

**MINUTES  
BOARD OF ALLEN COUNTY  
COMMISSIONERS**

204 N. Main Street

3<sup>rd</sup> Floor

Lima, Ohio 45801

Phone: 419-228-3700, Ext 8725 Fax: 419-224-0183

[commissioners@allencountyohio.com](mailto:commissioners@allencountyohio.com)

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 30, 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><u><a href="https://www.gotomeet.me/AllenCountyCommissioners">https://www.gotomeet.me/AllenCountyCommissioners</a></u></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>
	<p><b>PRESENT: Cory Noonan</b>  <b>Brian Winegardner</b>  <b>Beth Seibert</b></p>
<b>TIME:</b>	<b>GENERAL SESSION – RECORDED</b>
<b>8:17 a.m.</b>	<p><b>2024 Capital Discussion – Kelli Singhaus</b></p> <ul style="list-style-type: none"> <li>• <b>Kelli Singhaus provided an updated spreadsheet for 2024 Capital requests</b></li> <li>• <b>Review/General Discussion on the updated spreadsheet and Capital requests</b> <ul style="list-style-type: none"> <li>-<b>discussion on prioritization of requests</b></li> <li>-<b>discussion on amount of funds to budget for 2024 Capital projects –\$2 Million with \$300,000.00 in reserve funds for expenses that come up throughout the year</b></li> </ul> </li> </ul>

	<ul style="list-style-type: none"> <li>• Commissioners discuss the desire to send an email to all departments requesting them to notify the Commissioners of any 2024 Capital requests <ul style="list-style-type: none"> <li>-Kelli Singhaus will send out said communication</li> </ul> </li> <li>• Discussion on the Court of Appeals roof <ul style="list-style-type: none"> <li>-Jason Patchet is continuing to look for a company to perform the work</li> </ul> </li> <li>• Kelli Singhaus will check with Brian Mauk on an update for the Date Server</li> <li>• Kelli Singhaus will ask the Sheriff's Office to obtain quotes for ballistic vests and will check on availability of ordering Police Cruisers as well as quotes</li> </ul>
<p><b>9:02 a.m.</b></p>	<p><b>RECESS</b></p>
<p><b>9:20 a.m.</b></p>	<p><b>Staff Update</b></p> <p><b>Sofia Clifton—</b></p> <ul style="list-style-type: none"> <li>• Discussion on possible settlement of \$4,100.00 for BWC Claim which began in 2022 <ul style="list-style-type: none"> <li>-this would potentially save the county a future approximate cost of \$18,050.00</li> <li>-Commissioners are in agreeance with moving forward with the settlement and Sofia Clifton will reach out to Attorney Kurt Kaufman to proceed with offering said settlement to the employee</li> </ul> </li> </ul> <p><b>Kelli Singhaus—</b></p> <ul style="list-style-type: none"> <li>• Discussion on Capital Debt Service Fund 4015 <ul style="list-style-type: none"> <li>-Currently have a balance of \$35,181.00 that can be moved back to Debt Service Fund 3999</li> <li>-Commissioners are in agreeance to move funds back to Debt Service Fund 3999</li> </ul> </li> </ul> <p><b>Brittany Woods—</b></p> <ul style="list-style-type: none"> <li>• Discussion on continuing with 2025 Group Retrospective Program through CCAO for BWC <ul style="list-style-type: none"> <li>-Commissioners are in agreeance with continuing in the program—Brittany Woods will place on agenda for approval</li> </ul> </li> </ul> <p><b>Cory Noonan—</b></p> <ul style="list-style-type: none"> <li>• Discussion on correspondence provided to Nathan Davis in regards to the Baughman Project</li> </ul>

**-mainly positive feedback, just a few concerns on catch basins**

- **Discussion on Alley Vacation in Landeck**  
**-received correspondence from the Bishop and is in agreeance for allowing adjoining property owners access to the alley if said alley is vacated**
- **Discussion on the Amphitheater**  
**-all rental of the facility is to be through the City**  
**-a separate agreement would need to be entered into if services from the Civic Center are needed for any said event**  
**-discussion on working on creating an agreement with the City of Lima, that if something were to happen at the amphitheater, they would be responsible for the deductible, as well as anything about said deductible -also all workers compensation claims or changes to the premium due to claims, would be paid for by the City of Lima**  
**-discussion on Liquor License—currently working on the license moving from the Civic Center to the foundation -discussion on liability of said license**

**Beth Seibert—**

- **Received invite for Wreaths Across America event**
- **Discussion on EMA Director position opening**  
**-discussion on working with Ohio Means Jobs for posting of said position**  
**-discussion on wage range to be inserted in job posting for said position - Commissioners wish to state that wages will be determined on relative experience and training**
- **Discussion on Allen County Fair advertisement**  
**-Commissioners will pay for said advertisement with their personal funds**
- **Discussion on Allen County Elected Officials photo**  
**-Commissioner Seibert is working on scheduling with the Auditors Office and the photographer**
- **Discussion on the Memorandum of Understanding regarding Vivitrol with the Sheriff's Office and Mental Health Services and Recovery Board**  
**-Commissioners will revisit and continuing working on**
- **Provided an update on the Volbert Project and grant funding through the State**
- **Discussion on the current AhelioTech Contract**

	<p><b>-Regional Planning Commission also has an individual contract with AhelioTech and Beth Seibert will discuss with the Auditor's Office to ensure contracts like these will be merged when a new contract is entered into for IT Services</b></p>
<p><b>10:13 a.m.</b></p>	<p><b>RECESS</b></p>
<p><b>11:07 a.m.</b></p>	<p><b>County Projects Discussion –Jason Patchet and Chris Widener</b></p> <ul style="list-style-type: none"> <li>• <b>Discussion on preparation of Bid Documents</b>  <b>-will need to have legal to review documents and contract prior to going out to bid</b>  <b>-review of timeline</b></li> <li>• <b>Foundation permit has been obtained from the City of Lima Building Department</b>  <b>-continuing to work with City of Lima Building Department on obtaining remaining needed permits</b></li> <li>• <b>Discussion on general placement of Administration Building</b>  <b>-review/discussion on parking with the placement of the building</b></li> <li>• <b>Discussion on installation of a Teledoor for the service area</b></li> <li>• <b>Discussion on the camera access security plans</b>  <b>-will plan to have this as a separate bid package and include pre-qualification criteria for the bid package or have proposals provided based on state-term contracting</b>  <b>-Commissioners and Jason Patchet believe it would be most beneficial to go ahead and bid the specifications</b></li> <li>• <b>Discussion on elevator specifications</b></li> <li>• <b>Discussion on relocation of a door in the Records Office</b>  <b>-Chris Widener has made the revision to the plans</b></li> <li>• <b>Provided an update on Child Support Enforcement Agency Renovations</b>  <b>-will be working on As-Built drawings to be used for planning of renovations</b>  <b>-Chris Widener will also work on a timeline of the renovation project to provide to the current tenants of the building</b>  <b>-general discussion on temporary placement of the agency during renovations</b></li> </ul>
<p><b>12:24 p.m.</b></p>	<p><b>RECESS</b></p>

<p><b>1:01 p.m.</b></p>	<p><b>Building Department Quarterly Update – Doug Ditto Kasey Corbet</b></p> <ul style="list-style-type: none"> <li>• <b>Doug Ditto provided copies of the Annual Report and the March Fee Report for the Commissioners to review</b></li> <li>• <b>Provided an overview of the Annual Report -57% of the revenue is generated from Allen County projects</b></li> <li>• <b>Provided an update on installation of new software</b></li> <li>• <b>Discussion on Allen County Administration Building -appreciate the working relationship between the WDC Group and the City of Lima Building Department</b></li> <li>• <b>Provided an update on staffing -currently looking for an Account Clerk 2</b></li> </ul>
<p><b>1:21 p.m.</b></p>	<p><b>RECESS</b></p>
<p><b>2:06 p.m.</b></p>	<p><b>Dog Warden re: Office Hours and On-Call Hours – Julie Shellhammer and Kelli Singhaus</b></p> <ul style="list-style-type: none"> <li>• <b>Provided an overview of how neighboring counties operate as it relates to on-call hours</b></li> <li>• <b>Review of the Ohio Revised Code summary of responsibilities of the Dog Warden’s office -there is nothing that mandates after “business” hours</b></li> <li>• <b>Review of current call-out policy originated in 2013</b></li> </ul> <p><b>Kayla Rogers joined the meeting via phone at 2:29 p.m.</b></p> <ul style="list-style-type: none"> <li>• <b>Julie Shellhammer provided an overview of the conversation with the Commissioners regarding “on call hours” -Commissioners and Julie Shellhammer inquire Kayla Rogers if it can be expressed out that the Dog Warden’s Office will no longer have anyone on-call moving forward and will only go to calls if available or if deemed an emergency by the Dog Warden or staff -Kayla Rogers will research and get back with the Commissioners and Julie Shellhammer on how to proceed</b></li> </ul>
<p><b>2:38 p.m.</b></p>	<p><b>ADJOURN</b></p>

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

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

Cory Noenan  
**Cory Noenan**

Brian Winegardner  
**Brian Winegardner**

Beth Seibert  
**Beth Seibert**