

# MINUTES

## BOARD OF ALLEN COUNTY COMMISSIONERS

204 N. Main Street  
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Lima, Ohio 45801

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Board of Allen County Commissioners will be in session  
beginning at 9:00 a.m. and adjourn upon completion of business

<b>DESCRIPTION</b>	<b>GENERAL SESSION</b>
<b>DATE</b>	<b>December 13, 2018</b>
<b>LOCATION</b>	<b>COMMISSIONER'S MEETING ROOM</b>
	<b>PRESENT: Greg Sneary Jay Begg</b>
<b>TIME:</b>	<b>GENERAL SESSION - RECORDED</b>
<b>8:30 a.m.</b>	<b>Interview – Christina Hood re: appointment to Allen County Board of DD – met with Commissioner Greg Sneary only</b>
	<b>RECESS</b>
<b>9:15 a.m.</b>	<b>AGENDA MEETING</b>
	<b>PLEDGE – Jason Aldrich</b>
	<b>APPROVE AGENDA AS PRESENTED</b>  <i>Commissioner Sneary moved to amend the agenda to change the meeting with the Auditor and Prosecutor from 1:00 pm to 1:30 pm. Motion seconded by Commissioner Begg. The roll was called and approved unanimously.</i>
	<b>ITEMS FOR REVIEW AND APPROVAL:</b>  <ol style="list-style-type: none"> <li><b>1. Approve minutes of the November 6, 2018 general session.</b></li> <li><b>2. Approve minutes of the November 8, 2018 general session.</b></li> <li><b>3. Approve minutes of the November 13, 2018 general session.</b></li> <li><b>4. Approve minutes of the November 15, 2018 general session.</b></li> </ol>

**5. Approve minutes of the November 20, 2018 general session.**

***Commissioner Begg moved for approval. Motion seconded by Commissioner Sneary. The roll was called and the minutes were approved unanimously.***

**6. Consent Agenda Items:**

- a. Resolution #779-18.** Approve travel expenses.
- b. Resolution #780-18.** Intradepartmental transfers.
- c. Resolution #781-18.** Intradepartmental transfers.
- d. Resolution #782-18.** Supplemental appropriation to the Hotel Lodging Tax Fund 8095.
- e. Resolution #783-18.** Supplemental appropriation to the Common Pleas Court (LEGRES CP) Fund 2704.
- f. Resolution #784-18.** Supplemental appropriation to the Ottawa River Fund 2339.
- g. Resolution #785-18.** Supplemental appropriation to the Airport Project Fund 1040.
- h. Resolution #786-18.** Supplemental appropriation to the Downtown Parking Fund 3003.
- i. Resolution #787-18.** Supplemental appropriation to the Civic Center Fund 3004.
- j. Resolution #788-18.** Supplemental appropriation to the Elida Road Fund 3709.
- k. Resolution #789-18.** Supplemental appropriation to the Bond 01 Allentown Road 11-888 Fund 3888.
- l. Resolution #790-18.** Supplemental appropriation to the JDC Capital Improvement Fund 4021.
- m. Resolution #791-18.** Supplemental appropriation to the 1224 Flatfork Creek Ditch Fund 4224.
- n. Resolution #792-18.** Supplemental appropriation to the 1229 Gaskill Fund 4229.
- o. Resolution #793-18.** Supplemental appropriation to the 1268 Wrasman Fund 4268.
- p. Resolution #794-18.** Supplemental appropriation to the 1316 Cody Nichols Fund 4316.
- q. Resolution #795-18.** Supplemental appropriation to the Indianbrook/Wildbrook Estates Fund 4322.
- r. Resolution #796-18.** Supplemental appropriation to the 1234 Edgecomb Improvement Fund 4324.
- s. Resolution #797-18.** Supplemental appropriation to the David Betts Group Fund 4325.
- t. Resolution #798-18.** Supplemental appropriation to the Betts Group Extension Project Fund 4335.
- u. Resolution #799-18.** Supplemental appropriation to the Wellness Fund 2050.
- v. Resolution #800-18.** Supplemental appropriation to the Quarry Ditch Fund 4326.
- w. Resolution #801-18.** Supplemental appropriation to the 1328 Amstutz Group Fund 4328.
- x. Resolution #802-18.** Supplemental appropriation to the OB Frail Fund 4330.

**y. Resolution #803-18.** Supplemental appropriation to the Betts Group Extension Fund 4335.

**z. Resolution #804-18.** Supplemental appropriation to the Southwood Waterline Construction Fund 4480.

**aa. Resolution #805-18.** Supplemental appropriation to the Bond Reserve Fund 5303.

**bb. Resolution #812-18.** Supplemental appropriation to the 911 Systems Fund 2004.

***Commissioner Sneary moved for approval. Motion seconded by Commissioner Begg. The roll was called and the resolutions were approved unanimously.***

**RESOLUTIONS/SIGNATURES:**

**1. Resolution #806-18.** Enter into a Memorandum of Understanding with the Lima-Allen County Regional Planning Commission. ***Commissioner Begg moved for approval. Motion seconded by Commissioner Sneary. The roll was called and the resolution was approved unanimously.***

**2. Resolution #807-18.** Appoint Christina Hood to the Allen County Board of DD. ***Ms. Hood shall fill the unexpired term of Melissa Weaver with a term commencing immediately and expiring December 31, 2020. Commissioner Sneary moved for approval. Motion seconded by Commissioner Begg. The roll was called and the resolution was approved unanimously. Commissioner Sneary then swore in Christina Hood to the Allen County Board of DD.***

**3. Resolution #808-18.** Acknowledge receipt of estimated schedule of assessments for the Burgess Drainage Group and authorize the Clerk of Board to give notice of same to owners within the watershed. ***Commissioner Begg moved for approval. Motion seconded by Commissioner Sneary. The roll was called and the resolution was approved unanimously.***

**4. Resolution #809-18.** Approve agreement between the Allen County Child Support Enforcement Agency and the Communication Workers of America Local 4310 (AFL-CIO). ***Said contract is effective October 28, 2018 thru October 27, 2021. Commissioner Sneary moved for approval. Motion seconded by commissioner Begg. The roll was called and the resolution was approved unanimously.***

**DISCUSSION:**

**A. Department of Job & Family Services (No one present)**

- 1. Resolution #810-18.** Authorize an amendment to a contract with the Children Services Board for protective services. **Said amendment is for an additional \$25,000.00 for an amount not to exceed \$425,000.00. Commissioner Begg moved for approval. Motion seconded by Commissioner Sneary. The roll was called and the resolution was approved unanimously.**

**B. County Engineer**

- 1. Resolution #811-18.** Authorize an agreement for professional services with Kohli and Kaliher Associates, Inc. for construction inspection of the Grubb Road Bridge Project. **Per Ron Meyer, this bridge is located north of Zion Church. Construction should begin next year. Said contract is an amount not to exceed \$34,929.00. This project is funded by state/federal monies and the county will be responsible for 5% of the cost. Commissioner Sneary moved for approval. Motion seconded by Commissioner Begg. The roll was called and the resolution was approved unanimously.**

**ANNOUNCEMENTS**

- Howard Elstro – Continuation of services provided by the Lima-Allen County Building Department**

**Mr. Elstro provided communication dated December 13, 2018 to the Board of Allen County Commissioners. (See attached) In the communication, Mr. Elstro provided a timeline of events, service and capacity upgrades that have been made within the Lima-Allen County Building Department. Mr. Elstro stated that the City of Lima learned in March, 2018 through a newspaper article in the Troy Daily News of the Commissioners' intent to move their business to Miami County. This was the first the Building Department heard of such intentions. The City of Lima then communicated with AEDG and the Allen County Commissioners about their concerns and put measures in place to address the concerns and upgrade services. An audit was conducted by the State Building Authority and a survey of current customers was conducted. Steve Cleaves, City Finance Director, began to interface regularly with AEDG to stay abreast of newly emerging**

issues with the building department. For the past six (6) months, there has been no communication occurring that would have identified any reoccurring concerns. On December 4, 2018, the City heard of a meeting scheduled on December 19<sup>th</sup> to discuss outsourcing the building department responsibilities to Miami County Building Department, in which certain entities were invited but the City was not. The Lima-Allen County Building Department, in response to concerns, has established expedited or walk through reviews, initiated reoccurring project meetings, added new highly trained and certified staff and hope to add digital plan submission in 2019. Mr. Elstro provided an overview of the strengths of the Lima-Allen County Building Department. Mr. Elstro further stated that outsourcing building inspection responsibilities to Miami County Building Department will send approximately \$500,000.00 annually in local revenue to Miami County, cause the loss of six (6) jobs, create multiple jurisdictions within Allen County that will split fees, create confusion for developers with two or more building department jurisdictions, present poor presentation of Allen County to outside developers and outsourcing discourages townships, villages, city and county leaders to work cooperative toward economic development goals. The preservation of a local building department is important to the economic health and wealth of the county and community. Requested the county to maintain the contract with the Lima-Allen County Building Department and work with the City to provide the best development experiences for the investing community.

Commissioner Begg countered a few of the statements made by Mr. Elstro. Begg stated that Mr. Elstro's statement of the "Commissioners' intent to move their business to Miami County" was never the case. The reason the Commissioners met with Miami County was to see how other building departments operated. The only thing the Commissioners had to go by was the City of Lima Building Department. When the city came in, the Commissioners covered strongly that they felt there was a perception problem and Mr. Elstro agreed. Another statement made that there has been no communication in the last six (6) months.

Commissioner Begg agreed, however feels the county holds the contract. Commissioner Begg believes the City is working to get better, however it has not been expressed to the County. The Commissioners do not know what has been exchanged between Mr. Cleaves and AEDG. The Commissioners are continuing to hear problems. Believes the ball has been in the City of Lima's court to keep this contract. As far as the

	<p><b>Township Trustee’s meeting, the Commissioners aren’t invited except the fact they belong to the Township Association. Commissioner Begg believes the City of Lima’s reason are their opinion. The City of Lima should have been meeting with the Commissioners on a monthly basis.</b></p> <p><b>Commissioner Sneary stated the phone conversation with Mr. Elstro that it was implied that we are contracting with someone else. That is not the case. The county is simply going the process that may lead to a final decision. Sneary stated that they do like to keep contracts local, but the law is clear. It’s the lowest and best bid. They need to make sure there is no unfair advantage. The Commissioners are responsible for taxpayer dollars. Commissioner Sneary further stated that there were comments made in the elevator today that were very inappropriate. This molds some of the problems that the Commissioners have heard. This should not be taking place.</b></p> <p><b>Commissioner Begg stated that Miami County may be three (3) counties away, but are providing services for Shelby, Mercer and Auglaize County. If another county would be added, it may require a local presence.</b></p> <p><b>Mr. Elstro stated that as to expectation of ongoing updates, the City would be more than happy to meet monthly with the Commissioners to provide progress, etc.</b></p>
<p><b>9:35 a.m.</b></p>	<p><b>RECESS</b></p>
<p><b>9:51 a.m.</b></p>	<p><b>Update – Jason Patchet and Dana Sterling - Building Improvements and Capital Projects</b></p> <p><b>Jason Patchet –</b></p> <ul style="list-style-type: none"> <li>• <b>Court of Appeals Restroom Project</b> <ul style="list-style-type: none"> <li>- <b>NWOSS has assisted the county in receiving the fire alarm permit. Majority of the work has been completed. NWOSS will be back tomorrow to finish up. Final inspection will then be completed.</b></li> </ul> </li> <li>• <b>Salt Spreader - Would like to purchase a Snow Ex. 2.2 cubic yard full bed spread from Snappy’s. Cost is \$6,400.00. There are funds available per Susan Wildermuth. OK to purchase</b></li> </ul> <p><b>Dana Sterling –</b></p> <ul style="list-style-type: none"> <li>• <b>County Engineer’s Roof</b> <ul style="list-style-type: none"> <li>- <b>Contractor trying to finish project, however</b></li> </ul> </li> </ul>

	<p>weather has delayed project</p> <ul style="list-style-type: none"> <li>• <b>Juvenile Detention Facility Project</b> <ul style="list-style-type: none"> <li>- Permanent power should be hooked up next week. Once the interior wall next to the equipment room is completed, the natural gas will be hooked up. The modified roof is being heated with torches to be applied. High bay area is almost completed. By next week, the masonry work inside should be completed. The brick on the vehicle sally port still needs finished. All mechanical trades are moving along great. Has the signed change order for the combined ceiling and extra sheet metal piping in the night cell plumbing chases - \$6,922.00.</li> </ul> </li> <li>• <b>Dog Warden Facility</b> <ul style="list-style-type: none"> <li>- Working through the proposal from Mark Lecky to determine why it is extremely high. Working on next plan of action.</li> </ul> </li> </ul>
<b>10:07 a.m.</b>	<b>RECESS</b>
<b>11:10 a.m.</b>	<p><b>Lisa Merkle re: Personnel</b></p> <p>Commissioner Sneary moved to go into Executive Session for compensation of county employees. Motion seconded by Commissioner Begg. The roll was called and was approved unanimously. Discussion regarding compensation of management staff at the Child Support Enforcement Agency.</p> <p>General Session - 11:22 a.m.</p> <p>No Action Taken</p>
<b>11:22 a.m.</b>	<b>RECESS</b>
<b>1:36 p.m.</b>	<p><b>Rachael Gilroy and Juergen Waldick re: Dretac balance</b></p> <p>Juergen Waldick stated that the Dretac account is overdrawn by approximately \$25,000.00. In years past, have been able to recoup monies. Employees would be transferred out of Dretac into the general fund. When monitoring account, looked at budgeted amount and not actual cash. Discussion on how rectify deficit</p>
<b>1:44 p.m.</b>	<b>ADJOURN</b>

Submitted by: Kelli A. Singhaus  
Kelli A. Singhaus, Clerk

Approved by: Board of Allen County Commissioners

Greg Sneary  
Greg Sneary

Jay Begg  
Jay Begg

Cory Noonan  
Cory Noonan





# City of Lima, Ohio

50 Town Square Lima, Ohio 45801-4900  
419/228-5462 Fax 419/221-5199 www.cityhall.lima.oh.us

David J. Berger, Mayor

December 13, 2018

Allen County Commissioners

Greg Sneary

Jay Begg

Cory Noonan

204 N. Main Street

Suite 301

Lima, Ohio 45801

Dear Commissioners,

Thank you all for your time and permission to speak. I, along with the entire staff of the Lima – Allen County Building Department, am here today to address the apparent intentions of this legislative body to end a 40 year relationship that Allen County and the surrounding townships have had with the Lima – Allen County Building Department.

I will be brief, but in these remarks I will cover a timeline of events, service and capacity upgrades that have been made within the Lima- Allen County Building Department, and the impact that your rumored decision will have on this community. It is my hope that these remarks will respectfully and strongly express our disagreement with Allen County's intentions, and change the Commissioners' course of action.

## **Timeline of Events**

In March of 2018, we learned through a newspaper article in the *Troy Daily News* of the Commissioners' intent to move their business to Miami County. Despite having monthly meetings with AEDG and open communication with the Commissioners on an ongoing basis, this was the first the Building Department heard of such intentions.

Following this news, we communicated with AEDG and Allen County Commissioners about their concerns, and put measures in place to address the concerns and upgrade services. In addition, an Audit by the State Building Authority was requested and a survey of current customers was conducted. The results of both the Audit and survey are summarized in the attachments to these remarks. Beyond this, Steve Cleaves, the City Finance Director, began to



interface regularly with AEDG for the sole purpose of staying abreast of any newly emerging issues with the building department.

For the past 6 months there has been no communication occurring that would have identified any reoccurring concerns.

Suddenly, on Tuesday, December 4<sup>th</sup>, we began hearing chatter there was a meeting scheduled for December 19<sup>th</sup> and that certain entities were invited, and we were not included. We hear the intention of the meeting is to discuss outsourcing the building department responsibilities to Miami County Building Department.

On December 11<sup>th</sup>, Commissioner Sneyry confirmed via telephone call with myself, that there has been movement on behalf of the Commissioners to contract out of county for plan review and building inspection responsibilities.

### **Lima- Allen County Building Department Service and Capacity Upgrades**

In good faith, the Lima-Allen County Building Department responded to concerns expressed this past year and we have increased our commitment to customer service through the following:

- We established **expedited or walk through reviews** to answer the needs of developers who must start tomorrow.
- We initiated **reoccurring project meetings** in which building department staff and the project managers meet biweekly to keep each other informed and the project on schedule.
- We **added new highly trained and certified staff**, ensuring redundancy for essential services and in 2019 anticipate additional plan review capacity, minimizing delays during peak submittal season.
- In 2019 we hope to add digital plan submission to further reduce approval time.

### **Strength of Lima-Allen County Building Department**

- We provide convenient and timely plan review services
- We provide next day inspection services
- We provide reoccurring project management meetings with developers who have large, complex projects to avoid last minutes conflicts or project delays.
- Our staff is conscientious and provides inspection services at a cheaper rate than Miami County Building Department will.

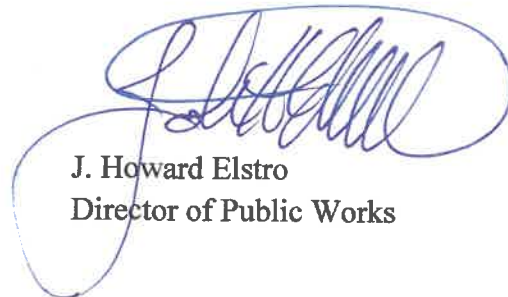
## Community Impact

Outsourcing building inspection responsibilities to Miami County Building Department, a county located 3 counties away, does the following:

- It sends approximately \$500,000 annually in local revenue to Miami County
- It causes a loss of 6 jobs from the local economy
- It creates multiple jurisdictions within Allen County that will split fees so neither is economically viable.
- It creates confusion for developers with two or more building department jurisdictions, within a single county, with questions such as: Whose jurisdiction am I building? Where do I seek a permit?
- It will present poor presentation of Allen County to outside developers as a place where development may not be easy and or welcomed.
- Outsourcing discourages townships, villages, city, and county leaders to work cooperatively towards economic development goals.

The preservation of a local building department is important to the economic health and wealth of our County and community. As said before, the Lima-Allen County Building Department provides a high quality service at a good cost. We know that our staff is of this community and cares for this community and its development efforts. In good faith, we accepted the comments that we heard a year ago about improving customer service and have taken significant steps to address and solve those concerns. Now, we are looking forward to 2019, making further improvements for positive experiences of the building community. We know our capabilities, we know our ability to respond to developer needs. You will not find that level of commitment with a building department located 3 counties away. Respectfully, we are asking you to maintain the contract with the Lima-Allen County Building Department and work with us to provide the best development experiences for the investing community.

Respectfully,



J. Howard Elstro  
Director of Public Works



# CITY OF LIMA, OHIO

*David J. Berger, Mayor*

50 Town Square Lima, Ohio 45801-4900 419/228-5462 Fax 419/221-5189

*Contact: Amy Harpster  
Office: 419-221-5215  
Email: amy.harpster@cityhall.lima.oh.us*

**For Immediate Release  
April 5, 2018**

## **Lima/Allen County Building Department Releases Results from Customer Satisfaction Survey *Poll Shows Majority of Customers Satisfied with Performance***

*Lima— April 5, 2018* — The Lima/Allen County Building Department released today the results of a Customer Satisfaction Survey conducted March 13<sup>th</sup> to March 30<sup>th</sup>. The survey, which was run through Survey Monkey, was sent to Architects, Engineers, Contractors, Owners, and Developers who have done business with the Building Department. A link to the survey was also posted by *The Lima News*.

Respondents were not required to disclose their identity, but did have the option to provide contact information to the staff for further discussion at their discretion.

### **Results of the Survey:**

- 75% of the respondents were contractors
- 81% of the respondents indicated it was easy to very easy to acquire a permit
- 68% characterized the turnaround time for plan approval as above average
- 79% indicated it was easy to schedule an inspection
- 83% perceived the staff conducts themselves in a professional & courteous manner
- 83% rated the quality of service from the Building Department as above average

Local fire departments and township officials were invited to provide input via separate surveys. The two responses received from fire departments were supportive of the Building Department's service and performance. Of the four responses received from township officials, one respondent was satisfied; three respondents were dissatisfied.

“Review of both the Building Department's service and performance is ongoing”, says Amy Harpster, Chief Building Official. “The Building Department regularly listens to customer concerns and complaints and makes modifications to its service to address their concerns. For example, we now offer pre-construction conferences and reoccurring project progress meetings with Building staff at no additional charge.”

“We also started notifying property owners of plan submittal status in addition to sending notices to design professionals in January of this year”, adds Harpster.

For more information about the Lima / Allen County Building Department, please visit [www.cityhall.lima.oh.us](http://www.cityhall.lima.oh.us).

###



Amy Harpster  
Chief Building Official  
50 Town Square  
Lima, Ohio 45801

April 16, 2018

Dear Ms. Harpster,

Thank you for the opportunity to meet and discuss the current status of building code enforcement in the City of Lima and Allen County. As is protocol for building department audits performed by the Ohio Board of Building Standards (Board), the chief objective of the audit is to evaluate that a certified building department and its certified personnel are adhering to the Ohio Revised Code, and §4101 of the Ohio Administrative Code, otherwise known as the Rules of the Board.

As a point of reference, an initial audit was conducted on September 22, 2015 of the City of Lima building department at their request. A complete review of the building department processes, forms and communications was completed at that time and a number of items were identified to address alignment of forms and processes with the Boards rules. In general, the department was functioning well and beginning to enter a transition period based on a succession plan of department leadership.

On March 21, 2018, Board staff met with Ms. Amy Harpster, City of Lima Building Official, and Mr. Howard Elstro, Director of Public Works, to discuss if and where additional areas of improvement could be identified and how to implement any changes.

Our methodology for evaluation is based according to a comparison with the Boards rules and current department framework. The analysis to determine the status of the building code compliance is achieved in two separate phases; plan examination and building inspections.

First, the Boards rules provide that construction documents shall be reviewed during plan examinations for denial or approval within 30 days according to OBC §107.2.1, for both commercial and residential projects. Currently, the City of Lima building department is averaging nine days for approvals or denials. This average is well below the state average of two to three weeks for municipal and county building departments for commercial projects. It should also be noted that larger scope projects or greater complexity does affect the 9 day statistics, but those projects are still completed per the Board rule maximum of 30 days.

The City also provides a 'Walk-in' option for applicants seeking plan reviews that allow for an expedited track for a nominal fee. Many jurisdictions do not offer this as a policy to its constituents, but Lima does which generally reduces the turnaround time from 9 days. State averages for residential projects vary greatly, being lesser or more days. The City indicates it averages nine days for residential projects.

The Boards rules also provide that inspections are to be completed within four days exclusive of Saturdays, Sundays, and legal holidays in accordance with OBC §108.1. Currently, the City of Lima building department is averaging same day or one business day responses for inspections being completed. Most state building departments average two days plus for inspections being completed.

Currently the City of Lima is enforcing the commercial building codes for the following jurisdictions, unincorporated townships of Allen County, and four contract jurisdictions of Beaverdam, Elida, Harrod and Lafayette. The staffing levels are being managed based on the workloads they encounter. They have backup personnel for projects when increased workload occurs to keep within their plan review and inspection averages.

There is always opportunity for building departments to make improvements. The City of Lima personnel are proactive in contacting the Board to solicit guidance and feedback on processes and forms they seek to improve. The current leadership has done well in our opinion to provide those improvements.

In conclusion, the latest review of the City of Lima building department shows that they continuing to seek quality and conformance with the Boards rules. It is one of the Boards' better examples of a building department that meets the needs of the jurisdictions to which they serve and to provide building code enforcement in an impartial, courteous, responsive, cooperative and professional manner.

Thank you.

Robert Johnson  
Assistant Architect Administrator  
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Board of Building Standards  
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