

**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>August 20, 2024</b>
<b>LOCATION</b>	<b>COMMISSIONER'S MEETING ROOM</b>
	<b>PRESENT: Cory Noonan Brian Winegardner Beth Seibert</b>
<b>TIME:</b>	<b>GENERAL SESSION - RECORDED</b>
<b>8:00 a.m.</b>	<p><b>Month End Budget Update - Kelli Singhaus</b></p> <ul style="list-style-type: none"> <li>• <b>Review of Debt Service Fund 3999</b></li> <li>• <b>Review of Paid Leave Fund 2000</b></li> <li>• <b>Discussion on preparing for the next 27<sup>th</sup> pay</b> -Commissioners will have further discussion on determining if funds from Cash Balance will be moved in preparation</li> <li>• <b>Review of Revolving Loan Fund 2410</b></li> <li>• <b>Rent/Lease Revenue is all up to date</b></li> <li>• <b>Review of Conveyance Fee Fund 2093</b></li> <li>• <b>Review of Contingency Fund</b></li> <li>• <b>Review of Transfers Out</b> -Baughman Project should have one more invoice and then the project should be complete -discussion on Advance in the amount of \$71,000.00 for the Baughman Project—will be paid back through the project assessments</li> <li>• <b>Review of Ditch Transfers</b> -will be recouping General Funds back from projects that have a balance to the General Fund -will work with Laura Clark on determining what needs to be done with residual construction funds remaining in the funds that cannot be moved to the Maintenance Fund</li> <li>• <b>Discussion on increase to water/sewer bill for Slabtown Road property</b></li> </ul>

**-Jason Patchet has agreed to move \$3,000.00 from his Services line to cover the end of year costs, due to the hydrant valve being opened and caused an increase in billing—the problem has been resolved**

- **Discussion on Domestic Relations Court Security being underbudgeted by Kelli Singhaus at the beginning of the year**

**-will need to move funds to cover payroll for the remainder of the year –Commissioners are in agreeance with Kelli Singhaus moving funds**

- **Discussion on Juvenile Court Unemployment payments made in the amount of \$14,000.00**  
**-Berlin Carroll is requesting the Commissioners move funds to cover the Unemployment amount, as there is no appropriation for Unemployment Line**

**-Commissioners will have further discussion with Berlin Carroll to determine if funds can be moved within their budget to cover the Unemployment costs**

- **The Museum also has Unemployment in the amount of \$240.00—Kelli Singhaus has asked them to move funds from within their budget to cover the Unemployment**

- **Discussion on VSP Premiums**

**-will need funds to be moved to cover remaining amount for the end of year**

- **Discussion on Juvenile Court Magistrates Salary Line**

**-the Judge has additional funds to cover the salary line once budgeted amount is exhausted**

- **Review of Capital Fund**

- **Review of Capital Projects Priority List**

- **Kelli Singhaus surgery date has been scheduled for September 6<sup>th</sup> and will be anticipating to be out of the office for approximately two weeks**

- **Discussion on Budget Letter and scheduling for Budget Hearings**

**-Commissioners would like Budget Hearings to be scheduled in November**

**-Commissioners would like Capital requests be submitted separately from the Operating Budget**

- **Review of Budget Graphs from 2016 to current**  
**-Commissioner Seibert would like these graphs presented to the Budget Commission for their review**

**10:10 a.m.**

**RECESS**

<b>10:29 a.m.</b>	<p><b>Staff Update</b></p> <p><b>Sofia Clifton—</b></p> <ul style="list-style-type: none"><li>• <b>Provided an update on a vehicle accident of a county employee in a personal vehicle, but another party was involved as well</b> <b>-Sofia Clifton has submitted to CORSA/Webb Insurance since another vehicle was involved</b></li><li>• <b>CORSA HR Training has been scheduled for Wednesday, September 4<sup>th</sup> at Department of Job and Family Services</b></li><li>• <b>Currently working on scheduling flu shots for County Employees</b></li><li>• <b>Wellness Year 2024 has ended</b> <b>-waiting for completion reports from CEBCO</b></li></ul> <p><b>Sofia Clifton asked to enter into executive session to discuss possible court action</b></p> <p><b>At 10:35 a.m. Commissioner Seibert made a motion to enter into Executive Session pursuant to ORC 121.22 (G)(3) to speak of potential court action. Sofia Clifton, Kelli Singhaus and Brittany Woods will remain in executive session. Motion seconded by Commissioner Winegardner. The roll was called and approved unanimously.</b></p> <p><b>Back in General Session at 10:56 a.m.</b></p> <ul style="list-style-type: none"><li>• <b>Commissioner Seibert stated that Sofia Clifton provided an update on a Workers Compensation case while in executive session</b> <b>-at this time the Commissioners agree that the need to spend approximately \$9,000.00 for the next step of a Summary Judgement and Physicians Testimony is necessary and ask Sofia Clifton to proceed forward</b></li></ul> <p><b>Kelli Singhaus—</b></p> <ul style="list-style-type: none"><li>• <b>Discussion on Regional Planning Commission (RPC) recording on behalf of the Commissioners at no cost</b> <b>-RPC contacted Kelli Singhaus stating that a lot split was recorded with the incorrect stamp, with the property owner covering the cost of filing, now it needs to be re-recorded and are requesting a letter from the Commissioners' office to record</b></li></ul>

at no cost as, although they would not be recording on behalf of the Commissioners  
-Commissioners believe that this was a mistake of RPC and they will need to pay for the filing fee to be re-recorded

- **Kelli Singhaus has scheduled a meeting with Allen County Recorder, Mona Losh, to discuss possibility of increasing the fees in the Recorder's office, as the law has recently changed to permit her to increase, if desired**
- **Discussion on Cost Allocation Plan for 2023 to be billed in 2025**
  - Report is complete and invoices are prepared to be sent out
  - Kelli Singhaus will send out to Departments once a cover letter is prepared and reviewed by the Commissioners
- **Review on Real Estate Purchase Contract for the Volbert property**
  - demolition contract with Noonan Excavating will be entered into once property is owned by the County

**Brittany Woods—**

- **Discussion on end of year Agenda Meetings scheduling**
  - Brittany Woods and Kelli Singhaus will further discuss

**At 11:22 a.m. Commissioner Seibert made a motion to enter into Executive Session to discuss compensation of a public employee pursuant to ORC 121.22(G)(1). Kelli Singhaus will remain present during Executive Session. Motion seconded by Commissioner Winegardner. The roll was called and approved unanimously.**

**Back in General Session at 11:46 a.m.**

- **Kelli Singhaus has made a request to Retire/Rehire from her position as Financial Director**
  - Commissioners will review the Retire/Rehire policy and plan accordingly

**11:47 a.m.**

**RECESS**

**11:58 a.m.**

**County Projects Discussion**

**\*\*Commissioner Winegardner was not present\*\***

	<ul style="list-style-type: none"> <li>• <b>Discussion on communication between Rick Redmon, Ohio Department of Job and Family Services and Vicki Tarr, CSEA, on temporary space for the Administration Building</b> -Vicki Tarr will keep him updated on potential space</li> <li>• <b>WDC Group and Bricker &amp; Graydon are finalizing the Bid Documents for the Pre-Bid meeting tomorrow for the Administration Meeting</b></li> </ul>
<p><b>12:04 p.m.</b></p>	<p><b>RECESS</b></p>
<p><b>1:02 p.m.</b></p>	<p><b>Building Department Quarterly Update – Doug Ditto and Kasey Corbet</b></p> <ul style="list-style-type: none"> <li>• <b>Doug Ditto provided an overview of the Fee Report through July 2024</b></li> <li>• <b>Plan Review period is currently 18.7 days</b></li> <li>• <b>Discussion on staffing</b> -Plan Examiner will be resigning -Kasey Corbet is able to perform and will be helping complete as well as working with Third-Party Plan Examiners to complete plan reviews -position will be advertised this week to try to fill -would like to eventually have both a Full Time and Part Time Plan Examiner -General discussion on Building Department budget</li> </ul>
<p><b>1:21 p.m.</b></p>	<p><b>RECESS</b></p>
<p><b>2:00 p.m.</b></p>	<p><b>Sanitary Engineer Quarterly Update – Brad Niemeyer</b></p> <ul style="list-style-type: none"> <li>• <b>Provided an update on the Shawnee Project</b> -discussion on necessary temporary easement for the project -Brad Niemeyer approached the property owner with a proposed amount of \$15,000.00 for temporary easement—Property owner did agree to the amount</li> <li>• <b>Provided an update on the Bluelick/Slabtown Low Pressure Project</b></li> <li>• <b>Provided an update on staffing</b></li> <li>• <b>General discussion on Allen Water District Assumption Agreement</b> -draft agreement is continuing to be reviewed</li> <li>• <b>Discussion on Microsoft Data Center Project in Perry Township</b> -sewer lines will need to be extended</li> </ul>

	<p>-will be meeting with the City of Lima to further discuss</p> <ul style="list-style-type: none"> <li>• Discussion on Breese/Greely Chapel Roads sewer needs and current Low-Pressure System <ul style="list-style-type: none"> <li>-Low Pressure System Project was originally to be maintained by the County, but somewhere along the way, maintenance was shifted to the City of Lima</li> <li>-Due to property owners sewer needs, Brad Niemeyer, believes that the project should be maintained by the County and will have conversation with the City of Lima on the return of maintenance be returned back to the County</li> </ul> </li> <li>• Discussion on potential development on Bluelick Rd./Cole St./West St. <ul style="list-style-type: none"> <li>-Task Order 5 is on the Agenda this week to be approved for a Feasibility Study to accommodate the potential development</li> </ul> </li> <li>• Discussion on 10 Year Capital Needs Report <ul style="list-style-type: none"> <li>-possible rate increases in the future due to rises in cost of operations, building materials and supply costs</li> <li>-Brad Niemeyer will work with Brittany Woods to schedule a separate meeting to further discuss</li> </ul> </li> <li>• Discussion on Macy's Building potentially being demolished for a new retailer box store</li> <li>• Raising Canes is currently under construction</li> <li>• Discussion on unopened Car Wash on Elida Road/Eastown Road</li> </ul>
2:48 p.m.	RECESS
3:02 p.m.	<p>Jt. Bd Meeting - Mueller Ditch Assessments -2024-2025</p> <p><b>**Please refer to Van Wert County Minutes**</b></p>
3:06 p.m.	ADJOURN

Submitted by: Brittany Woods  
Brittany N. Woods, Clerk

Approved by: Board of Allen County Commissioners

Cory Noonan  
Cory Noonan

Brian Winegardner

Beth Seibert  
Beth Seibert