

**PORTER COUNTY COUNCIL**  
**Regular Council Meeting**  
**July 23, 2019**

The Porter County Council met on Tuesday, July 23, 2019 at 5:30 p.m. in the Porter County Municipal Airport, 4101 Murvihill Road, Valparaiso, Indiana.

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

Members present were Council Member Dan Whitten, Council Member Sylvia Graham, Council Member Mike Jessen, Council Member Bob Poparad, and Council Member Greg Simms. Also present was, Auditor Vicki Urbanik, Auditor Chief Deputy Toni Downing Council Attorney Harold Harper and Council Administrative Assistant Joy Blakely. Not present were Council Member Jeremy Rivas and Council Member Mike Jessen and Council Member Jeff Larson.

Mr. Whitten, Thank you very much and welcome to the Porter County Municipal Airport.

**Approval of Minutes**

Approval of Council minutes for June 25th, 2019.

Mr. Whitten, Next on the agenda is our approval of Council minutes for June 25th, 2019. What is your pleasure?

Ms. Graham, Move to approve.

Mr. Simms, Second.

Mr. Whitten, We have a motion and a second any changes or comments?

Mr. Whitten, Hearing none all in favor signify by saying Aye? Opposed? The minutes are approved.

Motion carries on a unanimous voice vote.

**First Reading**

Mr. Whitten, Madam Auditor first reading?

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 Municipal Airport, 4101 Murvihill Road, Valparaiso IN 46383 on July 23, 2019 at 5:30 p.m. to consider the following appropriation adjustments affecting county budgets for the year 2019 and to transact any further business which might come before the Council:

County Corrections Fund				
County Corrections	1122-23300-000-0380	Household and Bedding	\$	25,000.00

  

Park Operation Fund				
Park Operating	1179-61000-000-0803	Transfer of Funds	\$	5,000.00

  

Sheriff Donation Fund				
Sheriff Donation	4108-44400-000-0005	Furniture/Fixtures over \$100	\$	3,500.00

MOH Manage Fund
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MOH Manage	4915-11200-000-0175	Hourly	\$ 3,778.75
MOH Manage	4915-11300-000-0175	Overtime	\$ 221.25
			\$ 4,000.00

PK-Brincka Grant Fund
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PK-Brincka Grant	8150-36200-000-0803	Building and Structures R & M	\$ 4,396.23
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45.25 MOH IAC Grant Fund
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MOH IAC Grant	8300-39910-000-0175	Other Services	\$ 9,724.00
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2012 Coastal Management Grant Fund
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2012 Coastal Mgmt Grant	9102-36200-000-0803	Building and Structures R & M	\$ 9,702.48
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Recorder Perpetuation Fund
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Recorders Perpetuation	1189-45100-000-0004	Data Processing Equipment	\$ 85,000.00
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Adult Probation Community Corrections PTS Grant Fund
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Adult Prob Com Corrections	9164-11100-000-0274	Salaries	\$ 44,884.81
Adult Prob Com Corrections	9164-12100-000-0274	FICA	\$ 3,433.44
Adult Prob Com Corrections	9164-12300-000-0274	PERF	\$ 5,027.10
Adult Prob Com Corrections	9164-21100-000-0274	Office Supplies	\$ 1,994.59
Adult Prob Com Corrections	9164-31300-000-0274	Training & Education	\$ 2,291.18
Adult Prob Com Corrections	9164-44400-000-0274	Furniture & Fixtures Over \$100	\$ (2,500.00)
			\$ 55,131.12

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. 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 July 12, 2019

**Memorial Opera House**

**MOH Manage - 4915-000-0175**

Additional \$3,778.75 to 11200 Hourly. Reason: To appropriate money received from Manchester University for a Manchester University student to work at MOH this summer.

Additional \$221.25 to 11300 Overtime. Reason: To appropriate money to pay the Manchester University Student overtime that she has worked (14.75 hours).

Mr. Whitten, Memorial Opera House additional of \$3,778.75 to hourly and \$221.25 to overtime to appropriate money received from Manchester University for Manchester University student to work at Opera House this summer.

Mr. Poparad, Move to approve

Ms. Graham, Second.

Mr. Whitten, We have a motion and a second, any discussion? Hearing none roll call please?

Auditor Vicki Urbanik,

Motion carried on the following roll call vote:

Ms. Graham	-	Yes
Mr. Poparad	-	Yes
Mr. Simms	-	Yes
Mr. Whitten	-	Yes

Auditor Vicki Urbanik, 4 - 0

**45.025 MOH IAC Grant - 8300-000-0175**

Additional \$9,724 to 39910 Other Services. Reason: To appropriate the money just received from the Indiana Arts Commission (IAC) grant.

Mr. Whitten, Memorial Opera House Indiana Arts Commission additional \$9,724 to other services for the money received from the grant.

Mr. Poparad, Move to approve.

Ms. Graham, Second.

Mr. Whitten, We have a motion and a second, any discussion? Hearing none roll call please?

Auditor Vicki Urbanik,

Motion carried on the following roll call vote:

Mr. Poparad	-	Yes
Mr. Simms	-	Yes
Mr. Whitten	-	Yes
Ms. Graham	-	Yes

Auditor Vicki Urbanik, 4 - 0

**Recorder**

**Recorder's Perpetuation Fund - 1189-000-0004**

Additional \$85,000 to 45100 Data Processing Equipment. Reason: For a full office computer system upgrade: Includes workstations and peripherals, network servers and back-up storage and other devices.

Mr. Whitten, Recorder's Perpetuation fund additional \$85,000 to Data Processing Equipment for a full office computer system upgrade.

Discussion about getting together with IT Department to see if there is a better cost effective way this could be done.

Mr. Poparad, Motion to table

Ms. Graham, Second

Mr. Whitten, Discussion?

Discussion about Perpetuation fund it started with \$669,442 spent \$110,000 and the balance is \$559,442.

Recorder Chuck Harris, It's ok with me to hold off till next month.

Mr. Whitten, We have a motion table and a second, any comments or questions? All in favor signify by saying Aye? Opposed? The Aye's have it.

Motion carries on a unanimous voice vote.

**Prosecutor**

**Prosecutor General Fund - 1000-000-0009**

Form 144 \$31,576 to \$35,000 Victim Advocate. Reason: To correct a mistake we need to increase this salary by \$1,843.66 as of June 25, 2019 no additional is needed for 2019.

Mr. Whitten, Prosecutor General fund Form 144 \$31,576 to \$35,000 Victim Advocate to correct a mistake need to increase this salary by \$1,843.66 effective June 25<sup>th</sup>, 2019.

Mr. Poparad, Move to approve

Ms. Graham, Second.

Mr. Whitten, We have a motion and a second, any discussion?

Mr. Poparad, What was the mistake?

Prosecutor Gary Germann, That was me, I left that one off by mistake and I need to correct it.

Mr. Whitten, Any other discussion? Roll call please?

Auditor Vicki Urbanik,

Motion carried on the following roll call vote:

Mr. Simms	-	Yes
Mr. Whitten	-	Yes
Ms. Graham	-	Yes
Mr. Poparad	-	Yes

Auditor Vicki Urbanik, 4 - 0

**Expo Center**

**PC Expo Center Fund - 4005-000-9604**

Form 144 \$43,805 to \$41,000 Assistant Manager  
\$35,000 to \$37,000 Event Manager

Reason: Reducing Assistant Manager (\$2,805) and increasing Event Manager \$2,000

Mr. Whitten, Expo Center form 144 \$43,805 to \$41,000 Assistant Manager and \$35,000 to \$37,000 for the Event Manager.

Mr. Poparad, Move to approve.

Ms. Graham, Second.

Mr. Whitten, We have a first and a second, any discussion?

Expo Director Lori Daly, I had someone retire just recently and I would like to take this opportunity to lower the Assistant Manager position and increase the Events Manager position to bring them closer together.

Mr. Whitten, How is it going at the newly remodel Expo Center?

Expo Director Lori Daly, Really good. Unfortunately the Waterbird - Allure on the Lake banquet hall had a fire so we've gotten a lot of business from that. We've got the Valpo Car Show & Swap Meet in August and in September we have Valparaiso Truck & Tractor Pull; Valpo Dolls & Friends Club Doll Show; 3 Little Birds Market; St Lakovos 2019 Greek Festival; South County Barbeque Cook Off and so many other events we are really loving the new space.

Mr. Whitten, Looks like things are going good, any other questions? Roll call please?

Auditor Vicki Urbanik,

Motion carried on the following roll call vote:

Mr. Whitten	-	Yes
Ms. Graham	-	Yes
Mr. Poparad	-	Yes
Mr. Simms	-	Yes

Auditor Vicki Urbanik, 4 - 0

**Parks and Recreation**

**Park Operating Fund - 1179-000-0803**

Additional \$5,000 to 61000 Transfer of Funds. Reason: Transfer is for the incorrectly coded expenses in 2018 related to Federal Land and Water Conservation fund grant.

Transfer \$800 from 31300 Training & Education to 39300 Dues & Subscriptions. Reason: For State Association and Club fees and Media Subscriptions.

Mr. Whitten, Parks and Recreation, Park Operating fund 1179 additional \$5,000 to 61000 Transfer of Funds. The transfer is for the incorrectly coded expenses in 2018 related to a grant and transfer of \$800 from Training & Ed to Dues & Subscriptions for State Association & Club fees and subscriptions. What's your pleasure?

Mr. Poparad, Motion to approve.

Ms. Graham, Second.

Mr. Whitten, Motion and a second, discussion? Roll call please?

Auditor Vicki Urbanik,

Motion carried on the following roll call vote:

Ms. Graham	-	Yes
Mr. Poparad	-	Yes
Mr. Simms	-	Yes
Mr. Whitten	-	Yes

Auditor Vicki Urbanik, 4 - 0

**Parks Shf EDU Center Fund - 8147-000-0803**

Transfer \$2,487.66 from 39500 Contractual Services to 36200 Building and Structures Repair & Maintenance. Reason: For landscaping materials

**Pk - Brincka Grant Fund - 8150-000-0803**

Additional \$4,396.23 to 36200 Building and Structures Repair & Maintenance. Reason: For development of seating and gathering areas along with native seeding and plantings along the trails.

**2012 Coastal Management Grant Fund - 9102-000-0803**

Additional \$9,702.48 to 36200 Building and Structures Repair & Maintenance. Reason: For Sunset Hill Farms County Park pond restoration including trail creation, habitat creation and water filtration.

Mr. Whitten, We have Parks 4919 transfer of \$2,489.66 from Contractual to Building and Structures for landscaping materials...

Park Superintendent Walter Lenckos, Can we change that fund number from 4919 to 8147 LWCF-Park I put down the wrong fund number.

Mr. Whitten, For the transfer of \$2,489.66?

Park Superintendent Walter Lenckos, Yes.

Auditor Vicki Urbanik, A transfer doesn't have to be advertised.

Mr. Whitten, I don't see a problem with that. We also have two additional for funds 8150 for \$4,396.23 and 9102 for \$9,702.48.

Mr. Poparad, Motion to approve.

Ms. Graham, Second.

Mr. Whitten, Motion and a second for the transfer and two additional, roll call please?

Auditor Vicki Urbanik,

Motion carried on the following roll call vote:

Mr. Poparad	-	Yes
Mr. Simms	-	Yes
Mr. Whitten	-	Yes
Ms. Graham	-	Yes

Auditor Vicki Urbanik, 4 - 0

Mr. Whitten, Have a good evening Walter.

Park Superintendent Walter Lenckos, Wait I think I have one more.

Mr. Whitten, We did them all Walter your good to go.

Park Superintendent Walter Lenckos, Thank you.

**Sheriff**

**Sheriff Donations Fund - 4108-000-0005**

Additional \$3,500 to 44400 Furniture/Fixtures over \$100. Reason: ISA donation for Opioid Treatment Program to purchase inmate class chairs.

Mr. Whitten, Sheriff Donations fund 4108 additional \$3,500 to Furniture & Fixtures over \$100 for purchase of inmate class chairs from a ISA donation.

Mr. Poparad, Move to approve.

Ms. Graham, Second.

Mr. Whitten, We have a motion and a second, any discussion?

Mr. Poparad, What kind of chairs are you buying?

Sheriff Comptroller Edie Hahn, They are chairs for the opioid treatment program classroom.

Mr. Poparad, These are nice chairs we are sitting in here at the Airport.

Mr. Whitten, Any other questions or concerns? Roll call please?

Auditor Vicki Urbanik,

Motion carried on the following roll call vote:

Mr. Simms	-	Yes
Mr. Whitten	-	Yes
Ms. Graham	-	Yes
Mr. Poparad	-	Yes

Auditor Vicki Urbanik, 4 - 0

### **Jail**

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

Transfer \$40,000 from 11100 Salaries to 11300 Overtime. Reason: Due to employee turnovers overtime is required to fill shifts.

#### **County Corrections Fund - 1122-000-0380**

Additional \$25,000 to 23300 Household and Bedding Supplies. Reason: Original Budget line item not enough to complete the year's purchases.

Mr. Whitten, Next we have the Jail General fund transfer \$40,000 from salaries to overtime and County Corrections fund addition \$25,000 to Household and Bedding Supplies budget line item not enough to complete the year's purchases. What's your pleasure?

Mr. Poparad, Move to approve.

Ms. Graham, Second.

Mr. Whitten, We have a motion and a second, any discussion? Vicki what's the balance in the County Corrections fund?

Auditor Vicki Urbanik, 114,105.36

Mr. Whitten, Any other discussion? Roll call please?

Auditor Vicki Urbanik,

Motion carried on the following roll call vote:

Mr. Whitten	-	Yes
Ms. Graham	-	Yes
Mr. Poparad	-	Yes
Mr. Simms	-	Yes

Auditor Vicki Urbanik, 4 - 0

### **Surveyor**

#### **Surveyor General Fund - 1000-000-0006**

Transfer \$15,000 from 11100 Salaries to 11200 Hourly. Reason: To appropriate a portion of the unexpended salary from the Survey Tech position and apply it toward hourly.

Mr. Whitten, Surveyor general fund transfer of \$15,000 from Salaries to Hourly to use a portion of the unexpended salary from the Survey Tech position.

Mr. Poparad, Move to approve.

Ms. Graham, Second.

Mr. Whitten, We have a motion and a second, any discussion?

Mr. Poparad, Did you hire anyone?

Surveyor Kevin Breitzke, No not yet but we have a good prospect and are negotiations now.

Mr. Whitten, Any other questions or comments? All in favor signify by saying Aye? Opposed? The Aye's have it.

Motion carries on a unanimous voice vote.

### **Coroner**

#### **Coroner General Fund – 1000-000-0007**

Transfer \$1,000 from 31400 Medical & Hospital Services to 44400 Furniture and Fixtures over \$100 \$1,000 from 31400 Medical & Hospital Services to 22200 Uniforms and Clothing. Reason: Additional amount needed to cover costs for new cot covers, filing cabinet and uniforms for employees.

Mr. Whitten, Coroner General fund transfer \$1,000 from Medical & Hospital to Furniture & Fixtures over \$100 for new cot covers, filing cabinet and uniforms for employees.

Mr. Poparad, Moved to approve.

Ms. Graham, Second.

Mr. Whitten, We have a motion and a second, discussion?

Mr. Poparad, How many employees do you have?

Coroner Cynthia Dykes, We have nine (9) employees one (1) has been deployed.

Mr. Whitten, Any other questions? All in favor signify by saying Aye? Opposed? The Aye's have it.

Motion carries on a unanimous voice vote.

### **Development and Storm Water**

#### **Plan Commission**

#### **Cumulative Bridge Fund - 1135-000-0079**

Transfer \$1,500 from 23610 Culverts to 45100 Data Processing Equipment. Reason: To purchase computer/network work stations for new employees.

Mr. Whitten, Cumulative Bridge fund transfer \$1,500 from Culvert to Data Processing equipment to purchase computer and network work stations for new employees.

Development & Storm Water Director Bob Thompson, Hello.

Mr. Poparad, Hello.



Ms. Graham, Move to approve.

Mr. Poparad, Second.

Mr. Whitten, Any other questions? All in favor signify by saying Aye? Opposed? The Aye's have it.

Motion carries on a unanimous voice vote.

### **Storm Water**

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

Transfer \$3,500 from 22100 Gas, Fuel & Lubrication to 45100 Data Processing Equipment. Reason: To purchase Computer and network work stations for new employees.

Mr. Whitten, Storm Water fund, we have a transfer of \$3,500 from Gas, Fuel & Lubrication to Data Processing Equipment to purchase computer and network work stations for new employees.

Ms. Graham, Move to approve.

Mr. Whitten, Second.

Mr. Whitten, Any discussion? All in favor signify by saying Aye? Opposed? The Aye's have it.

Motion carries on a unanimous voice vote.

### **Adult Probation**

#### **Community Corrections Pre-Trial Services Grant Fund - 9164-000-0274**

Additional           \$44,884.81 to 11100 Salaries  
                          \$ 3,433.44 to 12100 FICA  
                          \$ 5,027.10 to 12300 PERF  
                          \$ 1,994.59 to 21100 Office Supplies  
                          \$ 2,291.18 to 31300 Training and Education

Reason: Received 2019/2020 Grant in the amount of \$159,000. Salaries for the fiscal year are \$105,000 and would like to divide that equally between 2019/2020. We have \$7,615.19 remaining from the last grant to help offset the salaries for the remainder of 2019.

Transfer \$1,703.92 from 44100 Office Equipment over \$100 to 11100 Salaries. Reason: We have this remaining in Office Equipment over \$100 account that we like to transfer to help PTS Officer salaries.

Reduction (\$2,500) to 44400 Furniture/Fixtures over \$100. Reason: Line item was created in error when 2018/2019 Grant was received.

Form 144           \$30,000 to \$32,500 Probation Officer  
                          \$30,000 to \$32,500 Probation Officer  
                          \$30,000 to \$32,500 Probation Officer

Reason: Increasing 3 Probation Officer's by \$2,500 for a total of \$7,500 dollars.

#### **Adult Probation Pre-Trial Services Fund - 2103-000-0274**

Form 144   \$14,631 to \$12,131 Probation Officer  
                  \$20,000 to \$17,500 Probation Officer  
                  \$12,246 to \$ 9,746 Probation Officer

Reason: Decreasing 3 Probation Officer's by \$2,500 for a total of \$7,500 dollars because they will be paid out of Community Services Pre-Trial Services Fund now.

Mr. Whitten, Adult Probation Community Corrections Pre-Trial Grant fund 9164 for the additional, transfer, reduction and form 144. Adult Probation Pre-Trial Services fund 2103 form 144, what's your pleasure?

Mr. Poparad, Moved to approve on everything.

Ms. Graham, Second.

Mr. Whitten, We have a motion and a second, any discussion? Roll call please?

Auditor Vicki Urbanik,

Motion carried on the following roll call vote:

Ms. Graham	-	Yes
Mr. Poparad	-	Yes
Mr. Simms	-	Yes
Mr. Whitten	-	Yes

Auditor Vicki Urbanik, 4 - 0

**Second Reading**

Mr. Whitten, Let's have our second reading please Madam Auditor.

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 ordained 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

County Corrections Fund				
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County Corrections	1122-23300-000-0380	Household and Bedding	\$	25,000.00
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Park Operation Fund				
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Park Operating	1179-61000-000-0803	Transfer of Funds	\$	5,000.00
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Sheriff Donation Fund				
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Sheriff Donation	4108-44400-000-0005	Furniture/Fixtures over \$100	\$	3,500.00
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MOH Manage Fund				
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MOH Manage	4915-11200-000-0175	Hourly	\$	3,778.75
MOH Manage	4915-11300-000-0175	Overtime	\$	221.25
			\$	4,000.00

PK-Brincka Grant Fund				
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PK-Brincka Grant	8150-36200-000-0803	Building and Structures R & M	\$	4,396.23
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45.25 MOH IAC Grant Fund				
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MOH IAC Grant	8300-39910-000-0175	Other Services	\$	9,724.00
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2012 Coastal Management Grant Fund				
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2012 Coastal Mgmt Grant	9102-36200-000-0803	Building and Structures R & M	\$	9,702.48
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Adult Probation Community Corrections PTS Grant Fund
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Adult Prob Com Corrections	9164-11100-000-0274	Salaries	\$	44,884.81
Adult Prob Com Corrections	9164-12100-000-0274	FICA	\$	3,433.44
Adult Prob Com Corrections	9164-12300-000-0274	PERF	\$	5,027.10
Adult Prob Com Corrections	9164-21100-000-0274	Office Supplies	\$	1,994.59
Adult Prob Com Corrections	9164-31300-000-0274	Training & Education	\$	2,291.18
Adult Prob Com Corrections	9164-44400-000-0274	Furniture & Fixtures Over \$100	\$	<u>(2,500.00)</u>
			\$	55,131.12

And that concludes second reading.

Mr. Whitten, What's your pleasure on second reading?

Mr. Poparad, I'll make the motion.

Ms. Graham, Second.

Mr. Whitten, We have a motion and a second, roll call please?

Auditor Vicki Urbanik,

Motion carried on the following roll call vote:

Mr. Poparad	-	Yes
Mr. Simms	-	Yes
Mr. Whitten	-	Yes
Ms. Graham	-	Yes

Auditor Vicki Urbanik, 4 - 0

Mr. Whitten, Thank you very much.

**Attorney's Report**

Mr. Whitten, Attorney's report.

Council Attorney Harold Harper, We have changing legislation for the Library Improvement Reserve Fund its HB 1343 provides that the fiscal body of the County review/approval the LIRF fund. We can adopt a resolution to require the public library to submit its proposed budget and property tax levy to the County fiscal body for review and approval.

Auditor Vicki Urbanik, I have had some discussions with Lisa Stamm from Westchester Public Library.

Mr. Whitten, We can have further discussion on the HB 1343 timeline and have this ready for the September or October meetings.

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

Mr. Simms, The company picnic had a very good turnout we had 80 to 100 county employees and their families show up including Commissioner Good. So I think it was pretty successful and would like to do something like that again in the future.

Mr. Whitten, The Council would like to thank the Airport Director Kyle Kuebler and Porter County Municipal Airport Authority President Paul Chael for letting us use the Airport for today's Council meeting and setting up everything so nicely for us this was amazing.

Airport Director Kyle Kuebler, Thank you all for coming here and when the meeting is over please let Porter County Municipal Airport Authority President Paul Chael and myself show you around and answer any questions you may have. I would like to remind everyone that on August 1<sup>st</sup> through the 4th the Collings Foundation 'Wings of Freedom' Bomber Tour will be held here at the Porter County Regional Airport.



### **Meeting Adjourned**

Mr. Whitten, Can I get a motion to adjourn?

Mr. Poparad, Motion.

Ms. Graham, Second.

There being no further business, meeting was adjourned.

**PORTER COUNTY COUNCIL  
PORTER COUNTY, INDIANA**

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Dan Whitten

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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