

**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**

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 25, 2025</b>
<b>LOCATION</b>	<b>COMMISSIONER'S MEETING ROOM</b>
	<b>PRESENT: Beth Seibert</b> <b>Cory Noonan</b>
<b>TIME:</b>	<b>GENERAL SESSION – RECORDED</b>
<b>9:00 a.m.</b>	<b>AGENDA MEETING</b>
	<b>PLEDGE</b>
	<b>APPROVE AGENDA AS PRESENTED</b>  <b>Resolution #219-25 should name Kerri Alger-Overholt, not Kathy—Resolution is listed correctly</b>  <b><i>Commissioner Noonan moved to approve the amended agenda. Motion seconded by Commissioner Seibert. The roll was called and the amended agenda was approved unanimously.</i></b>
	<b>ITEMS FOR REVIEW AND APPROVAL</b>  <b>1. Consent Agenda:</b>  <b>a. Resolution #214-25.</b> Approve travel expenses. <b>b. Resolution #191-25A.</b> Amend Resolution #191-25, Supplemental appropriation for the CASA GAL Fund 2717.  <b><i>Commissioner Seibert moved to approve the resolutions. Motion seconded by Commissioner Noonan. The roll was called and the resolutions were approved unanimously.</i></b>

	<b>RESOLUTIONS/SIGNATURES:</b>
	<p><b>1. Resolution #215-25.</b> Accept payment from County Risk Sharing Authority for damage to a 2022 Ford Explorer Police Interceptor operated by the Allen County Sheriff's Office. <b><i>Commissioner Noonan moved for approval. Motion seconded by Commissioner Seibert. The roll was called and the resolution was approved unanimously.</i></b></p> <p><b>2. Resolution #216-25.</b> Accept payment from County Risk Sharing Authority for damage to a 2015 Ford Explorer operated by the Allen County Sheriff's Office. <b><i>Commissioner Seibert moved for approval. Motion seconded by Commissioner Noonan. The roll was called and the resolution was approved unanimously.</i></b></p> <p><b>3. Resolution #217-25.</b> Appoint Jack DeWitt to the Allen County Regional Transit Authority Board of Trustees. <b><i>Commissioner Noonan moved for approval. Motion seconded by Commissioner Seibert. The roll was called and the resolution was approved unanimously.</i></b></p> <p><b>4. Resolution #218-25.</b> Accept the resignation of Claire Martin from the Allen County Department of Job and Family Services. <b><i>Commissioner Seibert moved for approval. Motion seconded by Commissioner Noonan. The roll was called and the resolution was approved unanimously.</i></b></p> <p><b>5. Resolution #219-25.</b> Accept the resignation of Kerri Alger-Overholt from the Allen County Department of Job and Family Services. <b><i>Commissioner Noonan moved for approval. Motion seconded by Commissioner Seibert. The roll was called and the resolution was approved unanimously.</i></b></p> <p><b>6. Resolution #220-25.</b> Resolution to hire Emelee Abbott as an Eligibility/Referral Specialist 2 Position at the Allen County Department of Job and Family Services. <b><i>Commissioner Seibert moved for approval. Motion seconded by Commissioner Noonan. The roll was called and the resolution was approved unanimously.</i></b></p>

- 7. Resolution #221-25.** Authorize Jason Patchet, Building and Grounds Superintendent/Capital Projects Manager, to approve and sign Change Orders for the Administration Building Project up to the amount of \$20,000.00. ***Commissioner Noonan moved for approval. Motion seconded by Commissioner Seibert. The roll was called and the resolution was approved unanimously.***
- 8. Resolution #222-25.** Authorize the allocation and encumbrance of unrestricted ARPA funds from the ARPA Fund 2893 and authorize issuance of payment to the Administration Building Capital Fund 4022. ***Commissioner Seibert moved for approval. Motion seconded by Commissioner Noonan. The roll was called and the resolution was approved unanimously.***
- 9. Resolution #223-25.** Renew an agreement with the State of Ohio, Department of Public Safety, for the lease of Office Space located at 419 N. Elizabeth Street, Suite B, Lima, Ohio. ***Commissioner Noonan moved for approval. Motion seconded by Commissioner Seibert. The roll was called and the resolution was approved unanimously.***
- 10. Resolution #224-25.** Renew an agreement with the State of Ohio, Department of Public Safety, for the lease of Office Space located at 419 N. Elizabeth Street, Suite C, Lima, Ohio. ***Commissioner Seibert moved for approval. Motion seconded by Commissioner Noonan. The roll was called and the resolution was approved unanimously.***
- 11. Resolution #225-25.** Approve Shultz Replat of lots #15078, #15079 and #15080 of Hillsdale Allotment in American Township, Allen County, Ohio and approve the plat for recording. ***Commissioner Noonan moved for approval. Motion seconded by Commissioner Seibert. The roll was called and the resolution was approved unanimously.***

	<p><b>DISCUSSION</b></p> <p><b><u>A. Child Support Enforcement Agency</u></b></p> <p><b>1. Resolution #226-25.</b> Authorize the Allen County Child Support Enforcement Agency to renew a IV-D contract with the Allen County Domestic Relations Court. <b><i>Commissioner Seibert moved for approval. Motion seconded by Commissioner Noonan. This contract is for cost reimbursements for Magistrate Services from January 1, 2025 through December 31, 2025 at an amount of \$512,797.34. The roll was called and the resolution was approved unanimously.</i></b></p>
	<b>ANNOUNCEMENTS</b>
<b>9:04 a.m.</b>	<b>RECESS</b>
<b>9:33 a.m.</b>	<p><b>Staff Update/County Projects Discussion—Jason Patchet and Vicki Tarr</b></p> <ul style="list-style-type: none"> <li>• <b>General discussion on proposed renovations to the Cook Tower for Child Support Enforcement Agency (CSEA)</b> <ul style="list-style-type: none"> <li>-review of proposed revisions provided by Vicki Tarr</li> <li>-discussion on drive-thru window operations</li> </ul> </li> <li>• <b>Discussion on costs of cubicles</b> <ul style="list-style-type: none"> <li>-first quote received was \$335,000.00 which includes work stations, desks, tables and chairs</li> <li>-installation is not included and 5-6 cubicles will be removed</li> <li>-installation is estimated between \$20,000.00 and \$30,000.00</li> <li>-county would be responsible for 34% of the cost, and CSEA would pay the remaining 66%</li> <li>-Jason Patchet will discuss with WDC Group and determine the max height for the cubicle height</li> </ul> </li> <li>• <b>General discussion on potential project timeline</b></li> <li>• <b>General discussion on annual rent allowance for CSEA</b> <ul style="list-style-type: none"> <li>-Vicki Tarr will work on getting quotes for similar rental space to compare with the cost of rent at Cook Tower</li> <li>-if comparable, CSEA can be responsible for 66% of rent, with the County paying 34%</li> </ul> </li> </ul> <p><b>At 10:22 a.m., Vicki Tarr left the meeting</b></p>

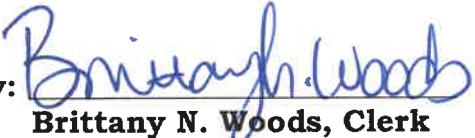
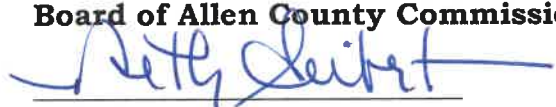


- Jason Patchet provided an update on the electrical issue at the Justice Center
  - issue was determined that it was due to Sidney Electric never bonding the neutral to the ground when new transformer was installed last year
  - Sidney Electric made corrections/repairs and clean power is back up and operational
  - 97 surge protectors, 6 GFCIs and one computer monitor will need to be replaced, and Sidney Electric has agreed to cover the costs of replacements
- Discussion on wind damage to the Civic Center roof
  - CORSAs report has been completed and Jason Patchet will give to Sofia Clifton to submit
- Discussion on wind damage to ODOT property roof
  - Jason Patchet will get documentation completed and provide to Sofia Clifton to be submitted to CORSA
- Provided an update on Jail Drain Project
  - concrete has been poured
- Jail Exit Ramp will be poured this week and then will begin work on repairing the North Wall
- Discussion on retaining wall at CSEA Parking Lot
  - Integrity Contractors has provided a quote for an 8 inch wide concrete wall for an amount of \$16,050.00
  - Commissioners are in agreeance with moving forward and Kelli Singhaus will obtain a Purchase Order
- Received invoice for MTI Construction Testing for the Administration Building -\$2,629.94
  - Kelli Singhaus will remit payment
- Discussion on Change Order for the Waterproofing Barrier of the Administration Building
  - \$17,250.00, which will come from Contingency Allowances
  - Jason Patchet did approve and Kelli Singhaus will keep a copy for records
- Discussion on glass glazing options for the exterior of the Administration Building
  - Commissioners would like to continue with original choice of tinted windows, no mirrored glass is needed
- Discussion on interior window treatments
  - would like uniform
- First pour of concrete for the Administration Building went well
- Beth Seibert received a call from Douglas Degen, Professor at Ohio Northern University, requesting

	<p>for his class to visit the Administration Building site on April 14<sup>th</sup></p> <p>-Jason Patchet noted that it is not our job site at this time and the request will need to be made to Charles Construction—Jason Patchet will provide a contact for Mr. Degen to connect with and inquire</p>
11:04 a.m.	<b>RECESS</b>
11:11 a.m.	<p><b>Fairgrounds Capital Projects Discussion—Troy Elwer</b></p> <ul style="list-style-type: none"> <li>• <b>Provided an update on the Waterline Project</b> -bid has been awarded and contractor has been prepping equipment and materials -if all goes well, project should be completed by the first week of May</li> <li>• <b>Provided an update on renovations to the Union Bank Show Arena</b> -upgraded lighting -new paint -new bleachers</li> <li>• <b>Restroom Renovation Project will be going out for Bid and the opening is scheduled for April 15<sup>th</sup></b></li> <li>• <b>Concessions Campgrounds electricity will be converted to 50-amp service</b></li> <li>• <b>Discussion on upcoming Surprise event being held May 18-25 for the 175<sup>th</sup> Anniversary</b></li> <li>• <b>Discussion on paving</b> -Troy Elwer has met with Eric Burgei, County Engineer's Office, and Veterans Area will be first paving project of the year and additional priority areas were discussed to be paved -general discussion on priority of paving</li> <li>• <b>Troy Elwer provided an overview of Capital Project needs at the Fairgrounds</b> -New Pavilion Style Poultry Barn—a larger space is needed due to continued increase of poultry numbers each year in addition to the degradation of the current facility –estimated cost is \$170,000.00 -Accessibility Needs—additional ADA compliant bleachers needed for the Rabbit Barn and Mercy Show Arena—estimated cost is \$190,000.00-\$200,000.00</li> </ul>

	<p><b>-Four North Buildings—current buildings have water/drainage issues, roofing issues, gutter problems and potential structural issues if not addressed –would like to make renovations to increase the longevity of those buildings – currently working on getting quotes for said repairs</b></p> <p><b>-New Administration Building to be built in new location to allow occupancy while the Fairgrounds are rented out—would like to see 4-H, OSU Extension and SNAP in the facility as well with the potential of additional Agricultural partners</b></p> <p><b>-Additional Portable Bleachers to be used for livestock facilities and grandstand events – \$90,000.00 for each set –current portable bleachers are rented out and bring in approximately \$10,000.00 per year in revenue</b></p> <ul style="list-style-type: none"> <li><b>• Commissioners will review the Capital Needs and further discuss</b></li> </ul>
<b>11:52 a.m.</b>	<b>RECESS</b>
<b>1:00 p.m.</b>	<p><b>Senior Citizen’s Agency re: Levy</b></p> <p><b>Michael Hensley, Tonya Meyer, Carol Russel and Alice Curth</b></p> <ul style="list-style-type: none"> <li><b>• Michael Hensley asks the Commissioners for a Resolution of Support for the renewal levy for Senior Citizens Agencies—Allen County Council on Aging, Inc., Senior Citizens Services, Inc. West Street, Lima; Senior Citizens Association, Inc. of Bluffton and Delphos Senior Citizens, Inc.</b></li> <li><b>• Michael Hensel provided an overview of services provided through the Senior Citizen’s Agencies</b></li> <li><b>• General discussion on the process of providing support and approval by the Commissioners for the renewal to be placed on the November ballot</b></li> <li><b>• General discussion on the partnerships between all of the Senior Citizen Agencies</b></li> <li><b>• Discussion on the importance of the funding received from the levy for the agencies to function</b></li> <li><b>• Michael Hensley shared his thanks to Kelli Singhaus for all of her help administering the Healthy Aging Grant</b></li> <li><b>• Commissioners will plan to have Brittany Woods prepare the Resolution of Necessity for the requested renewal to place on an agenda for approval</b></li> </ul>

<b>1:29 a.m.</b>	<b>RECESS</b>
<b>1:37 p.m.</b>	<p><b>Month End Budget Update – Kelli Singhaus</b></p> <ul style="list-style-type: none"> <li>• <b>Discussion on Juvenile Court’s request for movement of funds for salary lines of four (4) positions for the individuals to be paid from one line rather than multiple lines</b>  -<b>Kelli Singhaus has had discussion with Lyuda Frueh and Berlin Carroll, Juvenile Court, in regards to the request to understand the reasoning for the movement of funds</b>  -<b>Commissioners are in agreeance with moving forward with the transfer of funds</b></li> <li>• <b>Review of Fund 3999</b></li> <li>• <b>Review of Reserve Fund</b></li> <li>• <b>Review of Paid Leave Fund</b></li> <li>• <b>Review of RLF Fund</b>  -<b>Best One Tire is current on their loan</b></li> <li>• <b>Review of Rent/Lease Revenues</b>  -<b>discussion on notification to the tenants of the Savings and Loan Building of the potential future of the building</b>  -<b>Commissioners believe no notification needs to be made prior to a contract is entered into with Cook Tower for the relocation of Child Support Enforcement Agency</b>  -<b>Lima Community Foundation will be moving out this month</b></li> <li>• <b>Review of Dispatch Billing</b>  -<b>Bath Township is the only outstanding bill at this time</b></li> <li>• <b>Review of Conveyance Fee Fund 2093</b></li> <li>• <b>Review of Contingency Fund</b>  -<b>2024 Invoice was received late, therefore had to be paid in 2025—they have been notified that invoice must be submitted earlier this year</b></li> <li>• <b>Review of Ditch Project Funds</b>  -<b>Kelli Singhaus will work on recouping available funds when time permits</b></li> <li>• <b>Review of Cash Balance at the end of January and February</b></li> <li>• <b>Review of any lines over budget</b></li> <li>• <b>Review of Capital Projects and Funding</b></li> <li>• <b>Review of Casino Revenue</b></li> <li>• <b>Review of Sales Tax Revenue</b></li> <li>• <b>Review of Capital Expenditures</b></li> <li>• <b>Review of Administration Building Fund</b></li> <li>• <b>Review of CSEA Building Fund</b></li> <li>• <b>Review of Veterans Garage Fund</b></li> </ul>



	<ul style="list-style-type: none"> <li>• <b>Review of ARPA Fund</b></li> <li>• <b>Review of Safety Service Funds</b></li> <li>• <b>Discussion on purchase of two (2) cruisers for the Sheriff's Office</b></li> </ul> <p><b>-Commissioners signed off on Kelli Singhaus moving forward with obtaining a Purchase Order and having placed on the agenda for approval</b></p>
<b>2:44 p.m.</b>	<b>ADJOURN</b>
	<p><b>Submitted by:</b>   <b>Brittany N. Woods, Clerk</b></p> <p><b>Approved by: Board of Allen County Commissioners</b></p> <p>  <b>Beth Seibert</b></p> <p>  <b>Cory Noonan</b></p> <p>  <b>Brian Winegardner</b></p>