

**PORTER COUNTY COUNCIL**  
**Regular Council Meeting**  
**May 26, 2020**

The Porter County Council will meet on Tuesday, May 26, 2020 at 5:30 p.m., in the County Administration Center, located at 155 Indiana Avenue - Room 205, Valparaiso, Indiana.

Mr. Rivas called the meeting to order with the Pledge of Allegiance.

Members present were Council Member Jeremy Rivas, Council Member Sylvia Graham, Council Member Mike Jessen, Council Member Jeff Larson, Council Member Bob Poparad, Council Member Greg Simms and Council Member Dan Whitten. Also present was, Auditor Vicki Urbanik, Auditor Chief Deputy Toni Downing and Council Administrative Assistant Joy Blakely.

Mr. Rivas, Thank you and let me just start off by saying to everyone, you guys thank you very much this is has been difficult I know we like to get together and I know we like to debate things, it's a lively group and trying to get through these last couple of months and doing our business hasn't been easy. Thank you guys for your patience and everything and I am certain we will be able to see each other's shining faces at the county building.

**Minutes**

Approval of Council minutes for April 28th, 2020.

Mr. Rivas, Alright we've got the minutes in front of us for April 28<sup>th</sup>, 2020.

Mr. Whitten, Motion to approve.

Mr. Larson, Second.

Mr. Rivas, Motion and a second, any discussion? All in favor signify by saying Aye? All Opposed same sign? Motion carries.

Motion carries on a unanimous voice vote.

**First Reading**

Mr. Rivas, First reading Madame Auditor?

Auditor Vicki Urbanik,

**NOTICE TO TAXPAYERS OF PROPOSED ADDITIONAL APPROPRIATIONS**

Notice is hereby given the taxpayers of Porter County, Indiana that the proper legal officers of Porter County, Indiana will meet in the Porter County Government Administration Building located at 155 Indiana Avenue, Valparaiso Indiana 46383 on May 26<sup>th</sup>, 2020 at 5:30 p.m. to consider the following appropriation adjustments to the county budgets for the year 2020 and to transact any further business which might come before the Council:

<b>Storm Water Fund</b>
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Storm Water	1182-39760-000-0079	CO Property Assessed Benefits	\$	2,006.66
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Taxpayers appearing at such meeting shall have a right to be heard thereon. The additional appropriations as finally made will be referred to the Indiana Department of Local Government Finance. Where applicable, the DLGF will make a written determination as to the sufficiency of funds to support the appropriations made within fifteen (15) days of receipt of a certified copy of the action taken.

Vicki Urbanik  
Auditor of Porter County

Publish May 15, 2020

Auditor Vicki Urbanik, And that concludes first reading.

Mr. Whitten, Alright thank-you.

**ITS – Director Donald Wellsand**

**ITS General Fund - 1000-000-0106 (Tabled again 4-28-2020)**

Additional \$60,665 to 45100 Data Processing Equipment. Reason Increase storage capacity for Sheriff Exchange and other Sheriff/E911 servers.

Additional \$40,000 to 45100 Data Processing Equipment. Reason upgrade Sheriff Exchange email server – currently on a server that's 12 years old and domain controllers.

Mr. Rivas, Alright let's get going on something that's been on the agenda since pre-COVID. Don you've got a couple of additional that we've kind of pushed off and you worked with us pushing them off. Does anybody have any questions I know that you guys have the information on it. This is just the stuff on the Jail does anybody have any questions for Don on these two?

Mr. Whitten, I'll make a motion on both to approve.

Mr. Poparad, I'll second.

Mr. Rivas, We have a motion and a second, any discussion on the two additional for \$60,665 and \$40,000 dollars? Can we get a roll call?

Auditor Vicki Urbanik, Yes

Motion carried on the following roll call vote:

Ms. Graham	-	Yes
Mr. Jessen	-	Yes
Mr. Larson	-	Yes
Mr. Poparad	-	Yes
Mr. Simms	-	Yes
Mr. Whitten	-	Yes
Mr. Rivas	-	Yes

Auditor Vicki Urbanik, 7 – 0

Mr. Whitten, I am going to miss talking to you about these additional.

IT Director Don Wellsand, I know it's been a long three months. Thank you.

Mr. Jessen, Thanks Don have a good night.

**Any other matter that may come properly before the Council**

- Joint Financial Resolution of the Porter County Board of Commissioners and the Porter County Council Concerning Covid-19.

Mr. Rivas, If you guys don't mind I going to go out of order here for a little bit. We've got this Joint Resolution with the Commissioners that was born out of a meeting with the Commissioners and Scott is going to run and put out a fire somewhere. So we asked Scott to be here and discuss this Joint Resolution with the

Commissioners if anybody has any questions. Has everybody had a chance to read it and review it and understand everything?

County Attorney Scott McClure, Harold has also reviewed and saw it.

Mr. Rivas, Yes?

Mr. Whitten, I'd like to make the motion to approve this Resolution by title only.

Mr. Jessen, Second.

Mr. Rivas, There is a motion to approve this Resolution by title only and a second. As you guys know this kind of lays out what went on over the last couple of months what we've done with the County and set forth some financial measures in cooperation with the Commissioners like hiring freeze, over-time and comp-time ban. A real strict protocol on any kind of additional to the General fund. We are just kind of preparing the County moving forward.

County Attorney Scott McClure, And it also allows for the Inter-fund borrowing for the Auditor.

Mr. Rivas, Yes thank you as we expect some cash flow issues in the near future with people having the sixty (60) day window to not pay property taxes and not be penalized for it.

Yes I spoke to Harold today he had some things come up but he did review it. So there is a motion and a second on the floor any other discussion?

Mr. Jessen, Attorney McClure if you could there is a question that I have been asked could we talk about the mandatory testing for all employees. Can you just give us an idea of where we are at with it? Has everyone been tested and what those results were? Are we finished with that?

County Attorney Scott McClure, Yes today was the final day of testing, I think we did another sixty (60) approximately today to round it out. I believe that takes care of all of our departments and even some of our sub-departments. So those results will be in a day or two but I think at this point the results that we have received were somewhere around 3 or 4 positive results the rest were negative so it was good news on that front.

Mr. Jessen, So over the course of how many days...it was two weeks roughly of testing?

County Attorney Scott McClure, It was basically a Friday to Friday so basically a week plus today.

Mr. Poparad, What's the percentage?

County Attorney Scott McClure, It's 3 or 4 out of...

Mr. Jessen, Six (600) hundred?

County Attorney Scott McClure, Seven (700) or Eight (800) hundred.

Ms. Graham, Wow that's good they are in 14 days quarantine?

County Attorney Scott McClure, Yes the ones that were positive.

Ms. Graham, Ok good. Will it be repeated then?

County Attorney Scott McClure, Correct.

Ms. Graham, Ok.

Mr. Larson, There is a couple of questions...how do we keep the other ones separated that were already tested? What stopped them from getting infected as soon as they were tested? And what did this cost the County?

County Attorney Scott McClure, Well if you walked out and got infected immediately after the test nothing would stop it. The point was to be able attempt to give the employees the opportunity to be able to come in knowing back to full staff which they are today without having an asymptomatic that's working with you that unknowingly is asymptomatic therefore isn't violating anything and doesn't know and just happens to pass it to everyone around within the workplace that was the point of it.

The total cost...I haven't got a final tally but the good thing is it will be reimbursed through the Care Act that the State has.

Mr. Larson, So do we have a cost per test? Do we know what that cost was?

County Attorney Scott McClure, It was a \$100 dollars plus the nurse was by hour and by day and exactly how long the nurses stood out there.

Mr. Larson, The only thing that I was asking Scott was if we are coming back in waves were we isolating the people that were back and tested?

County Attorney Scott McClure, We came back all today.

Mr. Larson, Yeah but when we tested...we kind of tested in waves right? We didn't test everyone today?

County Attorney Scott McClure, We tested every day for seven days.

Mr. Larson, Right so a percentage of those people that were coming in were getting tested, I'm saying did they all get tested when they came back together or did they test everyday a certain percentage of those people who returned to work were getting tested?

County Attorney Scott McClure, We tested about ninety (90) a day until they were all tested.

Mr. Larson, That was my question.

Mr. Whitten, So I think what he is asking is and I could be wrong but as they were getting tested is that determining when they would come back to work? And you are saying no...

County Attorney Scott McClure, Yes at that point and time, like when the Juvenile Center was complete...

Mr. Whitten, Yes.

County Attorney Scott McClure, they all could return.

Mr. Whitten, Ok

County Attorney Scott McClure, That what the leadership of that then did that and then went around by department at that point to be able to bring their staffs in full.

Mr. Whitten, What company is doing the testing?

County Attorney Scott McClure, The Franciscan and then Franciscan utilized Great Lakes.

Mr. Jessen, Then I would assume Attorney McClure the funding the Cares Act and the FEMA funding and I'm sure we're aggressively putting that information together and I know there is a certain amount that the County was granted or allocated based on that so is it through Vicki's office or the Commissioner's Office that we're aggressively making sure that we're getting reimburse what we need to get reimbursed for?

County Attorney Scott McClure, Both offices are working on it right now there has been several meetings and Vicki's been I believe some of the planning meetings with the actual state that's running the program through the Feds...so yes we are...

Mr. Jessen, Which is really great news.

County Attorney Scott McClure, It's wonderful news.

Mr. Jessen, Yes

Mr. Rivas, Yes I know that Vicki is very involved in that I think she may chair a committee...

Auditor Vicki Urbanik, No

Mr. Rivas, No?

Auditor Vicki Urbanik, This is a committee that formed by the AIC and it was focused specifically on the portion of the Cares Act that is going to be administered through the States OMB agency (Office of Management and Budget). This is that \$5.5 million that Porter County Government has been eligible to receive. Now there is other grants that Scott mentioned, there is FEMA grants that are available. There is a Criminal Justice Institute grant that is being pursued pretty aggressively. But the committee that I was on focuses on the Cares Act which is going to be focused on this direct claims reimbursement, it's not like a grant application per say...that's where we think the testing might be able to get reimbursed through.

Mr. Rivas, Alright.

Mr. Poparad, Scott I've got one question on the positive cases, were they surprised? I mean did they have symptoms? Or...

County Attorney Scott McClure, They didn't know.

Mr. Poparad, They had no way of knowing?

County Attorney Scott McClure, No.

Mr. Poparad, Ok.

Mr. Larson, I had one other thing did we...this was a pretty large contract with them was there any other bidder? Did we put this out or did we just make that choice that we were going to use that facility?

County Attorney Scott McClure, The choice was simple it was Franciscan. It was a call that GIS our insurance agent that what is the best way to maybe test 800 people back when nobody had the tests. They then talked about different scenarios including doing it ourselves including if we could locate the tests. We were unable to locate the tests that's why the health department was never even approached to maybe administer the tests. Since we had a contract with the Franciscan Group through our Clinic contract so we then basically told Franciscan to find tests. They called everyone that was available, their source and every other source including the testing resource that's in Kouts, they declined and nobody else had any tests so Great Lakes had the tests and that's where Franciscan got them from.

Mr. Rivas, And with Franciscan that who we have a relationship/partnership with them?

County Attorney Scott McClure, We have they're the ones doing our employees which is why it was able to get set-up as quickly as it was and ran through as quickly as it did.

Mr. Larson, And when we were looking at this we tried to utilize the tests for free is that correct?

County Attorney Scott McClure, Oh yes but the testing is complicated, there was a logic behind and a reason why you had to be symptomatic or have other reason to take some of the tests. Because of the sensitivity of those tests and whether or not they would show that so there is not only the issue available tests but the quality of the available tests, the volume of those tests and the time in which it takes to get them back from the lab. So when you put all of those things together there is just not a whole lot of options at that point and time.

Mr. Larson, Do we know what the accuracy of this test is...what percentage?

County Attorney Scott McClure, I don't know the exact percentage...no. But it's highly reliable though.

Mr. Whitten, We could ask the representative from Great Lakes to come.

County Attorney Scott McClure, Sure.

Mr. Larson, Who would that be Dan?

Mr. Rivas, Alright so there is...

Mr. Poparad, Moving on.

Mr. Rivas, Yes...

Mr. Jessen, I would just like to say in light of the situation that we have been through the collaboration and cooperation among the different departments as directed through the Commissioner's office I am talking about the calls and what EMA office has done and what the Health Department has done, I think they have done a terrific job. In terms of making sure from a county perspective the employees and all the departments are being handled properly so I congratulate the effort and it's been an unknown unprecedented sort of time and I've been very pleased with the different departments and how they have handled this situation so hats off to them.

Ms. Graham, I would second that completely I've been in on several of the weekly/biweekly calls and it's been very professionally done...very well done.

Mr. Rivas, Alright if there is no further discussion can we get a roll call on the Joint Resolution?

Auditor Vicki Urbanik, Yes

Motion carried on the following roll call vote:

Mr. Jessen	-	Yes
Mr. Larson	-	Yes
Mr. Poparad	-	Yes
Mr. Simms	-	Yes
Mr. Whitten	-	Yes
Mr. Rivas	-	Yes
Ms. Graham	-	Yes

Auditor Vicki Urbanik, 7 – 0

Mr. Rivas, Thank you Scott.

County Attorney Scott McClure, Have a good night.

Mr. Jessen, Thanks Scott.

Mr. Whitten, Take it easy Scott.

**JOINT FINANCIAL RESOLUTION OF THE  
PORTER COUNTY BOARD OF COMMISSIONERS AND  
THE PORTER COUNTY COUNCIL CONCERNING  
COVID-19**

- WHEREAS:** The Porter County Commissioners are the Executive of Porter County, Indiana; and
- WHEREAS:** The Porter County Council is the fiscal body of Porter County, Indiana; and
- WHEREAS:** On March 6<sup>th</sup>, 2020, the Governor of Indiana, Eric Holcomb, by Executive Order 20-02, declared a public health emergency for Coronavirus Disease; and
- WHEREAS:** On March 13<sup>th</sup>, 2020, the President of the United States declared a National Emergency for the Coronavirus Disease 2020 Outbreak; and
- WHEREAS:** On March 23<sup>rd</sup>, 2020, The Governor of The State of Indiana ordered that all residents without an “Essential Need” or employed by an “Essential Business” to shelter in place through and including April 6<sup>th</sup>, 2020; and
- WHEREAS:** On April 6<sup>th</sup>, 2020, The Governor of The State of Indiana extended the order that all residents without an “Essential Need” or employed by an “Essential Business” to shelter in place through and including April 20<sup>th</sup>, 2020; and
- WHEREAS:** On April 20<sup>th</sup>, 2020, The Governor of The State of Indiana extended the order that residents without an “Essential Need” or employed by an “Essential Business” to shelter in place through and including May 1<sup>st</sup>, 2020; and
- WHEREAS:** On March 16<sup>th</sup>, 2020, The Porter County Board of Commissioners in conjunction with The Porter County Council, enacted emergency personal time off (“EPTO”) for full and essential part time County Employees, due to the COVID-19 CDC health recommendations or COVID-19 related childcare issues, required time off from work; and
- WHEREAS:** On March 17<sup>th</sup>, 2020, effective at noon The Porter County Board of Commissioners closed all County Buildings except the Courthouses to the public; and
- WHEREAS:** The Porter Board of Commissioners in conjunction with The Porter County Council, have extended the emergency personal time off (“EPTO”) and restricted County employees to a rotational schedule or work from home in order to ensure continued governmental operations; and
- WHEREAS:** Due to the partial shutdown of the local economy and the statewide partial shutdown of the economy, The Porter County and The Porter County Commissioners are concerned with the effects on the local income tax fund,

*Joint Financial Resolution 5-26-2020 1*

highway funding through the gas tax and the sales tax, property tax collections, and casino boat revenue; and

**WHEREAS:** The Porter County Council and The Porter County Commissioners in order to plan for the reduction of revenue and cash flow disruptions, due resolve as follows:

1. Porter County institutes a hiring freeze, effective immediately. The hiring freeze will go through and including December 31<sup>st</sup>, 2021.
  - a. Department heads that report directly to The Commissioners shall seek The Commissioners' approval before posting, interviewing or hiring any vacant positions.
  - b. Departments that are managed by elected officials shall seek the permission of the President of the Porter County Council before posting, interviewing or hiring any vacant positions.
  - c. The Porter County 911 Telecommunications Department is exempt from the hiring freeze, as it relates to the hiring of telecommunicators only.
2. Porter County institutes a countywide overtime and comp time ban.
  - a. The Departments that report directly to The Porter County Commissioners will have to seek approval before allowing any overtime and/or comp time to be earned by an employee.
  - b. The Departments that are managed by elected officials shall seek the permission of the Porter County Council before allowing an employee to earn overtime and/or comp time.
3. Additional appropriations from the County General Fund are greatly discouraged. In order to request an "additional appropriation" from the general fund the department head shall communicate with the Porter County Council President and Vice President in order to receive permission to be on the agenda.
4. The Porter County Council in conjunction with The Porter County Commissioners do authorize the Auditor of Porter County, Indiana to intra-fund borrow. The Porter County Auditor should have authority to utilize the cash balance in fund \_\_\_\_\_ to interfund borrow. The Auditor may utilize this authority to allow departments that have a short term cash flow issue to borrow from fund \_\_\_\_ to prevent their funds from being exhausted. The Porter County Auditor shall than replace the borrowed funds into their original fund location once the department's cash flow returns. The inter-fund borrowing authorized does not affect appropriated line items, it only effects the funds cash balance.

**PORTER COUNTY BOARD OF COMMISSIONERS**

This the 26<sup>th</sup> Day of May, 2020.

Jeff Good, President  
Laura Blaney, Vice President  
Jim Biggs

**PORTER COUNTY COUNCIL**

This the 26<sup>th</sup> Day of May, 2020.

Jeremy Rivas, President  
Mike Jessen, Vice President  
Bob Poparad  
Greg Simms  
Dan Whitten  
Sylvia Graham  
Jeff Larson

**Development & Storm Water Management – Director Robert Thompson**

**Storm Water Fund - 1182-000-0079**

Additional \$2,006.66 to 39760 County Property Assessed Benefits. Reason to pay for 2019 property taxes for flood prone properties purchased by Storm Water Department in 2019.

Mr. Rivas, Alright next we have Development & Storm Water Management. There is an additional...

Mr. Whitten, I make the motion to approve the \$2,006.66 additional.

Ms. Graham, Second.

Mr. Rivas, To pay for 2019 property taxes for flood prone properties purchased by the Storm Water Department in 2019. There is a motion and a second on the floor for the additional. Further discussion? Can we get a roll call Madame Auditor?

Auditor Vicki Urbanik, Yes

Motion carried on the following roll call vote:

- Mr. Larson - Yes
- Mr. Poparad - Yes
- Mr. Simms - Yes
- Mr. Whitten - Yes
- Mr. Rivas - Yes
- Ms. Graham - Yes
- Mr. Jessen - Yes

Auditor Vicki Urbanik, 7 – 0

Mr. Rivas, Do you color coordinate every day?

Director Robert Thompson, I do...I try.

(Laughter)

Mr. Poparad, It just makes his eyes just pop.

Mr. Jessen, It's not the right orange though.

Mr. Rivas, Do you have matching socks?

Director Robert Thompson, I do have high-top converse but I didn't wear those.

(Laughter)

Mr. Jessen, Thank Bob.

Mr. Rivas, Thank you.

**Jail – Sheriff David Reynolds**

**Jail General Fund - 1000-000-0380**

Transfer \$80,400 from 22300 Food and Groceries to 45400 Other Equipment. Reason to purchase of 2 Skytron UV light system.

Mr. Rivas, Jail

Mr. Whitten, I make the motion to approve the 80,400 transfer.

Mr. Larson, Second.

Mr. Rivas, There was...

Sheriff Comptroller Edie Hahn, There was a change for that.

Mr. Rivas, There was a correction also.

Sheriff Comptroller Edie Hahn, Yes and a correction.

Mr. Rivas, Hold on so...

Mr. Jessen, Let's slow down there.

Mr. Rivas, Yes.

Mr. Whitten, No we have viruses to avoid here.

Mr. Rivas, There was a correction here...Edie you guys only needed \$62,125 dollars?

Mr. Whitten, I amend my motion to that.

Mr. Larson, Second will amend too.

Mr. Rivas, So the first and second agree to amend their motion to \$62,125 dollars from Food and Groceries to Other Equipment and that's to purchase the Skytron UV light system.

Sheriff Comptroller Edie Hahn, Well we've changed the company, I sent a change out.

Mr. Larson, It's American Ultraviolet now?

Sheriff Comptroller Edie Hahn, Yes American Ultraviolet.

Mr. Rivas, Sorry American Ultraviolet from Skytron.

Sheriff Comptroller Edie Hahn, Yes and I can explain a little bit because you were asking before the meeting the reason we put in for this. We got that company and they educated us, we felt it was good and we put it in for the meeting. But then we started doing Due diligence to see because they were awfully expensive and we wanted to see what else was out there. We found another company, the units are the same size, and they do the same job the difference is the other expensive ones were very software based digitized which was overkill. We found this company who has only done for Hospitals, they have never done for Jails and they were cheaper because of the software. We were able to get a lot more units cheaper...we saved over \$18,000 dollars. We got three (3) hand wands for cars and we got the five (5) units. Now the same thing with the other ones we would have had to put the two (2) units in one pod for each section we would have had to do it at least four times. So now it cuts it down by putting the four in at fifteen minutes and they are done. We can now go into all parts of the Jail multiple times because these also kill viruses, mold and bed bugs. So it's a good thing and we are going to be able to do the building administration side, our gym and all that with as many units as we have.

Mr. Rivas, You have a gym?

Sheriff Comptroller Edie Hahn, The gym too we can stick it in the gym.

Mr. Rivas, Do you have a membership or anything?

Sheriff Comptroller Edie Hahn, No, no you have to be...

Ms. Graham, You have got to have that badge?

Sheriff Comptroller Edie Hahn, You have got to have that badge. Anyways we just did our due diligence to find a better one and we don't need all of those bells and whistles. That thing turned itself on turned itself off.

Ms. Graham, Ok.

Sheriff Comptroller Edie Hahn, This one is just as safe they kind pushed safety on that one (Skytron). This one (American Ultraviolet) has all the safety features...if it senses motion it stops, it gives you a timer in order to get out of the unit...there was just a lot. The other one (Skytron) was just a little bit of a...I mean they were good I'm sure but they kind of jumped on the bandwagon of almost scaring people I think. This one (American Ultraviolet) we reached out to and they do all Hospitals, that's where they came from they didn't even know how to deal with County people.

Ms. Graham, How big are these things? Are they hand held or in a cart?

Sheriff Comptroller Edie Hahn, No, no...well we have three (3) or four (4) hand held ones that will go in the cars and be able to clean the cars. These other units are too big, I mean you could put a car buy it and stick the door open and it could have done the job too but it's a pretty good size. I haven't physically seen one, I did sent out an email with the pictures of the new one. And the other one that I sent showed a big huge one in their brochure that wasn't the model that we were buying...that was way too expensive and it's the same size as what we are getting now. That one (Skytron) would record every time you did something. Now when we do it we are just going to hand record it with paper.

Ms. Graham, Ok.

Sheriff Comptroller Edie Hahn, No sense in wasting that kind of money when we could use so many more units and get so much more clean.

Ms. Graham, Thank you.

Mr. Rivas, Alright any further questions?

Mr. Poparad, Is this eligible for a reimbursement grant with the criminal justice system?

Sheriff Comptroller Edie Hahn, Yes we are working on that we are doing that also.

Mr. Poparad, Thank you.

Sheriff Comptroller Edie Hahn, We are putting that into the grant.

Ms. Graham, Thank you.

Sheriff Comptroller Edie Hahn, Or into the reimbursement.

Mr. Rivas, Alright so there is a motion and a second on the floor for the \$62,125 dollars, any further discussion? All in favor of a transfer signify by saying Aye? All opposed same sign? Motion carries.

Motion carried on a unanimous voice vote:

Sheriff Comptroller Edie Hahn, Thank you

Mr. Rivas, Thank you.

Mr. Jessen, Thanks Edie have a good evening.

Sheriff Comptroller Edie Hahn, You too.

**E-911 – Director Anthony Stua**

**E-911 Statewide Surcharge Fund - 1222-000-0303**

Transfer \$30,000 from 11300 Overtime to 11200 Hourly. Reason to cover part-time hourly costs for the remainder of the year.

Mr. Rivas, E911 Statewide Surcharge Fund there is a \$30,000 dollar transfer from Overtime to Hourly.

Mr. Whitten, I'll make a motion to approve.

Ms. Graham, Second.

Mr. Rivas, To cover part-time hourly costs for the remainder of the year. There is a motion and a second on the floor, any further discussion?

E-911 Director Anthony Stua, Good evening.

Mr. Rivas, Good evening, how are you?

E-911 Director Anthony Stua, So far so good.

Mr. Rivas, Everything going good?

E-911 Director Anthony Stua, We are moving along everything is going good so far.

Mr. Rivas, Good. Any discussion?

Mr. Jessen, Tony how many part-time folks? Is it just three (3) that you have?

E-911 Director Anthony Stua, We have three (3) now, when I started last year we had five (5). We are down to three (3) and expending all the funds right now.

Mr. Jessen, Is the plan to keep three (3) for the remainder of the year?

E-911 Director Anthony Stua, Correct.

Mr. Jessen, Ok.

Mr. Rivas, Alright any other questions? Alright, all in favor of a transfer signify by saying Aye? All opposed same sign? Motion carries.

Motion carried on a unanimous voice vote.

E-911 Director Anthony Stua, Thank you have good night.

Mr. Rivas, You too.

**Recorders – Chuck Harris**

**Recorders Perpetuation Fund - 1189-000-0004**

Transfer \$12,000 from 45100 Data Processing Equipment to 11200 Hourly. Reason to provide necessary funding for hourly payroll.

Mr. Rivas, Alright Recorder there is a transfer for \$12,000 from Data Processing Equipment to Hourly. The reason is to provide necessary funding for hourly payroll.

Mr. Jessen, I'll make the motion.

Mr. Larson, Second.

Mr. Rivas, Motion, is there a second?

Mr. Larson, Yes

Mr. Rivas, We have a motion and a second for the transfer. Any questions? No? All in favor of the transfer signify by saying Aye? All opposed same sign? Transfer carries.

Motion carried on a unanimous voice vote.

Ms. Graham, You are welcome to sit down.

**Second Reading**

Mr. Rivas, Ok let's have second reading Madame Auditor? You can stick around. Go ahead Madame Auditor second reading.

Auditor Vicki Urbanik,

Whereas it has been determined that it is now necessary to appropriate more money than what was appropriated in the annual budget. Therefore be it resolved by the Porter County Council of Porter County Indiana that for the expenses of the taxing unit the following additional sums of money are hereby appropriated out of the funds named and for the purposes specified subject to the laws governing the same

**Storm Water Fund**

Storm Water	1182-39760-000-0079	CO Property Assessed Benefits	\$	2,006.66
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**General Fund**

ITS	1000-45100-000-0106	Data Processing Equipment	\$	40,000.00
ITS	1000-45100-000-0106	Data Processing Equipment	\$	60,665.00
			\$	100,665.00

That conclude second reading.

Mr. Rivas, Can I have a motion on second reading?

Mr. Whitten, I'll make a motion.

Ms. Graham, Second.

Mr. Rivas, Any discussion? Can we get a roll call?

Auditor Vicki Urbanik,

Motion carried on the following roll call vote:

Mr. Poparad	-	Yes
Mr. Simms	-	Yes
Mr. Whitten	-	Yes
Mr. Rivas	-	Yes
Ms. Graham	-	Yes
Mr. Jessen	-	Yes
Mr. Larson	-	Yes

**Attorney's Report**

- Council Attorney Harold Harper – COVID-19 Federal Legislation Act

**Any other matter that may come properly before the Council**

- Joint Financial Resolution of the Porter County Board of Commissioners and the Porter County Council Concerning Covid-19.
- Recorder Chuck Harris and Recorder Chief Deputy Jon Miller Presentation for Media Conversion Project of Microfilm and Recording Books to Digital.

Mr. Rivas, Alright we already did under any other matter the Resolution. So Chuck do you want to come and give us quick spiel on what it is you are wanting to sell the farm for?

Recorder Chuck Harris, Yes.

Mr. Rivas, Quickly...Dan's huffing and puffing over here.

Mr. Whitten, It's the mask.

Mr. Rivas, Oh.

Recorder Chuck Harris, I don't know how you guys do it I can't wear these things.

Mr. Rivas, Go ahead just don't sneeze across and get arrested...I believe they did that in 1918.

Recorder Chuck Harris, Alright basically if you guys remember when we were going through our budget stuff I had mentioned two projects that we would like get started with and they have been talked about here for a couple of years. I have been trying to get the first one started it is our Media Conversion Project that we are trying to do right now and basically what that is we are taking all of our old books the old paper books that are kind of...some of you guys have seen the books in the office...

Ms. Graham, I've seen them

Recorder Chuck Harris, Yes, and some of you have seen those and they are kind of falling apart. We are trying to digitize everything, not only that but the microfilm and get everything in a digital format so people can actually look it up remotely. Now we didn't have this planned to begin with as far as the reason of reducing the foot traffic through the building but once we get this media conversion taken care of it's going to greatly reduce the amount of traffic that we have coming into our office every day. Because the people that are searching things are going to be able to search it online at home. So that's going to make things safer here it's just something that's kind of come into the light here recently with the COVID-19 but it is a selling point here and like I had mentioned earlier we are using our Perpetual fund for this project and just to kind of give you a time line of it, we're hoping four months or five months we can get this knocked out. It might be longer than that but that's what our goal is right now, it's a pretty extensive project it would include all of the books that are in our office. We have probably over one hundred books that are down in the basement that are going to be taken from the building and recorded.

Ms. Graham, What is going to happen to those books after that?

Recorder Chuck Harris, We're still keeping them, it's just that they will probably never be used.

Ms. Graham, Ok.

Recorder Chuck Harris, Possible they will still be used but everything is going to be a lot easier to look up on a computer and in the comfort of your home as you are sitting there in your pajamas drinking a nice cold Coca-Cola.

Mr. Jessen, Is it required to keep them...the books forever?

Recorder Chuck Harris, Yes.

Mr. Jessen, Ok.

Recorder Chuck Harris, So that's what we are planning on doing with the media conversion agreement. Now I know that everybody is going to look at that number...

Mr. Poparad, What is that number?

Recorder Chuck Harris, That number is \$676,000 dollars.

Ms. Graham, And in four months you are going to go through all of that?

Recorder Chuck Harris, Yes.

Ms. Graham, Wow.

Recorder Chuck Harris, Now we do have and I'm sure Vicki could probably tell you what's in there...

Mr. Poparad, \$810,000 dollars.

Recorder Chuck Harris, I was going to say right around \$800,000 dollars but \$810,000 dollars is more accurate. So we do have the money to fund it and that's part of what we were saving that money up for. If you remember when we were talking about the budget from last year, I mentioned the two projects and I told you that they were going to be not small projects, they are expensive I'm not trying to hide that fact.

Ms. Graham, Is that one company doing all the work?

Recorder Chuck Harris, The Fidlar Company is taking care of Fidlar Technologies is then name of the company. They are going to be taking care of all that project.

Mr. Jessen, So they bring an army of people in and take the one hundred books...is it a one hundred books?

Recorder Chuck Harris, That's just what is in the basement. We've got a lot of books...

Mr. Jessen, How many total?

Recorder Chuck Harris, Oh...

Recorder Chief Deputy Jon Miller, The scope of the project is on page two (see below) you will see where it's on page two (2) If you didn't get a copy I apologize I can read it to you. The total books that they are going to do now these are the records and the reason that there are so many is because these are records from 1836 to 1979...I mean 1961 I'm sorry. It's a lot of records ok...back to when our County became Porter County and the scope of the books themselves is 738 books. There are Microfilm Jackets there are 217 of those and the Index Books are separate from

Records Books because you have to look in the Index Book to find the record that's 133 books. Aperture Cards are the way that they recorded Plats and basically that's like a large negative and there is 2,560 of those so that's a lot of records.

Porter County, IN Media Conversion Agreement

# Porter County, IN

## Statement of Work

Book Type	Range	# of Books
<b>Official Record Books</b>	<b>1836-1961</b>	<b>738 Books</b>
Mortgages	Vols. A-Z, 1-183	
Deed	Vols. A-Y, 29-190	
Miscellaneous	Vols. A-Z 1-31	
Quiet Title	Vols. 1-6	
Federal Tax Lien		

Microfilm Jackets (4 x 6)	1962-1973	217 Books
Deeds	Vols. 191-268	
Quiet Title	Vol. 7	
Miscellaneous	Vols. 32-57	
Mortgage	Vols. 184-295	

Index Books		133 Books
Deed Index	Vols. 1-34	
Miscellaneous Index	Vols. 1-21	
Mortgage Index	Vols. 1-44	

Aperture Cards		2,560 Cards
Plats	Subdivision Plats/Plat of Survey	

2



Recorders Media Conversion Project 1

Mr. Jessen, Which will all be transferred into...?

Recorder Chief Deputy Jon Miller, What will be done is...that's why the project last so long is the company will come in and probably do all the scanning in a 24 hour period. They bring their own equipment in and they will set-up in own back room where the books are at and they just go. Then they take all the data home back to their office where they have quality control and make sure everything looks clean and they can actually do a nice enhancement that doesn't change the look of the record it just cleans it up. It's kind of like a photo shopping thing but not adding or changing any data and these are certified companies that do this work, they are not

a nefarious company. Then after they do that they send us a first draft and we look at it and review the quality and then they go through a second revision...a second quality control check and a third quality control check and that's kind of why it takes so long, plus they are going to do some of the indexing for us and that's a time saver and that's why this project cost a little more. In the Recorder's world the records are by book and page. When you are looking for an old record you say what book and page is it? It may be D book 100 page 500...all of these records are going to be indexed with appropriate indexing information. So we won't have to do as much indexing on our end it will already be done. It's a common practice many counties have done projects like this, this is pretty much the templet of how it's done and it's been very successful.

Mr. Rivas, What have we been doing over the last 2...4...6...8 years in terms of doing this? Why such a big bite all at one time?

Recorder Chief Deputy Jon Miller, Well the reason was back around...I'm not sure what the exact year was 2014 or 2015 our Perpetuation fund was hurting badly. I was going down and down as far as the balance. There were reasons for that with the grace and foresight of the Council they assisted us by removing salaries from that Perpetuation fund and that has now helped us accumulate the money into the fund that we need to do projects like this. When I was Recorder there was no way I could have done it, we just didn't have the funds.

Mr. Rivas, Can this be done in small portions?

Recorder Chief Deputy Jon Miller, No.

Mr. Poparad, Can this be done in stages?

Recorder Chief Deputy Jon Miller, Well it's being done in stages.

Mr. Poparad, No I mean can we do \$100,000 dollars a year for six years? And I am assuming you have three prices on a project of this size, because there is more than one company in country.

Recorder Chief Deputy Jon Miller, There is only a couple of vendors in this country that do this work and we work with our software vendor and that's why they use a company called US Imaging that comes in and does all this, but all the contractual work is done through Fidlar.

Mr. Larson, What other communities have done this? Is there somebody else that we could reference that has done this?

Recorder Chief Deputy Jon Miller, I could get a list of names for you if you would like?

Mr. Larson, I was just wondering what their end result was and know how it worked.

Recorder Chief Deputy Jon Miller, I would be happy to get it for you and you could call them with them.

Mr. Poparad, Can we go back to my \$100,000 dollars a year starting with the oldest and working our way forward. Because obviously it's been this way for almost 200 years, so the big rush doesn't sit in front of me. Is there any reason that we couldn't do it in stages? I'm just asking some questions.

Recorder Chuck Harris, I think that we could do it in stages. I think it would cost us more in the long run, but to answer your question honestly...probably yes.

Mr. Poparad, You know that I'm not disputing the need, but the need has been her for fifty years.

Recorder Chuck Harris, True.

Mr. Poparad, So all of the sudden let's do it next week doesn't really work especially right now with the way that the economy is to spend \$600,000 dollars that is needed but is not essential and may come back to haunt us in 6...7...8 to 10 months next year. I mean Casino revenue is going to be down, Sales Tax is going to be down, the Highway...everybody is going to get cut. We just put a hiring freeze in so I don't know this would be a time to spend over half a million dollars on something that has been sitting there for fifty years or sixty or hundred years. That's all I'm saying, if this could be done gradually it would be better...I'm just throwing that out.

Mr. Larson, What percentage of those books Jon are in the position where we are losing some of the information off of them? Because there is an acidic problem right with those older books?

Recorder Chief Deputy Jon Miller, There is the whole issue as time goes on there is acid in the ink and acid in the paper and I would say twenty percent is a pretty good estimate.

Mr. Poparad, Is that the older stuff?

Recorder Chuck Harris, Yes.

Recorder Chief Deputy Jon Miller, Most of it's the older stuff.

Mr. Poparad, Yes, see that's where we start I mean...

Ms. Graham, Right.

Mr. Whitten, How old is the older stuff? Can you tell me again how old is it?

Recorder Chief Deputy Jon Miller, 1836 from the day that we became Porter County.

Mr. Whitten, Wow ok.

Mr. Rivas, That was Biggs first term.

(Laughter)

Mr. Larson, So if it was twenty percent that's like between \$130,000 to \$150,000 dollars.

Mr. Whitten, I guess my question would be and not that Bob's not on the right track but before I would go further down the track I would be curious to know if we did it over a longer period of time how much more would that cost us? Because we're no strangers on this Board to taking the big bit to reduce the long term costs we've done that before. So I guess if we know that inevitably we are going to have to do it and we know that we are going to have to stretch that over six years is going to cost us \$800,000 dollars for example, those are the kind of questions I like to know.

Ms. Graham, I think that you...didn't you at one time have where you were going to do so much a year?

Mr. Poparad, Was that microfilming?

Recorder Chief Deputy Jon Miller, I can't speak for anything before 2011 that's when I became Recorder but we never had any place where we could afford to do it. Bottom line we couldn't afford to do it.

Recorder Chuck Harris, And we have saved up the money now where we have that...it's like we don't have to create any more money to pay for this. We have saved for and we have it there in our account and as you guys know it keeps getting added to each month and so we feel very comfortable with it and still be able to operate as

we do. I guess my biggest concern is having them come here one time versus having them come here six different times. But I can also appreciate Bob's suggestion...

Mr. Poparad, Ok well I want to circle back to that.

Recorder Chuck Harris, Ok

Mr. Poparad, Jon you made the comment that they are going to come in here in twenty-four (24) hours and open up over 700 books and scan every page in twenty-four (24) hours?

Recorder Chief Deputy Jon Miller, Well let me see...

Mr. Poparad, Did I hearing that right?

Recorder Chief Deputy Jon Miller, That was the original plan...

Mr. Poparad, Is that even physically possible?

Recorder Chief Deputy Jon Miller, That's the books that's not the microfilm.

Mr. Poparad, No I'm talking about books, they are physically going to open up over 700 books and take out each page and scan them?

Recorder Chief Deputy Jon Miller, They are bringing a team of 10 or 12 people with high-speed document scanners and they get it done.

Mr. Poparad, I mean is that physically possible?

Recorder Chuck Harris, I mean that's what they do.

Mr. Whitten, Impressive.

Mr. Rivas, Especially dealing with old books.

Mr. Poparad, That's what I am saying the pages are fragile.

Recorder Chief Deputy Jon Miller, These are not a novice companies...I mean I can find out the time these would take.

Mr. Poparad, How many pages in a book?

Recorder Chief Deputy Jon Miller, There is six hundred.

Mr. Graham, Yes they are thick.

Mr. Poparad, So we are talking 42,000 pages they are going to scan and take apart in 24 hours. I mean I am just thinking...

Recorder Chuck Harris, Well even if it takes him five (5) days to do it...it's still the same cost.

Mr. Poparad, Correct...correct, I'm just saying...

Recorder Chuck Harris, It's kind of amazing what they do.

Mr. Poparad, Yes.

Mr. Larson, Is the book still left intact afterwards or is it...?

Recorder Chuck Harris, Yes it is.

Recorder Chief Deputy Jon Miller, Whatever they do to the books they put them back together.

Mr. Poparad, They put them back together?

Recorder Chief Deputy Jon Miller, Yes.

Mr. Rivas, Vicki what's their approved budget for this fund?

Auditor Vicki Urbanik, We'll have to look it up.

Recorder Chuck Harris, The approved budget for...?

Mr. Rivas, The Perpetuation.

Mr. Whitten, Well it's more of a question of how much will be taken out of there.

Recorder Chuck Harris, Yes...ahh

Mr. Poparad, I guess the urgency of it doesn't strike me (inaudible) I'm not saying the price is good or the price is bad, I'm saying that the urgency has been here for longer than we've all been alive. Now doesn't seem like the time...

Mr. Jessen, And to follow it up, there couldn't be a worst time for the County to talk about a huge expenditure out of any account quite frankly. I mean it seems like it would make sense to investigate what Bob is suggesting to say can we do it over stages and will that exorbitantly effect the ultimate cost that certainly a consideration. It sounds as if we haven't already done so if there is only two vendors then if we haven't talked to the second vendor we probably should to see what their cost is, it might be a lot less, it might be something that would be a little bit more palatable. But in terms of large expenditures any municipality in the state or in the country it's a tuff time to sell.

Mr. Poparad, How old is this price?

Recorder Chuck Harris, We got it in the fall of last year.

Mr. Poparad, Ok that's pre-COVID. I have a feeling that a lot of municipalities are not beating down their door right now to spend money. You might get a whole lot better price because everybody is in the same situation we are whether it be a City, Town, State...whatever. I mean municipalities they run around spending large amount of money on something that's needed but not essential.

Mr. Jessen, I have kind of a side question that I have is are there other departments within the county that need to do this same sort of thing that we haven't heard about? The Courts do they need to...or are they up to date or are they back to 1836 too?

Mr. Poparad, I don't think that anybody is this behind they are the oldest by far.

Mr. Jessen, And if there is a department that might have the similar sort of issue maybe we could bring them in you could pool your resources together and put a package together in terms of what needs to be done and that might drive down the cost.

Mr. Poparad, Is there still books at the Highway Department?

Recorder Chief Deputy Jon Miller, I'm sorry?

Mr. Poparad, Are there still books at the Highway Department?

Recorder Chief Deputy Jon Miller, Yes but see that's the problem are books are strictly proprietary to the Recorder's Office. It's not like we are getting a general contractor come in and just do book scanning. Now your idea is a good idea if it was

something like that, if we were just going to PDF them or make them into a format that is universal it would fit all the offices, ours aren't. All this data is going to be digitized and it's going to be uploaded into our live system so then it's searchable through our software. Our software is not used in any other office so it's kind of a proprietary set-up. Going back to the Clerk's office I believe if I remember correctly a few years back maybe even more than ten years ago they had everything digitized by a company named Information Records Associates out of South Bend. I don't know what happened to their stuff if it's still done and I don't know if they have done anything since 2006 or 2007 forward.

Mr. Jessen, In resurrecting that might help everyone better understand what that means or what that price should be...there might be some value into looking into that.

Mr. Poparad, Do you still use the books today?

Recorder Chief Deputy Jon Miller, Yes we have been. Our digital records go back to late 1979 so we've got about 41 years in the hopper that are digital.

Mr. Poparad, Ok.

Recorder Chief Deputy Jon Miller, But yes for example today we had appointments that we honored and people came in and we had them wear mask and take their temperature and have them wear gloves and they look through books with gloves on.

Mr. Poparad, So you digitized going forward and you have been digitizing as you have been going forward?

Recorder Chief Deputy Jon Miller, Yes, we started with a system I believe the...I shouldn't say we because I wasn't around here then I was at the Sherriff Office, but around 1990 they started.

Mr. Poparad, Ok.

Recorder Chief Deputy Jon Miller, And what they did they did a back scanning project at that time and they have images going from about 1989 all the way back to 1974. And we have been progressively...slowly but surely indexing those images, that's the key you have got to index them to be searched otherwise you just have a bunch of documents.

Mr. Poparad, You'll never find them.

Recorder Chief Deputy Jon Miller, So we have been working on it. So now we are going back into 1973 all the way back to 1836 that's the ultimate goal. I'm sorry we have images...we have images. It's like putting them in a folder they are all labeled image 1, image 2, image 3...

Mr. Jessen, Right.

Mr. Rivas, Alright so I think there is still a lot of questions and this is a large request. Obviously you guys know that so there seems to be some questions that still need answered. So I think you guys...

Mr. Poparad, I would really be curious to see how much it is? If we budgeted \$100,000 dollars a year for six (6) years. Let's see how far they can get starting with the oldest and working their way forward.

Recorder Chuck Harris, I can ask them.

Mr. Poparad, Ok.

Recorder Chuck Harris, That's not a problem I can do that.

Ms. Graham, Do we want to table it then?

Mr. Rivas, Well there is nothing to vote on I just wanted them to refresh our memories and bring it in front...

Ms. Graham, Well that's good.

Mr. Rivas, It wasn't put on for a vote so it was to just kind of give us a quick presentation and to refresh us. Now let's follow up with questions...

Ms. Graham, Ok.

Mr. Rivas, Let's follow up with questions with them and get some answers and we will move forward.

Recorder Chuck Harris, Alright.

Ms. Graham, Ok that good guys.

Recorder Chuck Harris, One other thing I wanted to throw out there at you guys, I told you that anytime that we were spending money from the RPF (Recorders Perpetuation Fund) that I would let you guys know about it. We are looking at purchasing office furniture, we have the original office furniture from 1993 I believe when the building was created so we are looking at purchasing some office furniture.

Ms. Graham, At what cost?

Recorder Chuck Harris, So just be aware of that.

Mr. Jessen, How extensive? How expensive?

Recorder Chuck Harris, So we got a price from Paul's Technologies and it was around \$40,000 dollars.

Ms. Graham, That's not computers or anything?

Recorder Chuck Harris, No that's just...

Ms. Graham, Furniture? Desks?

Recorder Chuck Harris, Furniture...desks...yes.

Mr. Rivas, Alright thank you.

Recorder Chuck Harris, Absolutely.

Mr. Jessen, Thanks you guys.

Mr. Rivas, Anything else?

Mr. Whitten, I'd like to say one thing...not about this.

Recorder Chuck Harris. Alright.

Ms. Graham, Goodnight.

Mr. Whitten, As you all know Ray from Facilities suffered an unexpected tragic loss this last week with his immediate family I think we would be remiss if we didn't tonight extend our condolences and have a moment of silence for his daughter.

Mr. Rivas, Can we have a moment of silence...

(Moment of Silence was taken for Avery Rose Cloyd age 12)

**Attorney’s Report**

- Council Attorney Harold Harper – COVID-19 Federal Legislation Act

Mr. Rivas, Anything else?

Mr. Jessen, Are we going to hear Harold’s report later? Will he send it to us?

Mr. Rivas, There was nothing when I talked to him we just left it on there, I don’t know if he had anything further.

Mr. Whitten, It’s heavy-duty legal stuff don’t worry about it.

(Laughter)

Mr. Rivas, Yes if there is anything else and you guys want him...

Mr. Poparad, He’s just an attorney. Put that mask back on.

Mr. Rivas, Be specific if there is anything else you need from him.

Mr. Jessen, Thank you.

**Meeting Adjourned**

Mr. Poparad, Everybody be safe.

Ms. Graham, Nice seeing you all.

Mr. Rivas, Anybody make that motion?

Mr. Poparad, I’ll make that motion.

Ms. Graham, Second.

Mr. Rivas, Motion and a second. All in favor? Anyone want to stay?

Motion carries on a unanimous voice vote.

There being no further business, meeting was adjourned.

**PORTER COUNTY COUNCIL  
PORTER COUNTY, INDIANA**

\_\_\_\_\_  
Dan Whitten

\_\_\_\_\_  
Jeff Larson

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Sylvia Graham

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Mike Jessen

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Bob Poparad

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Jeremy Rivas

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Greg Simms

Attest: \_\_\_\_\_  
Vicki Urbanik, Auditor