

**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>April 18, 2024</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: Cory Noonan Beth Seibert</b>
<b>TIME:</b>	<b>GENERAL SESSION - RECORDED</b>
<b>8:03 a.m.</b>	<p><b>Auditor's Update – Keith Cheney and Ciara Maag</b></p> <ul style="list-style-type: none"> <li>• <b>2023 Audit has begun</b></li> <li>• <b>Provided an update on GIS</b> -3 inch aerial imagery was completed by Woolpert</li> <li>• <b>Landbank application for Brownfield and Land Reutilization funds was completed, just waiting to hear back on awards</b> -demolition of the Hoefeller &amp; Clark Building and the old jail is included in these applications -discussion on relocation of Crime Victim Services tree and monument prior to demolition of the old jail</li> </ul>

	<ul style="list-style-type: none"> <li>• Working on commencement of Tri-annual –where property value is determined by sales -information has been sent to the Department of Taxation for approval of percentages</li> <li>• Discussion on current IT Contract with AhelioTech <ul style="list-style-type: none"> <li>- there are some internal issues that has raised concerns</li> <li>-Auditors Office has prepared an RFP to be posted in the Delphos Herald today for other options for IT contract</li> <li>-discussion on possibility of bringing Mark McClure, currently employed by AhelioTech, in as a County employee</li> <li>-discussion on pros and cons of housing all of IT in-house</li> <li>-the Sheriff's Office has a separate contract with AhelioTech, but will plan to follow the direction of the County for a new contract</li> </ul> </li> </ul>
8:25 a.m.	<b>RECESS</b>
9:00 a.m.	<b>AGENDA MEETING</b>
	<b>PLEDGE—Beth Seibert</b>
	<p><b>APPROVE AGENDA AS PRESENTED</b></p> <p><b>Add under the Consent Agenda-Resolution #321-24, authorize repayment of advances from various funds to the Health Department Fund 8810.</b></p> <p><b>Under Resolution/signatures, add Resolution #320-24 Resolution authorizing the execution and delivery of a new series 2010D Bond in connection with the extension of the interest rate period with respect to the County of Allen, Ohio Adjustable Rate Hospital Facilities Revenue Bonds Series 2010D (Catholic Health Partners).</b></p> <p><b>Amend the heading for Resolution #319-24. Accept Qualifications and Proposal for Technical Assistance based on the procurement process for the Fiscal Year 2024 Community Development Allocation Grant.</b></p> <p><b>Add a meeting at 1:45 p.m. with Julie Shellhammer to discuss On-Call Pay.</b></p> <p><i>Commissioner Seibert moved to approve the agenda. Motion seconded by Commissioner Noonan. The roll was called and the agenda was approved unanimously.</i></p>

**ITEMS FOR REVIEW AND APPROVAL**

**1. Consent Agenda:**

- a. Resolution #303-24.** Approval travel expenses.
- b. Resolution #304-24.** Interdepartmental transfer.
- c. Resolution #305-24.** Authorize a warrant of transfer from the Sanitary Engineering Department Surplus Fund 5035 to the American Bath WWTP Capital Fund 5402.
- d. Resolution #306-24.** Authorize a warrant of advance from the CP Reenter Fund 2718 to the Drug Court Fund 2702.
- e. Resolution #307-24.** Authorize a warrant of transfer from the Sanitary Engineering Department Surplus Fund 5035 to the Replacement & Improvement Capital Fund 5435.
- f. Resolution #308-24.** Supplemental appropriation to the AWD Operating Fund 8751.
- g. Resolution #309-24.** Supplemental appropriation to the OWDA Loan Sorting Equipment Fund 8057.
- h. Resolution #310-24.** Supplemental appropriation to the Highway Escrow Fund 4701.
- i. Resolution #311-24.** Supplemental appropriation to the General Fund 1001.
- j. Resolution #321-24.** Authorize a repayment of advances from various funds to the Health Department Fund 8810.

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

**RESOLUTIONS/SIGNATURES:**

- 1. Resolution #312-24.** Accept the resignation of Maintenance Technician Ian Langhals from the Allen County Building and Grounds Department.  
***Commissioner Seibert moved for approval. Motion seconded by Commissioner Noonan. The roll was called and the resolution was approved unanimously.***
  
- 2. Resolution #313-24.** Authorize a sponsorship for MakerFest 2024. ***Commissioner Noonan moved for approval. Motion seconded by Commissioner Seibert. The roll was called and the resolution was approved unanimously.***

**3. Resolution #314-24.** Resolution to receive the 2024 Minutes from the Tax Incentive Review Council, and the Tax Incentive Review Council's recommendations of amendments to the following Enterprise Zone Agreements, and taking Board action pursuant to Revised Code 5709.85 and declaring this act an emergency. ***Commissioner Seibert moved for approval. Motion seconded by Commissioner Noonan. The roll was called and the resolution was approved unanimously.***

**4. Resolution #315-24.** Declare various personal property at the Veterans Memorial Civic and Convention Center unsuitable for County use and authorize discarding of same pursuant to Ohio Revised Code 307.12 (I). ***Commissioner Noonan moved for approval. Motion seconded by Commissioner Seibert. The roll was called and the resolution was approved unanimously.***

**5. Resolution #320-24.** Resolution authorizing the execution and delivery of a new series 2010D Bond in connection with the extension of the interest rate period with respect to the County of Allen, Ohio Adjustable Rate Hospital Facilities Revenue Bonds Series 2010D (Catholic Health Partners). ***Commissioner Seibert moved for approval. Motion seconded by Commissioner Noonan. The roll was called and the resolution was approved unanimously.***

## **DISCUSSION**

### **A. Sanitary Engineer**

**1. Resolution #316-24.** Accept proposal from Garland/DBS, Inc. for the American-Bath Wastewater Treatment Plant Exterior Concrete Repairs, Restoration and Coatings project. ***Commissioner Noonan moved for approval. Motion seconded by Commissioner Seibert. The facility was last upgraded in 1996 and is showing concrete deterioration. Work is planned to begin in July/August. The roll was called and the resolution was approved unanimously.***

**B. County Engineer**

**1. Resolution #317-24.** Approve the 2024 County and Township Road Program and authorize the County Engineer to proceed by Force Account. **Commissioner Seibert moved for approval. Motion seconded by Commissioner Noonan. Program cost is not to exceed \$2,242,765.46. The roll was called and the resolution was approved unanimously.**

**2. Resolution #318-24.** Authorize the Clerk of Board to post notice and advertise to receive bids via QuestCDN.com or sealed bid for Liquid Asphalt for Chip Seal work for the 2024 County Engineer's Road Program. **Commissioner Noonan moved for approval. Motion seconded by Commissioner Seibert. Bid opening is scheduled for May 9, 2024. The roll was called and the resolution was approved unanimously.**

**C. Family and Children First Council**

**1. Resolution #671-23A.** Amend Resolution #671-23, enter into a Subgrant Agreement with the Ohio Department of Job and Family Services on behalf of the Allen County Family and Children First Council. **Commissioner Noonan moved for approval. Motion seconded by Commissioner Seibert. This amendment is to include an additional \$12,556.50. The roll was called and the resolution was approved unanimously.**

**D. Regional Planning Commission**

**1. Resolution #319-24.** Accept Qualifications and Proposal for Technical Assistance based on the procurement process for the Fiscal Year 2024 Community Development Allocation Grant. **Commissioner Seibert moved for approval. Motion seconded by Commissioner Noonan. One (1) proposal was received. Fair Housing portion will be a separate agreement. The roll was called and the resolution was approved unanimously.**

**ANNOUNCEMENTS**

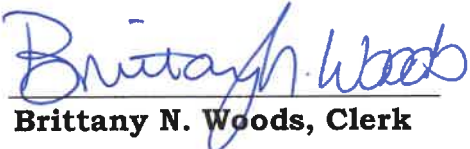



**9:16 a.m.**

**RECESS**

**9:37 a.m.**

**Building and Grounds Weekly Update – Jason Patchet and Kelli Singhaus**

	<ul style="list-style-type: none"> <li>• <b>Discussion on proposed revisions to Administration Building floorplan</b> -waiting on response from WDC Group</li> <li>• <b>Discussion on Alley Vacated at Administration Building lot</b> -alley has been vacated -discussion on placement of site trailer in alley way during demolition/construction</li> <li>• <b>General discussion on demolition of current building on Administration Building site</b></li> <li>• <b>Jail overhead door has been installed</b> -will be installing a bump stop to protect the door</li> <li>• <b>Discussion on transformer failing in the Justice Center</b> -Sydney Electric has provided a quote of \$11,164.00 to replace failing transformer -Commissioners agree to move forward with purchasing the replacement transformer -Kelli Singhaus will get a purchase order and Brittany Woods will place on agenda</li> <li>• <b>Provided an update on interviews for HVAC and Site Leader Position</b> -Jason Patchet has a candidate that would like to offer the position to</li> <li>• <b>Provided an update on new hire for Maintenance Technician</b> -he is available to start on April 29<sup>th</sup></li> <li>• <b>Discussion on employee on probationary period</b> -Jason Patchet desires to have her salary increased due to being off of probationary period on April 23<sup>rd</sup></li> <li>• <b>Discussion on relocation of the crime Victim Services monument and memorial tree located outside of the old jail</b> -Jason Patchet will have conversation with Crime Victim Services regarding a plan and responsibility of relocation</li> </ul>
10:31 a.m.	<b>RECESS</b>
11:01 a.m.	<b>Review of 2024 Capital Requests – Kelli Singhaus</b> <ul style="list-style-type: none"> <li>• <b>Kelli Singhaus provided a spreadsheet of 2024 Capital Requests</b></li> <li>• <b>Review and prioritization of requests</b></li> <li>• <b>Kelli Singhaus will work on updating her spreadsheet to reflect prioritization</b></li> <li>• <b>Kelli Singhaus will work on scheduling meetings with Departments to further discuss their capital requests</b></li> </ul>

11:39 a.m.	RECESS
1:00 p.m.	<p>Q1 Investment Meeting – Krista Bohn and Brad Drager</p> <p><b>**Please see Investment Committee Minutes**</b></p>
	RECESS
1:55 p.m.	<p><b>Allen County Dog Warden re: Employee Compensation On-Call Pay – Julie Shellhammer and Kelli Singhaus</b></p> <ul style="list-style-type: none"> <li>• <b>General discussion on compensation on on-call days and call-out instances</b></li> <li>• <b>Review and discussion of Personnel Policy as it relates to call-out instances</b></li> <li>• <b>Commissioners would like to have further discussion once Commissioner Winegardner returns in regards to business hours for the Dog Warden’s Office and what is covered outside of those hours</b>  <b>-Brittany Woods will schedule a meeting</b></li> <li>• <b>For payroll purposes at this time, it will continue to be processed as \$20/day on-call pay with a minimum of 2 (two) hour call-out pay</b></li> </ul>
2:32 p.m.	ADJOURN
	<p>Submitted by: <u></u>  Brittany N. Woods, Clerk</p> <p>Approved by: Board of Allen County Commissioners</p> <p><u></u>  Cory Noonan</p> <p><u></u>  Brian Winegardner</p> <p><u></u>  Beth Seibert</p>