

**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

<b>DESCRIPTION</b>	<b>GENERAL SESSION</b>
<b>DATE</b>	<b>August 24, 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>
	<b>PRESENT: Brian Winegardner Beth Seibert</b>
<b>TIME:</b>	<b>GENERAL SESSION - RECORDED</b>
<b>8:01 a.m.</b>	<p><b>Enterprise Zone Agreement Discussion – Diamond Manufacturing – Allen Economic Development Group</b></p> <ul style="list-style-type: none"> <li>• <b>Provided introductions—Cindy Leis (AEDG), Dave Stratton (AEDG), Tammi Gladwell (Diamond), Brian Winegardner, Beth Seibert and Sofia Clifton were all in attendance during this meeting.</b></li> <li>• <b>Diamond Manufacturing is out of Bluffton and the community of Bluffton is very supportive of this project.</b></li> <li>• <b>Diamond Manufacturing is going around to the schools, village council and Mayor for this project. All entities are very excited about the growth of the project.</b></li> </ul>

	<ul style="list-style-type: none"> <li>• Discussion over the plan for the tax abatement.</li> <li>• Reviewing of the history of the expansion projects.</li> <li>• In 2013, 36,000 sq. ft. with 25 new employees.</li> <li>• Adding 30,000 sq. ft. in 2023 with adding new employees.</li> <li>• This project is a 60% 10 year abatement.</li> <li>• Discussions over the companies that work with Diamond Manufacturing.</li> <li>• Tammi Gladwell who is the vice president with Diamond Manufacturing wanted to thank everyone for what they are doing.</li> </ul>
8:18 a.m.	RECESS
9:00 a.m.	AGENDA MEETING
	PLEDGE – Beth Seibert
	<p><b>APPROVE AGENDA AS PRESENTED</b></p> <ul style="list-style-type: none"> <li>• 9:30 a.m. Update with Jason Patchet has been cancelled, and will be replaced with an Enterprise Discussion with Kelli Singhaus</li> </ul> <p><i>Commissioner Seibert moved to approve the amended agenda. Motion seconded by Commissioner Winegardner. The roll was called and the amended agenda was approved unanimously.</i></p>
	<p><b>ITEMS FOR REVIEW AND APPROVAL:</b></p> <p><b>1. Consent Agenda:</b></p> <ul style="list-style-type: none"> <li>a. <b>Resolution #592-23.</b> Approve travel expenses.</li> <li>b. <b>Resolution #593-23.</b> Authorize a warrant of transfer from the Sanitary Engineering Department Surplus Fund 5035 to the Capital Debt Fund 5308.</li> <li>c. <b>Resolution #594-23.</b> Supplemental appropriation to the Sewage Program Fund 8828.</li> <li>d. <b>Resolution #595-23.</b> Supplemental appropriation to the ODNR Baughman Ditch Fund 2600.</li> <li>e. <b>Resolution #596-23.</b> Supplemental appropriation to the 1285 Kundert Fund 4285.</li> <li>f. <b>Resolution #611-23.</b> Supplemental appropriation to the DJFS Fund 2006.</li> <li>g. <b>Resolution #613-23.</b> Supplemental appropriation to the Capital Improvement Fund 4017.</li> </ul>

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

**RESOLUTIONS/SIGNATURES:**

- 1. Resolution #597-23.** Enter into an agreement with IMS Dayton/Lima for the lease of a Neopost IX9AWP30 with certified mailing system. ***Commissioner Seibert moved for approval. Motion seconded by Commissioner Winegardner. The roll was called and the resolution was approved unanimously.***
- 2. Resolution #598-23.** Accepts proposal and enters into contract with Ahelio Tech for the Allen County Sheriff's Office Server Projects. ***Commissioner Winegardner moved for approval. Motion seconded by Commissioner Seibert. The roll was called and the resolution was approved unanimously.***
- 3. Resolution #599-23.** Accept proposal and enter into contract with Ahelio Tech for dedicated web server for Allen County. ***Commissioner Seibert moved for approval. Motion seconded by Commissioner Winegardner. The roll was called and the resolution was approved unanimously.***
- 4. Resolution #600-23.** Enter into an Enterprise Zone Agreement with Diamond Manufacturing of Bluffton, LTD. ***Commissioner Winegardner moved for approval. This agreement grants a 60% tax abatement for ten (10) years. Motion seconded by Commissioner Seibert. The roll was called and the resolution was approved unanimously.***
- 5. Resolution #805-19C.** Amend Resolution #805-19B, resolution to designate the official representative and alternate for the purpose of voting at the meetings of the County Risk Sharing Authority. ***Commissioner Seibert moved for approval. Motion seconded by Commissioner Winegardner. Cory Noonan will be the delegate with Sofia Clifton as the alternate. The roll was called and the resolution was approved unanimously.***
- 6. Resolution #607-23.** Resolution authorizing the issuance of Ditch Improvement Bond Anticipation Notes, Series 2023A. ***Commissioner Winegardner moved for approval. Motion seconded by Commissioner Seibert. The roll was called and the resolution was approved unanimously.***

7. **Resolution #608-23.** Resolution authorizing the issuance of Ditch Improvement Bond Anticipation Notes, Series 2023B. **Commissioner Winegardner moved for approval. Motion seconded by Commissioner Seibert. The roll was called and the resolution was approved unanimously.**
8. **Resolution #609-23.** Resolution authorizing the issuance of Ditch Improvement Bond Anticipation Notes, Series 2023C. **Commissioner Winegardner moved for approval. Motion seconded by Commissioner Seibert. The roll was called and the resolution was approved unanimously.**
9. **Resolution #610-23.** Resolution consolidating Taxable Various Purpose Improvement Bond Anticipation Notes of Allen County, Ohio aggregating in principal amount not to exceed \$643,000.00. **Commissioner Seibert moved for approval. Motion seconded by Commissioner Winegardner. The roll was called and the resolution was approved unanimously.**
10. **Resolution #612-23.** Amend the Contracting Policy and Procedures for Allen County Departments. **Commissioner Winegardner moved for approval. Motion seconded by Commissioner Seibert. The roll was called and the resolution was approved unanimously.**

**DISCUSSION:**

**A. Board of Developmental Disabilities**

1. **Resolution #601-23.** Approve Change Orders #3 with Heyne Construction Inc. for the Allen County Board of DD Addition and Renovation to Administrative Building Project. **Commissioner Seibert moved for approval. Motion seconded by Commissioner Winegardner. This is the final change order for the project. The change order in the amount of \$12,755.00 will be paid for from contingency, with a remaining balance in contingency of \$18,376.00. The roll was called and the resolution was approved unanimously.**

## **B. Department of Job and Family Services**

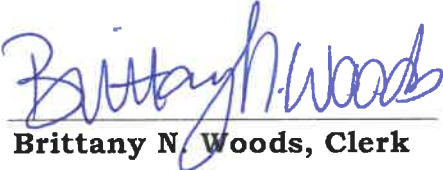



- 1. Resolution #1089-22B.** Amend Resolution #1089-22, approve a Subrecipient Agreement between the Allen County Department of Job and Family Services and the Allen County Children Services Board. ***Commissioner Winegardner moved for approval. Motion seconded by Commissioner Seibert. The roll was called and the resolution was approved unanimously.***
- 2. Resolution #1090-22B.** Amend Resolution #1090-22, approve a Memorandum of Understanding between the Allen County Department of Job and Family Services and the Allen County Children Services Board. ***Commissioner Seibert moved for approval. Motion seconded by Commissioner Winegardner. The roll was called and the resolution was approved unanimously.***
- 3. Resolution #602-23.** Approve a Subrecipient Agreement between the Allen County Department of Job and Family Services and the Allen County Children Services Board. ***Commissioner Winegardner moved for approval. Motion seconded by Commissioner Seibert. The roll was called and the resolution was approved unanimously.***
- 4. Resolution #603-23.** Approve a Memorandum of Understanding between the Allen County Department of Job and Family Services and the Allen County Children Services Board. ***Commissioner Seibert moved for approval. Motion seconded by Commissioner Winegardner. The roll was called and the resolution was approved unanimously.***

## **C. Sanitary Engineer**

- 1. Resolution #604-23.** Approve Change Orders #1 with Degen Excavating Co. for the Brookhaven Pump Station Improvement Project. ***Commissioner Winegardner moved for approval. Motion seconded by Commissioner Seibert. The change order reflects a project reduction of \$9,731.12 for a total project cost of \$279,514.15. The roll was called and the resolution was approved unanimously.***

	<p><b>D. <u>County Engineer</u></b></p> <p><b>1. Resolution #605-23.</b> Approve the Allen County Roadway Permit Applications, Permits and Permit Fee Schedule and authorize the Allen County Engineer to administer same. <b><i>Commissioner Seibert moved for approval. Motion seconded by Commissioner Winegardner. The resolution will include to approve the updated standard drawings. The roll was called and the resolution was approved unanimously.</i></b></p> <p><b>2. Resolution #606-23.</b> Certify final costs and authorize notice of cash assessments to be issued for the Hutchinson Improvement Petition Ditch #1347. <b><i>Commissioner Winegardner moved for approval. Motion seconded by Commissioner Seibert. The final cost certification is \$133,376.65, which is a 23% reduction from the cost presented at the final hearing. The roll was called and the resolution was approved unanimously.</i></b></p>
	<p><b>ANNOUNCEMENTS</b></p>
	<p><b>PUBLIC COMMENT</b></p> <p><b>Please refer to Public Comment Policy and Application at <a href="https://commissioners.allencountyohio.com/public-comment-policy-request-application/">https://commissioners.allencountyohio.com/public-comment-policy-request-application/</a></b></p>
<p><b>9:22 a.m.</b></p>	<p><b>RECESS</b></p>
<p><b>9:38 a.m.</b></p>	<p><b>Kelli Singhaus – Enterprise Vehicle Discussion</b></p> <ul style="list-style-type: none"> <li>• <b>Kelli Singhaus provided information on vehicle availability for Juvenile Court</b>  -2023 Chevy Traverse  -Chrysler Pacifica quote was-\$573/month  -Chevy Traverse quote is- \$499/month</li> <li>• <b>Commissioners are in agreeance to move forward with the Chevy Traverse and a docusign will be sent to Beth Seibert for signature</b></li> </ul>
<p><b>9:42 a.m.</b></p>	<p><b>RECESS</b></p>

<p>11:00 a.m.</p>	<p><b>Bid Opening – Sugar Street Rehabilitation Project</b></p> <p><b>Bids received were as follows:</b></p> <table data-bbox="609 289 1404 394"> <tr> <td><b>Bluffton Paving, Inc.</b></td> <td><b>\$ 448,443.61</b></td> </tr> <tr> <td><b>The Shelly Co.</b></td> <td><b>\$ 486,522.10</b></td> </tr> </table> <p><b>County Engineer’s office will review the bids</b></p>	<b>Bluffton Paving, Inc.</b>	<b>\$ 448,443.61</b>	<b>The Shelly Co.</b>	<b>\$ 486,522.10</b>
<b>Bluffton Paving, Inc.</b>	<b>\$ 448,443.61</b>				
<b>The Shelly Co.</b>	<b>\$ 486,522.10</b>				
<p>11:10 a.m.</p>	<p><b>RECESS</b></p>				
<p>11:20 a.m.</p>	<p><b>Cyber Security Grant Discussion – Rachael Gilroy, Keith Cheney and Brian Mauk</b></p> <ul data-bbox="560 695 1453 1997" style="list-style-type: none"> <li>• <b>Brian Mauk provided information on the Cyber Security Grant available through the Ohio Department of Homeland Security</b></li> <li>• <b>Review of key requirements</b> <ul style="list-style-type: none"> <li>-assessments and evaluations</li> <li>-create a Cyber Security Planning Committee</li> <li>-create a Cyber Security Plan</li> </ul> </li> <li>• <b>The Planning Committee’s purpose is to approve the Cyber Security Plan once complete and review best practices of cyber security</b></li> <li>• <b>Discussion on the possibility to use grant funds for server upgrades due to coming to end of life</b></li> <li>• <b>Discussion on items that we are not currently doing that we will need to use the grant funds to implement</b> <ul style="list-style-type: none"> <li>-will need to move to a .gov domain</li> </ul> </li> <li>• <b>Review of the details needed in the Cyber Security Plan</b></li> <li>• <b>Grant application is due October 6<sup>th</sup></b></li> <li>• <b>Cyber Security Plan must be completed and approved by September 30<sup>th</sup>—the grant can be applied for prior to approval of the Cyber Security Plan</b></li> <li>• <b>Base amount of this grant is \$500,000.00</b></li> <li>• <b>Discussion on residual costs that would incurred once the grant expires</b> <ul style="list-style-type: none"> <li>-maintain .gov domain</li> <li>-maintain software licenses</li> </ul> </li> <li>• <b>Would be including any capital requests into the grant application that would be covered by the grant criteria</b> <ul style="list-style-type: none"> <li>-firewalls</li> <li>-server upgrades</li> </ul> </li> <li>• <b>If grant is approved, FEMA will be involved with oversight of expenditures</b></li> </ul>				

	<ul style="list-style-type: none"> <li>• Discussion on individuals desired to be on the Cyber Security Committee -Shane Hartman, Judge Staley, Brian Winegardner, Keith Cheney, Rachael Gilroy, Tom Berger and Brian Mauk</li> <li>• Discussion on establishment of the Cyber Security Committee -Brian Winegardner will plan to be a part of the committee</li> </ul>
11:52 a.m.	RECESS
1:00 p.m.	<p>Update—Doug Ditto—Building Department</p> <ul style="list-style-type: none"> <li>• Doug Ditto provided a copy of the June and July Building Department report for review</li> <li>• Plan review period is currently at 20 days from 25 days -goal is to be under 10 days</li> <li>• Doug Ditto will email the Commissioners the Building Departments performance spreadsheet for review</li> <li>• Discussion on the possibility of adding Delphos to the Building Department</li> </ul>
1:18 p.m.	ADJOURN
	<p>Submitted by:  Brittany N. Woods, Clerk</p> <p>Approved by: Board of Allen County Commissioners</p> <p> Brian Winegardner</p> <p> Beth Seibert</p> <p> Cory Noonan</p>