggin made a motion to introduce Ordinance 2020-010, for Problem Solving Court Grant-Juvenile Family Recovery Court.

SECOND: Commissioner King

YEAS: Commissioner King, Commissioner Riggin, President Henry

DELAWARE COUNTY COMMISSIONERS ORDINANCE FOR BJA FY 20 CORONAVIRUS EMERGENCY SUPPLEMENTAL  
FUNDING PROGRAM OFFICE OR CIVIL RIGHTS, OFFICE OF JUSTICE PROGRAMS, U.S. DEPARTMENT OF JUSTICE  
ORDINANCE 2020-011

Ms. Anderson said this grant is for PPE supplies for the courts. A fund needs to be set up for Ordinance 2020-011. Ms. Anderson would like the rules to be suspended.

MOTION: Commissioner King made a motion to introduce Ordinance 2020-011, Delaware County Commissioners Ordinance for BJA FY 20 Coronavirus Emergency Supplemental Funding program Office or Civil Rights, Office of Justice Programs, U.S. Department of Justice.

SECOND: Commissioner Riggin

YEAS: Commissioner King, Commissioner Riggin, President Henry

MOTION: Commissioner King made a motion to suspend the rules of Ordinance 2020-011, Delaware County Commissioners Ordinance for BJA FY 20 Coronavirus Emergency Supplemental Funding program Office or Civil Rights, Office of Justice Programs, U.S. Department of Justice.

SECOND: Commissioner Riggin

YEAS: Commissioner King, Commissioner Riggin, President Henry

MOTION: Commissioner King made a motion to approve Ordinance 2020-011, Ordinance 2020-011, Delaware County Commissioners Ordinance for BJA FY 20 Coronavirus Emergency Supplemental Funding program Office or Civil Rights, Office of Justice Programs, U.S. Department of Justice.

SECOND: Commissioner Riggin

YEAS: Commissioner King, Commissioner Riggin, President Henry

ORIGINAL

ORDINANCE 2020-011

DELAWARE COUNTY COMMISSIONERS  
ORDINANCE FOR BJA FY 20 CORONAVIRUS EMERGENCY SUPPLEMENTAL FUNDING  
PROGRAM OFFICE OF CIVIL RIGHTS, OFFICE OF JUSTICE PROGRAMS, U.S.  
DEPARTMENT OF JUSTICE

WHEREAS, the Delaware County Circuit Court has purchased PPE supplies due to the Coronavirus emergency and will need to purchase additional supplies as the emergency progresses; and

WHEREAS, the Delaware County Circuit Court is being awarded funds toward these purchases; and

WHEREAS, the Board of Commissioners is supportive of the Delaware 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 Department of Justice Grant as awarded by the Department of Justice.
2. Said funds shall reimburse expenses spent and shall be used by the Delaware County Circuit Court, without appropriation, as per specified by the Department of Justice Grant.

Passed and adopted by the Board of Commissioners on the 20 day of July 2020.

BOARD OF COMMISSIONERS, DELAWARE COUNTY, INDIANA

  
Shannon Henry, President

  
James King, Vice President

  
Sherry Riggins, Member

ATTEST:

  
Donna Patterson, Chief Deputy  
Steven Craycraft, Delaware County Auditor

RESOLUTIONS  
RESOLUTION COMMITTING DELAWARE COUNTY TO EQUAL TREATMENT OF ALL PEOPLE  
RESOLUTION 2020-030

Mr. Brooke, read aloud Resolution 2020-030, Committing Delaware County to Equal Treatment of All People.

MOTION: Commissioner King made a motion to approve Resolution 2020-030, Committing Delaware County to Equal Treatment of All People.

SECOND: Commissioner Riggan

YEAS: Commissioner King, Commissioner Riggan, President Henry

Mr. Brooke said Resolution 2020-030, Committing Delaware County to Equal Treatment of All People should be added to the Delaware County employee handbook as an amendment.



ORIGINAL

RESOLUTION 2020-030

**A RESOLUTION COMMITTING DELAWARE COUNTY TO EQUAL TREATMENT  
OF ALL PEOPLE**

WHEREAS, the Board of Commissioners of Delaware County have been troubled by the various events that have occurred throughout the United States which have left a lasting and profound sense of sorrow that have recently occurred; and

WHEREAS, Delaware County and the State of Indiana have had instances over many years of injustices and inequities that have occurred based upon racial, societal and other basis which are not proper or appropriate; and

WHEREAS, racial intolerance, prejudice, or decision making that is based upon any characteristic or trait other than merit are not welcome nor have no place in Delaware County, and

WHEREAS the Board of Commissioners want to encourage an inclusive community built on trust and dedication to stand up against all forms of racism and prejudice; and

WHEREAS, the Board of Commissioners of Delaware County are committed to working against the scourge that racism creates and the ensuing damage and destruction that prejudice causes in Delaware County and to ensuring that the rights of every person who lives, works, and visits Delaware County are protected; and

WHEREAS, the Commissioners recognize and acknowledge the existence of racism and prejudice have occurred in Delaware County, and vow to reaffirm the County's commitment to the principles that many have fought for and believed in that all people are created equal and that all people regardless of race, religion, sexual orientation, gender, and national origin are to be provide opportunities in our community..

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

Section 1: The Board of Commissioners of Delaware County declare that all people in the County are entitled to the basics of human rights and dignities and further affirm Delaware County's commitment to ending disparities based on race, religion, sexual orientation, gender, and national origin.

Section 2: The Board of Commissioners of Delaware County commit to working with its employees, contractors, vendors, suppliers and all members of the community to understand and consider the impact of the decisions and policies based upon improper factors such as race, religion, sexual orientation, gender, and national origin create inequities in the community.

Section 3: The Board of Commissioners are committed to moving our entire community forward in such a way that events similar to the ones that transpired in the past few weeks and in the past history do not keep reoccurring and continuing the cycle of division and conflict.

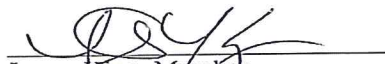
Section 4: The Board of Commissioners encourage all governmental units in the County and East Central Indiana to conduct its own commitment to removing disparities and situations which foster division because they are based upon race, religion, sexual orientation, gender, and national origin.

Dated this 20 day of July, 2020.


**BOARD OF COMMISSIONERS  
DELAWARE COUNTY, INDIANA**

  
Shannon Henry, President

  
Sherry Riggins, Vice President

  
James King, Member

Attest:

  
Steven G. Craycraft, Auditor  
Delaware County, Indiana

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

Mr. Robert Jessee, Highway Superintendent, said Town of Selma is interested in the bucket truck that is out of service at the highway. Town of Selma want to use it for parts. Mr. Jessee said with the Commissioners blessings, he would like to donate the bucket truck.

Commissioner King said he spoke to Mr. Tim Smith, Selma Council and Mr. Smith said he would work with other towns in case they would need parts off of the bucket truck.

MOTION: Commissioner King made a motion to donate the bucket truck to Town of Selma.

SECOND: Commissioner Riggin

YEAS: Commissioner King, Commissioner Riggin, President Henry

Mr. Brooke said he will create a resolution stating Delaware County will donate bucket truck and for Town of Selma to be able to accept the donation.

Commissioner Riggin asked about debrushing, the type of new truck ordered by the Highway and if work was finished on Inlow Road.

Mr. Jessee said a newer used truck was purchased. Mr. Jessee said they will continue to debrush and are doing the best that they can. Inlow road is complete.

Ms. Emily Anderson extended thanks to the Commissioners from the Judges and Courts for the opportunity to go to Understanding and Responding to Implicit Bias and Microaggressions webinar.

### **MONTHLY/WEEKLY REPORTS**

Weights & Measures Monthly Report

### **CLAIMS**

MOTION: Commissioner Riggin made a motion to approve claims in the amount of \$3,556,178.42.

SECOND: Commissioner King

YEAS: Commissioner King, Commissioner Riggin, President Henry

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

Mr. Kevin Nolan thanked the Commissioners for funding Implicit Bias and Microaggressions and the seriousness that they take toward those being racist.

Dr. Wendy Koslicki, BSU Assistant Professional, spoke on racist of the "broken windows theory".

Mr. Cameron Grubbs thanked Commissioners for approving Resolution 2020-030, Committing Delaware County to Equal Treatment of All People. Mr. Grubbs congratulated Mr. Johnson. Grubbs urged public conversations to keep the community engaged. Grubbs asked that a mandate in mask be taken in Delaware County.

**RECESS**

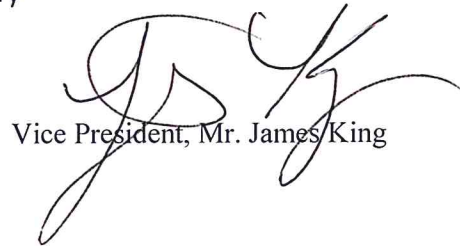
MOTION: Commissioner King made a motion to recess until August 3, 2020.

SECOND: Commissioner Riggin

YEAS: Commissioner King, Commissioner Riggin, President Henry



President, Mr. Shannon Henry



Vice President, Mr. James King



Member, Ms. Sherry Riggin



Auditor, Mr. Steven G Craycraft