

STEBEN COUNTY BOARD OF COMMISSIONERS MEETING  
September 8, 2016

The Steuben County Commissioners met at 8:30 a.m. on Thursday, September 8, 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 Donald Stuckey, County Attorney, Kim Koomler, Steuben County Auditor, Frank Charlton, County Park Superintendent, Kylee Harris, Assistant County Park Superintendent.

The Commissioners spoke to Frank Charlton about the security lights and the issue of having manual switches on three (3) of the poles. Quiet hours for the campgrounds were also discussed.

Kim Koomler submitted a list of concerns that should be discussed. Ronald Smith stated that each Commissioners' Meeting, the Highway Department comes in and gives a report so the Commissioners are aware of what is going on in the County. Commissioner Smith felt that it would be a good idea to have a report at every Commissioners' Meeting.

Commissioner Smith stated that it was confusing on the contract because the fees were broken up instead of having a flat fee. Other event centers charge a flat fee with 50% of the fee serving as deposit with no additional fees on top of that. Kim Koomler, Auditor, stated that currently there is a \$100.00 security deposit and a \$150.00 clean up fee on top of the \$1,500.00 rental fee. Kylee Harris said with tax, the amount for the rental fee is \$1,605.00 and then \$250.00 for the deposits.

Frank Charlton told Donald Stuckey that the amount of the rental, including tax is \$1,605.00 plus \$150.00, for a total of \$1,755.00 and then a separate check for \$100.00 for the security deposit has to be written.

Frank Charlton reported that the State Fire Marshal came to the County Park the other day and he needed paperwork from the fire suppression company. Mr. Charlton said that he and Rick from Pranger's are getting the paperwork together. He said for some reason the wrong pump was put in the Event Center and it was supposed to be changed out; however, it was never done. Frank Charlton said that they are working on getting it under control.

Frank Charlton stated that Erin Schiffler, Commissioners' Secretary, applies for the Entertainment Permits. Mr. Charlton said that a blanket permit could be applied for since currently there is not an Entertainment Permit for the Event Center.

Frank Charlton said that the striping on the new parking lot at the Event Center was supposed to happen the week after the asphalt was completed, but for some reason it wasn't done. Mr. Charlton stated that Gary Fair has been working on that.

Kim Koomler stated that all checks need to be made out to the Steuben County Treasurer, not the Auditor, and that needs to be fixed on the Contract.

Frank Charlton said that the State Fire Marshal informed him that emergency phone numbers must be listed on the contract as well, along with an evacuation plan. Kylee Harris stated that she has Chris Emerick and RJ Robinson coming to the Event Center next Friday to go through the building and come up with an emergency plan. Frank Charlton stated that he has been talking with Randy Brown, EMA, regarding the emergency evacuation. Mr. Charlton said that floor plans with directions to the exits have to be located throughout the building. Frank Charlton also reported that the occupancy permit is posted and the occupancy is set at 400 for the large event room.

Kim Koomler wanted to clarify the fee to make sure everyone was on the same page. Kylee Harris stated that in order to rent the room, you would need 50% of the total rental fee of \$1,755.00, which would be \$877.50 plus the \$100.00 security deposit.

Ronald Smith stated that the rental fee is as follows:

*\$1,500.00*

*Plus 7% tax (\$105.00)  
Plus \$150.00 cleaning fee*

*Total: \$1,755.00*

*Plus \$100.00 security deposit (separate check)*

Kim Koomler asked at what point are funds refunded if there is a cancellation. Kylee Harris stated that currently the policy is a sixty (60) day notice is 100% refunded, loss of the \$100.00 security deposit. If the notice is less than sixty (60) days, 50% is refunded, loss of the \$100.00 security deposit. Lynne Liechty stated that she has done some research and several places only give a 50% refund and she thinks it should be that way for the Event Center. Frank Charlton recommended putting the deadline at 90 or 120 days. The Commissioners agreed that the cancellation fee shall be as follows:

*120 days notice - loss of \$100.00 security deposit*

*Less than 120 days notice – Loss of deposit (50% of total rental fee)  
Return of \$100.00 security deposit*

*Balance of the rental fee will be due 120 days prior to the event.*

Kylee Harris stated that there is an event scheduled for October 22 and no fees other than \$250.00 have been paid. Kim Koomler stated that it should be paid in full as soon as possible.

Crystal VanPelt, Purdue Extension, asked if the same timeframe applied to the Conference Rooms. Kim Koomler recommended having a separate set of rules for the Conference Rooms. The Commissioners recommended a thirty (30) day deadline for the Conference Room and they requested a separate page be put in the Contract for those rentals. Donald Stuckey stated that he would be making changes to the Contract, but he will need assistance with the exit and emergency plans and emergency numbers.

Frank Charlton stated that the time the Event Center shall be vacated needs to be discussed. The Contract shall state that the building must be vacated by the following times:

*Friday and Saturday – Building must be vacated by 1:30 a.m.  
(The building automatically locks at 2:00 a.m.)*

*Sunday - Thursday - Building must be vacated by 12:00 a.m.*

Frank Charlton stated that in the Contract it states that Security is required. Lynne Liechty stated that was waived and was removed from the Contract. Ronald Smith said that the Sheriff informed the Commissioners that security was not needed. Kylee Harris said that she called Excise because she thought there was a guideline if there were over 250 people and alcohol was being served. Ms. Harris said that Excise didn't require security; however, they highly recommended that stipulation be placed in the Contract. She said that she spoke to Mike Meeks and he said that they are more than happy to be out there if needed. It was also stated that security would be at the Lessee's cost, the night of the event. Kim Koomler said that the cost for the uniformed officer cannot go through the County. Kylee Harris said that the money would be paid to the officer the night of the event.

It was specified that Donald Stuckey shall insert the following into the Contract:

*From 9:30 p.m. up to 1:30 a.m., the Lessee is required to have a  
Uniformed Security Officer on the premises, at their expense. The expense for the Uniformed  
Security Officer shall be paid directly to that Officer the night of the event.*

Ronald Smith stated that it was decided that there would not be an ice machine; however, individuals have indicated that they would like to have access to ice at the Event Center. Lynne Liechty said that an ice chest that the Caterer's would fill when they would get there would be ideal. Kim Koomler stated that the kind of freezer that

people buy bags of ice out of would be sufficient as well. Ms. Koomler stated the caterer that is scheduled for the October 22 event asked about the ice and they do not provide their own ice. Frank Charlton recommended setting up a contract with a vendor and put an ice freezer on the back patio. Mr. Charlton stated that it should be included in the \$1,755.00 rental fee and it should not be an extra fee tacked on.

Ronald Smith recommended that the Event Center be advertised in the newspaper. Lynne Liechty offered free design work of the ad. Kim Koomler stated that each department handles their own page of the County Website. Kylee Harris said that she has limited internet and has had James Schlup, IT, put things on the County Website until they have reliable internet at the County Park. Kim Koomler stated that Erin Schiffler has offered to update the website until Kylee Harris is able to do it. Lynne Liechty stated that Tami Sumney, IT Director, needs to be contacted regarding the new reservation software.

Ronald Smith suggested advertising is important as well. Kylee Harris stated that better signage is needed for the County Park. She said that when people come to see the Event Center, they are entering through the campground and getting lost, she then has to direct them through the park to the Event Center. Lynne Liechty stated that she has been working with Jennifer Sharkey, County Engineer, regarding the placement of signs for the County Park. Commissioner Liechty said that there will be one for the Campground and one for the Event Center, specifying the entrances. Kylee Harris said that she would call and check on the billboards that are on I-69 and she would call the newspaper about advertising. Lynne Liechty said that she would do a 4x4 or 4x6 ad for the paper. Commissioner Liechty said that June Julien is only interested in helping the County with the sign that is between the Humane Shelter and the Highway Department.

Frank Charlton stated that the address was an issue with the Fire Marshal as well and needs to be reflected on the Contract. The actual address of the Event Center is:

*100 Lane 101B Crooked Lake  
Angola, Indiana 46703*

Frank Charlton said that Zach Mahan, GIS Coordinator, needs to correct it in the GIS system.

Kim Koomler and Lori Hickey informed Kylee Harris that there is an internal control webinar that she needs to take. Kylee Harris also noted that she has talked to Larry's Lock and Safe about installing a safe in the floor. Kim Koomler said that there is a concern with how much money is kept in the Event Center and Ms. Harris is not bonded yet.

Crystal VanPelt reported that she is planning several events this year and if she's able to use the Event Center she would. Lynne Liechty stated that the room would not be free. Ms. VanPelt stated that she has had to pay the nonprofit rate at Potawatomi Inn.

Donald Stuckey asked how many acres the County Park consisted of. Lynne Liechty and Frank Charlton stated that the park is 74 acres. Frank Charlton said that lake front land on Crooked Lake is worth about \$4,500.00-\$6,000.00 per lineal foot and there is probably close to a half mile of lake front property at the County Park. Frank Charlton said last year the Campground brought in approximately \$257,000.00.

James Crowl reported that he attended the annual 4-H meeting where groups give their figures and numbers, etc. The woman that is running 4-H gave a report showing the growth of the young people. James Crowl stated that if the park is moved to the top of the hill, waiting on donations for the Arena Building, it will be another ten (10) years before anything is done. Commissioner Crowl said that the money is in Major Moves and it is his opinion to build it and be done with it. The 4-H volunteers are wondering why they should put money into barns that are falling down. The Commissioners gave Lynne Liechty permission to form a group for the Arena Building. The Commissioners can then compose a letter requesting that those people come to a Commissioners' Meeting. Ronald Smith said that the project could also possibly qualify for the regional money.

Kylee Harris reported to the Commissioners that she had two (2) people quote blinds for the Event Center and they have also been looking at parking bumpers. Ms. Harris also stated that they are in need of orange parking cones and trash cans. Frank Charlton stated that Gary Fair is speaking to the contractor regarding the striping of the

parking lot because it has not yet been done. Kylee Harris said that she also looked in to the heating tables and a lot of them need a hose hookup or 220 and she doesn't believe that is available at the Event Center.

Ronald Smith stated that in the future, as things are figured out, things need to be put into the budget. Lori Hickey stated that she will be working with Gail Coler to set up a chart of accounts so they can try to track the fees.

Kylee Harris stated that she believes that purchasing trash cans will be necessary with a wedding coming up. Ms. Harris said that the cones that they are requesting will be used to keep the horse trailers off of the asphalt. She said that blinds are needed for the projectors that are in the large room and the company from Fort Wayne said that the blinds have a five (5) year warranty, no questions asked.

James Crowl made a motion to approve the items as submitted from Kylee Harris for the needs at the park for parking, etc. Lynne Liechty seconded that motion and the motion carried with three (3) ayes.

Kylee Harris stated that she will be gone October 28 through November 4 and Frank will be gone three (3) weeks in November.

STEBEN COUNTY BOARD OF COMMISSIONERS

\_\_\_\_\_  
Ronald L. Smith, President, South District

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James A. Crowl, Vice President, Middle District

\_\_\_\_\_  
Lynne Liechty, North District

Attest: \_\_\_\_\_  
Kim Koomler, Steuben County Auditor

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