

**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	August 23, 2022
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): 1 866 899 4679 United States: +1 (571) 317-3116</p> <p>Access Code: 606-059-605</p>
	<p>PRESENT: Beth Seibert Cory Noonan Brian Winegardner</p>
TIME:	GENERAL SESSION – RECORDED
9:05 a.m.	AGENDA MEETING
	PLEDGE –Brian Winegardner
	<p style="text-align: center;">APPROVE AGENDA AS PRESENTED</p> <p><i>Commissioner Winegardner moved for approval. Motion seconded by Commissioner Seibert. The roll was called and the agenda was approved unanimously.</i></p>

ITEMS FOR REVIEW AND APPROVAL:

1. Consent Agenda:

- a. **Resolution #882-22.** Approve travel expenses.
- b. **Resolution #883-22.** Intradepartmental transfers.

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

RESOLUTIONS/SIGNATURES:

- 1. Resolution #884-22.** Authorize membership and payment of dues to the Ohio Animal Welfare Federation. ***Commissioner Winegardner moved for approval. Motion seconded by Commissioner Seibert. The roll was called and the resolution was approved unanimously.***
- 2. Resolution #885-22.** Resolution to approve travel submitted prior to July 1, 2022 to reflect change in the IRS mileage reimbursement rate. ***Commissioner Seibert moved for approval. Motion seconded by Commissioner Noonan. Effective July 1, 2022, the IRS mileage reimbursement rate changed from \$0.585 to \$0.625. The roll was called and the resolution was approved unanimously.***
- 3. Resolution #886-22.** Accept proposal and enter into contract with DGL Consulting Engineers for professional services for the Allen County Museum Walls Project. ***Commissioner Noonan moved for approval. Motion seconded by Commissioner Winegardner. The contract is for an amount no to exceed \$7,100.00. The roll was called and the resolution was approved unanimously.***
- 4. Resolution #470-21E.** Amend Resolution#470-21, nominate various individuals for membership to the Allen County Local Emergency Planning Committee. ***Commissioner Winegardner moved for approval. Motion seconded by Commissioner Seibert. There is a vacancy due to a resignation, which will be filled by Travis Fillhart. The roll was called and the resolution was approved unanimously.***

	<p>DISCUSSION:</p> <p>A. <u>Homeland Security/EMA</u></p> <p>1. Resolution #887-22. Approve changes to the Allen County Local Emergency Planning Committee by-laws. <i>Commissioner Seibert moved for approval. Motion seconded by Commissioner Noonan. The roll was called and the resolution was approved unanimously.</i></p>
	ANNOUNCEMENTS
	<p>PUBLIC COMMENT</p> <p>Please refer to Public Comment Policy and Application at https://commissioners.allencountyohio.com/public-comment-policy-request-application/</p>
9:11 a.m.	RECESS
9:33 a.m.	<p>Staff/Update Meeting</p> <p>Sofia Snyder—</p> <ul style="list-style-type: none"> • Provided an update on CORSA HR Training RSVP's for September 7th -Building inspection will be at Board of DD with Jim Hale • Discussion on Deferred Compensation -working on setting up time for employees to meet with representative • American Tower Corporation—interested in purchasing one of our cell phone towers -Commissioners are not interested <p>Kelli Singhaus—</p> <ul style="list-style-type: none"> • Discussion on ESC lease -currently do not have a signed agreement for 2022 -Kelli will reach out to ESC • Discussion on visiting judges invoice -\$9,135.00 -Kelli will move funds from Cash Balance to Foreign Judges Fund • Discussion on K2M Special Fund for Juvenile Detention Center

- No funds in the account to pay the \$2,400.00 warranty inspection bill
- Kelli will move money from Capital to the Special Fund to pay invoice
- Reached out Common Pleas in regards to their juror/witness fees over budget
 - provided letter from Common Pleas Judges requesting \$16,000.00 for juror/witness fees
 - Kelli will reach out to Bricker and Eckler if this would qualify for ARPA funds
- Discussion on Personnel Manual
 - Financial Transaction Device policy needs to be incorporated
 - Earned vacation time needs to be amended to allow 1 week of vacation available to be used at 6 months
 - Kelli will setup a meeting with Prosecutor and Auditor to discuss changes to Personnel Manual
- Discussion on CORSA annual review of policy
 - CORSA had added flextime into their policy
 - will discuss implementing this in Personnel Manual during meeting with Prosecutor and Auditor with discretion of the appointing authority
 - Fuel card and teleworking policy changes to CORSA Policy—similar to what we already have

Brittany Woods—

- Proclamation
- Cruisers—Requested three (3), Commissioners are ok with proceeding with the purchase of two (2) at a cost of \$66,930.00
 - Kelli will move money and Brittany will get placed on agenda
- Discussion on Online Payment option for Health Department
 - Brittany will work with Krista

Beth Seibert—

- OSU Extension—Ag Educator is resigning and OSU extension will be placing advertising for a replacement for the position
- Discussion on Facebook message regarding a Soil and Water project issue
 - Soil and Water will need to continue handling the issue as all three Commissioners are within the Ottawa River watershed

Cory Noonan—

- **Completed survey for Indigent Defense**
-there have been discussions amongst counties of the responsibility of the state to provide representation for indigent defense
-discussion on regional approach for the state to handle indigent defense on a personnel side while still using our county attorneys
- **Overview of meeting with Elections Committee –**
discussion of the financial burdens to the county due to directives/mandates from the state
- **Discussion on EMA vehicles**
-Kelli is working on a temporary vehicle until Enterprise builds are completed
- **Discussion on Debt Fund—it has been determined that it can only be used to pay down debt**
-Need to set meeting with Treasurer, Auditor and Assistant Prosecutor to discuss line of credit
- **Meeting with the Sheriff's Union on September 6th to discuss Wellness**
- **General discussion on Budget Letter**
-Kelli will be sending out letter and has time blocked on the calendar for Budget Meetings

Brian Winegardner—

- **Constituent approached Brian at the fair noting they were pleased to see a new roof on Memorial Hall**
- **Juvenile Court would like to transfer a position to the Sheriff's Department under Court Security for payroll purposes—the position would still remain at Juvenile Court**
-There is a meeting setup next week to discuss with Chief Mohler and Berlin Carroll

Cory Noonan—

- **General discussion on Wellness requirements for 2023**

11:09 a.m.

RECESS

11:23 a.m.

ARPA Discussion

- **Discussed Debt Fund during Staff Update**
- **Discussion on quote for scanner—\$943.84**
-Kelli will reach out to Bricker and Eckler on justification for purchasing with ARPA funds


11:26 a.m. Kayla Campbell joins the meeting

- **Discussion on Engagement Letter with Bricker and Eckler regarding the Administration Building**
-will need to obtain a justification letter from Bricker and Eckler for the Administration Building and to include legal services for general construction advice and incompliance –Kelli Singhaus will send
-will also need to get court approval for the legal services for general construction advice
- **Review of draft resolution for construction of building, legal services and incompliance prepared by Kayla Campbell**
- **Discussion on proposed property for Administration Building and possible annexation**
- **Provided review of previous discussion on Debt Services Fund with Kayla Campbell**
-Brittany Woods will move forward with scheduling meeting with Assistant Prosecutor, Auditor and Treasurer
- **Discussion on using ARPA funds for Safety Services salaries and fund requests through Capital rather than ARPA –would eliminate time restrictions**
-Kelli Singhaus will work on sending a letter to Bricker and Eckler for justification

12:15 p.m.

ADJOURN

Submitted by:


Brittany N. Woods, Clerk

Approved by: Board of Allen County Commissioners

Beth Seibert



Cory Noonan



Brian Winegardner