

# MINUTES

## BOARD OF ALLEN COUNTY

### COMMISSIONERS

204 N. Main Street

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Board of Allen County Commissioners will be in session

Tuesday and Thursday and adjourn upon completion of business

DESCRIPTION	GENERAL SESSION
<b>DATE</b>	<b>April 12, 2022</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): <u>1 866 899 4679</u></b>  <b>United States: <u>+1 (571) 317-3116</u></b></p> <p><b>Access Code: 606-059-605</b></p>
	<b>PRESENT: Beth Seibert</b> <b>Brian Winegardner</b>
<b>TIME:</b>	<b>GENERAL SESSION - RECORDED</b>
<b>8:32 a.m.</b>	<p><b>Brad Niemeyer— Re: Retire/Rehire</b></p> <p><b>Brad Niemeyer and Mike Santaguida</b></p> <p><b>Commissioner Winegardner moved to go into Executive Session at 8:33 a.m. pursuant to ORC 121.22(G)(1). Motion seconded by Commissioner Seibert. The roll was called and was approved unanimously.</b></p> <p><b>The Commissioners note that at Sanitary Engineer, Steve Kayatin joined Executive Session at 8:36 a.m.</b></p>

**The Board of Allen County Commissioners went back into general session at 9:10 a.m.**

**The Board of Commissioners recommends the Sanitary Engineer office speak with their Union for an opinion on the retire/rehire potential at hand and will reevaluate once that is completed.**

**Administration Wage Proposal Discussion**

- **Proposing a Wellness match of \$50 per month for administration employees that complete Wellness—this would be an additional \$50 from what the county already offers and a \$1,200.00 inflationary/retention stipend for 2022 and 2023**
- **All proposed is similar to what has been offered to the bargaining unit**
- **Discussion of wage increase for the administration staff**

***At 9:20 a.m., Commissioner Winegardner makes a motion to approve the request for the 2022 wage increase for the administration staff, as well as the \$1,200.00 inflationary/retention stipend and Wellness Match. Motion seconded by Commissioner Seibert. The Commissioners do request that the language is the same as the bargaining unit for the stipend and Wellness match. The roll was called and the proposed wage increase, stipend and Wellness match were approved unanimously.***

**Steve Kayatin—**

- **Discussion on Capital Permit Policy**
- **Provided information on an upcoming project with Chemtrade Logistics in Cairo**
- **Discussion on connection agreements for non-residential projects**

**9:29 a.m. RECESS**

**9:30 a.m. Staff Update**

**Kelli Singhaus—**

- **Scheduled a Budget Update for the last week of April for a review of February and March**
- **Request to cancel the April 26<sup>th</sup> Agenda Meeting due to light staff the prior week—Commissioners are ok; Brittany will send out notification to Elected Officials and Department Heads**

- **Correspondence received from Clerk of Courts, Margie Murphy Miller regarding a proposal for permanent barriers for Clerk of Court and Title Department offices using ARPA funds**
  - Quote from Davis Glass in the amount of \$4,809.00
  - Commissioners would like to make this the first project using the ARPA funds—good project to get a feel for the process of using the ARPA funds
  - Kelli will work with the Auditors office on how to begin process and will discuss with Jason Patchet in regards to the potential of doing this in other departments
- **COVID Test Kits—reimbursable through ARPA**
  - Kelli will work with the Auditors office
- **Discussion of RLF board**
  - Still have two vacancies that need filled
  - Beth has two potential candidates; will get scheduled for interviews
  - scheduled a phone call with Jared Thomas from the state to discuss RLF to get a better understanding of the process
  - Beth thinks it would be a good idea to have a training with the state once the RLF board is filled for all members

**Brittany Woods—**

- **Request to not attend Activate Allen County today**
  - Will request minutes to review
- **CCAO National County Government Month**
  - do not feel a need for a press release, as we are covered well by our local media
  - will place window clean at front desk
- **Provided a BWC update**
  - looking into requesting a medical review on one case; will talk to the department for said individual as there will be a cost to them
- **Lima-Allen County Regional Planning Committee Annual Meeting -not planning to attend**

**Beth Seibert—**

- **Provided an update on her ARPA Group meetings**
  - currently her group is reaching out to the townships if they are interested in putting any of their ARPA funds toward infrastructure needs
- **Sanitary Engineer Capital Permit Fee Policy—**
  - discussion for resolution on Thursday
- **Access Management Advisory Committee**
  - working on finalizing the members
  - will need a resolution once all members are confirmed
- **Continuing to work on job descriptions and potential candidates for open position**
  - Brian and Beth are meeting at 11:30 a.m. today to discuss

	<ul style="list-style-type: none"> <li>• <b>Kelli provided overview of the Alley Vacation hearing for this afternoon</b></li> </ul>
<b>10:10 a.m.</b>	<b>RECESS</b>
<b>11:00 a.m.</b>	<p><b>Alley Vacation Hearing—Clover Lawn Allotment Powers/Lester Avenue</b></p> <p><b>Present: Commissioner Winegardner, Commissioner Seibert, Chad Scott, Brenda Hughes, Dean Hughes and Brittany Woods</b></p> <ul style="list-style-type: none"> <li>• <b>Commissioner Winegardner opened the meeting</b></li> <li>• <b>Report of the County Engineer was read into record by Assistant Clerk, Brittany Woods</b></li> <li>• <b>Opened the floor for the hearing portion</b> <ul style="list-style-type: none"> <li>-The landowners are very appreciative of the process and there are no objections</li> <li>-the landowners own both properties on either side of the alley</li> </ul> </li> <li>• <b>The Vacation of the Alley will be on resolution next Thursday</b></li> </ul>
<b>11:06 a.m.</b>	<b>RECESS</b>
<b>11:33 a.m.</b>	<p><b>Personnel Discussion—Open Position for Board of Commissioners Office</b></p> <p><b>Commissioner Winegardner moved to go into Executive Session at 11:35 a.m. pursuant to ORC 121.22(G)(1). Motion seconded by Commissioner Seibert. The roll was called and was approved unanimously.</b></p> <p><b>The Board of Allen County Commissioners went back into general session at 12:25 p.m.</b></p> <p><b>While in Executive Session, there was discussion regarding job description and salary of the new position. The decision was made to contact individuals who had submitted resumes for interviews.</b></p>
<b>12:27 p.m.</b>	<b>RECESS</b>
<b>1:00 p.m.</b>	<p><b>Update—Julie Shellhammer</b></p> <ul style="list-style-type: none"> <li>• <b>Call load has been increasing—usual as the weather gets nicer</b></li> <li>• <b>Dog tag sales are going well</b> <ul style="list-style-type: none"> <li>-volunteer in the office that calls for renewal tags</li> </ul> </li> <li>• <b>Provided update on staffing</b> <ul style="list-style-type: none"> <li>-still looking to fill open positions</li> <li>-recently had 4 applicants, but no experience/not qualified</li> </ul> </li> </ul>


**-On-call position is desperately needed for after hours**

**-Planned to talk with Apollo students this coming Thursday in regards to open positions**

- **Jason Patchet is currently working on getting specs for proposals for the parking lot at Dog Warden's office**
- **Next project will be roof and siding**  
**-estimated \$53,000.00 to \$60,000.00**
- **Discussion on flooring project**  
**-estimate of \$12,107.00 from Tim Hogan**
- **Inquiring with Jason Patchet on adding a second phone line**
- **Julie will be hosting the April NW District Dog Warden Association on the 22<sup>nd</sup>**
- **Provided on current cases**
- **Getting back into the schools for visits**

**1:19 p.m.**

**ADJOURN**

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

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

  
**Beth Seibert**

  
**Cory Noonan**

  
**Brian Winegardner**