

STEUBEN COUNTY BOARD OF COMMISSIONERS MEETING
May 24, 2016

The Steuben County Commissioners met at 8:00 a.m. on Tuesday, May 24, 2016, in the Commissioners' Room of the Steuben County Community Center. Present this day were Commissioners Ronald Smith, James Crowl and Lynne Liechty. Also present were Kylee Harris, County Park Assistant Superintendent, Erin Wray, Commissioners' Secretary, Lori Hickey, 1st Deputy Auditor, Donald Stuckey, County Attorney and Kim Koomler, Steuben County Auditor.

Ronald Smith stated that Leroy Steury told him that some time mid-June is when the building will be turned over to the County. The generator will not be in place at that time and does not have to be in place to open and/or use the building.

Commissioner Smith also said that at the next Commissioners' Meeting the Asphalt and Ballroom Flooring Quotes will be opened. He and James Crowl plan on staking off the parking lots today.

The Commissioners were told that per county policy and because of equal opportunity employment regulations, the Event Coordinator job position must be posted.

Lynne Liechty said that Purdue Extension is excited and is willing to help with things at the Event Center.

Ronald Smith stated that he believes that there should be a total of 2.5 positions at the County Park. The Superintendent will be full time, the Assistant Superintendent will be part time and the Event Center Coordinator will be full time as well. Lynne Liechty made a motion to have a full time Event Center Coordinator. James Crowl seconded that motion and the motion carried with three (3) ayes. It was also discussed that there is a possibility of another part time person may have to be hired for help at the Event Center. Lynne Liechty thought maintenance at the Event Center could be contracted.

It was stated that during Fair Week the Fair Board will be cleaning all restrooms.

Ronald Smith stated that every meeting is advertised to the public. He has been hearing that the public is asking questions; however, they do not come to the meetings.

Donald Stuckey asked the Commissioners about the Contract for the Event Center that they want drafted and came up with the following:

Event Center

Rental Rate

Friday and Saturday: \$1,500.00

Monday – Thursday: \$800.00

Clean Up Fee: \$150.00 (Kylee needs to have a list of commercial cleaners)

Law enforcement fee (if alcohol is served): \$33.00/hr

4-H will not be charged the week of the Fair

50% Deposit due upon booking

If event is canceled, 80% of the deposit will be refunded through the claims process. 60 day notice is required.

Building is non-smoking and no smoking within 30 feet of building. There will be signage stating that and receptacles will be on site.

Alcohol will be permitted; however, must have a licensed bartender, business or catering on site and Deputy is required if alcohol is served.

No parking attendant will be needed.

Hours for events: Stop serving at 12:00 a.m. and building vacated at 1:00 a.m.

Earliest access will be 24 hours before scheduled event, IF Event Center is available and unless there is a special exception granted.

No animals.

All decorations shall be approved.

Max Occupancy: (Up to Fire Marshal)
Patio use included and alcohol allowed on patio but not in parking lot and no
“tailgating” will be permitted.

Boardroom Rental

Small Boardroom: \$25.00/hr (\$200.00 maximum)
Large Boardroom: \$50.00/hr (\$400.00 maximum)
Must be vacated by 9:00 p.m. Damage deposit in addition to rental rate. Boardroom rentals include use of audio/visual.
Boardrooms are not included with Event Center Rental

Ronald Smith stated that outdoor debris could become an issue and no outdoor decorations will be allowed. If the exterior of building is left a mess, there will be an additional charge of \$100.00. If there is no damage or extra cleanup needed, there will be 100% refund of that deposit.

It was stated that use of the old exhibit hall needs to be discontinued as it is not safe for the public.

Two (2) part time seasonal applications were received. James Crowl made a motion to accept the applications and gave Kylee Harris permission to hire and schedule them as needed. Lynne Liechty seconded that motion and the motion carried with three (3) ayes.

Once the building is turned over to the County, a public notice will be sent out stating that the Commissioners are pleased to announce that the Event Center is open to the Public. James Crowl said that the 4-H Fair could serve as the Open House.

The Commissioners requested that the scheduling of another County Park Improvement Committee be put on the June 6, 2016, Commissioners' Meeting Other Business. It was stated that the purchasing of tables and chairs needs to be discussed and some, but not all quotes have been received.

The Commissioners discussed putting a Keurig coffee maker in the boardrooms.

Kylee Harris voiced concerns regarding the County Park Truck. She said that it is currently in the shop being repaired and she is using her own personal vehicle around the Park. The Commissioners told her to keep track of her mileage and she will be reimbursed.

It was also stated that Ms. Harris will be on vacation during the Renaissance Faire and supervision will be needed during that time.

The Commissioners requested Erin Wray, Commissioners' Secretary, to schedule interviews of the applicants for the County Park Superintendent Position for Thursday, May 26, from 4:00 p.m. – 6:00 p.m.

James Crowl made a motion to hire Mike Sevits for the Annex Maintenance Supervisor Position. Lynne Liechty seconded that motion and the motion carried with three (3) ayes.

The Commissioners also requested that Erin Wray post the available Emergency Management Director Position.

STEUBEN COUNTY BOARD OF COMMISSIONERS

Ronald L. Smith, President, South District

James A. Crowl, Vice President, Middle District

Lynne Liechty, North District

Attest: _____
Kim Koomler, Steuben County Auditor
elw