

STEBEN COUNTY BOARD OF COMMISSIONERS MEETING
July 7, 2014

The Steuben County Commissioners met at 1:00 p.m. on Monday, July 7, 2014 in the Commissioners Room of the Steuben Community Center. Present this day were Commissioners Ronald L. Smith and Loretta S. Smart. Also present were Donald Stuckey, County Attorney, Kim Koomler, Steuben County Auditor and Ruth Beer, County Councilwoman.

Marcia Seevers, Steuben County Assessor, submitted an amended contract addendum to the Commissioners. Ms. Seevers stated the only change was to the new assessment date in 2016 which has been changed from March 1 to January 1. Loretta Smart made a motion to sign the amended contract addendum. Ronald Smith seconded that motion and the motion carried with two (2) ayes.

Kris Thomas, Steuben County Health Department, came to the Commissioners about storage issues that the Health Department has been facing. They are acquiring equipment with the Preparedness Grant and Ms. Thomas wanted to know if the YIP House could be used as a possible storage facility. Ms. Thomas stated that the Health Department was approved for preparedness and they are getting twenty six (26) retractable belt barriers and two (2) point of dispensing boxes which are fairly large and they have no place to store them. Ms. Thomas stated that no climate control would be needed for the items, the facility just needs to be secure. Loretta Smart made a motion to conditionally approve the request to store items in the YIP House; however, Ms. Thomas needs to check with Brett Hayes, Community Corrections, to make sure it does not pose any issues with use of the training rooms. Ronald Smith seconded that motion and the motion carried with two (2) ayes.

Vina Conti, Plan Commission, submitted three (3) plats to the Commissioners for signature.

Ken Lowden, E911, came to the Commissioners regarding his 2015 budget. Mr. Lowden stated that he has five (5) budgets that have already been given to the Auditor. Mr. Lowden said that he has put all of the employees in the E911 budget and by doing so he said that the PERF and group insurance will come out of the same budget and not out of the General Fund Budget. Mr. Lowden stated that he will go to Council with his budget. Mr. Lowden also stated that wages for employees are very important and it has been very difficult to hire new staff due to the amount of the wages. He said that the surrounding counties are paying \$10,000.00-\$15,000.00 more for the same positions. Mr. Lowden informed the Commissioners that people have been hired, trained and then they move on to surrounding counties for higher pay. Ken Lowden also informed the Commissioners that he believes that a new record was set for the number of calls received by 911 and EMS over the 4th of July holiday.

Loretta Smart made a motion to approve the claims submitted for payment this day totaling \$514,369.10. Ronald Smith seconded and the motion carried with two (2) ayes.

Loretta Smart made a motion to approve the minutes from the June 16, 2014, Commissioners Meeting. Ronald Smith seconded that motion and that motion carried with two (2) ayes.

The Commissioners signed the minutes from the June 2, 2014, Public Safety Committee Meeting, June 2, 2014, Commissioners Meeting and the June 10, 2014, Pre-Construction Meeting for the Bike Trail.

Loretta Smart moved to approve and sign the minutes from the Executive Sessions held on June 23, 2014, June 25, 2014, and two (2) meetings on June 30, 2014. Ronald Smith seconded that motion and the motion carried with two (2) ayes.

Kim Koomler, Auditor, submitted a Government Fixed Asset Services, Inc. contract to the Commissioners for signature. Loretta Smart made a motion to approve and sign that contract. Ronald Smith seconded that motion and the motion carried with two (2) ayes.

Ronald Smith stated that he will be attending the 2014 Annual AIC Conference in Bloomington, Indiana. Loretta Smart stated that she will also be attending. Ronald Smith stated to schedule James Crowl for that conference as well.

Inger Friend, Purdue Extension, requested permission from the Commissioners to purchase a 10,000 BTU air conditioner. She further requested that the Commissioners pay for half of the air conditioner in the amount of \$119.50. Loretta Smart made a motion to approve the purchase of the air conditioner and pay half, in the amount of \$119.50, out of Cum Cap 1138-000-4000.15. Ronald Smith seconded that motion and the motion carried with two (2) ayes.

Lori Hickey, Deputy Auditor, submitted Miscellaneous Claims/Checks for approval and signatures. Loretta Smart made a motion to approve and sign those Miscellaneous Claims/Checks. Ronald Smith seconded that motion and the motion carried with two (2) ayes.

The Commissioners have interviewed applicants for both the Highway Superintendant position and the Communications Director position.

For the Highway Department Superintendant, the Commissioners have chosen applicant #9. A letter shall be sent to that applicant to receive acceptance of the employment offer. Letters shall also be sent to the remaining applicants that did not receive an offer of employment. The applicant's name will be released to the media at a later date.

For the Communications Director, the Commissioners have chosen applicant #1. A letter shall be sent to that applicant to receive acceptance of the employment offer. Letters shall also be sent to the remaining applicants that did not receive an offer of employment. The applicant's name will be released to the media at a later date.

The Commissioners received a request from a covered person regarding restriction of their home address from the public property data base web site. Loretta Smart made a motion to remove and restrict the address of the covered person. Ronald Smith seconded that motion and the motion carried with two (2) ayes.

Craig Benson, Attorney at Law, came to the Commissioners on behalf of his clients, Mr. and Mrs. Dave Burgoon, regarding a Petition to Vacate an alley between Lots 9 and 10 in Jones Addition to Spring Bank at Lake George. Mr. Benson provided the Commissioners with two (2) additional items, one is a photograph taken today by Mr. Burgoon from the lake side showing the present condition of the alley in question. The second item is a color coded plat map of the area in question. Mr. Benson requests that the Commissioners set a hearing on this matter to consider vacating the alley. Donald Stuckey, County Attorney, stated that he does not see any problem with vacating this alley from a legal stand point and believes that it is something that the Commissioners could hear since it does not go to the lake. Mr. Stuckey stated that Mr. Benson needs to publish notice and a public hearing must be scheduled. Loretta Smart made a motion to allow Mr. Benson to schedule a public hearing. Ronald Smith seconded that motion and the motion carries with two (2) ayes.

Donald Stuckey, County Attorney, spoke to the Commissioners about a Consumer Complaint that was sent to the Attorney General's Office. It was a complaint regarding the airport and the payment of the utility bills for the FBO. The Attorney General's Office wants the Commissioners to respond to the Complaint. In addition to the response, Mr. Stuckey believes that the Attorney General's Office wanted an explanation sent to the person regarding what the process is. Mr. Stuckey stated that he will put together a response.

Rodney Rodriguez, 380 Lane 200 Bass Lake, Angola, Indiana, came to the Commissioners regarding complaints about the private road he resides on. He said he's supposed to have easement rights though Golden Eagle Mining & Recovery owned by James VanElla. Mr. Rodriguez stated that for the past twenty-five (25) years it has been hard getting back to his home due to not having maintenance on the road. He said that the road has a yellow sign and is deemed a private road. Mr. Rodriguez stated he is the one that maintains the road. Mr. Rodriguez said that Mr. VanElla goes out with his skidster and digs holes in the ground and takes the dirt to make speed bumps. He stated that they are deep enough that vehicles will scrape or bottom out. Mr. Rodriguez also stated that the road is supposed to be 24 feet across; however, due to Mr. VanElla tearing up the road; it's only about half that size.

Mr. Rodriguez also stated that Mr. VanElla has put up a locked gate leaving Mr. Rodriguez with no entrance to his property. Mr. Rodriguez's son took his truck and ran through the gate in order to have access to the property.

Mr. Rodriguez stated that he has gone to the County, DNR, Land and Water Management and the Army Core of Engineers because Mr. VanElla has been dumping his garbage in self made landfills for the past twenty (20) years. Mr. Rodriguez stated that a City Planner came out to the property and he showed the City Planner pictures. Mr. Rodriguez stated that he called the Sheriff on a Sunday regarding the trash and the next day Mr. VanElla used his skidster and the garbage disappeared. Mr. Rodriguez stated that Mr. VanElla buried the trash. He also stated that Mr. VanElla has been dumping trash into a big hole in the ground on property that he owns.

Mr. Rodriguez said that Mr. VanElla has filled in the wetlands and never gets in trouble for doing so. Mr. Rodriguez stated that he has contacted the Plan Commission and he was told that there was nothing they could do. Frank Charlton, Plan Director, stated that he was not involved in this matter. Mr. Charlton told Mr. Rodriguez if he fills out a claim form, he will try to get to the property in a timely manner.

Donald Stuckey, County Attorney, told Mr. Rodriguez that the County Commissioners have no jurisdiction over a private road and they can't keep people from doing anything. He stated that if Mr. VanElla is interfering with Mr. Rodriguez's ingress and egress easement, then Mr. Rodriguez has a right to file a court lawsuit and the Judge will figure out a remedy. Mr. Stuckey stated that if Mr. VanElla is dumping garbage or filling in wetlands, the Plan Commission is the department to be contacted. Mr. Stuckey stated that Mr. VanElla is not allowed to have a private landfill and advised Mr. Rodriguez if Mr. VanElla dumps trash again or attempts to fill in the wet lands, to call IDEM and the Plan Commission.

Gene German, Town of Orland, came to the Commissioners regarding the Maple Street Extension. Mr. German gave the Commissioners information on the improvements that have been made in Industrial Park. Mr. German also stated that this month they should have 23 acres qualified as "Shovel Ready." The Town of Orland had to acquire the vacant pallet factory in order to get the visual right of way. The Orland Area Chamber of Commerce Land Development Inc., is going to purchase the visual right of way from Lord's Seed. Jennifer Sharkey, County Engineer, has been working with the State to get them to participate. Mr. German stated that INDOT has agreed to grant \$175,000.00 on SR 120 and the estimated cost is \$127,500.00. Steuben County's portion of the road construction is estimated at \$382,500.00.

Jennifer Sharkey, County Engineer, stated that the agreement with INDOT needs to be figured out. She wasn't sure if the parties to the agreement would be INDOT and the County Commissioners, INDOT and the Town of Orland or INDOT and both Steuben County and the Town of Orland. Ms. Sharkey also stated that the financial participation of the County's portion needs to be figured as well. As of right now, the County only has \$200,000.00 budgeted leaving them short \$182,500.00. Ms. Sharkey said that GAI has not gone any further than their conceptual design and having the layout done. The detailed engineering has not yet been started. Ms. Sharkey also stated that she believes another meeting is needed with INDOT to discuss the scope of the design before GAI can proceed to finalizing the roadway design. Ronald Smith asked Ms. Sharkey how the \$382,500.00 figure was calculated and Ms. Sharkey said it was an itemized cost estimate from GAI. Ms. Sharkey stated that the county would not be doing work on SR 120, but would be working on the actual Maple Street extension, unless it was all bid out together. Ronald Smith stated that the \$200,000.00 from 2014 would be encumbered and out of the \$250,000.00 committed to the Highway Department out of Major Moves, \$182,500.00 would be used to cover this project.

Ronald Smith read an excerpt from a letter from Gene German which said, "In summary, from 2012-2016, the following four (4) companies have announced plans to grow the existing employment base of 72 to 245, a net gain of 173 employees within the industrial park. In addition the four (4) companies have planned to invest \$25.331 million in new building and machinery equipment." Mr. German also added that the traffic going through Orland's main square creates a dangerous situation.

Jennifer Sharkey asked who would be included in the agreement with INDOT and Ronald Smith felt that Orland should be included. Ms. Sharkey stated that she will contact INDOT regarding the agreement.

Loretta Smart made the motion to encumber the \$200,000.00 from the 2014 budget to the 2015 budget. Ronald Smith seconded that motion and the motion carried with two (2) ayes.

Jennifer Sharkey, County Engineer, submitted utility permits, #2703 for NIPSCO and #2704 and #2705 for Frontier, for approval. Loretta Smart moved to approve those permits. Ronald Smith seconded that motion and the motion carried with two (2) ayes.

Ms. Sharkey updated the Commissioners on the 200 W. 200 N. Intersection Project. She stated that she has been in contact with INDOT and they are still working on resending the memo so that parcel can be closed on. She said that once that parcel is obtained, that is the final step in the right-of-way. Ms. Sharkey stated that the letting is scheduled for January, 2015. She also stated that RFPs for a construction inspection needs to be sent out quickly. Loretta Smart made a motion to send out RFPs for the construction inspection. Ronald Smith seconded that motion and the motion carried with two (2) ayes.

Ms. Sharkey updated the Commissioners on the Bike Trail progress. She stated that work was ceased after the Frontier fiber optic line was hit. She stated that they had a construction meeting last week and there was miscommunication between the utility company and the consultant when the plans were drawn. Due to that miscommunication, the plans did not accurately show where the utility facilities were. Ms. Sharkey stated that the contractor is not moving forward with their work because Frontier has some relocation work that needs to be done. Ms. Sharkey said that another construction meeting is scheduled this Thursday, July 10, 2014, to walk the job site and determine if an alternate work plan is needed by the contractor to do work in other areas while this issue is being resolved.

Ms. Sharkey stated that a draft report is ready on the bridge inspections and she will be receiving that within the next week or two.

Ms. Sharkey gave an update on the INDOT Call for Projects, 200 N at 827, and stated that the County was awarded the full amount for that project. She stated that once the early coordination meeting is held with INDOT, she will send out the RFP for that project.

Ms. Sharkey stated that there is not a targeted funding source for the TIGER Grant and due to that, she has not sent out the RFPs. The purpose of the request would be to assist with the application that would be due next April.

Ms. Sharkey stated that the Highway Department is looking to start the paving projects next Monday, July 14, 2014. She also stated that the mowers have been out and the northeast and southeast corners have been completed.

Ms. Sharkey stated that she has a Title VI Implementation Plan Draft. She stated that something similar to the 2010 ADA Transition plan needs to be done. Ms. Sharkey gave the draft to Donald Stuckey, County Attorney, for review.

George Pifer asked who was liable for the Frontier fiber optic cut during the construction of the Bike Trail. Ms. Sharkey stated that it was discussed at the meeting; however, it has not yet been resolved. Ms. Sharkey expressed that the County should not be responsible.

Kristine Christlieb, from Region III-A, came to the Commissioners regarding the application for a FEMA Pre-Disaster Mitigation Program (PDM) grant for a safe room to be located at the Steuben County 4-H Fairgrounds. Ms. Christlieb stated that according to the findings of the Steuben County Hazards Mitigation study from 2014, this activity was listed as one of their goals to lessen the impact of severe weather occurrences.

Ms. Christlieb stated that the park receives over 55,000 visitors a year and currently there are no available safe havens or basement locations at the park. The proposed storm shelter will be 161'X 100' lower level building with total square feet of 16,100 in the basement level. The storm shelter will provide safety for to 2,466 people during storm events. Ms. Christlieb also stated that the safe room will be built in accordance to FEMA P-361 design criteria; net space providing 5 square feet per person with an allowance of 10 square feet given for one wheelchair bound individual

for every 200 persons. Ms. Christlieb stated that the upper level is not part of the FEMA grant; however, the upper level will provide a 57' X 105' showroom.

Ms. Christlieb stated that the county has signed a document committing \$982,985.00 in local match funds towards project. A 75% grant for the project in the amount of \$2,731,455.00 has been requested. Ms. Christlieb stated that the total budget for the safe room is \$3,714,440.00.

Ms. Christlieb said that the sub application is due to the Indiana Department of Homeland Security July 14, 2014, and the Final application is due to FEMA July 25, 2014. She also stated that grants go through several weeks of review but the funding selection date is scheduled to happen September 30, 2014, and the award date is scheduled for December 30, 2014.

Ms. Christlieb stated that this is a competitive grant and is scored on several factors. A Cost Benefit Analysis is done based on the cost of the building and the number of beneficiaries. The mitigation goals, objectives and vulnerability of the location are also things that are taken into consideration. She also stated that it is not unusual for this type of grant to take two rounds before funding.

Tim Wall and Ken Herceg from Donohue/Herceg & Associates have also attended this meeting to answer any further questions. Mr. Wall stated that FEMA sets the served population at anyone within a five (5) minute walk or half mile drive. A five (5) minute walk is the radius around the building; however, the half mile drive is actually following roads that are twisting and turning. Mr. Wall stated that the campground is served and most of the businesses out the main drive are included; however, anyone outside of those specifications technically are not counted. Mr. Wall said that the capacity of the building is based on those calculations and the size of the facility.

Ronald Smith stated that he was quoted as saying that he would like to act this year on this project; however, he is aware that the county may have to wait for a second round and that more money is available next year. Commissioner Smith also stated that we will find out on December 30, 2014, if the county finds favor with FEMA and receives the grant.

Jeff Bassett, from Business Impressions, Inc., came to the Commissioners regarding the 2015 estimated expenses for the Steuben County Xerox Equipment. Mr. Bassett stated that the total 2015 Estimated Costs are \$66,445.00. Mr. Bassett stated that the Health Department has a second machine that they would like to get rid of and they would like to move that to EMS. The EMS would then get that machine and the current machine in EMS would be taken out. He said that less money would be spent on the machine that is being moved because it is a better piece of equipment. Mr. Bassett said that both parties agree to the switch. Loretta Smart made a motion to allow the transfer of the machine from the Health Department to EMS. Ronald Smith seconded that motion and the motion carried with two (2) ayes.

Mr. Bassett also stated that the fax machine in Kim Koomler's office is close to ten (10) years old. He said at some point in time, when that machine stops working, he would like to move the fax into the copier that is used by the Auditor's Office. Doing so would add approximately \$10.36, as of today, to the monthly charge.

Dani Parrish, Recorder, and Kristy Clawson, EMA, came to the Commissioners regarding an emergency phone tree. Kristy Clawson stated that the Commissioners, Highway Superintendent, EMA and the Sheriff make the decision whether or not to close the County Offices. Ms. Clawson stated that those people were given three (3) or four (4) department heads to call and then those department heads would come up with a plan within their department on how their phone tree would work within their department. Ms. Parrish stated that at the next department head meeting they would discuss primary and secondary phone numbers and if the department head is gone then the first deputy would take over the calls. Loretta Smart made a motion to accept the beginning of the phone tree and master plan. Ronald Smith seconded that motion and the motion carried with two (2) ayes.

Donald Stuckey, County Attorney, stated that the proposed placement for the tornado siren is in the county road right of way. Shelton's Fireworks is objecting to the placement of that tornado siren. Kristy Clawson, EMA, stated that Shelton's Fireworks has expressed displeasure for the pole that has been placed for the tornado siren. Ms.

Clawson stated that Carol Dalman, from Shelton's Fireworks, has called several times and has talked to Ms. Clawson, Chad Hoover, GIS, REMC and also called Erin Wray, Commissioners Assistant, requesting to be put on the Commissioners Meeting Agenda. Ms. Clawson stated that she sent Shelton's Fireworks a letter stating that the pole is in the county right of way. Chad Hoover, GIS, pulled the survey and the deeds for the property and verified it is on the county right of way. Ms. Clawson stated that Shelton's Fireworks felt that the pole took away from their building and they were afraid that we would scare their customers.

Cynthia King, 75 Lane 201BA, Lake George, Fremont, Indiana, is a resident that the new tornado siren would cover. Ms. King stated that the Lake George community is very much in favor of the placement of the new tornado siren. She said currently they cannot hear a tornado siren on Lake George. Ms. King stated that the Lake George community feels that the placement of the tornado siren is a blessing and a help to all the 500 cottages on Lake George.

Kristy Clawson, EMA, stated that the new tornado siren should be installed on the 14th of July, 2014. If the weather does not permit the installation on that day, the siren will be installed on July 21, 2014.

Carol Dalman, Shelton's Fireworks, 7154 N. Old 27, came to the Commissioners regarding the tornado siren placement. Ronald Smith stated that the plat and a picture of the pole that has been installed were presented to the Commissioners. Ms. Dalman stated that she and Mr. Shelton were confused when the pole was installed because both she and Mr. Shelton did express objection and would rather the siren be placed elsewhere. She stated that the pole was installed in June; Ms. Dalman then called Ms. Clawson. During that phone call Ms. Clawson stated that a certified letter had been sent to Shelton's Fireworks regarding the matter and since Mr. Shelton did not call or object to the placement, the project was going to move forward. Ms. Dalman stated that she had Ms. Clawson fax a copy of the letter to her because she did not receive a certified letter. Ms. Dalman stated that a certified letter was finally received showing a sent date of June 10; however, the letter was dated May 3. Ms. Dalman stated that the paperwork states that Greg Shelton is the owner of the property; however, Greg Shelton lives in Missouri and he stated that he had not been notified.

Donald Stuckey, County Attorney, stated that the county has a right to place a pole in the county right of way and based upon the research done by GIS and by Kristy Clawson, the pole is located in the county right of way. Mr. Stuckey stated that unless Ms. Dalman can prove that it is not on the county right of way, the siren is going to be installed. Mr. Stuckey stated that it is a courtesy, not a requirement, to notify the property owner of the location of the new tornado siren since it is placed on the county right of way.

Kristy Clawson showed Ms. Dalman the map of all the sirens in the county. She also explained that the siren serves a one mile radius and that they try to install the sirens as close as possible without a lot of overlapping. Ms. Clawson stated that when she originally talked to Mr. Shelton, she stated that she and Chad Hoover would go back to the drawing board and try to move the siren to a different location. Every time the siren was moved, they either lost power or lost a lot of address points.

Ms. Clawson informed Ms. Dalman that the sirens are tested the first Saturday of every month, at noon, for thirty (30) seconds. Other than that, the sirens only go off if there is a tornado warning issued for Steuben County. Ronald Smith suggested to Ms. Dalman, that if Mr. Shelton feels that customers will be frightened by the tornado siren test, a sign could be posted to alert the customers.

Arrow Uniform presented their bid for the uniform contracts to the Commissioners. Robert Holman, Arrow Uniform Branch Manager, thanked the Commissioners for the opportunity to put together a proposal for the uniform and mat services for Steuben County. Mr. Holman passed out proposals to the Commissioners and Jennifer Sharkey, County Engineer.

Cintas came to the Commissioners to present their bid for the uniform contracts. Mike Kellermeier, the Sales Representative for the area, thanked the Commissioners for the opportunity to put together a bid. Mr. Kellermeier stated that he met with each of the department heads and Jennifer Sharkey regarding their needs. He also specified there is no upfront cost to make a switch and the county would be serviced through the local office on Wohlert Street. If Cintas is chosen to provide uniforms for the county there would be a fitting event for each department, they all get brand new clothes, logos and name emblems with no cost to switch. Mr. Kellermeier also

stated that Cintas will deliver to each location that needs uniforms and there won't be an additional charge to do that. Mr. Kellermeier submitted proposals to the Commissioners and Jennifer Sharkey.

Wildman Uniforms presented their bid for the uniform contracts to the Commissioners. Brian Spangle submitted the bid package to the Commissioners and Jennifer Sharkey. Mr. Spangle stated that Wildman is based out of Warsaw, Indiana and they are the only Indiana based company that is bidding on this contract. He stated that Wildman Uniform has been around for 64 years, their founder was a WWII Pilot and they are currently in the third generation of family ownership. Mr. Spangle stated that the money that is spent with Wildman, stays in the State of Indiana. Mr. Spangle stated that due to the type of work that the employees do that require uniforms, there is a need for a garment damage program in the contract. Mr. Spangle said that what sets Wildman Uniforms apart from other companies is the barcoding system that they have at their facility which operates at a 99.9% accuracy rate. Wildman also has an online program where employers can monitor each invoice, find out where the uniforms are located, and find out any other information that is needed on the account. Mr. Spangle said that if someone quit, by using the online program, that employee could be taken off of account immediately and wouldn't have to wait for the next bill cycle. He also said the same applies for new hires. Mr. Spangle thanked the Commissioners and Ms. Sharkey for their time.

Jennifer Sharkey, said that she will review the bids and will report back to the Commissioners at the next meeting.

Todd Pfafman and Mike Hall, Community Corrections, submitted a request to swap a 2009 Impala for an Expedition that the Sheriff's Department currently has. Mr. Hall says that the Impala has a lot of maintenance problems. Loretta Smart made a motion to give Community Corrections conditional approval, but they need to speak with Commissioner James Crowl when he returns. Ronald Smith seconded that motion and the motion carried with two (2) ayes.

Mike Hall, Community Corrections, also came to the Commissioners to obtain permission for Brett Hayes to purchase computer accessories, in the amount of \$1,249.54, with the Commissioners credit card. Loretta Smart made a motion to allow Mr. Hayes to purchase the computer accessories, in the amount of \$1,249.54, with the Commissioners credit card. Ronald Smith seconded that motion and the motion carried with two (2) ayes.

Mike Hall also requested permission to run an advertisement in the newspaper in LaGrange, Steuben, DeKalb and Noble Counties for a part time surveillance officer. The price to run the ad is going to be \$581.00 for five (5) days. Loretta Smart made a motion to approve placing an ad in the newspaper for a part time surveillance position, for five (5) days, at a price of \$581.00. Ronald Smith seconded that motion and the motion carried with two (2) ayes.

Kristy Clawson, EMA, submitted a proposed Strategic Preparedness Plan to the Commissioners for approval. Ms. Clawson stated that these are plans that identify some areas that need to be worked on and states goals and objectives for the county. It would also document all of the different radio channels that are utilized by Steuben County entities. She stated that right now communication is an issue because everyone is working on different channels. She is planning on meeting with the different agencies to see what channels are favored by the various entities. Ms. Clawson also stated that training is needed so everyone knows what their roles and responsibilities are for emergencies. Loretta Smart made a motion to approve the Strategic Preparedness Plan. Ronald Smith seconded that motion and the motion carried with two (2) ayes.

Kristy Clawson, along with Bill Harter, Coroner, came to the Commissioners for approval of a Mass Fatality Plan. Ms. Clawson said that they needed to identify key roles and responsibilities of all the agencies that would be involved. She said that this plan outlines the Commissioners's Health Department, Fire Department, EMS, Coroner and EMA's responsibilities and how to operate if there is a mass fatality. Ms. Clawson also stated that Bill Harter has contacted all of the funeral homes in the county, has identified how many body bags are in the county and how many bodies each facility can take. Ms. Clawson stated that a mass fatality incident can be a different number at any time, it just depends on resources. Loretta Smart made a motion to approve the Mass Fatality Plan. Ronald Smith seconded that motion and the motion carries with two (2) ayes.

Christina Ebel, Veterans Services, spoke to the Commissioners regarding her 2015 budget. Ms. Ebel stated that the only thing that was added and was \$400.00 for a computer program. She stated that she talked to the Indiana Department of Veterans Affairs and the program is supposed to be available this summer; however, it is moving slowly. Ms. Ebel stated that the new computer program will be completely web based so there won't be any more faxing or mailing paperwork.

The Commissioners received the following correspondence: Energy Tomorrow re: newsletter; Connie Alexander re: Indiana Transportation Infrastructure Survey; Steuben County Community Foundation re: June 2014 Newsletter; Vanessa Hurtig, Northeast Indiana Regional Partnership re: Caucus Legislative Committee Survey; Regional Chamber re: Meeting, July 15, 2014, at 5-7 p.m.; County Commissioners re: June 23 email from Commissioner Vincent; Mediacom re: NSF charge change; ENR re: Risk & Compliance Summit; NACo re: Washington Watch; Gallagher Asphalt re: Hot in place/Recycling projects in area; AIC re: newsletter June 20, 2014; IU Public Policy re: Indiana University project; John Sampson, Northeast Indiana Regional Partnership re: Tax Abatement Editorial; St. Joe River Basin re: Meeting reminder; Indiana State Fire Marshal re: Public Fire Hydrant Communication; NACo re: County news alert; County Commissioners re: Email from Commissioner Vincent; DHS PIO re: IDHS Leads Indiana's Participation in Multi-State Exercise; TrustIndiana re: Seminar; Pauly Jail Building Company re: Criminal Justice and Detention Training Seminar Invite; Fathom Publishing Company re: Open Meeting Laws Online; Indiana Department of Environmental Management re: sanitary sewer, Ron E. re: misc corres., NACo re: prescription drug program discount; Steuben County Council on Aging re: July, 2014 newsletter; NACo re: County News Alerts; NE Indiana Regional Partnership re: Partnership news; County Commissioners re: June 30 email from Commissioner Vincent; County Commissioners re: State Budget Agency Memo; London Witte Group LLC re: Newsletter; Indiana EDC re: Pipeline;

STEUBEN COUNTY BOARD OF COMMISSIONERS

Ronald L. Smith, President, South District

James A. Crawl, Vice President, Middle District

Loretta S. Smart, North District

Attest: _____
Kim Koomler, Steuben County Auditor
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