

DELAWARE COUNTY COMMISSIONER'S MEETING
MONDAY, SEPTEMBER 7, 2021 @ 9:01 A.M.
COMMISSIONER'S COURTROOM
100 W. MAIN ST. ROOM 309A
CALL TO ORDER
PLEDGE TO FLAG
WELCOME

ORIGINAL

COMMENTS MAY BE MADE TO THE COMMISSIONERS VIA THEIR EMAIL AT commissioners@co.delaware.in.us

ROLL CALL

Mr. Shannon Henry
Mr. James King
Ms. Sherry Riggin-off site
Mr. John Brooke, County Attorney
Mr. Steven G Craycraft, Auditor

TABLED BUSINESS

Mr. John Brooke, County Attorney, said he is still reviewing Ordinance No. 2021 - 026 - An Ordinance to Limit Weight and Commercial Truck Traffic on County Roads in Delaware County, IN.

APPROVAL OF MINUTES

MOTION: Commissioner Henry made a motion to approve August 12 Commissioners Special Meeting and August 16, 2021 Commissioners Meeting.

SECOND: Commissioner Riggin

YEAS: Commissioner Henry, Commissioner Riggin, President King

PRESENTATIONS

Ms. Jenni Marsh and Ms. Holly Juip, United Way, presented information pertaining to the United Way campaign.

Commissioner Riggin asked that they contact Human Resources regarding the United Way campaign.

All of the Commissioners support the United Way campaign.

Mr. Bill Sylvester, Apex Benefits, presented a "letter of agreement." (See below). Apex believes there would be a savings to Delaware County by looking into Pharmacy Benefit Manager (PBM). With the cost of specialty medicines that Delaware County participants are on, Mr. Sylvester believes that they could save Delaware County at a minimum \$200,000. The "letter or agreement" with Commissioners approval would be to take this out to RFP.

MOTION: Commissioner Henry made a motion to approve that Apex Benefits review the PBM's.

SECOND: Commissioner Riggin

YEAS: Commissioner Henry, Commissioner Riggin, President King



**DELAWARE
COUNTY
COMMISSIONERS**

James King
District #1

Sherry K. Riggin
District #2

Shannon Henry
District #3

Jeni Honeycutt
Executive Administrator

100 West Main Street
Room 309 County Building
Muncie, Indiana 47305
Telephone 765.747.7730
Fax 765.747.7899
www.co.delaware.in.us

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ORIGINAL

August 10, 2021

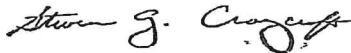
To: Aflac
From: Delaware County Government – Account #71951
Subject: Broker of Record – BOR

This Letter serves notice that effective immediately, we would like to name Apex Benefits, GU763, as our Broker of Record for all Aflac lines of coverage and Steele Benefits, AAYR1 as System of Record utilizing the Selerix platform.

Please provide Apex Benefits and Steele Benefits any and all requested information to assist them in the servicing of our account.

Sincerely,


James King
Delaware County Commissioner, President



Mr. Sylvester said Apex would like to make available an online benefit administrative system. Steel Benefits is involved with the Association of Indiana Counties. With One America having tech credits a dollar per employee, per month, this would make the system cost neutral for Delaware County and also be a paperless solution. Mr. Sylvester is a Broker having eight out of 17 counties using this system. This would streamline the process for Human Resources, payroll and members.

MOTION: Commissioner Henry made a motion to agree to a Steel Benefits cost neutral administrative system, if funding is available.

SECOND: Commissioner King

YEAS: Commissioner Henry, Commissioner Riggin, President King

Ms. Marta Moody, Plan Commission Executive Director, presented Delaware-Muncie Comprehensive Plan and Muncie Strategic Investment Plan. The Comprehensive is close to being finished.

Mr. Pete Lombardi, Mr. Thomas Eddington and Mr. Ingalls, with CZB, LLC went into further detail regarding the plan.

Attend one of TogetherDM's three Stakeholder Update Presentations and participate in the process behind the creation of the new Delaware-Muncie Comprehensive Plan and Muncie Strategic Investment Plan

Learn about key issues identified by the community so far, share your thoughts and ideas, and talk with members of the project consultant team.

JOIN US!

PLACE **MINNETRISTA**
1200 N. Minnetrista Parkway
The Cantina Room

TIMES **Wednesday, August 11**
11 am to Noon

Wednesday, August 11
1 pm to 2 pm

Wednesday, August 11
2 pm to 3 pm

Minnetrista requires masks to be worn inside their lobby. If you forget a mask, there will be masks available on site.

Can't make it to the Updates in person?



Join us for the presentation to the City Council Land & Traffic Committee on Thursday, August 12, 6:00 p.m. in the City Hall Auditorium, 300 N. High Street, Muncie, IN
Or view on the City's facebook page.

Together   Our Choices for a Stronger Delaware-Muncie



CONTRACTS OR AGREEMENTS FOR APPROVAL
PETERSON CONSULTING – CAPITAL ASSET REPORTING

Mr. Steven Craycraft, Auditor, presented Peterson Consulting Capital Asset Reporting annual agreement.

MOTION: Commissioner Henry made a motion to approve Peterson Consulting, Capital Asset Reporting agreement.

SECOND: Commissioner Riggan

YEAS: Commissioner Henry, Commissioner Riggan, President King

ORIGINAL

Peterson Consulting Services, Inc.

Capital Asset Reporting Services for State and Local Governments

1030 South La Grange Road, Suite 23
La Grange, Illinois 60525-2899
708/937-9104 Direct
708/310-0185 Cell
jon.peterson@pesi-consulting.com

June 25, 2021

Mr. Steven G. Craycraft
County Auditor
Delaware County
100 W. Main Street
Muncie, Indiana 47305

Ms. Donna Patterson
Chief Deputy Auditor
Delaware County
100 W. Main Street
Muncie, Indiana 47305

Dear Steve and Donna:

By this letter we propose to assist Delaware County, Indiana, in preparing the annual update of its capital asset information for financial reporting for the fiscal year ending December 31, 2021.

Engagement Activities

In this engagement, we will:

- Provide further review of the requirements of GASB Statement No. 34 relating to capital assets, if needed
- Prepare capital asset additions using best available data
- Prepare capital asset retirements using best available data
- Develop construction-in-progress (CIP) and assist in capitalizing CIP where appropriate for completed projects
- Prepare capital asset worksheets and summary schedules for fiscal year ending December 31, 2021. These schedules will reflect the following asset accounts and functional classifications:
 - Roads
 - Rights-of-Way
 - Bridges
 - Regulated Drains
 - Construction in Progress
 - Land

*Mr. Steven G. Craycraft
Ms. Donna Patterson
June 25, 2021
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- Land Improvements
 - Buildings
 - Machinery and Equipment
 - Vehicles
-
- Prepare a Consolidated Summary schedule indicating, in total, Delaware County's 2021 capital asset beginning balances, asset additions, asset retirements, year-end asset balances and, where appropriate, depreciation amounts for all asset accounts and functional classes. We will also include a Gateway Summary Schedule that will assist you in filing your FY 2021 Indiana Gateway report.
 - Offer, where indicated, recommendations for enhancing Delaware County's capital asset policies and procedures.

Professional Fee

Our fixed fee for performing these services will be \$3,850. In addition, we will also include any out-of-pocket expenses we incur that are directly related to this engagement. These expenses are expected to be minimal.

Limiting Conditions

Our work is also subject to the accompanying limiting conditions included with this letter.

(Continued on Next Page)

Peterson Consulting Services, Inc.

GRANT CERTIFICATION LETTER – 911 / BARRY RITTER

Mr. Barry Ritter, Interim Director of 911, presented the Grant Certification letter. This is review clean up from 2021 federal grant that Delaware County participated in. This grant was used for handling equipment at 911 Center. It stipulates that the grant is used in accordance with the terms of the grant. The equipment has been purchased, installed and the county has received reimbursement.

MOTION: Commissioner Henry made a motion to approve Grant Certification letter,

SECOND: Commissioner Riggins

YEAS: Commissioner Henry, Commissioner Riggins, President King



August 24, 2021

Barry Ritter
Delaware County Emergency Communications Center
210 S Jefferson St
Muncie, IN 47305

ORIGINAL

Dear Barry:

The National Highway Traffic Safety Administration (NHTSA) and the National Telecommunications and Information Administration (NTIA) has granted the State of Indiana a one-time grant under the 911 Grant Program as authorized by the Next Generation 911 (NG911) Advancement Act of 2012 (Middle Class Tax Relief and Job Creation Act of 2012, Pub. L. 112-96, Title VI, Subtitle E (codified at 47 U.S.C. § 942)) in the amount of \$2,800,000. The 911 Grant Program provides Federal funding to help 911 call centers nationwide upgrade equipment and operations so that citizens, first responders, and 911 call-takers can use digital, IP-based, broadband-enabled technologies to coordinate emergency responses.

This letter is to inform you that Delaware County has been granted a subaward through this grant program by the Indiana State 911 Board. The Indiana State Board will act as the pass-through entity in providing federal funding assistance to Delaware County. The subaward amount is \$630,000 for the PSAP project outlined in the grant application. This amount is 60% of the project budget. You will be required to provide the additional 40% of the funding needed to complete this project. As the subrecipient of this grant funding, Delaware County will be required to follow the same grant guidelines and requirements as the State of Indiana defined in the attachment to this letter. All pertinent information for the grant and subgrant is listed in the chart below.

Terms and conditions for the 911 Grant Program, including information about eligible and ineligible uses of funds, have been established in final regulations as well as in a Notice of Funding Opportunity (NOFO). ¹ As specified by the NG911 Advancement Act, grant recipients must provide a 40 percent match for any grant award. ² The period of performance for the grant is a maximum of three years but ending no later than March 31, 2022. ³

In addition, your grant award is subject to the conditions in the attachment to this letter. As required by the NG911 Advancement Act, your application certifies that Delaware County has not diverted and will not divert any portion of designated 911 charges imposed by the State, County, or any taxing jurisdiction in the State that will receive 911 grant funds for any purpose other than the purposes for which such charges are designated or presented from the time period 180 days preceding the date of the application and continuing through the time period during



9-1-1 Saves Lives

10 West Market Street Suite 2420 Indianapolis, IN 46204
(317) 234-8362 Office | (317) 233-0894 Fax
www.in911.net



COMMISSIONERS AMERICAN RESCUE FUNDS PLAN

Mr. Brooke presented the American Rescue Plan Funds. City of Muncie and Delaware County have met regarding the American Rescue Plan Funds. The plan is heavy on infrastructure. Swiffer grants were put in the plan, if Swiffer money is received then the ARF can be updated. Description of projects and the description on the use of plans were presented for each project. The projects presented have the possibility of being funded, however they also can be revised at any time.

Commissioner Riggan clarified that \$11,000,000 will be received in 2021 and 2022. Commissioner Riggan said she worked between the written plan and spreadsheet and the actual amount was \$27,000,000. Would Council be the ones that would have to cut back?

Mr. Brooke said Council would only appropriate the money that was provided to them by federal government. Mr. Brooke said towns are applying for grants and if they are received then that amount comes out of ARF and the plan would be revised. This would be the case with all grants that are received.

MOTION: Commissioner Riggan made a motion to table the American Rescue Funds Plan until the next Commissioners meeting on September 20, 2021.

MOTION: Commissioner Henry made a motion to introduce the American Rescue Funds Plan.

SECOND: Commissioner Riggan

YEAS: Commissioner Henry, Commissioner Riggan, President King

American Rescue Funds Plan is available in the Auditor's office

MAINTENANCE SERVICES FOR SUPERINTENDENT STEVE FOSTER

Mr. Brooke said this position will not be funded as a salary until November 1, 2021 due to the payout of Mr. Charlie Walker, prior Superintendent.

MOTION: Commissioner Henry made a motion to approve Maintenance Services contract for Superintendent. Mr. Steve Foster will work under this contract until November 1, 2021.

SECOND: Commissioner Riggan

YEAS: Commissioner Henry, Commissioner Riggan, President King

ORIGINAL

AGREEMENT FOR MAINTENANCE SERVICES CONSULTANT

THIS AGREEMENT is made and entered into by and between the Commissioners of Delaware County, Indiana, hereinafter referred to as "Commissioners" and Steven Foster hereafter referred to as "Maintenance Consultant" or "Consultant".

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


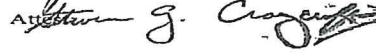
1. That the Commissioners hereby employ Maintenance Consultant to perform maintenance services for all county buildings and structures and give advice matters involving the maintenance, operation of HVAC and other infrastructure of Delaware County buildings and facilities. Maintenance Consultant hereby accepts said appointment and will render services described above during the term of the Agreement.
2. As compensation for services rendered by Maintenance Consultants pursuant to this Agreement, the Commissioners agree to pay Maintenance Consultant the sum of Thirty-One dollars and six cents (\$31.06) per hour for services rendered to the County. As a consultant, the Maintenance Consultant understands that they are not entitled to any benefits during the term of this Agreement. The Maintenance Consultant accepts that during the term of this Agreement, Delaware County shall not be responsible to provide any type of workmen's compensation insurance or coverage for any and all injuries that the Maintenance Consultant may incur in providing the consulting, repair and maintenance services.
3. The term of this Agreement shall commence on September 1, 2021 and end October 31, 2021.
4. Delaware County and the Commissioners will be responsible for payment of any and all costs, fees, expenses for parts or replacement equipment and other costs which may be necessary for performing services to Delaware County.
5. Maintenance Consultant shall file a claim on a bi-weekly basis for the services provided. The Maintenance Consultant shall keep track of any and all hours that are used in service to Delaware County and shall record them on records which shall be provided with the appropriate

claim form for payment. All claim forms and work records shall be provided to the Office Manager of the County Commissioners for review and submission to the Auditor for payment.

6. Either party may rescind this Agreement at any time, without cause, with forty-eight (48) hours' notice to the other side. Any and all time that is expended by the Consultant up to and including the expiration of the notice period shall be paid to the Consultant by the County.

Dated this ___ day of September, 2021.


Steven Foster


President,

County Auditor

DEPARTMENT HEADS AND ELECTED OFFICIALS

Ms. Emily Anderson, Court Administrator, discussed Ordinance 2021-009 and Ordinance 2021-021 regarding weapons, cell phones and other items. Ms. Anderson said these ordinances contradict the other.

Commissioner Henry said he and Mr. Brooke were already working on both ordinances to clear up any contradictions.

Commissioner Henry has received complaints regarding the speed around the reservoir, especially the beach area of 400 south and 450 south. A traffic study has been done. Commissioner Henry proposed that stop signs be placed at 400 south and 450 south.

Ms. Linda Michael, Muncie, Indiana, said she and her husband have lived in the area of the reservoir for 21 years. Recently they purchased the marina. Speeding continues to happen daily and has been a great concern for safety. Ms. Michael thanked Commissioner Henry for his assistance.

Commissioner Henry said Delaware County recently have purchase four electrical signs. Commissioner Henry proposed that these stop signs be place in the area of 400 south and 450 south.

Mr. Brooke will prepare an ordinance for introduction at the September 20, 2021 Commissioners meeting.

MONTHLY/WEEKLY REPORTS

MOTION: Commissioner Riggin made a motion to approve claims in the amount of \$4,263,020.30

SECOND: Commissioner Henry

YEAS: Commissioner Henry, Commissioner Riggin, President King

RECESS

MOTION: Commissioner Henry made a motion to recess until September 20, 2021.

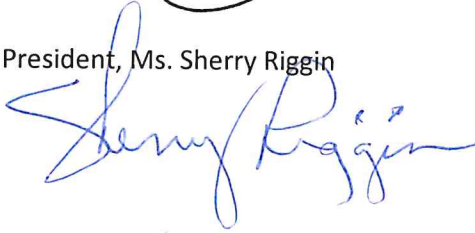
SECOND: Commissioner Riggin

YEAS: Commissioner Henry, Commissioner Riggin, President King

President James King



Vice President, Ms. Sherry Riggin



Member, Mr. Shannon Henry



Auditor, Mr. Steven G Craycraft

