

**AMENDED 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	April 28, 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><u>https://www.gotomeet.me/AllenCountyCommissioners</u></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: Beth Seibert Brian Winegardner</p>
TIME:	GENERAL SESSION - RECORDED
9:00 a.m.	AGENDA MEETING
	PLEDGE -Brian Winegardner
	<p>APPROVE AGENDA AS PRESENTED</p> <p><i>Commissioner Winegardner moved to amend the agenda to add a 2:00 p.m. Personnel Discussion. Motion seconded by Commissioner Seibert. The roll was called and was approved unanimously.</i></p>

ITEMS FOR REVIEW AND APPROVAL:

- 1. Approve minutes of the April 14, 2022 general session.**

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

- 2. Consent Agenda:**

- a. Resolution #289-22.** Approve travel expenses.
- b. Resolution #290-22.** Intradepartmental transfers.
- c. Resolution #291-22.** Authorize a warrant of transfer from Sanitary Engineer Surplus Fund 5035 to Shawnee Wastewater Treatment Plant Capital Fund 5401.
- d. Resolution #292-22.** Supplemental appropriation to the Hamlet Fund 4561.
- e. Resolution #293-22.** Supplemental appropriation to the Crime Prevention Fund 2834.
- f. Resolution #294-22.** Supplemental appropriation to the Rotary Ditch Fund 2099.

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

RESOLUTIONS/SIGNATURES:

- 1. Resolution #295-22.** Authorize an agreement between Allen County Homeland Security and Emergency Management and Allen County Job and Family Services and Ohio Means Jobs-Allen County Workforce Development Center. ***Commissioner Seibert moved for approval. Motion seconded by Commissioner Winegardner. The roll was called and the resolution was approved unanimously.***
- 2. Resolution #296-22.** Accept proposal and enter into contract with SupremeCrete. ***Commissioner Winegardner moved for approval. Motion seconded by Commissioner Seibert. This is for a project at the Dog Warden's office, not to exceed a cost of \$1,904.15. The roll was called and the resolution was approved unanimously.***
- 3. Resolution #297-22.** Authorize the purchase of a 2022 Ford Explorer for Allen County Children Services. ***Commissioner Seibert moved to table the resolution due to Children Services needing to obtain a PO for the purchase. Motion seconded by Commissioner Winegardner. The roll was called and the resolution was tabled unanimously.***

DISCUSSION:

A. Department of Job and Family Services

- 1. Resolution #370-21A.** Amend Resolution #370-21, approve a lease agreement between the Allen County Department of Job and Family Services and the State of Ohio. ***Commissioner Winegardner moved for approval. Motion seconded by Commissioner Seibert. This is for the space leased by the Auditor of State. There is no change in amounts, just extending the length of lease. The roll was called and the resolution was approved unanimously.***
- 2. Resolution #738-21A.** Amend Resolution #738-21, approve a Subrecipient Agreement between the Allen County Department of Job and Family Services and the Allen County Children Services Board. ***Commissioner Seibert moved for approval. Motion seconded by Commissioner Winegardner. This increases the subrecipient grant, up to \$400,000.00 through September 2022. The roll was called and the resolution was approved unanimously.***
- 3. Resolution #739-21A.** Amend Resolution #739-21, approve a Memorandum of Understanding between the Allen County Department of Job and Family Services and the Allen County Children Services Board. ***Commissioner Seibert moved for approval. Motion seconded by Commissioner Winegardner. This increases the MOU amount to a total of \$450,000.00. The roll was called and the resolution was approved unanimously.***
- 4. Resolution #298-22.** Authorize an agreement between the Department of Job and Family Services and Harmon AVL, LLC. for the purchase and installation of audio and visual equipment for the Workforce Development Center. ***Commissioner Seibert moved for approval. Motion seconded by Commissioner Winegardner. Funding for this is provided by Business Services dollars and will be a great addition for all county entities that use the facility for meetings. The roll was called and the resolution was approved unanimously.***

B. County Engineer

- 1. Resolution #299-22.** Authorize the County Engineer to purchase a 2022 Can-Am Defender side-by-side from Rival Motor Sports. ***Commissioner Winegardner moved for approval. Motion seconded by Commissioner Seibert. This item is to replace the Ditch Maintenance Polaris Ranger, in the amount of \$31,413.00. There will be a trade-in amount at time of purchase. The new item will be funded through Rotary Ditch Funds. The roll was called and the resolution was approved unanimously.***

- 2. Resolution #300-22.** Approve one (1) Easement for County Road Purposes and one (1) Work Agreement with Robert Paul Yuhasz Jr. and Felicite Yuhasz for the construction of the Pevee Road Bridge, Jackson Township. ***Commissioner Seibert moved for approval. Motion seconded by Commissioner Winegardner. This is the 3rd of 4 easements needed for the replacement of a bridge located on Pevee Road. The roll was called and the resolution was approved unanimously.***

- 3. Resolution #301-22.** Approve estimate of material and labor necessary for a structure replacement on Cool Road. ***Commissioner Winegardner moved for approval. Motion seconded by Commissioner Seibert. The estimate for labor and materials is \$91,756.28 and the work will be performed by Force Account. The roll was called and the resolution was approved unanimously.***

ANNOUNCEMENTS

Proclamation—National Therapy Animal Day

David and Vita Hefner were present with their companion Samson, a Saint Bernard, Therapy Animal to accept the Proclamation for National Therapy Day on Saturday, April 30, 2022.

PUBLIC COMMENT

Please refer to Public Comment Policy and Application at <https://commissioners.allencountyohio.com/public-comment-policy-request-application/>

9:16 a.m.

RECESS

9:34 a.m.

Update - Jason Patchet - Building and Grounds

Jail Generator—

- **awaiting parts**

Jail Elevator—

- **awaiting final signoff after gen set is complete**

Phone System Testing—

- **Not able to complete testing yesterday, as there was an issues with EMA**
-IT worked with Lumen and believe to have the issue resolved
- **System testing scheduled for May 4th with a projected go live date on May 10th**

Court of Appeals—

- **Proposal for Heat Pump #20-\$8,627.00 - Commissioner Seibert and Commissioner Winegardner signed to replace Heat Pump #20**
- **Discussion on Jason getting a proposal for redoing the whole building, minus those units replaced within the last 5 years**
-Project would be through TIPS

Dog Warden Project—

- **Kelli is working on getting a P.O.**

Museum Retaining Wall—

- **Jason is beginning to have meetings with contractors to get quotes; will bring to the Commissioners as he gets them**

Gen Set for Court of Appeals—

- **Sidney Electric is working on a quote**
-discussion on diesel vs. natural gas





Deputy Registrar and Children Services Painting—

- **Neither of these projects would qualify for ARPA funding**
- **Based on contracts, the tenants would be responsible for painting themselves**

	<ul style="list-style-type: none"> • Board of Commissioners will communicate with Children Services <p>Courtroom Request—</p> <ul style="list-style-type: none"> • Discussion on restructuring the 4th floor courtroom • Commissioners will need to send request on to Bricker and Eckler for review; Jason will provide an estimate to submit as well • Discussion on IT request for 4th floor courtroom -Jason will work with Brian Mauk on this <p>Veteran’s Memorial Civic and Convention Center—</p> <ul style="list-style-type: none"> • Discussion of permit and review fee for roof project-\$2,644.16 -Commissioners approve this; paid from Capital Fund <p>Sheriff’s Office—</p> <ul style="list-style-type: none"> • Request for four additional s2 door controls -Jason will get a proposal for the Commissioners to review <p>Janitorial Employee Concerns—</p> <ul style="list-style-type: none"> • Pre-disciplinary meeting scheduled with employee and Kelli next week <p>Veteran’s Lease</p> <ul style="list-style-type: none"> • Discussion on request for Building and Grounds to supply janitorial supplies for new Veteran’s leased parking area
<p>10:26 a.m.</p>	<p>RECESS</p>
<p>10:33 a.m.</p>	<p>Update – Rachael Gilroy – Auditor</p> <p>Auditor Gilroy is out of town for a Land Bank conference, Update provided by Chief Deputy Auditor, Keith Cheney</p> <ul style="list-style-type: none"> • First quarter report for ARPA has been submitted -No purchases have been made at this time • Discussion on ARPA process -Brittany will setup a meeting with Commissioners and Auditors office to further discuss

	<ul style="list-style-type: none"> • Provided update on new Munis system training • Discussion on travel/training costs for the year <ul style="list-style-type: none"> -will need to request more funds for these budgeted lines, as with the update Munis trainings, they will exceed budgeted amount -can no longer receive funds from Job and Family Services for training • Provided an update on new phone system <ul style="list-style-type: none"> -scheduled testing on April 27th was cancelled due to an issue with the EMA phones -Brian Mauk has worked with Lumen and believe they have the issue resolved -will continue testing on May 4th with a projected go live date on May 11th • Board of Revision meetings have been set for the year and notices have been set • Discussion on mobile home revaluation <ul style="list-style-type: none"> -contracted with Lexar for an entire revaluation for all mobile homes in Allen County -unsure of the last time this was completed -discussion on some of the mobile home parks in the area that have taken initiative to clean up their parks -Auditor's office have been working with Magistrate Warren on property forfeitures and property value changes when a mobile home owner makes changes to their property • Provided an update on Weights and Measures Department <ul style="list-style-type: none"> -have hired a new inspector, Fred Degen, that has completed all of his certifications necessary, to fill the spot of Jim Offenbacher, who has semi-retired • CORSA Grant <ul style="list-style-type: none"> -inquired if we have heard any word on if we will be receiving this grant again this year; Brittany will check with Kelli and let Keith know
<p>10:57 a.m.</p>	<p>RECESS</p>
<p>11:06 a.m.</p>	<p>Update – Amy Harpster and Doug Ditto – Building Department</p> <ul style="list-style-type: none"> • Provided an overview of Building Department fees for 2021 and 2022 <ul style="list-style-type: none"> -March 2021-\$63,506.70 -March 2022-\$3,473.40 -discussion on the differences in fee amounts; there are always ebbs and flows to the fees and the number should not be concerning

	<ul style="list-style-type: none"> • Discussion on upcoming project potentials, which will increase the Building Department fee totals • Plan review average is 11.2 days • Discussion on strong usage of electronic plan review option -85% of plans are reviewed electronically • Currently an open position in the Building Department for a Building Inspector -left a packet for anyone that may be interested -Amy will be retiring October 31, 2022 • General Discussion on residential building codes and building code evaluation
<p>11:27 p.m.</p>	<p>RECESS</p>
<p>1:00 p.m.</p>	<p>Update – Allen Water District</p> <p>Virtual—Kim Stiles, Steve Kayatin, Pam Vickers In Person—Mike Leis</p> <ul style="list-style-type: none"> • Review of Assignment and Assumption Agreement fees • Indianbrook Waterline Replacement Project Update -replaces aging underground water lines, replace existing fire hydrants and add additional fire hydrants -Informational meeting will be held with property owners once plans are completed • Master Plan Study and Hydraulic Model Update -Estimated completion date is late May/early June • East Regional Waterline Project Review -Contract A-waterline installations is complete and contractor is currently pressure testing the line -Contract B-waterline being installed along Napoleon Road; crew has jumped ahead due to poor ground conditions -Contract C-Foundation for elevated tank is completed and waterline to Allen East is complete. Tank erection is scheduled to begin mid-May. -letters being sent to property owners regarding progress and preparation for connection • Rudolph Elevated Tank Project -project has been awarded to Caldwell Tank -working with GLCAP for CDBG ED Grant • ARPA Request Follow-Up

	<p align="center">-express appreciation for consideration of required projects</p>
1:13 p.m.	RECESS
2:00 p.m.	<p>Personnel Discussion</p> <p>Commissioner Winegardner moved to go into Executive Session at 2:00 p.m. to potential hiring of a public employee pursuant to ORC 121.22(G)(1). Motion seconded by Commissioner Seibert. The roll was called and was approved unanimously.</p> <p>The Board of Allen County Commissioners went back into general session at 2:45 p.m.</p> <p>Commissioner Winegardner announces that the Commissioners have offered the open position for Program Coordinator to Sofia Snyder, and she has accepted.</p> <p><i>At 2:46 p.m., Commissioner Winegardner made a motion to officially make Sofia Snyder an employee of the Board of Commissioners office. Motion seconded by Commissioner Seibert. Sofia's start date will be May 16, 2022. The roll was called and the new employee was approved unanimously.</i></p>
2:49 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> Beth Seibert</p> <p><u></u> Cory Noonan</p> <p><u></u> Brian Winegardner</p>