

**MINUTES**  
**BOARD OF ALLEN COUNTY**  
**COMMISSIONERS**

204 N. Main Street

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Lima, Ohio 45801

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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>March 28, 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><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: Brian Winegardner</b>  <b>Beth Seibert</b>  <b>Cory Noonan</b></p>
<b>TIME:</b>	<b>GENERAL SESSION – RECORDED</b>
<b>8:00 a.m.</b>	<p><b>WDC Group re: Proposal for Professional Architectural and Engineering Services for the Administration and CSEA Buildings –Jason Patchet, Kayla Campbell, Kelli Singhaus, Brittany Woods, Chris Widener, Jason Funderburg and Mark Evans (Virtual)</b></p> <ul style="list-style-type: none"> <li>• <b>General discussion on the need for a new Administration Building</b></li> <li>• <b>Mark Evans provided information on why the projects are being completed separately, rather than one large project</b></li> </ul>

- **WDC proposed contract language was acceptable for Bricker and Eckler with the possible exception of the limited liability section—may need to review further**
- **discussion on possible locations for the Administration and CSEA Buildings**
  - discussion on possibility of administration Building being located downtown rather than McClain Road
  - discussion on potential building that could possibly be renovated for the CSEA Building located downtown
- **discussion on the need for preliminary services to be included in the contract to encompass a structural assessment of the possible CSEA Building renovation**
  - can supply a budget proposal for renovation vs. new build for comparison
- **Review of timeline for Administration Building**
  - funds must be obligated by end of 2024
  - certificate of occupancy needed by end of 2026
- **Discussion on Contract Revisions**
  - Mark Evans will make revision to contract to include “Site Analysis” in Scope of Project at a cost not to exceed \$15,000.00 and will send to WDC for review
- **Discussion on WDC’s Limitations of Liability coverage**
  - WDC asks that their liability be limited to their policy coverage available
  - Mark Evans and Kayla Campbell will discuss
- **Review of offices that will be included in the Administration Building**

9:04 a.m.	RECESS
9:20 a.m.	AGENDA MEETING
	PLEDGE – Cory Noonan
	<p><b>APPROVE AGENDA AS PRESENTED</b></p> <p><i>Commissioner Noonan moved to approve the agenda. Motion seconded by Commissioner Winegardner. The roll was called and the agenda was approved unanimously.</i></p>

**ITEMS FOR REVIEW AND APPROVAL:**

- 1. Approve minutes of the February 21, 2023 general session.**
- 2. Approve minutes of the February 23, 2023 general session.**
- 3. Approve minutes of the February 28, 2023 general session.**
- 4. Approve minutes of the March 2, 2023 special session.**

***Commissioner Winegardner moved to approve the minutes. Motion seconded by Commissioner Seibert. The roll was called and the resolutions were approved unanimously.***

**5. Consent Agenda:**

- a. Resolution #243-23.** Approve travel expenses.
- b. Resolution #244-23.** Intradepartmental transfer.
- c. Resolution #245-23.** Supplemental appropriation for the General Fund 1001.
- d. Resolution #246-23.** Authorize a warrant of transfer from the General Fund 1001 to the Administration Building Fund 4022.
- e. Resolution #247-23.** Authorize a warrant of transfer from the General Fund 1001 to the Capital Improvement Fund 4017.
- f. Resolution #248-23.** Supplemental appropriation for the Administration Building Fund 4022.
- g. Resolution #249-23.** Supplemental appropriation for the Capital Improvement Fund 4017.
- h. Resolution #250-23.** Establish the VMCC Lodging Tax-Capital Fund.
- i. Resolution #251-23.** Establish the Civic Center Fund.
- j. Resolution #252-23.** Establish the CPH Lighting-VMCC Fund.

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

	<p><b>RESOLUTIONS/SIGNATURES:</b></p> <p><b>1. Resolution #253-23.</b> Authorize Julie Shellhammer, Allen County Dog Warden, to enter into a County Use Agreement with the Allen County job and Family Services for the use of the Workforce Development Center. <i>Commissioner Noonan moved for approval. Motion seconded by Commissioner Winegardner. The roll was called and the resolution was approved unanimously.</i></p> <p><b>2. Resolution #254-23.</b> Enter into a Memorandum of Understanding with the Allen Soil and Water Conservation District for the MS4 Stormwater Program Administration for CY'2023. <i>Commissioner Winegardner moved for approval. Motion seconded by Commissioner Seibert. The roll was called and the resolution was approved unanimously.</i></p>
	<p><b>DISCUSSION:</b></p> <p><b>A. <u>Department of Job and Family Services</u></b></p> <p><b>1. Resolution #370-21B.</b> Amend Resolution #370-21, approve a lease agreement between the Allen County Department of Job and Family Services and the State of Ohio for the lease of office space at 951 Commerce Parkway, Lima, Ohio. <i>Commissioner Seibert moved for approval. Motion seconded by Commissioner Noonan. This is to extend the lease agreement for two (2) additional years. The roll was called and the resolution was approved unanimously.</i></p>
	<p><b>ANNOUNCEMENTS</b></p>
	<p><b>PUBLIC COMMENT</b></p> <p>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></p>
<p>9:25 a.m.</p>	<p><b>RECESS</b></p>
<p>9:35 a.m.</p>	<p><b>Staff/Update Meeting</b></p> <p><b>Sofia Clifton—</b></p> <ul style="list-style-type: none"> <li>• <b>Currently learning how to post on Gov Deals</b></li> <li>-will be placing the Veterans Van on to be sold</li> <li>-will place the minimum bid at \$7,500.00</li> </ul>

- **Review of Near Miss Incident Report form provided by CORSA**  
-Kayla Campbell is currently reviewing
- **Review of Civic Center Usage Policy**  
-will need to be attached to General Contract for anyone using the space

**Kelli Singhaus—**

- **Discussion on moving funds to obtain a Purchase Order for WDC contracts for the Administration and CSEA Building Projects**  
-Kelli Singhaus will move funds from Capital for the CSEA Building and will move funds from ARPA for the Administration Building
- **Review of invoice from Bricker and Eckler**  
-will need to be paid from the Administration Building Fund
- **Discussion on county website**  
-Beth Seibert did have communication with AEDG as it relates to the county website  
-review of email from AEDG  
-discussion on the need for an MOU or contract to continue the website being housed by AEDG and utilizing PK Designs for services  
-Kelli Singhaus will reach out to PK Designs and AEDG for a MOU or Contract for services
- **Enterprise Vehicles Discussion**  
-Sheriff's Office is not interested  
-Cory Noonan asked to have Enterprise run numbers on providing Detective vehicles through Enterprise  
-Children Services would be interested in utilizing Enterprise
- **Review of proposed either (8) vehicles to trade in from Building and Grounds and Juvenile Court**  
-Kelli Singhaus will discuss with Enterprise to move forward with these vehicles and ask them to reach out to Children Services to discuss their vehicles
- **Discussion on National County Government Month**  
-Kelli Singhaus will organize speakers for agenda meetings

**Brittany Woods—**

- **Discussion on Technicon Design Group proposal**

- will place on agenda for consideration of approval once Kelli Singhaus provides Purchase Order
- Discussion on meeting request regarding the Hybrid Drug Overdose Fatality and Suicide Fatality Review Committee
  - according to Revised Code, they must have Commissioners approval to create the committee
  - Commissioners would want the Sheriff, Coroner and Prosecutor to review the proposal and the need prior to supporting—Commissioner Seibert will suggest Tammie Colon and Brandon Fischer discuss with Sheriff, Coroner and Prosecutor prior to bringing to the Commissioners
- Discussion on National County Government Month Resolution
  - Commissioners do not feel a resolution is needed

**Beth Seibert—**

- Received phone call from Jim Link in regards to receiving a fob to enter the Building
  - the fobs are only issued to the tenants of the building, and will not be issuing a fob to him or his staff
- Children Services Board appointment discussions
  - Nate Garlock has a lack of availability due to other commitments and has decided to step down from the Board
  - the Board will be providing three (3) recommendations for replacement
- Discussion on Joe Patton's request for wage increases
  - Commissioners agree to a \$1.00/hour increase to entire staff, effective the current pay period
  - Commissioners will notify Joe Patton of decision

**Cory Noonan—**

- Review of Cost Allocations
  - will further discuss how to handle moving forward
- Legislative Briefing is scheduled for April 21<sup>st</sup>
- Provided a review of Health District Meeting
  - discussion on budget requested amount for 2024
  - they do not believe they need to pay cost allocation because the county keeps their interest
  - will further review
- Discussion on OSU Extension funding

11:28 a.m.

RECESS

11:32 a.m.

**Signing of Closing Documents for McDonel Street and Hazel Avenue Properties**

- **Kayla Campbell provided an overview on the Public Auction for the forfeited properties**
- **Provided a review of costs and prorated taxes**
- **Review of allocation of funds sheet**

**1. Resolution #255-23.** Resolution to confirm sale of real property, acquired pursuant to forfeiture under R.C. 2925.43, by Public Auction, McDonel Street, Lima, Ohio. ***Commissioner Noonan moved for approval. Motion seconded by Commissioner Winegardner. The roll was called and the resolution was approved unanimously.***

**2. Resolution #256-23.** Resolution to confirm sale of real property, acquired pursuant to forfeiture under R.C. 2925.43, by Public Auction, Hazel Avenue, Lima, Ohio. ***Commissioner Noonan moved for approval. Motion seconded by Commissioner Winegardner. The roll was called and the resolution was approved unanimously.***

- **Signing of Settlement Statement and Deeds**


11:36 a.m.


**ADJOURN**

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

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

  
**Brian Winegardner**

  
**Beth Seibert**

  
**Cory Noonan**