

**PORTER COUNTY BOARD OF COMMISSIONERS  
REGULAR MEETING  
TUESDAY, OCTOBER 18, 2016  
1:00 P.M.**

**(The entire meeting is available to watch on the Porter County website.)**

The regular meeting of the Porter County Board of Commissioners convened at 1:00 p.m. on Tuesday, October 18, 2016 in the Commissioners' Chambers of the Administration Center.

Those present were: Commissioners John Evans, Laura Blaney, Jeff Good, County Attorney Scott McClure; Administrative Assistant Rhonda Young and Recording Secretary Kathy Merle.

**Call to Order/Pledge**

**Approval of Payroll – October 17<sup>th</sup>, 2016**

Com. Blaney, moved to approve the payroll for October 17<sup>th</sup>, 2016, Com. Good, seconded, motion carried.

**Approval of Claims – October 6<sup>th</sup> and October 13<sup>th</sup>, 2016**

Com. Good, moved to approve the claims for October 6<sup>th</sup> and 13<sup>th</sup>, 2016, Com. Blaney, seconded, motion carried.

**An Ordinance Creating a Non-Reverting Fund for the Receipt of Proceeds from the Collier Lodge Planning Grant – 2<sup>nd</sup> Reading**

Com. Blaney, moved to approve, Com. Good, seconded, motion carried.

**Request to Approve Payment Application No. 2 from Larson-Danielson for the Porter County Animal Shelter**

Com. Good, Scott have you looked over the payment application?

Atty. McClure, I have and it has also been, as we have this set up, run through DLZ reviewed it onsite and signed off so it looks in good order to me.

Com. Good, moved to approve Payment Application No. 2, Com. Blaney, seconded, motion carried.

**Request to Approve Payment Application No. 8 from Hasse Construction for the Porter County Jail Sewer Screen System**

Com. Blaney, moved to approve, Com. Good, seconded, motion carried.

**Adoption of Cell Phone Reimbursement Policy – *Tabled***

**Office Holders/Dept. Heads**

**Sheriff Dave Reynolds & Edie Hahn  
Telmate, LLC – Master Services Agreement**

Com. Evans, Good afternoon, so what is Telmate, LLC?

Sheriff Reynolds, When I came in the previous Sheriff signed a contract a 3 year contract with Securus extending the Securus contract. We worked for about a year with Betty Knight the previous County Attorney trying to get out of that contract but we couldn't do it. It is up in October, at the end of this month of 2016. We did the due diligence with switching our phones. It is the video visitation and all of the phone system in the Jail. We're recommending that we go with Telmate. Lake County went

with it; they just got the contract with Cook County. There are very tremendous investigative features on that program which I will explain to later. As far as the money coming in we think it will be about the same or hopefully more. Of course they as the vendor are saying that it is more money but it is definitely more user friendly. We just had nothing but problems with Securus being responsive when we called them and it was just an issue for us. This money pays for all of our phones, our computers, our IT. We have a list of everything it does most of the maintenance contracts in the Jail. It is a vital part of a revenue source for us too.

Com. Blaney, To clear it up it is a revenue source.

Sheriff Reynolds, Yes, it's definitely a revenue source.

Com. Evans, What is the term of the contract?

Sheriff Reynolds, We set it up for 2 years.

Atty. McClure, It's 2 years because it matches his current term.

Sheriff Reynolds, I'm not going to do what happened to me. Hopefully after 2 years if I'm not here or I'm here or whoever is here will look at it and see how it is going. They have the option of sticking with them or going somewhere else.

Com. Evans, Is there any other questions?

Com. Blaney, moved to approve Telmate, LLC, Com. Good, seconded, motion carried.

#### **Lori Daly – Expo Director**

##### **Shout Out – An Agreement to perform at the Expo Center New Year's Eve Party**

Com. Evans, This is a group you want to perform.

Ms. Daly, I looked them up and heard great things about them. They are from the south side of Chicago so we are looking to get quite a draw from Chicago.

Com. Evans, Any questions?

Com. Good, moved to approve an agreement with Shout Out for the Expo New Year's Eve Party, Com. Blaney, seconded, motion carried.

#### **Website Presentation**

Mr. Ellis, That will be me. We want to do a run through of the new Expo Center website that we launched on October 1<sup>st</sup>. This was a 6 month process that we went through to get everything done and built. Going into it we had five main goals. The number 1 was highlight and promote venue rental. That being the Expo's major source of revenue. Second we wanted to promote upcoming events at the Expo Center highlighting the Expo's sponsored events like the Garage Sales. We wanted to integrate two main themes which is kind the motto "Big or Small We Do It All" and "Exceptional Events Happen Here". We wanted the format to be highly visual, consistent and easy to navigate and make it user friendly and interactive. As you can see on the screen in the center of it we have a slideshow that highlights the six main categories of events that the Expo has. Each one of these is clickable. So if you look up and say I want to do animal livestock show you would click on it and it takes you to a landing page for animal and livestock shows and breaks it down into further sub-categories that you can then click on and find the type of event that you want. On the bottom of the page we have a couple of links, which includes get a newsletter of the Indiana Dunes Tourism, Opera House and the Museum, frequently asked questions and at the very bottom we icons for social media, YouTube, Facebook and Instagram. Now if we go back up to the top of the page you'll see in the white bar on the right next to the

logo we have 4 different categories up there. The first one is directions. You click on that you get a map to directions. There are some neat features in this. You click on let us know and it will take you to a page where you can complete a survey. If you were a visitor at one of our events or if you were a vendor you can then fill out a short survey. Once you click submit that survey within seconds Lori and Debbie both get an email with a copy of the survey that was completed. So we can start to get input not just from both visitors to the Expo Center and from vendors at the Expo Center. Keep-in-touch gives you information on how to sign up to get email notifications for an event or to sign up for the Expo Centers new email list that we put together. The bars at the top you will see the button across the top these are the major tabs that we set up. The first one being visitor info. This is especially for groups, vendors holding events for out of state visitors. Where we include hotels, motels, lodging, dining, shopping, festivals and events in Porter County, Indiana Dunes Tourism. As a non (Inaudible) tourism helping fund this website all 5 of those links go to the Indiana Dunes Tourism website. Then we include the Opera House and the Porter County Museum and Parks and Recreation. About Us obviously the basic categories. You will see on the right hand side of the About Us there is what they call a spotlight feature. We can start including in there something important that is coming up at the Expo Center or that we want to pay special attention to. This month we're concentrating on booth rentals for the November Garage Sale. Under upcoming events again we have the category to sign up for the News Letter. Our Public Events Calendar which are events that vendors hold that are opened to the public. Information about our Garage Sale, New Year's Eve Party and then one on the Porter County Fair that links directly to the Fair. The Event Planning Page this is the meat of the website. We wanted to take a different approach to what was on the old website. I've been calling it "Imagine the Possibilities". Previously on the old website it just listed the buildings and said here is Expo Main and here is how big it is and you figure out what you're going to do with it. Here we turned it around and we looked at it from the user's point of view and said "here look at all of the ways you can use this". So we came up with these main categories and lists of different types of events that have been held at the Expo. In the future as other things come up we can add them easily. So we broke it into the 6 categories, weddings and special events, street shows, fairs and exhibits, Opera House (Inaudible), business meetings and corporate events, outdoor events and animal and livestock shows and I added a page on there for event photos of events that have just happened. Here is the neat part. Say the Commissioners wanted to have a holiday party for County employees. You go down to Holiday Parties that is what I want to do. The way we structured these pages they are consistent across all kinds of events. We put a short description at the top of what we're talking about here and then we lined up the facility options based for this case the number proposed guests you're having. If you go to the trade shows page it's based on the number of booths you want to have. We put it in a way that people can really understand and narrow down what they want to use. Then we gave them an option for each number of guests that they're proposing. At the bottom you'll see we also included information about the catering options, the bar services and the ability to submit an electronic request for proposal. That same information is included in the left hand side our menu. If you wanted to do a party for 600 guests which is the Expo main hall. You could then click on that and it will take you to what is called "The Facility". Included in the facility is a list of the options that are available, what it costs and what the costs are. If you're going to have 500 people there and you need a chair for everybody then you are going to know that it's a \$1.50 a chair. It includes the room rental and all of the costs that are going to be included in here. It goes down to include a description of the facility, what's included, what's not, information about the bar services. Again, we included in each facility the click of a link for the bar service (Inaudible) in case they didn't look at it on the previous page. Once you're done and you get down to the bottom and you say okay this is what I want to do now I want to do a request for proposal you could click there. It takes you to a form that you can then fill out pertinent information that the Expo needs. Contact information, event information, the kind of style of event, whether they're having a seated dinner or reception style with appetizers, the dates and alternate dates you requested, how many guests you are going to have and again choosing which banquet facility you want to use, choose which bar service package you want, what type of tables you want. You want skirted, you want napkins. Will you be having entertainment? A neat option in these forms you can select optional questions. If you say you'll be having entertainment and you say yes then we ask do

you want the entertainment to the stage. There is a lot of information that we can gather in these forms. Once the person completes and clicks to submit within seconds Lori and Debbie get an email including all of this information. The nice part of this is that this also gives them all of the information they know to do a letter of confirmation that is part of their events management software that you all just gave them permission to purchase. It is not an integration system to system integration but it gives them enough information to start working over on the event side. I think we included all of our goals in this and just to give you some information just some data facts. When you look at all of the different facilities they have indoor and outdoor, a combination of indoor and outdoor, the different types of uses people could have we ended building 148 facilities. So the 148 options for people on ways that they can use the Expo Center. We developed 24 RFP forms, (Inaudible) feedback forms. There are 106 pages and sub-pages on this website and we included over 450 images on this website. So all and all I think we've come up with a very usable product and I think now people can really see what possibilities the Expo has. To be honest with you and thank God for Lori and Debbie and Debbie especially because there were for about a month every day I was out there meeting with them for information. As I went through it and we talked I've been working with the Expo for 4 years now and I didn't even know that they could do half of the things out there that they are doing. Now the nice thing is now that we have it I can start promoting on social media. Every day I'm doing post page looking for a wedding reception venue and directly linking to the page. I think we have a very usable product right now that can make a difference on increasing venue (Inaudible).

Com. Evans, Very impressive.

Com. Good, Is this applicable to mobile too?

Mr. Ellis, Yes.

Com. Good, So it has a mobile.....

Mr. Ellis, Yes and to be honest with you I haven't looked at the mobile view but Lori you said it looked really good on mobile as well. The other thing is you have an app through CivicsPlus on the porterco.org side which currently there is an Expo Center icon on that app. I've asked CivicsPlus to link that icon directly to the new website as well. The only issue we're having right now it's not showing up in google search. I'm going to talk to Lori we're going to look into it and gets some website authorization depending on the cost (Inaudible).

Com. Evans, Any idea of how much it is going to increase your business?

Ms. Daly, That's hard to target.

Mr. Ellis, It's hard but I know this if somebody wanted to rent a facility from the Expo and they went to that old page I would have walked away because this is like this the best they have to offer. I think the timing is very good of the launch considering that the Radisson is closing next year and now we will have an internet presence.

Com. Good, I think anything you can do to upgrade your digital presence and move to mobile that is where the hospitality industry is going rapidly so I think this is in a lot of ways a good marketing tool and it is very relevant but I think where you're really going to see a lot of significance is on the operational side too. It is really going to help you take a deep dive with every customer and it sort of answers the questions for you. You let the guest do it and I think it should condense the time too for the transaction as well. That relates to staffing so I think it is very well done, long overdue and good to see. Thank you, great job.

Mr. Ellis, CivicsPlus is the same provider for porterco.org but its newer platform. I'll tell you we did not go through their training because they wanted to charge \$5000.00 for it. I learned how to use this by watching their videos. A lot of it is just drag and drop kind of a format. It is so easy to learn it's unbelievable how easy it is.

Com. Evans, You certainly did a great job.

Ms. Daly, Curt did almost all of it. Kudos to him.

Com. Evans, Very good, thank you Curt.

**Scot MacDonald – Director, Opera House**  
**Andrew Flasch - Artistic Services Agreement**  
**Laura Gorski – Artistic Services Agreement**  
**Christopher Haddad – Artistic Services Agreement**  
**Deborah Haddad – Artistic Services Agreement**  
**Bobbie Sue Kvachkoff – Artistic Services Agreement**  
**Helene Trembicki – Artistic Services Agreement**  
**Vicki Zimmerman – Artistic Services Agreement**  
**Sarah Wheeler – Artistic Services Agreement**  
**Micha Luce – Artistic Services Agreement**  
**Stephen Sienecki – Artistic Services Agreement**

Com. Blaney, Can we do them as a batch?

Com. Blaney, moved to approve the 10 Artistic Service Agreements for the Opera House, Com. Good, seconded, motion carried.

Mr. MacDonald, Just a moment to report where we are at right now. Stacy and I met this morning our House Manager. We are currently 25% over our attendance where we were at this point last year with shows. Season tickets last year we brought were \$47,938.35 at the end of the year last year. Currently we are sitting at \$50,874.80 this is \$13,000.00 over where we ended 2015. Because of the work of the Foundation we brought in almost \$85,000.00 in grants, we have a \$35,000.00 grant in the hopper. So we are looking at a potential of \$120,000.00 in grants this year. So thank you very much for entrusting over the last 6 months to get things done at the Opera House. The team has really stepped up and I appreciate all of your support.

Com. Good, Thank you for your hard work.

Com. Evans, Thank you.

Com. Blaney, Thank you, things are going well.

## **Report from Commissioners**

### **CENTER DISTRICT**

1. LPA Claim Forms #2, #3 and #4 in the amounts of \$1,560.42, \$833.84 and \$977.79 for Porter Smoke and Division Intersection Improvement Project. Recommend Approval.

Com. Good, moved to approve, Com. Evans, seconded, motion carried.

Com. Evans, And that is a very worthwhile project.

Com. Good, I drove it it's nice.

## **Correspondence**

### **Treasurers Monthly Report – September 30<sup>th</sup>, 2016 - Filed**

**Request for approval by Bob Gregg of the Wildlife Advisory Board to purchase a banner from John Mullin DeSign Studio for the Wildlife Celebration.**

Com. Good, moved to approve, Com. Blaney, seconded, motion carried.

## **Plan Commission**

### **Rezone – A1, General Agriculture District to R1, Low Density Single-family Residential District – Petitioner: Gerald and Shirley Gunter**

Mr. Thompson, The petitioner Gerald and Shirley Gunter. This is Plan Commission Resolution No. 16-07 requesting a zoning map amendment from A1, General Agricultural District to R1, Low Density Single-family Residential District. This was heard at the Plan Commission's September meeting. They held a public hearing on it and they recommended approval of this case to the Commissioners by a 9 to 0 vote.

#### **PUBLIC HEARING OPENED**

Com. Evans, Anyone wishing to speak in favor of this rezone please come forward at this time. Anyone wishing to speak in favor of this rezone please come forward at this time. Anyone wishing to speak in favor of this rezone please come forward at this time. Anyone wishing to speak in opposition of this rezoning please come forward at this time. Anyone wishing to speak in opposition of this rezoning please come forward at this time. Last time anyone wishing to speak in opposition of this rezoning please come forward at this time.

#### **PUBLIC HEARING CLOSED**

Com. Evans, Any comments from the Commissioners?

Com. Blaney, This was an easy case for the Plan Commission. Like Bob said it was unanimous. There weren't very many questions.

Com. Blaney, moved to approve the rezoning from A1 to R1 Petitioner Gerald and Shirley Gunter, Com. Good, seconded, motion carried.

Com. Evans, Thank you.

Com. Good, There will be a 2<sup>nd</sup> Reading?

Mr. Thompson, Yes a 2<sup>nd</sup> Reading.

Com. Evans, We'll do it at our next meeting November 1<sup>st</sup>. For those of you that are interested we are only going to meet one time in November and that will be on the 1<sup>st</sup>. Our next meeting after that will be December 6<sup>th</sup> and again on the 20<sup>th</sup>.

### **Rezone – R1, Low Density single-family Residential District to OT, Office & Technology District – Petitioner: Maryann M. Jones, M.D. c/o Atty. Todd Leath - *Withdrawn***

Mr. Thompson, Can I jump to a different case real quick? Anybody that is here for the Maryann M. Jones, M.D. rezone that has been withdrawn.

Com. Evans, With a new date set?

Mr. Thompson, No it's been totally withdrawn. The petitioners dropped the case.

With no further business the meeting was adjourned at 1:25 p.m.

BOARD OF COMMISSIONERS  
PORTER COUNTY, INDIANA

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John A. Evans

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Laura M. Blaney

\_\_\_\_\_  
Jeffrey J. Good

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