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 24, 2025
LOCATION	COMMISSIONER'S MEETING ROOM
	PRESENT: Beth Seibert **Brian Winegardner**
TIME:	**GENERAL SESSION – RECORDED**
8:34 a.m.	**Meet/Greet – David Hefner, Vita Hefner, Julie Mets, and Therapy Dogs Natalie and Junior – Pet Partners and Therapy Dog** • **Commissioner Winegardner presented a proclamation declaring April 30th National Therapy Animal Day** • **General discussion on how the therapy animals are utilized**
8:41 a.m.	**RECESS**
9:00 a.m.	**AGENDA MEETING**
	PLEDGE—Brian Winegardner
	APPROVE AGENDA AS PRESENTED ***Commissioner Winegardner moved to approve the agenda. Motion seconded by Commissioner Seibert. The roll was called and the agenda was approved unanimously.***

ITEMS FOR REVIEW AND APPROVAL

1. **Consent Agenda:**

   a. **Resolution #318-25.** Approve travel expenses.
   b. **Resolution #319-25.** Authorize a warrant of transfer from the Sanitary Engineering Department Surplus Fund 5035 to the Capital Debt Fund 5308.
   c. **Resolution #320-25.** Supplemental appropriation to the Unclaimed Money Fund 1700.
   d. **Resolution #321-25.** Supplemental appropriation to the WORTH Center Fund 8880.

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

RESOLUTIONS/SIGNATURES:

1. **Resolution #322-25.** Authorize the re-appointment of Dave Buettner to the Allen County Regional Airport Authority Board. ***Commissioner Seibert moved for approval. Motion seconded by Commissioner Winegardner. The roll was called and the resolution was approved unanimously.***

2. **Resolution #323-25.** Declare county property located at the Allen County Building and Grounds Department obsolete and unsuitable for county use and authorize the discard of same pursuant to 3071.2(I) ORC. ***Commissioner Winegardner moved for approval. Motion seconded by Commissioner Seibert. The roll was called and the resolution was approved unanimously.***

3. **Resolution #324-25.** Authorize the purchase of supplies from Graybar for the Electric Migration Project at the Allen County Courthouse. ***Commissioner Seibert moved for approval. Motion seconded by Commissioner Winegardner. The roll was called and the resolution was approved unanimously.***

4. **Resolution #325-25.** Enter into a Memorandum of Understanding with the Allen County Engineer and the Lima-Allen County Regional Planning Commission. ***Commissioner Winegardner moved for approval. Motion seconded by Commissioner Seibert. The roll was called and the resolution was approved unanimously.***

5. **Resolution #326-25.** Enter into a Memorandum of Understanding with the Lima-Allen County Regional Planning Commission for Planning & Program Services. ***Commissioner Seibert moved for approval. Motion seconded by Commissioner Winegardner. The roll was called and the resolution was approved unanimously.***

DISCUSSION

A. Notice to Legislative Authority – Ohio Division of Liquor Control – New 2959332 Permit – Fuji Hibatchi Sushi & Lava Bar – Request a Hearing or Do Not Request a Hearing

Commissioner Winegardner moved to Not Request a Hearing. Motion seconded by Commissioner Seibert. The roll was called and the resolution was approved unanimously.

B. <u>Juvenile Court</u>

1. **Resolution #327-25.** Authorize submission of a grant proposal to the Ohio Department of Youth Services for a SFY 2026 and 2027 Behavioral Health and Juvenile Justice Grant. ***Commissioner Seibert moved for approval. Motion seconded by Commissioner Winegardner.*** **Grant will collaborate with Mental Health and Recovery Services Board to cover voids from other grant funding and collaborate with Children Services Board to provide a Juvenile Navigator. Grant total is $310,000.00.** ***The roll was called and the resolution was approved unanimously.***

C. Child Support Enforcement Agency

1. **Resolution #328-25.** Enter into a Subgrant Agreement with the Ohio Department of Job & Family Services for administration and use of federal funds by the Allen County Child Support Enforcement Agency. ***Commissioner Winegardner moved for approval. Motion seconded by Commissioner Seibert.*** **Bi-annual subgrant agreement outlines terms and conditions of funding.** ***The roll was called and the resolution was approved unanimously.***

D. Allen County Engineer

1. **Resolution #329-25.** Authorize participation in the Ohio Department of Transportation's Cooperative Purchasing Program for calendar year 2026 for the Allen County Engineer's Department. ***Commissioner Seibert moved for approval. Motion seconded by Commissioner Winegardner.*** **Annual agreement to purchase vehicles/equipment and road salt for 2025/2026.** ***The roll was called and the resolution was approved unanimously.***

2. **Resolution #330-25.** Authorize participation in the Sourcewell Cooperative Purchasing Program and the Houston-Galveston Area Council for calendar year 2025 for the Allen County Engineer's Department. ***Commissioner Winegardner moved for approval. Motion seconded by Commissioner Seibert.*** **Participation agreement to purchase vehicles/equipment that are not part of the ODOT Cooperative Purchasing Program.** ***The roll was called and the resolution was approved unanimously.***

3. **Resolution #331-25.** Authorize participation in the ODOT Road Salt Contracts awarded in 2025. ***Commissioner Seibert moved for approval. Motion seconded by Commissioner Winegardner. The roll was called and the resolution was approved unanimously.***

	4. **Resolution #332-25.** Approve a Road Use Maintenance Agreement between the Allen County Commissioners, the Allen County Engineer, Richland Township Board of Trustees, Monroe Township Board of Trustees and US Signal to install buried fiber optic lines and authorize the Allen County Engineer to administer said project to protect the County's infrastructure within right-of-way on behalf of the Allen County Commissioners. ***Commissioner Winegardner moved for approval. Motion seconded by Commissioner Seibert. The roll was called and the resolution was approved unanimously.*** 5. **Resolution #333-25.** Authorize the Allen County Engineer to enter into contract with King's Trenching and Excavating, LLC to construct the Schieltz Two-Stage Ditch Project pursuant to ORC 307.55. ***Commissioner Seibert moved for approval. Motion seconded by Commissioner Winegardner.*** **Contract amount not to exceed $69,595.00.** ***The roll was called and the resolution was approved unanimously.*** 6. **Resolution #334-25.** Authorize the Allen County Engineer to enter into contract with R.D. Jones to construct the Carman Two-Stage Ditch Project pursuant to ORC 307.55. ***Commissioner Winegardner moved for approval. Motion seconded by Commissioner Seibert.*** **Contract amount not to exceed $74,917.50.** ***The roll was called and the resolution was approved unanimously.***
	ANNOUNCEMENTS
9:18 a.m.	**RECESS**
9:35 a.m.	**Building and Grounds Weekly Update – Jason Patchet** • **Insurance Adjuster has approved both roof damage claims for the ODOT property and the Civic Center** • **Discussion on obsolete items at the Sign Shop -items are being discarded and there will be a check for the recycled items** • **Continuing to remove items from the Old Jail in preparation for demolition -microfilms have been moved to DSC/Lanes for storage**

-temporary electric has been setup and currently working on scheduling an inspection

- General discussion on furnishings for the new Administration Building and logistics of moving
- Received plan drawings from WDC Group for Civic Center Restroom Renovations and Dog Warden Kennel Project
  -Jason Patchet has reviewed the plans with Abe Ambroza and will have him identify specific colors/materials desired prior to having the project going out to bid for contractors
- Building and Grounds has begun working on Spring maintenance and mowing has begun
- Discussion on resurfacing of parking lots
  -Jason Patchet will work on getting updated quotes
- Discussion on working with the City of Lima to potentially split the costs of asphalting the alley behind the Sheriff's Office
  -Jason Patchet will discuss with Ian Kohli, City of Lima
- Discussion on utility expenses
  -will continue to monitor increased electric
- Discussion on deepening of the sump pump pit for the Administration Building
  -bottom of the pit will be 7 feet
  -the cost of Change Order will be an additional $1,202.00, which will come out of the allowances—Jason Patchet did approve said Change Order
- Review of revised drawing for the front entrance and security area of the Administration Building
  -Commissioners are good with the revisions
- Discussion on issue the electricians for the new Administration Building are having with installation of electric panels due to a steel beam running directly above
  -it is being proposed to bring the wall out 10 foot to allow for space away from the beam for the panels to be installed
  -WDC Group is working on revisions to the plans
- Continuing to work with the elevator supplier/installer for their drawings for the masons to begin creating the elevator shafts
- Discussion on Child Support Enforcement Agency Renovation Project
  -Commissioners discussed concerns on the height of the proposed cubicles in regards to HVAC/utilities

	-Commissioners would like there to be a gap at the top of the cubicles, as it is more cost effective in regards to the HVAC -Engineers are currently determining the correct height of the cubicles and amount of gap under doorways for proper air flow -Commissioners are in the process of entering into a lease for space for Child Support Enforcement Agency, and would like WDC Group to begin working on creating bid documents for the renovations
10:51 a.m.	RECESS
11:05 a.m.	Assistant Prosecutor John Willamowski Jr. – Property Lease/Purchase Discussion • Review of the proposed lease agreement for space for the Child Support Enforcement Agency at the Cook Tower -set up as a ten (10) year lease with four (4) five (5) year automatic renewal periods -discussion on possible increases at renewal periods—that will be up to the property owner to determine -discussion on lease amount during renovations, amount shall cover expense of utilities –actual rent will begin once space is occupied -discussion on safety/security in common areas as well as the space leased for the Child Support Enforcement Agency regarding the allowance of creating restricted areas within the building -review of proposed maintenance responsibilities of lessee and lessor • General discussion on insurance for the lease of space -Sofia Clifton will begin exploring and discuss with Webb Insurance to determine what will be needed for sufficient coverage • Review of revisions to the proposed lease -John Willamowski Jr. will work on revisions and the proposed lease will be provided to Tony Collins, Cook Tower owner, for his review At 11:52 a.m. Commissioner Winegardner made a motion to enter into executive session to discuss potential purchase of property for county use pursuant to ORC 121.22(G)(2). Motion seconded by Commissioner Seibert. John Willamowski Jr. will remain present. The roll was called and approved unanimously.

	Back in general session at 12:08 p.m. • **Commissioners have directed John Willamowski Jr. to move forward with presenting the property owners with offers for the purchase of the Vandemark and Goodman properties**
12:09 p.m.	**RECESS**
1:11 p.m.	**Cindy Leis and Tim Fitzpatrick– Allen Economic Development Group Bi-Annual Update** • **Cindy Leis provided an introduction of Dr. Tim Fitzpatrick as a new member to the Allen Economic Development Group for Business Development** • **Discussion on "growing pains" within infrastructure and the need for road improvements and upgrades to utilities** • **Cindy Leis provided a copy of the Q1 Report** • **Discussion on the importance of Business Retention and Expansion meetings** **-goal to meet with 100 companies each year** **-Allen Economic Development Group met with 31 businesses in Q1** **-27 of those businesses have Tax Abatements/Enterprise Zone Agreements and are reviewed by the Tax Incentive Review Committee (TIRC)** • **General discussion on how the TIRC is currently being conducted and how it can be improved** • **Subscription with CRM GrowthZone has been cancelled and Allen Economic Development Group has purchased a new CRM system called HubSpot** • **Review of Q2 planned business visits** • **Discussion on attracting new businesses** **-goal is to attract ten (10) a year** **-review of potential new business projects** • **General discussion on possible redevelopment at the Lima Mall** • **Discussion on goal to identify 20 economic development projects** • **Review of infrastructure improvement projects and potential challenges/improvements in the community that need addressed** • **Brion Rhodes has applied for a Transportation Improvement District Grant for a study to be completed for needed improvements** • **Discussion on Delphos Industrial Park projects**

	-Port Authority has applied for a Jobs and Commerce grant to connect roadways to eliminate one of the dead-end roads in the Delphos Industrial Park • Discussion on property of the previous County Home that is currently owned by the Port Authority -working with a developer on plans for housing -Port Authority is working with Bricker Graydon on the logistics of obtaining a TIF for infrastructure improvements
1:57 p.m.	RECESS
2:00 p.m.	Bid Opening – Dutch Hollow Ditch Project County Engineer Estimate $185,320.00 Sand Ridge Excavating $154,395.49 Fenson Contracting $166,633.00 Dirt Slingers $175,000.00 Joe & Joe Contracting $154,186.00 NOW Property Services LLC $166,977.65 Kings Trenching & Excavating $160,307.72 Slusser Contracting $134,978.10
2:05 p.m.	ADJOURN
	Submitted by: Brittany N. Woods, Clerk Approved by: Board of Allen County Commissioners Beth Seibert Cory Noonan Brian Winegardner