

# 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

DESCRIPTION	GENERAL SESSION
DATE	December 10, 2019
LOCATION	COMMISSIONER'S MEETING ROOM
	<b>PRESENT: Greg Sneary Cory Noonan</b>
TIME:	<b>GENERAL SESSION – RECORDED</b>
8:03 a.m.	<p><b>Judge Derryberry re: Public Defender rates</b></p> <ul style="list-style-type: none"> <li>• Discussed guardian ad litem fee schedule. Judge may appoint both attorney and guardian ad litem to juvenile. Current language has attorney and guardian ad litem sharing maximum fee limit. Commissioner Noonan to reach out to Tim Young regarding separation of maximum fee limit</li> </ul>
8:20 a.m.	<b>RECESS</b>
8:31 a.m.	<p><b>Meeting with Elected Officials/Department Heads re: end of the year budget/2020 draft budget update</b></p> <ul style="list-style-type: none"> <li>• Presented proposed 2020 draft budget</li> <li>• General discussion</li> </ul>
8:38 a.m.	<b>RECESS</b>
9:05 a.m.	<b>AGENDA MEETING</b>
	<b>PLEDGE - Joseph Braden</b>
	<b>APPROVE AGENDA AS PRESENTED</b>
	<p><i>Commissioner Noonan moved to amend the agenda to include Resolution #952-19, intradepartmental transfers under the consent agenda. Motion seconded</i></p>

*by Commissioner Sneary. The roll was called and approved unanimously.*

**ITEMS FOR REVIEW AND APPROVAL:**

- 1. Approve the minutes of the November 25, 2019 special session.**
- 2. Approve the minutes of the November 26, 2019 general session.**
- 3. Approve the minutes of the December 2, 2019 special session.**
- 4. Approve the minutes of the December 3, 2019 general session.**

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

**5. Consent Agenda:**

- a. Resolution #929-19.** Approve travel expenses.
- b. Resolution #930-19.** Intradepartmental transfers.
- c. Resolution #931-19.** Authorize a warrant to return an advance made to the IV-E Juvenile Court Fund 2869 from the General Fund 1001.
- d. Resolution #932-19.** Authorize warrants of transfer from the Sanitary Engineering Department Surplus Fund 5035 to the Wastewater Collection Capital Fund 5405 and Admin Facility Fund 5409.
- e. Resolution #933-19.** Authorize a warrant of transfer from the General Fund 1001 to the Mental Illness Fund 1992.
- f. Resolution #934-19.** Supplemental appropriation to the Stormwater Fund 5037.
- g. Resolution #935-19.** Supplemental appropriation to the Sewage Program Fund 8828.
- h. Resolution #936-19.** Supplemental appropriation to the Community Water Fund 8814.
- i. Resolution #937-19.** Supplemental appropriation to the Trailer Parks Fund 8813.
- j. Resolution #938-19.** Supplemental appropriation to the Food Service Fund 8811.
- k. Resolution #939-19.** Supplemental appropriation to the Springbrook Sewer Rev BP Fund 5304.
- l. Resolution #940-19.** Supplemental appropriation to the Hotel Lodging Fund 8095.
- m. Resolution #941-19.** Supplemental appropriation to the Treasurer Prepaid Interest Fund 2017.
- n. Resolution #951-19.** Supplemental appropriation to the Capital Improvement Fund 4017.

- o. Resolution #942-19.** Approval of “Then and Now” purchase orders.
- p. Resolution #952-19.** Intradepartmental transfers.

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

**RESOLUTIONS/SIGNATURES:**

- 1. Resolution #943-19.** Resolution to establish the McClain Road Water and Sewer Improvement Fund. ***Commissioner Sneary moved for approval. Motion seconded by Commissioner Noonan. The roll was called and the resolution was approved unanimously.***
- 2. Resolution #944-19.** Enter into an agreement with the Allen County Sheriff’s office and the Richland Township Trustees, on behalf of the Beaverdam Fire Department, for Police, Fire and EMA Dispatching Services. ***This agreement is effective July 1, 2019 thru June 30, 2021. Commissioner Noonan moved for approval. Motion seconded by Commissioner Sneary. The roll was called and the resolution was approved unanimously.***
- 3. Resolution #945-19.** Authorize issuance of payment to the City of Lima from the Motor Vehicle Permissive Tax Fund. ***This request is in the amount of \$59,758.83. Commissioner Sneary moved for approval. Motion seconded by Commissioner Noonan. The roll was called and the resolution was approved unanimously.***
- 4. Resolution #946-19.** Authorize the Release of Mortgage for a Community Housing Improvement Program Property located on Poling Road, American Township. ***Commissioner Noonan moved for approval. Motion seconded by Commissioner Sneary. The roll was called and the resolution was approved unanimously.***
- 5. Resolution #947-19.** Approve a Programmatic Agreement between the Allen County Commissioners and the Ohio State Historic Preservation Office for the administration of certain HUD funded CDBG and home activities. ***This is for a period commencing***

**January 1, 2020 and expiring December 31, 2024. Commissioner Sneary moved for approval. Motion seconded by Commissioner Noonan. The roll was called and the resolution was approved unanimously.**

**6. Resolution #594-19A.** Amend Resolution #594-19, nominate various individuals for membership to the Allen County Local Emergency Planning Committee. **This is the appointment of Paul Swartz to the LEPC commencing immediately and ending August 14, 2021. Commissioner Noonan moved for approval. Motion seconded by Commissioner Sneary. The roll was called and the resolution was approved unanimously.**

**7. Resolution #886-19.** Appoint Temple Patton to the Allen County Veteran's Memorial Civic and Convention Center Board of Trustees. **Said term commences immediately and expires October 29, 2022. Commissioner Sneary moved for approval. Motion seconded by Commissioner Noonan. The roll was called and the resolution was approved unanimously.**

**DISCUSSION:**

**1. Sanitary Engineer**

**a. Resolution #948-19.** Approve Change Order #1 with Shaferly Utilities, LLC for the Hanthorn Road Low Pressure Phase II Sewer Improvement Project. **Per Bill Horvath, this is to add additional pipe to complete the project. Said change order is in the amount of \$3,600.00. Commissioner Noonan moved for approval. Motion seconded by Commissioner Sneary. The roll was called and the resolution was approved unanimously.**

**b. Resolution #949-19.** Approve Change Order #1 with Degen Excavating Co. for the Shoreline Drive Pump Station Improvement Project. **Per Bill Horvath, this is due to field changes – wet well, force main connections. Said change order is in the amount of \$2,332.48. Commissioner Sneary moved for approval. Motion seconded by Commissioner Noonan. The roll was called and the resolution was approved unanimously.**

	<p><b>2. Department of Job and Family Services</b></p> <p><b>a. Resolution #950-19.</b> Approve a contract between the Allen County Department of Job and Family Services and Lane’s Moving. <b>Per Josh Parker, this contract is to assist the agency with moving to the new building location on December 19-20, 2019 in an amount not to exceed \$15,000.00. Commissioner Noonan moved for approval. Motion seconded by Commissioner Sneary. The roll was called and the resolution was approved unanimously.</b></p> <p><b>b. Resolution #708-19A.</b> Amend Resolution #708-19, authorize the Department of Job and Family Services to enter into contract with Stan’s Painting for painting and labor services. <b>Per Josh Parker, this is an increase to the contract of \$17,820.00 for additional painting/repair on the second floor. Commissioner Sneary moved for approval. Motion seconded by Commissioner Noonan. The roll was called and the resolution was approved unanimously.</b></p> <p><b>c. Resolution #833-19A.</b> Amend Resolution #833-19, authorize the Department of Job and Family Services to enter into contract with Hume Supply for interior remodeling services. <b>Per Josh Parker, this is an increase to the contract of \$2,276.35 to add countertops for break room and reception area. Commissioner Noonan moved for approval. Motion seconded by Commissioner Sneary. The roll was called and the resolution was approved unanimously.</b></p>
	<p><b>ANNOUNCEMENTS</b></p> <p><b>Joseph Braden – Auditor’s Office, State of Ohio</b></p> <p><b>** Presentation of Clean Audit Award</b></p>
<p><b>9:18 a.m.</b></p>	<p><b>RECESS</b></p>
<p><b>10:26 a.m.</b></p>	<p><b>Staff/Update meeting</b></p> <p><b>Brittany Klingler –</b></p> <ul style="list-style-type: none"> <li>• <b>Working on financials for wellness end of year</b></li> <li>• <b>Working on payment of invoices – Building and Grounds</b></li> </ul>

- **Discussion regarding dissolving Crafts Scholarship Loan. Working with Prosecutor's office on process. Judge Basinger doesn't think disbursing excess funds to rotary is appropriate - Commissioner Sneary will contact rotary regarding same**

**Susan Wildermuth -**

- **2020 budget update**
- **Working on payment of invoices**
- **Discussion regarding transfers/year end**

**Kelli Singhaus -**

- **RTA appointment to replace Brad Taylor - Commissioners working on a replacement**
- **Credit Card application - Mental Health - request revised credit card application**
- **Treasurer's office working on new credit card application for departments**
- **Discussion regarding Savings Building - 5<sup>th</sup> floor lease for Bob Meredith - Northwest Title. Follow-up with Jason Patchet on paint/carpet**
- **Review of Treasurer Investment Inventory/Monthly Reconciliation for November, 2019**
- **Unclaimed funds - Treasurer. Treasurer is requesting departments to identify unclaimed funds for their department along with org/obj. Once in receipt, Treasurer will be requesting the Commissioners to authorize her to apply for unclaimed funds on behalf of Allen County**
- **CORSA incentive is complete for 2019/2020. Allen County will receive 100% in the amount of \$19,539.00**
- **Provided update on Shawnee Country Club - property exemption**

**Greg Sneary -**

- **Discussion regarding Assignment/Assumption Agreement - further discuss with Kayla Campbell of Prosecutor's office for clarification**

	<p><b>Cory Noonan –</b></p> <ul style="list-style-type: none"> <li>• <b>Marketing meeting December 17, 2019</b></li> <li>• <b>Discussion regarding Lima City Schools/Soil and Water as it relates to ODOT property</b></li> </ul> <p><b>Kelli Singhaus –</b></p> <ul style="list-style-type: none"> <li>• <b>Crime Victim annual letter for property value</b></li> </ul>
<b>10:55 a.m.</b>	<b>RECESS</b>
<b>11:03 a.m.</b>	<p><b>Christine Pleva re: Convention Visitor’s Bureau 2020 Budget</b></p> <ul style="list-style-type: none"> <li>• <b>General 2020 budget discussion – have program identifying hotel stays</b></li> <li>• <b>General discussion regarding marketing/promotion agreement</b></li> </ul>
<b>12:12 a.m.</b>	<b>RECESS</b>
<b>11:30 a.m.</b>	<b>Allen Water District and Kayla Campbell – Prosecutor’s office re: Discussion of Assignment/Assumption Agreement - CANCELLED</b>
	<b>RECESS</b>
<b>1:02 p.m.</b>	<p><b>Update – Vicki Tarr</b></p> <ul style="list-style-type: none"> <li>• <b>Agency has received two (2) clean audits</b></li> <li>• <b>Working to clean up caseloads</b></li> <li>• <b>Credit card contest - \$26,000.00 in payments</b></li> <li>• <b>Quotes for website design</b></li> <li>• <b>First ROPA complete</b></li> <li>• <b>Met with Judge Derryberry regarding move to Domestic Relations – pure docket</b></li> <li>• <b>New data base system</b></li> <li>• <b>Caretaker cases – work with Children Services and Juvenile Court</b></li> </ul> <p><b>Commissioner Noonan moved at 1:14 p.m. to go into executive session to discuss salary/personnel. Motion seconded by Commissioner Sneary. The roll was called and was approved unanimously.</b></p> <p><b>1:44 p.m. – General Session</b></p>

**Commissioner Noonan moved to concur with request for 2.8% increase to management salaries as hourly bumps as outlined in wage scale provided ranging from \$1.00-\$2.75. Motion seconded by Commissioner Sneary. The roll was called and was approved unanimously.**

**1:46 p.m.**

**ADJOURN**

**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**



## INVESTMENT INVENTORY FOR ALLEN COUNTY BOC AS OF NOVEMBER 2019

Prepared by: Evalyn Shaffner, Allen County Treasurer

COUNTY BONDS & CDAR	PORTFOLIO %	GENERAL FUND INTEREST POSTED
12 County- Sewer Bd		1.46 Sheriff Treglia
13 County Ant. Note		193.12 #01 Chase Bank
14 First Federal 2,036,068.64		#02 Chase Bank
15 Engineer Bond 508,000.00		#03 Chase Bank
16 Juvie Det Ctr Bond 4,053,500.00		8,085.97 #04 Chase Bank - Sweep
23 Ditch Improv Bd		1,225.62 #05 Star Ohio Pooling
17 Ditch Improv Bd 1,338,390.62		73,723.50 #06 Raymond James
<u>7,935,959.26</u>	11%	#07 Fifth Third
		#08 Fifth Third
		17,460.00 #11 Star Ohio
<u>INVESTMENTS</u>		#12 County Sewer Bond
04 Chase-Sweep 8,749,783.03		#13 County Anticipation Note
06 Raymond James 36,652,201.43		3,393.10 #14 First Federal Bank
<u>45,401,984.46</u>	60%	- #15 County Engineer Bond
		- #16 Juvie Det Center Bond
		- #17 Ditch Improv ABC
<u>SAVINGS</u>		1.57 #18 First Federal Bank
01 Chase Bank 333,577.49		#19 Chase Bank
02 Chase Bank -		#20 Union Bank
07 Fifth Third		#21 Star Ohio Plus
18 First Federal 63,439.66		#23 Ditch Improvement Bond
19 Chase Bank		#24 Chase Bank
20 Union Bank		- #25 Chase Bank
24 Chase Bank		
25 Chase Bank 100,891.95		
<u>497,909.10</u>	1%	<u>104,084.34</u> Total Interest Posted
<u>STAR</u>		
05 General-Pooled 8,173,493.76		
11 General 11,176,599.18		
21 Plus		
<u>19,350,092.94</u>	26%	
<u>MAIN DEPOSITORY</u>		
03 Chase Bank 1,980,228.12	3%	
<b>TOTAL</b> 75,166,173.88	100%	

1,179,625.39 YTD G/F INTEREST POSTED
1,145,833.33 2019 BUDGET (YTD)
33,792.06 YTD OVER / (UNDER)

**\$1,250,000** 2019 Interest Projection

FOR THE MONTH ENDED:

November-19

**Chase Bank # 03 ( Account # 13001003 )**

2,184,659.80 BALANCE FROM CHIEF DEPUTY

- 1001 I 00100010 510001 Interest

**O/S ITEMS ON SPREADSHEET**

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**O/S CHASE CREDITS (DEPOSITS AND ADDITIONS)**

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254,188.01	11/29/19	DEPOSIT CHECKS ON SPREADSHEET 12/2/19
3,912.00	11/29/19	DEPOSIT CASH ON SPREADSHEET 12/2/19
150.00	11/29/19	PNP DIVERSION
442.19	11/29/19	PNP REAL ESTATE
1,393.65	11/29/19	PNP SEWERS

**O/S CHASE DEBITS (DEDUCTIONS)**

**(WIRE BATCHES, NSF'S, ETC)**

(148.50)	11/29/19	NSF TOM & DONNA JEAN JUDY CLOSED ACCT
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**Electronic Withdrawals:**

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(286,092.77)	11/27/19	BATCH #6334 ON SPREADSHEET 12/2/19
(178,276.26)	11/29/19	BATCH #6335 ON SPREADSHEET 12/2/19

\$ 1,980,228.12 CHIEF DEPUTY'S ADJUSTED BALANCE

\$ 1,980,228.12 BANK BALANCE

\$ - VARIANCE

Month Ended **November-19**

Bank Account # **# 01 Chase Bank  
1564557898**

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My Balance \$ **213,445.20**  
Current Interest **193.12**

Chase Bk Int Rate **0.18%**  
# Days in Month **30**

	<i>Amount</i>	<i>Date Posted @ Chase Bank</i>	<i>Date on Spreadsheet</i>	
O/S Items	157.76	11/26/19	o/s	HEALTH DEPT
	2.31	11/26/19	o/s	HEALTH DEPT
	66.46	11/27/19	o/s	HEALTH DEPT
	91,334.22	11/29/19	o/s	JFS
	20,742.42	11/29/19	o/s	EMS
	7,636.00	11/29/19	o/s	MRDD

Total O/S **119,939.17**

My Adj Balance \$ **333,577.49**

Bank Balance \$ **333,577.49**

Variance \$ **-**

FUND NUMBER	FUND NAME	INTEREST	CHARGE CODE	ORG	OBJ
<b>1001 I</b>	<b>General</b>	<b>\$ 193.12</b>	<b>1001 I</b>	<b>00100010</b>	<b>510001</b>