

*Local Commission on Public Records*  
*Lake County, Indiana*  
Minutes of Meeting  
February 13, 2018

1. **CALL TO ORDER**

The meeting was called to order by Sandi Radoja at 9:30 a.m.

Notice of the meeting was sent to the media, local historical and genealogical societies, local archives, members of the Local Commission on Public Records, and posted in the office of the Clerk of the Circuit Court and on the Commissioners' notice board. Such notice is attached and is part of the agenda.

2. **RECORD OF THOSE PRESENT**

- ❖ Vera Mileusnic, proxy for Clerk of the Circuit Court
- ❖ Helene Mores, proxy for John Petalas, Lake County Auditor
- ❖ Darien Hayes, proxy for Lake County Board of Commissioners
- ❖ Sylvia Brown, proxy for Lake County Clerk
- ❖ Diane Sprehe, proxy for Crown Point School Superintendent
  
- ❖ Marlene Polster, Lake County Genealogist
- ❖ Dawn Hecimovich, Lake County Clerk's office
- ❖ Alice Smedstad, Merrillville Historical Society
- ❖ Sheri Lautzenheiser, Crown Point Community Schools
- ❖ Sandi Radoja, Consultant

3. **MINUTES OF NOVEMBER 13, 2017 MEETING**

Motion by Helene Mores to approve the minutes of the prior meeting was seconded by Darien Hayes. Motion passed unanimously.

4. **CORRESPONDENCE**

The following correspondence was included in the packets and presented for the record:

- a. Letter dated 1-11-18 to all members of the Local Commission on Public Records
- b. Proxy letter dated 1-22-18 from Lake County Recorder
- c. Proxy letter dated 1-12-18 from Lake County Clerk
- d. Proxy letter dated 1-11-18 from Lake County Board of Commissioners
- e. Proxy letter dated 2-12-18 from Lake County Auditor
- f. Proxy letter dated 2-12-18 from Lake County Treasurer

- g. Proxy letter dated 2-12-18 from Lake Circuit Court Judge
- h. Proxy letter dated 2-13-18 from Crown Point Schools
- i. Cover letter dated 1-2-18 from Tri Creek School Corporation
- j. Cover letter dated 12-19-17 from City of Crown Point

**5. REQUEST FOR DESTRUCTION PR-1 (FORM 30505) / LONG FORMS**

| REQUESTED BY                   | MOTION IN FAVOR OF FORWARDING | SECOND MOTION | VOTE FOR | VOTE AGAINST | RESULT |
|--------------------------------|-------------------------------|---------------|----------|--------------|--------|
| CITY OF CROWN POINT            | H. MORES                      | S. BROWN      | 5        | 0            | PASS   |
| MERRILLVILLE COMMUNITY SCHOOLS | H. MORES                      | S. BROWN      | 5        | 0            | PASS   |
| GARY SANITARY DISTRICT         | H. MORES                      | S. BROWN      | 5        | 0            | PASS   |
|                                |                               |               |          |              |        |
|                                |                               |               |          |              |        |
|                                |                               |               |          |              |        |

**6. NOTICE OF DESTRUCTION (FORM 44905) / SHORT FORMS**

The following forms 44905 were submitted:

- 1. LAKE RIDGE SCHOOLS, 26 PAGES
- 2. GRIFFITH POLICE DEPARTMENT
- 3. HAMMOND WATER WORKS DEPARTMENT
- 4. MERRILLVILLE COMMUNITY SCHOOLS
- 5. TRI CREEK SCHOOL CORPORATION, 2 PAGES
- 6. TOWN OF CEDAR LAKE
- 7. LAKE STATION COMMUNITY SCHOOLS, 2 PAGES
- 8. LAKE COUNTY BOARD OF ELECTIONS AND REG., 2 PAGES
- 9. CLERK TREASURER TOWN OF DYER
- 10. LAKE COUNTY CLERK, 2 PAGES

Helene Mores made a motion, seconded by Sylvia Brown to accept the above-mentioned forms for filing, subject to the correction of form for Lake Ridge Schools, and make each a matter of public record. Motion passed unanimously.

**7. OTHER**

Local Rules of Lake County LCPR concerning proxy appointments were approved unanimously and adopted following a motion Helene Mores, seconded by Darien Hayes.

A discussion took place regarding the approved purchase of a conveyor belt and fork lift that will expedite the shredding process. Delvert Cole informed Dawn Hecimovich of progress on the improvement.

8. **ESTABLISHMENT OF DATE/TIME FOR NEXT MEETING**

The next meeting date was established and will take place on **Tuesday, April 24, 2018 at 9:30 AM** in the office of the Board of Commissioners, Lake County Government Center, Administration Building, 3<sup>rd</sup> Floor, 2293 North Main Street, Crown Point, Indiana, in the Commissioners' conference room.

9. **ADJOURNMENT**

Darien Hayes, made a motion to adjourn the meeting, seconded by Sylvia Brown; passed unanimously. The meeting was adjourned. with no further discussion or objection.

Respectfully submitted,

MICHAEL A. BROWN  
Clerk of the Circuit Court  
Secretary, Local Commission on Public Records