

**MINUTES  
BOARD OF ALLEN COUNTY  
COMMISSIONERS**

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Board of Allen County Commissioners will be in session

Tuesday and Thursday and adjourn upon completion of business

<b>DESCRIPTION</b>	<b>GENERAL SESSION</b>
<b>DATE</b>	<b>July 18, 2023</b>
<b>LOCATION</b>	<b>COMMISSIONER'S MEETING ROOM</b>
	<p><b>** The Commissioner's office will be open for in-person meetings. Social distancing requirements shall still be maintained.</b></p> <p><b>Allen County residents may also join the meeting from a computer, tablet or smartphone.</b></p> <p><b><a href="https://www.gotomeet.me/AllenCountyCommissioners">https://www.gotomeet.me/AllenCountyCommissioners</a></b></p> <p><b>You can also dial in using your phone.</b>  <b>United States (Toll Free): 1 866 899 4679</b>  <b>United States: +1 (571) 317-3116</b></p> <p><b>Access Code: 606-059-605</b></p>
	<p><b>PRESENT: Beth Seibert</b>  <b>Cory Noonan</b></p>
<b>TIME:</b>	<b>GENERAL SESSION – RECORDED</b>
<b>9:00 a.m.</b>	<p><b>Staff Update</b></p> <p><b>Kelli Singhaus—</b></p> <ul style="list-style-type: none"> <li>• <b>Discussion on next round of Enterprise vehicles</b>  <b>-four (4) vehicles for Building and Grounds and one (1) vehicle for Juvenile Court</b>  <b>-2 vehicles for Building and Grounds are available now, the remaining would need to be ordered</b>  <b>-Commissioners are in agreeance with moving forward with the two (2) available vehicles now and ordering the additional three (3) vehicles</b>  <b>-will further discuss with Enterprise on Thursday</b></li> <li>• <b>Discussion on county website and the possibility of using AhelioTech</b></li> </ul>

**-currently discussing with AhelioTech to see if we can move our hosting from AEDG to AhelioTech and have them maintain all of the county's websites**

- **Discussion on scanning project for the Commissioner's office**
  - discussion on an individual that is currently a Senior in High School that may be able to complete the work**
  - Kelli Singhaus will bring individual to discuss the job duties**
- **Discussion on contract signature policy**
  - Kelli Singhaus and Brittany Woods will work on drafting**

**Brittany Woods—**

- **Sofia Clifton received communication from Rick Combs in regards to the Dental RFP**
  - has sent RFP's to seven (7) companies—Superior Dental, Delta Dental, The Guardian, Aetna, United HealthCare, Beam Dental and Anthem**
  - proposals are due back to Rick Combs August 7, 2023—once received, he will present to the Commissioners for review**
- **Discussion on the quitclaim deed for the pump station property**
  - will be on resolution this Thursday to transfer to the City of Lima**
- **Received draft documents for the Baughman Final Hearing from Nathan Davis**
  - Commissioners are reviewing and will let Brittany Woods know to proceed**
  - will plan to set date and time for Final Hearing on this Thursdays agenda**
- **Received a request from Tom Berger to appoint Jared Gesler as 911 Coordinator due to the resignation of Travis Fillhart**
  - Commissioners are good with this appointment and will plan to approve by resolution Thursday**
- **Have been diligently working on amended minutes from 2022 as it relates to "Executive Session"**
  - all have been amended and are ready to be approved on an agenda**

**Beth Seibert—**

- **Discussion on the Law Library Board**
  - recently met with the Prosecutor to discuss the board and member appointments**

	<ul style="list-style-type: none"> <li>-the Commissioners appoint two (2) of the five (5) board members</li> <li>-Commissioner Seibert is working on obtaining the two (2) Commissioner appointments</li> <li>• Received communication from the Samaritan House in regards to funding <ul style="list-style-type: none"> <li>-will be eligible to receive \$349,100.00 in a 2-year grant, which is 42% of their funding, but the grant application requires an attachment of a certification of local government approval from the county</li> <li>-application is due July 27, 2023</li> <li>-Commissioner Seibert will discuss with Assistant Prosecutor, Kayla Campbell</li> </ul> </li> <li>• Auditor Gilroy requested to meet with the Commissioners in regards to the CourtView project <ul style="list-style-type: none"> <li>-the patch performed on the project is not working and will need to discuss solutions</li> <li>-Brittany Woods will schedule a meeting</li> </ul> </li> <li>• Had conversation with Clerk of Courts, Jennifer McBride, in regards to office placement during Courthouse renovations <ul style="list-style-type: none"> <li>-will invite Clerk of Courts to a County Projects discussion meeting</li> </ul> </li> </ul> <p>Cory Noonan—</p> <ul style="list-style-type: none"> <li>• Received a letter proposing a festival in the area <ul style="list-style-type: none"> <li>-Commissioner Seibert will review the letter</li> </ul> </li> <li>• Discussion on the proposed 2024 Tax Budget <ul style="list-style-type: none"> <li>-review of Reserved Balance</li> </ul> </li> </ul>
10:21 a.m.	RECESS
11:02 a.m.	<p><b>County Projects Discussion</b></p> <p>Jennifer McBride, Clerk of Courts, joined the discussion today</p> <ul style="list-style-type: none"> <li>• Discussion on temporary location for the Clerk of Courts during Courthouse renovations in the future <ul style="list-style-type: none"> <li>-general discussion on possible renovation plans for the Courthouse and temporary relocation of offices in the future</li> <li>-discussion on space needs for Clerk of Courts in a temporary setting</li> <li>-possibility of using the current Law Library and old grand jury room for temporary space</li> </ul> </li> </ul>

	<p>-The Commissioners will further discuss with Jason Patchet</p> <ul style="list-style-type: none"> <li>• Brittany Woods has scheduled meetings with Chris Widener, Jason Patchet and Vicki Tarr on July 25, 2023 to review plans for the CSEA and Administration buildings</li> <li>-CSEA building discussion will be at 10:00 a.m.</li> <li>-Administration building discussion will be at 1:00 p.m.</li> </ul>
11:25 a.m.	RECESS
1:00 p.m.	<p><b>Month End Budget Update – Kelli Singhaus</b></p> <ul style="list-style-type: none"> <li>• Review of Fund 3999– No Change <ul style="list-style-type: none"> <li>-discussion on taking a note out for the Veterans Garage project and repayment through debt services</li> <li>-general discussion on funding for the CSEA and Administration building projects</li> </ul> </li> <li>• Review of funds 1011 and 1010 – No Change</li> <li>• Review of Fund 2000 <ul style="list-style-type: none"> <li>-there will be a few retirements coming out of that fund soon</li> <li>-Sheriff’s Office will be making a Journal Entry correction for a retirement</li> </ul> </li> <li>• Review of Revolving Loan Fund (RLF) <ul style="list-style-type: none"> <li>-working with Cindy Leis on Gressel Drive project to see if funding will be used for said project</li> <li>-general discussion on other projects potentially eligible for RLF funding and the promotion of these funds</li> </ul> </li> <li>• Review of Rent/Lease revenue <ul style="list-style-type: none"> <li>-all current except for CSEA</li> <li>-Kelli Singhaus will discuss with Vicki Tarr</li> </ul> </li> <li>• Dispatch Billing is current</li> <li>• Review of Conveyance Fee Fund 2093</li> <li>• Review of GDIF Fund – No Changes</li> <li>• Review of Contingency <ul style="list-style-type: none"> <li>-discussion on Advance to Regional Planning Commission</li> <li>-Kelli Singhaus will pay the advance back into Contingency when repayment is received</li> </ul> </li> <li>• Review of transfers</li> <li>• Review of Advance Out – No Changes <ul style="list-style-type: none"> <li>-Kelli Singhaus will work with the Auditors office on recouping monies</li> </ul> </li> <li>• Review of General Fund worksheet</li> <li>• Review of ARPA funds spreadsheet</li> </ul>

**-comparison of Kelli Singhaus' spreadsheet and Sofia Clifton's spreadsheet**

**-general discussion on projects and funding**

- **Review of Capital**
- **Review of Cash Balance**
- **Review of Administration Building, CSEA Building and Veterans Garage funds**
- **Review of last years budget letter and discuss revisions for this year**


**2:40 p.m.**

**Adjourn**

**Submitted by:**   
**Brittany N. Woods, Clerk**

**Approved by: Board of Allen County Commissioners**

  
**Brian Winegardner**

  
**Beth Seibert**

  
**Cory Noonan**