

## **STATE ARMORY BOARD**

**JANUARY 8, 2025**

The Indiana State Armory Board convened at 10 o'clock A.M., Wednesday, January 8, 2025 in the Adjutant General's Conference Room, located on the second floor of Building One at Indiana Joint Force Headquarters, located on Stout Field, 2002 South Holt Road Indianapolis, Indiana 46241, pursuant to notice given to all concerned.

### **MEMBERS PRESENT:**

Brigadier General (Retired) Michael A. Kiefer – President  
Brigadier General (Retired) Ronald W. Henry – Vice President  
Colonel (Retired) Timothy R. Warrick – Member  
Colonel (Retired) Todd Townsend – Member – Connected via Microsoft Teams  
Major General R. Dale Lyles – the Adjutant General – Secretary-Treasurer

### **OTHERS PRESENT:**

Brigadier General Lawrence Muennich – Assistant Adjutant General  
Brigadier General Michael Grundman – Director, State Operations  
Colonel (Retired) John Silva – Controller  
Mr. Jason Thompson – General Counsel  
Mrs. Stephanie Brossman – Field Auditor  
Mrs. Alexis Teller – Deputy Director, Purchasing and Contracting  
Mr. Jason Brady – Construction and Facilities Management Officer  
Ms. Terri Levy – Executive Assistant to the Director, State Operations  
Ms. Heather Salinas – Director, National Guard Alumni Programs  
Lieutenant Colonel Stephen Spencer – Commander, Muscatatuck Urban Training Center  
Ms. Mary Barbee – Business Administrator – Recorder

### **THOSE ABSENT:**

Mrs. Mary Carrico – Director, Purchasing and Contracting Office  
Mr. James Mahern – Director, Facilities Office  
Colonel (Retired) Steven Hines – Director of Operations—Camp Atterbury  
Command Sergeant Major Brenda Simmons – Awaiting Gubernatorial Appointment

### **3. MINUTES OF LAST MEETING:**

#### **Major General Lyles' Remarks:**

- Addressed the Board prior to the meeting.
- Mentioned this was his last armory board meeting.
- Needed to leave early for a meeting with the governor.
- Expressed honor in serving the organization and the armory board.
- Highlighted the importance of the board to the functionality of the TAG office.

- Mentioned contributions such as hosting Slovaks, solving complex armory problems, and modernization efforts.
- Thanked the board for their support during his tenure.

#### **Brigadier General (Retired) Kiefer's Response:**

- Appreciated the opportunity given by Major General Lyles.
- Acknowledged the board's contributions.

#### **Major General Lyles' Additional Comments:**

- Joked about board compensation.
- Mentioned his future plans to serve on fewer boards.
- Expressed deep appreciation for the board members.

#### **Introduction of Brigadier General Muennich:**

- Introduced by Major General Lyles.
- Brigadier General Muennich expressed humility and gratitude for the opportunity to serve as the 60th Adjutant General.
- Looked forward to working with the board.

#### **Meeting Called to Order:**

- Called to order by Brigadier General (Retired) Kiefer at 10:01, 8 January 2025.
- Quorum confirmed, including telephonic participation by Colonel Townsend.

#### **Discussion on Sergeant Major Appointment:**

- Major General Lyles inquired about Sergeant Major Simmons' appointment.
- Brigadier General Grundman confirmed the appointment was declined due to TAG transition.

#### **Approval of Previous Meeting Minutes:**

- Minutes of the last meeting were circulated.
- Approved by Colonel Warrick and seconded by General Lyles.

#### 4. TREASURER'S REPORT:

##### Colonel Silva Presented the Treasurer's Report:

- **Special Programs Balance Sheet:**
  - Opening balance for checking account: \$630,922.37.
  - Accounts receivable: \$705,190.
  - Liabilities: Paying income and NRA.
  - New line for charging stations: \$200-\$300/month.
  - Cyber activity equity: \$46,687.
- **Expenses:**
  - Internet: \$3,000.
  - Room insurance: \$1,260.06.
  - Cyber payout expense: \$12,896.66.
  - Professional fees: \$42,714.50.
  - Total expenses: \$45,819.
- **Main State Armory Board Account:**
  - Opening availability: \$1,942,096.
  - Non-liquid assets: CDs with changing renewal rates.
  - Fixed assets: \$2,843,096.
  - Long-term liabilities: \$125,468.
  - Ceremonial Unit spending under budget.
  - Lawrence Wellness Clinic pending bills.
  - TAG's Public Relations expenses: \$3,498.
  - Umbarger Conference Center expenses: \$5,000.
- **Income:**
  - CD interest: \$1,596.76.
  - Court Martial Income: \$160.
  - HYCA Foundation: \$2,500.
  - Knightstown Income: \$85.
  - Local Armory Boar Income: \$13,000.
  - Refunds: \$1,000.
  - Sale of Armory: \$242,185.22.
- **Expenses Breakdown:**
  - Alumni Associations: Advertising promotion. \$253.
  - Automobile Expense: \$84.
  - Ceremonial Unit Animal Care: \$1,381.
  - Due Subscriptions: \$1,043.
  - Equipment: \$1,875.
  - HYCA Academic Expenses: \$5,021.

- HYCA Regular Expenses: \$264.
- IGR Office Supplies: \$205.
- Office Letters: \$1,394.385.
- Plaques and Awards: \$1,133.
- IGR Software Purchase: \$10,799.70.
- IGR Telecommunications: \$163.
- Meals and Entertainment: \$17,351.
- Telephone Expense: \$2,250.
- Professional Fees: \$150,968.
- Reimbursements: \$35,455.65.
- TAG Public Relations: \$20,648.
- Travel Expense: \$200.
- Net income for reporting period: \$96,152.64.
- Local Armory Boards balances and checks listed.
- August audit month for the body.

#### **Discussion on HYCA:**

- Brigadier General (Retired) Kiefer emphasized the value of HYCA.
- Highlighted academic achievements and societal impact.
- Encouraged support for HYCA.

#### **Umbarger Conference Center Update:**

- Brigadier General (Retired) Henry mentioned rental changes.
- RedLegs opted for Franklin instead of Umbarger Conference Center.

#### **Approval of Treasurer's Report:**

- Motion for approval by Brigadier General (Retired) Henry.
- Seconded by Colonel (Retired) Warrick.
- Report approved without opposition.

**5. MRS. STEPHANIE BROSSMAN WILL PROVIDE AN UPDATE ON LOCAL ARMORY BOARDS.**

- **Statewide Financial Overview:**
  - Overall statewide funds as of December 30th: \$694,517.98.
  - Wage claim reimbursement owed: \$35,000 - \$40,000.
  - Rentals performing well.
- **Large Purchases:**
  - Some armories made large purchases since the last report.
  - These will be reflected in the next report.
- **Website for Armory Rentals:**
  - Website went active late August.
  - Public Affairs took pictures of 9 armories.
  - Armory coordinator taking additional pictures due to staffing limitations.
  - Website results:
    - 2 to 6 requests per week.
    - Armory rental coordinator follows up with armory managers.
- **Marketing Efforts:**
  - Statewide employee newsletter featured armory rentals.
  - Received 5 inquiries from the newsletter.
  - Requested monthly marketing updates in the newsletter.
- **Questions:**
  - Brigadier General (Retired) Kiefer asked for questions.
  - No questions were raised.

**6. MRS. STEPHANIE BROSSMAN WILL PRESENT REGULATION 210-1 CHANGES.**

- **Regulation Update:**
  - Last update: 3 years ago.
  - Feedback from the field prompted changes.
  - Aim: Simplify regulation for armory management.
  - Removed red tape for spending money.
- **Key Changes:**
  - Condensed information for easier reading.
  - Armory manager responsibilities consolidated into one location.
  - Armory rentals given a separate chapter.
  - Expense approval streamlined:

- All expenses now go to the state controller unless related to maintenance repair.
  - Director state operations to approve non-maintenance expenses.
- Increased spending limit without pre-approval:
  - Previous limit: \$500 for single unit, \$750 for multi-unit.
  - New limit: \$1,000 regardless of unit type.
- Form 99 requirement modified:
  - Physical plant managers no longer sign off on every expense.
  - Involvement only required for building grounds, systems, etc.
- Removed outdated chapter on building service workers.
  - Relevant information moved to armory manager responsibilities chapter.
- **Website for Armory Rentals:**
  - Active since late August.
  - Public Affairs took pictures of 9 armories.
  - Armory coordinator taking additional pictures.
  - Website results:
    - 2 to 6 requests per week.
    - Armory rental coordinator follows up with armory managers.
  - Marketing efforts:
    - Featured in statewide employee newsletter.
    - Received 5 inquiries from the newsletter.
    - Requested monthly updates in the newsletter.

### Questions and Feedback:

- Brigadier General (Retired) Kiefer asked for questions.
- Mrs. Brossman reported positive feedback from armory managers:
  - Increased spending limit well-received.
  - Positive response to reduced physical plant manager involvement.

**7. MRS. ALEXIS TELLER WILL PROVIDE AN UPDATE ON CURRENT STATE ARMORY BOARD CONTRACTS.**

**Contract Information:**

- **Water Line Restoration:**
  - Cost: \$1.3 million.
  - Funding: 100% publicly funded.

**Mary Carrico's Retirement Announcement:**

- **Retirement Date:**
  - March 31, 2025.
- **Reason for Absence:**
  - Recent surgery prevents driving.
- **Career Highlights:**
  - Service from November 2010 at Camp Atterbury as Accountant.
  - Director of State Purchasing & Contracting from 2017 to present.
  - Built State P&C staff from the ground up.
  - Collaborated with various Directorates and staff:
    - State Legal Counsel.
    - FMO Office.
    - State Facilities.
    - State Controller's Office.
    - State HR.
    - J3 shops.
    - Hoosier Youth Challenge Academy.
  - Worked through COVID and State Active Duty missions.
- **Gratitude:**
  - Privilege of almost 15 years serving soldiers and staff.
  - Confidence in future growth of State P&C Directorate.
- **Favorite Retirement Quote:**
  - "The journey of a thousand miles begins with one step."

**8. MR. JAMES MAHERN WILL PROVIDE A SHORT BRIEFING ON STATE FACILITIES.**

**Facilities Briefing:**

- **Presenters:**
  - Mr. Jason Brady, Construction and Facilities Management Office (CFMO).
  - Mr. Jason Thompson, General Counsel.
- **Project Updates:**
  - **Hamilton County Readiness Center:**
    - Ongoing project.
    - Expected completion: December 2025.
    - Added state-funded external storage building.
  - **Bloomington:**
    - Ongoing project.
    - Interior walls gutted and reconstruction underway.
    - Expected completion: December 2025.
  - **Columbus:**
    - Two projects:
      - Airborne parachute rigger facility.
      - Modernization of the armory.
    - Both projects slightly behind Bloomington.
    - Expected completion: December 2025.
  - **Martinsville:**
    - Originally scheduled for January completion.
    - New completion date: March 2025.
    - Ribbon cutting event planned for March.
- **Funding Breakdown:**
  - Armories: 60% federal, 40% state.
  - Dependent on type of funds used.

**Major General Lyles' Comments:**

- No issues with state finance committee for budget increases.
- Plan to continue modernization efforts for all armories.

**Brigadier General (Retired) Kiefer's Inquiry:**

- Question about acquiring South Bend Readiness Center from Army Reserve.
- **Mr. Brady's Response:**
  - Department of the Army approval received.



- Waiting on Army Reserve paperwork (DD Form 1354).
- Verification of property required.
- Expected acquisition completion: Next three months.
- **Location:**
  - South Bend, a couple of miles from current armory.
  - Brigadier General (Retired) Kiefer confirmed location details with Mr. Brady.

**9. MR. JAMES MAHERN WILL REQUEST APPROVAL FOR \$12,000.00 FOR APPRAISALS OF NORTH VERNON ARMORY AND PERU ARMORY.**

**Mr. Jason Thompson, General Counsel:**

- **Funding Request:**
  - Amount: \$12,000.
  - Purpose: Appraisals for North Vernon and Peru properties.
- **North Vernon:**
  - City of North Vernon expressed strong interest in the property.
  - Last appraisal nearly a decade old.
  - Statutory requirement for disposal: Appraisals needed.
  - Initial appraisal to establish baseline value.
  - Appraisal process:
    - Minimum of one appraisal.
    - Up to three appraisals depending on disposal method (IUA or yard reporting).
  - Contracted through Mrs. Cozzarelli-Teller and the Contracting Office.
  - State-approved appraiser to determine property value.
- **Peru:**
  - City of Peru expressed strong interest in acquiring the property.
  - Open dialogue with Peru team about future acquisition.
  - No promises made, but strong interest from Peru.
  - Need to establish baseline value for discussions.
  - Appraisals typically cost around \$5,000 each.
  - Requesting \$12,000 to support appraisals for both properties.

**Discussion:**

- **Colonel (Retired) Warrick:**
  - Questioned operational differences from last year.
- **Mr. Thompson:**
  - Determination not yet made.
  - Legal advice favors IDOA for flexibility and cost-effectiveness.
  - State process cheaper: One appraisal vs. three.
  - Funds go to the treasury, minimal upside for the board.
- **Major General Lyles:**
  - Continued efforts to retain proceeds for future land purchases.
  - Land acquisition process in place for new armory.
  - Armory modernization plan: Close half of armories, build new ones along thoroughfares.
- **Brigadier General (Retired) Kiefer:**
  - Discussed historical context and current strategy for armory locations.
  - Emphasized need for expedited process and competent appraisals.
- **Brigadier General (Retired) Henry:**
  - Inquired about deal to retain proceeds for property purchases.
- **Mr. Thompson:**
  - Statute implies funds should be accessible for future land purchases.
- **Major General Lyles:**
  - Highlighted challenges in land acquisition.
  - Proposed starting land acquisition process for future armory.
- **Brigadier General Grundman:**
  - Mayor of North Vernon ready to make an offer.
  - Peru's acquisition interest likely within five years.
- **Major General Lyles:**
  - Emphasized flexibility and agility in appraisal processes.
  - Discussed modernization efforts to reduce deferred maintenance costs.
- **Brigadier General (Retired) Kiefer:**
  - Stressed alignment of resources to needs.
- **Major General Lyles:**
  - Highlighted increased use of Guard for non-standard missions.
  - Advocated for state support and funding.
- **Brigadier General (Retired) Kiefer:**
  - Supported Guard's role as 9-1-1 force.
- **Major General Lyles:**
  - Mentioned legislative efforts to improve workman's comp for Guardsmen.
  - Acknowledged team's hard work on rewriting regulations.

### Approval of Appraisal Request:

- Motion for approval by Brigadier General (Retired) Henry.
- Seconded by Colonel (Retired) Warrick.
- Report approved without opposition.

**10. MR. JAMES MAHERN WILL REQUEST APPROVAL OF \$13,500.00 FOR THREE (3) BUILDING PLAQUES. NEW PLAQUE FOR FMS #8 AND COMPLETE/CORRECTED PLAQUES TO INCLUDE ALL SAB MEMBERS AT SHELBYVILLE READINESS CENTER AND DANVILLE READINESS CENTER.**

### Mr. Jason Brady:

- **Funding Request:**
  - Amount: \$13,500.
  - Purpose: Purchase of three plaques.
- **Plaques Details:**
  - **FMS 8 (Terre Haute):**
    - No bronze plaque previously done for the facility.
  - **Shelbyville:**
    - Update plaque to include all board members.
    - Issue raised by Brigadier General (Retired) Henry in last meeting.
  - **Danville:**
    - Correct error on the original plaque.
- **Rank Change:**
  - Major General Lyles suggested changing the rank on the FMS shop plaque.
  - Mr. Brady agreed to make the change if desired.

### Approval Process:

- **Brigadier General (Retired) Henry:**
  - Recommended approval.
- **Colonel (Retired) Warrick:**
  - Seconded the motion.
- **Vote:**
  - Funding approved.

**11. MR. JAMES MAHERN WILL PROPOSE THE PURCHASE OF A SMALL PARCEL (0.36 ACRE) AT HULMAN AIRFIELD, TERRE HAUTE TO AN ADJOINING HOME FOR ROAD AND UTILITY ACCESS FOR \$500.00.**

**Mr. Thompson:**

- **Request:**
  - Approval for \$500 for 0.36 acres near the airfield.
- **Details:**
  - Maps included in packet.
  - Minor real estate transaction.
  - Sale of land to clean up property line dispute.
  - No strategic or military value.
  - Airport authority supports the transaction.
  - Airport extending water to the property.
- **Action:**
  - Purchase agreement and deed for signature.
  - Notarize and record the transaction.
- **Motion:**
  - Motion to approve by Colonel (Retired) Warrick.
  - Seconded by Major General Lyles.
  - Vote: All in favor, aye.
  - Authority granted to proceed.
- **Old Business:**
  - **FMS Property in Shelbyville:**
    - Reversionary clause discovered in deed.
    - Property reverts to Shelbyville if not used for military purposes.
    - City of Shelbyville amenable to taking back the property.
    - Memo to IDOA to execute reversionary clause.
    - Memo prepared for signature to close the loop.
  - **Action:**
    - Sign memo to IDOA.
    - Conclude the matter at the end of the meeting.

**12. MR. JASON THOMPSON WILL PRESENT INFORMATION REGARDING A PROPERTY LINE AT THE TERRE HAUTE ARMORY.**

**Mr. Thompson:**

**Property Issue:**

- 0.36 acres near the airfield.
- Minor real estate transaction.
- Sale of land to clean up property line dispute.
- No strategic or military value.
- Supported by airport authority.
- Airport extending water to the property.
- **Action Required:**
  - Draft letter stating no ownership or interest in the alleyway.
  - Alternative: Quick claim deed if required by title company.
  - Finalize purchase agreement and deed for signature.
  - Notarize and record transaction.

**Brigadier General (Retired) Kiefer:**

- **Recommendation:**
  - Confirm title company's requirements.
  - Proceed with letter or quick claim deed based on title company's preference.

**Mr. Thompson:**

- **Old Business:**
  - **FMS Property in Shelbyville:**
    - Reversionary clause discovered in deed.
    - Property reverts to Shelbyville if not used for military purposes.
    - City of Shelbyville amenable to taking back the property.
    - Memo to IDOA to execute reversionary clause.
    - Memo prepared for signature to close the loop.
- **Action Required:**
  - Sign memo to IDOA.
  - Conclude the matter at the end of the meeting.

**13. MS. HEATHER SALINAS WILL REQUEST FUNDING IN THE AMOUNT OF \$65,000.00 TO SUPPORT THE ALUMNI RELATIONS PROGRAM FOR THE REMAINDER OF 2025.**

**Mrs. Heather Salinas:**

- **Budget Proposal:**
  - Amount: \$65,000.
  - Purpose: Events, digital branding, marketing, communications.
  - Goal: Engage alumni and retirees, build ambassador program.
- **Program Details:**
  - Encourage alumni and retirees to be voices for the organization.
  - Leverage their involvement in communities and organizations.

**Major General Lyles:**

- **Amplification:**
  - Untapped resource in alumni.
  - Need to unify fractured alumni groups.
  - Strengthen alumni engagement and camaraderie.
  - Support for \$65,000 budget.

**Brigadier General (Retired) Kiefer:**

- **Support:**
  - Emphasized importance of spending for program success.
  - Mentioned "Soldiers for Life" initiative.
  - Recommended approval.

**Major General Lyles:**

- **Event Proposal:**
  - Alumni event at NGAI in French Lick.
  - Supported by Command Sergeant Major (Retired) Jim Brown and Major General (Retired) Marty Umbarger.

**Approval Process:**

- **Motion:**
  - Motion to approve Alumni Programs Spending Plan by Colonel (Retired) Townsend.
  - Seconded by Colonel (Retired) Warrick.
  - Vote: All in favor, aye.
  - Funding approved.

**Colonel (Retired) Silva:**

- **Special Program Funds:**
  - Suggested using special program funds for the budget.

**Brigadier General (Retired) Henry:**

- **Notification of Deaths:**
  - Questioned how headquarters can notify members of deaths.
  - Mentioned recent deaths of former officers.

**Major General Lyles:**

- **Response:**
  - Strengthen alumni network to establish a 501c3.
  - Create roles (president, vice president, secretary) to manage notifications.
  - Ms. Salinas as point of contact for alumni information.
  - Encourage communication via email and phone.

**Brigadier General Henry:**

- **Communication Issues:**
  - Mentioned problems with landline phone system.
  - Suggested using cell phones for better communication.

**Major General Lyles:**

- **Response:**
  - Acknowledged shift from landlines to cell phones.
  - Encouraged texting for better response.

**14. REMARKS FROM THE ADJUTANT GENERAL.**

**Major General Lyles:**

- **Remarks:**
  - Heading to the Capitol.
  - Uncertain if he will return due to engagements.
  - Retirement ceremony details:
    - Date: 31 January.
    - Location: War Memorial.
    - Time: 10:00 AM.
    - Open to the public.
    - Invitation extended to all.

**Brigadier General Muennich:**

- **Comments:**
  - No additional remarks.
  - Acknowledged Major General Lyles' comments.

**15. DATE AND TIME OF NEXT MEETING. -- 10 A.M. WEDNESDAY, 16 APRIL 2025.**

- **Next Meeting:**
  - Date: 16 April.
  - Time: 10:00 AM.
  - Location: Wednesday at 10 hours.

**Motion to Adjourn:**

- **Colonel (Retired) Townsend:**
  - Motion to adjourn.
- **Colonel (Retired) Warrick:**
  - Seconded the motion.
- **Vote:**
  - All in favor: Aye.
  - Meeting adjourned.