

**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

DESCRIPTION	GENERAL SESSION
DATE	September 19, 2023
LOCATION	COMMISSIONER'S MEETING ROOM
	<p>** The Commissioner's office will be open for in-person meetings. Social distancing requirements shall still be maintained.</p> <p>Allen County residents may also join the meeting from a computer, tablet or smartphone.</p> <p>https://www.gotomeet.me/AllenCountyCommissioners</p> <p>You can also dial in using your phone. United States (Toll Free): <u>1 866 899 4679</u> United States: <u>+1 (571) 317-3116</u></p> <p>Access Code: 606-059-605</p>
	<p>PRESENT: Brian Winegardner Beth Seibert Cory Noonan</p>
TIME:	GENERAL SESSION - RECORDED
9:02 a.m.	<p>Staff Update</p> <p>Sofia Clifton—</p> <ul style="list-style-type: none"> • Received communication from Enterprise in regards to the ordered vehicles for Building and Grounds with salt spreaders and snow plows -new quote with salt spreader and plow: 2024 Chevy Silverado 2500 with snow plow and salt spreader-\$889.74/month 2024 Chevy Silverado 4500 with snow plow and salt spreader-\$986.41/month

-Kelli Singhaus is inquiring with Enterprise if the 25% down for the equipment is included with these quotes

-Enterprise did verify that the monthly quotes would require the 25% down

- **Discussion on Dental RFP**

-Delta Dental has confirmed the calculated rates that were provided to the Commissioners last week

-Sofia Clifton will provide updated documents to Brittany Woods for approval by resolution when she receives them

- **Discussion on sexual molestation insurance coverage**

-currently we are at \$5 million coverage

-it will be \$7,500.00 if we decide to increase coverage to \$10 million for the remainder of 2023

-for full year increase to \$10 million, it would be \$10,000.00

-Commissioners agree to remain at the \$5 million coverage and Sofia Clifton will notify Webb Insurance

- **Discussion on how Wellness communication is provided to employees**

-Sofia Clifton discussed an idea of sending out mass texts through an app to employee and spouses to send communications

-have discussed with Tom Berger on utilizing the app he currently uses for Alert Allen County

-Commissioners agree to have Sofia Clifton move forward with looking further into proceeding but will need to clarify what the platform will be used for

- **Discussion on Board appointment for the Port Authority Board**

-resolution to appoint Joe Guagentti will be on Thursday's agenda

Kelli Singhaus—

- **Received communication from Kelly Kaufman, Auditor's Office, asking about purchasing an updated labor law poster for a benefits bulletin board she is providing in the Courthouse**

-quote for poster is \$29.99

-Commissioners discussed purchasing all departments to ensure all posters are in compliance

-Kelli Singhaus will reach out to all county departments to inquire how many departments

need updated posters and will place an order to ensure all departments are in compliance with posting the most current laws

- Julie Shellhammer provided an updated Job Description for Deputy Dog Warden for her new employee
 - the Commissioners reviewed and signed off on
- Treasurer's Office has requested a transfer of funds in the amount of \$4,400.00 for cross training, that has previously been set aside by the Commissioners
 - Kelli Singhaus will transfer those funds, but will also confirm that hiring the new replacement will not affect her overall salary budget
- Received a quote from the Sheriff's Office for 50 USB security keys for multi-factor duo-authentication- \$3,167.04
 - Commissioners signed off on quote to move forward with the purchase
- Discussion on CORSA incentive bonus in the amount of \$5,032.00 for all covered entities are utilizing multi-factor duo-authentication
 - Sofia Clifton will work on confirming that all those required are utilizing multi-factor duo-authentication
- Received an intra-departmental transfer request from the Sheriff's Office to move funds from FOP Blue line for the Jail and Patrol to Overtime line for both Jail and Patrol
 - Commissioners agree to move forward with the intra-departmental transfer
- Discussion on Personnel Policy regarding paid lunch vs. non- paid lunch
 - reviewed information received from other counties on how they handle lunches
 - discussion on revisions to the Personnel Policy
 - Kelli Singhaus will work on drafting revisions for the Commissioners to review
- Discussion on the next Equivant phase
 - Brittany Woods will reach out to Brian Mauk and ask if a meeting needs to be scheduled to further discuss
- Discussion on replacement computers for the Juvenile Detention security systems
 - Quote for replacing with Bosch system (which is current system being used)-\$12,824.13
 - Estimated quote for replacing with Avigilon-\$17,167.24
 - Server upgrade, which will need done regardless of going with Bosch or Avigilon-\$30,775.75

Brittany Woods—

- **Received a request from the Samaritan House for the continuation of issuance of funding from the marriage license, annulment, divorce or dissolution of marriage fees**
- **Discussion on \$4.00/parcel maintenance assessment for the Joint Board for the Blanchard River Stream Enhancement Project**
 - Brittany Woods has discussed with the Auditors and they said they can still process the assessment to be placed on 2024 taxes**
 - Andrea Rode is providing Brittany Woods with a list of parcel owners in the watershed to provide to the Auditor's Office with the resolution, which is scheduled to be on Thursday's agenda**
- **Discussion on funding of the Blanchard River Stream Enhancement Project and if the Commissioners can provide funding up front prior to assessments being within the maintenance fund**
 - Commissioners believe that Allen county should not provide funding up front, without funding within the maintenance funds – assessments should be collected prior to work being completed**
 - Commissioner Noonan will provide that information to the Joint Board**
- **Provided an update on the Baughman Cash Assessments collected**

Beth Seibert—

- **Received a phone call from Phyllis Monfort, WOCAP, in regards to Lead Grants**
 - WOCAP would like to go out for the available grant, but understands that Allen County can only have one request for the grant funding**
 - Commissioner Seibert will look into if there are other entities interested in partnering in applying for said grant**
- **Discussion on Burgess Drainage Project and if notifications need to be sent to landowners letting them know assessments will be placed on their taxes**
 - Beth Seibert will notify Soil and Water Conservation District that they will need to send mailings stating such as well as the reason for the completion of project being delayed**

- **Discussion on the Commissioners paying off the loan for the Burgess Drainage Project to avoid additional interest charges**
-Kelli Singhaus will work with the Auditors and Treasurers office to make payment to satisfy the loan
- **Provided an update on the Auditor currently continuing to bout the Lima Mall Bankruptcy case**
-to date approximately \$80,000.00 in legal fees has been spent from the Auditors real estate funds

Cory Noonan—

- **Received request from CCAO to complete a survey on Indigent Defense costs**
-completed the CCAO survey
- **Provided response to the Health Department survey**
- **Discussion on insurance coverage for the Civic Center Board**
-CORSA is currently reviewing the agreements between the Civic Center and the Amphitheater and the City Club to decipher if the Civic Center needs to obtain additional coverage of their own in addition to what the county covers and/or will continue to cover once all agreements are reviewed
- **Discussion on the purchase of property for the Administration Building**
-Commissioners discuss the option to move forward with the purchase of the property prior to the Phase II being completed
-Brittany Woods will communicate with Bricker and Eckler and WDC Group to determine closing costs and date of closing
- **Discussion on Show Arena and Maintenance Building projects at the Fairgrounds**
-state funding has been awarded, however the project is still short
-\$105,000.00 is still needed for the Show Arena and \$60,000.00 is still needed for the Maintenance Building
-discussion on the possibility of proposing additional county funds toward these projects
-Commissioner Winegardner is not opposed to looking into providing funds toward the show arena, but is not inclined to offer funding towards the maintenance building
-discussion on the Commissioners possibility of appropriating a quarter match of \$26,500.00 in

	<p>Capital for the Show Arena, if the Fairgrounds would match that as well as pay for the remaining \$60,000.00 for the maintenance building -Commissioners will discuss this option with the Fairgrounds</p>
11:44 a.m.	RECESS
11:46 a.m.	<p>County Projects Discussion</p> <ul style="list-style-type: none"> • Sofia Clifton provided an update on accrued interest -Total to date is \$734,394.09 • Bricker and Eckler is working on draft closing documents • WDC Group is working on scheduling consultant for Phase II of the Administration and CSEA Buildings • Surveying should be complete and drawings should be completed by September 25th • Meeting is scheduled with WDC Group next week to review Administration and CSEA Building renderings
11:51 a.m.	RECESS
1:00 p.m.	<p>Update – Julie Shellhammer – Dog Warden</p> <ul style="list-style-type: none"> • Provided an update on personnel -recently hired a new employee • Tag sales are slightly down compared to last year • Discussion on siding project -although it was budgeted for 2023, will not be completed this year -hopefully will be able to have completed next year • Previous employee, Melinda, has offered to come and provide training to new employees on the RCO machine • Working on ordering new Software -Julie Shellhammer will have Kelli Singhaus move funds to move forward • Provided an update on the Spay and Neuter Program -program is going well -have given out 41 vouchers for dogs <p>Commissioner Noonan notes that the 2:00 p.m. meeting will be moved to 1:30 p.m.</p>

1:13 p.m.	RECESS
1:32 p.m.	<p>Personnel and Sewer Projects Discussion – Brad Niemeyer and Ron Meyer – Sanitary Engineer</p> <p>At 1:33 p.m. Commissioner Noonan made a motion to enter executive session to discuss employee compensation in accordance with ORC 121.22(g)(1). Motion seconded by Commissioner Winegardner. The roll was called and approved unanimously.</p> <p>Present during executive session in addition to the Commissioners: Brad Niemeyer and Ron Meyer</p> <p>Back in general session at 2:07 p.m.</p> <ul style="list-style-type: none"> • Commissioners ask Brad Niemeyer to reach out to outside counsel in regards to qualifying/mom-qualifying events to offer retire/rehire -Brittany Woods will schedule a follow-up meeting to further discuss • Provided an update on gasoline spill from a business on Elm Street -Rex Huffman believes the complete bill can be sent to the business, including overtime -After discussion with Kayla Campbell, Sanitary Engineer’s has decided to send the lesser amount of the bill, which does not include overtime or equipment use, and if it is not paid, the amount will be placed on their taxes for payment • CHECK CORYS NOTES Discussion on low pressure sewer projects -only one property needing system-costs should be responsible by that owner, not charge others that do not need -will work on a “Recoupment Agreement” • Discussion on flat rate billing -gas stations and day care centers are grossly under-billed—some are being billed for one where it should be potentially up to eight due to their capacity ratings -Sanitary Engineer will be proposing changes to the Commissioners for the billing for their consideration
2:20 p.m.	ADJOURN

Submitted by: Brittany Woods
Brittany N. Woods, Clerk

Approved by: Board of Allen County Commissioners

Brian Winegardner
Brian Winegardner

Beth Seibert
Beth Seibert

Cory Noonan
Cory Noonan