MINUTES
BOARD OF ALLEN COUNTY COMMISSIONERS

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Clerk-Brittany Woods-**bwoods@allencountyohio.com**
Board of Allen County Commissioners will be in session
Tuesday and Thursday and adjourn upon completion of business

DESCRIPTION	GENERAL SESSION
DATE	August 14, 2025
LOCATION	COMMISSIONER'S MEETING ROOM
	PRESENT: Beth Seibert **Cory Noonan** **Brian Winegardner**
TIME:	**GENERAL SESSION – RECORDED**
9:01 a.m.	**AGENDA MEETING**
	PLEDGE—Brian Winegardner
	APPROVE AGENDA AS PRESENTED ***Commissioner Winegardner moved to approve the agenda. Motion seconded by Commissioner Noonan. The roll was called and the agenda was approved unanimously.***
	ITEMS FOR REVIEW AND APPROVAL 1. **Consent Agenda:** a. **Resolution #609-25.** Approve travel expenses. b. **Resolution #610-25.** Authorize a warrant of transfer from the Sanitary Engineering Department Operations Fund 5034 to the Surplus Fund 5035. c. **Resolution #611-25.** Supplemental appropriation for the Drive Safe Fund 2878. d. **Resolution #612-25.** Establish the Project Bosc Fund. e. **Resolution #613-25.** Establish Fund 4354 Ditch #1354 Crider/Neely Drainage Improvement.

f. **Resolution #614-25.** Accept the resignation of Samantha Kehres from the Allen County Department of Job and Family Services.
g. **Resolution #615-25.** Accept the resignation of Rebecca Saine from the Allen County Department of Job and Family Services.
h. **Resolution #616-25.** Accept the resignation of Kendra Baker from the Allen County Department of Job and Family Services.
i. **Resolution #617-25.** Declare various personal property at the Allen County Board of Developmental Disabilities unsuitable for county use and authorize sale of the same by internet auction.

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

RESOLUTIONS/SIGNATURES:

1. **Request from Ohio Division of Liquor Control- Food Done Wright LLC Lima Ohio/Hot Head Burritos–D3, D1 and D2 Permit**

   Request a Hearing/do not request a Hearing.

Commissioner Seibert moved to not request a hearing. Motion seconded by Commissioner Winegardner. The roll was called and approved unanimously.

2. **Resolution #618-25.** Resolution Authorizing the Board of County Commissioners of Allen County to elect to participate in the Office of the Ohio Public Defender's Northwest Regional Hub Pilot Program, thereby transferring administration of Allen County's indigent defense services to the Office of the Ohio Public Defender for the period of the pilot program and execute a Memorandum of Understanding with the Office of the Ohio Public Defender to outline the responsibilities and mutual understanding of the parties. ***Commissioner Winegardner moved to approve the resolution. Motion seconded by Commissioner Noonan. The roll was called and the resolution was approved unanimously.***

	DISCUSSION **A. <u>County Engineer</u>** 1. **Resolution #619-25.** Resolution to establish a speed limit reduction for a portion of County Road 88 (Lincoln Highway). ***Commissioner Noonan moved to approve the resolution. Motion seconded by Commissioner Seibert.* City of Delphos had initiated a speed limit test due to an increase of traffic once the Loves Service Station opened. Regional Planning Commission performed the speed limit test and ODOT agrees with the test results. *The roll was called and the resolution was approved unanimously.*** 2. **Resolution #620-25.** Resolution to establish a speed limit reduction for a portion of County Road 142 (Breese Road). ***Commissioner Seibertmoved to approve the resolution. Motion seconded by Commissioner Winegardner.* County Engineer had initiated a speed limit test due to an increase of traffic due to a new service station being built. Regional Planning Commission performed the speed limit test and ODOT agrees with the test results. *The roll was called and the resolution was approved unanimously.*** **ANNOUNCEMENTS**
9:21 a.m.	**RECESS**
9:47 a.m.	**Building and Grounds Weekly Update/County Projects – Jason Patchet** • **Discussion on electrical issues at the Justice Center** **-AEP and Sydney Electric were called to disconnect power and investigate issue** **-there was a dead short in the wiring to the sprinkler pump** **-new wiring and fuses have been installed with the assistance of Sydney Electric and the problem has been resolved** • **Provided an update on Justice Center Boiler Project** **-old boilers are being removed in preparation of new boilers being installed** **-project should be completed within the next two (2) weeks**

	• **Asphalt sealing and striping has been completed at the Civic Center—Chamber of Commerce Lot is the last lot to complete, which will be completed later this fall** • **Materials are scheduled to be delivered on the 20th for the Civic Center Roofing Project** **-work has not been scheduled yet, but will be once weather is evaluated post materials being delivered** • **Provided an update on the Civic Center Boiler Project** **-project should be completed by the end of next week** • **Working with Integrity Contractors to get a quote for curb cuts at the Public Defender Office parking lot** **-Jason Patchet also will be communicating with the City of Lima to determine what options are available for reformatting said parking lot** • **Discussion on Vandemark Property** **-Commissioners will work with the realtor on getting keys for the property** **-discussion on if the parking lot will be accessible for open parking or if it needs to be barricaded off** **- discussion on utilizing the parking area at the Vandemark Building for Courthouse Parking lot relocation during Old Jail Demolition Project** **-Commissioners would like to have the lot barricaded off at this time until the parking spots are needed** • **General discussion on transitioning janitorial services from Building and Grounds staff to Civic Center covering their own janitorial services** **-Jason Patchet will plan to attend the 2:30 pm meeting with Abe Ambroza to further discuss** • **Discussion on traffic flow of the alleyway behind the new Administration Building** **-alley traffic currently is designed to move South to North** **-Commissioners would like that direction remain** • **Review of potential color options for terrazzo and LVT flooring for the Administration Building** • **Discussion on Memorial Hall** **-general discussion on potentially moving the ownership of Memorial Hall to the Port of Authority**
10:56 a.m.	**RECESS**

11:04 a.m.	**Discussion re: Procedures for property annexation in Ohio—Assistant Prosecutor John Willamowski Jr.** • **Meeting has been requested with John Willamowski Jr. to review the Ohio Revised Code in regards to the process of annexations, in particular, regular annexation process** • **John Willamowski Jr. provided an overview of the annexation process and requirements per the Ohio Revised Code prior to the hearing** • **John Willamowski Jr. provided an overview of the necessary parties of the annexation hearing** **-participation is not mandatory, but must be allowed to participate, if parties wish to** • **Discussion on the Commissioners option to issue subpoenas for the annexation hearing** **-John Willamowski Jr. offered examples of individuals that may be subject to a subpoena** • **All individuals that speak at the hearing will be sworn in and are subject to being cross examined by all necessary parties** **-anyone presenting evidence do not have to be sworn in, however their statements would not qualify as evidence** • **A court reporter may be requested by an individual seven (7) days prior to the hearing, if they also provide the funding for said reporter** • **Sworn affidavits may be received up to fifteen (15) days prior to the hearing, but must be filed with the Clerk, Agent for the Petitioner, Municipality and Township** • **Once hearing is complete and all evidence has been heard the Board of Commissioners must determine if all requirements of ORC 709 have been met** **-within thirty (30) days a decision must be made by resolution and the finding must be certified to all necessary parties** • **Appeals may be filed within thirty (30) days after the finding is approved by the Commissioners** **-Notice of Appeal would be filed with the Board of Commissioners and then handled by Common Pleas Court** • **Review of the appeal process through the courts** • **General review of ORC 709.033 A, 1 through 6** • **General review of the subpoena process** • **General discussion on hearing structure and speaking time allotment for individuals**

	-John Willamowski Jr. will research to determine if the Commissioners Public Hearing Policy is able to be implemented • Discussion on legal representation -John Willamowski Jr. stated that per the Ohio Revised Code and Ohio Attorney General, that he would represent the Commissioners, not the Township in annexation situations
11:44 a.m.	RECESS
1:00 p.m.	Convention and Visitors Bureau Update – Betsy Billingsley • Provided an overview of mid-year report • Discussion on new branding -branding has been revised and has been implemented • Review of marketing and advertising -Digital advertising is going well • Provided an overview of new marketing materials • Provided an overview of Elevate Expo Lunch and Learn -63 attendees -31 organizations -6 vendors • Recognized by Tourism Ohio as Top 5 Charming Towns to visit this summer • Discussion on America 250 event planning • Review of Hearsemania event -31 states represented, as well as Canada -estimated economic impact of $2.9 million • Review of grant program -11 Destination Development grants for a total of $122,948.00 awarded to local non-profit organizations -1 Inaugural Grant was awarded to Hearsemania for an amount of $3,000.00 • Review of mid-year highlights -$75.7 million estimated tourism economic impact • Review of Financial Report
1:35 p.m.	RECESS
1:45 p.m.	Joint Board Phone Conference re: Swartz Ditch Maintenance Assessments **Please see Auglaize County Commissioners Minutes**

1:52 p.m.	**RECESS**
2:32 p.m.	**Civic Center Janitorial Services Discussion—Abe Ambroza, Scott Neff and Lauren Frazier** • **General discussion no janitorial services at the Civic Center** **-recent retirement of a Building and Grounds janitorial staff member leaves a vacancy of a janitorial person at the Civic Center** **-discussion on having the janitorial person be a Civic Center employee rather than a Building and Grounds employee** • **General discussion on funding of a janitorial person at the Civic Center** **-Abe Ambroza stated that the Civic Center is looking at having a part-time janitorial person rather than full time** **-discussion on the Commissioners transferring the salary funds that were used for the Building and Grounds janitorial person that covered the Civic Center in an amount of $20,000.00 to be used by the Civic Center for hiring their own employee for janitorial services** **-amount for 2025 would be prorated for the remainder of the year**
2:56 p.m.	**ADJOURN**
	Submitted by: Brittany N. Woods **Brittany N. Woods, Clerk** **Approved by:** **Board of Allen County Commissioners** Beth Seibert **Beth Seibert** Cory Noonan **Cory Noonan** Brian Winegardner **Brian Winegardner**