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	September 4, 2025
LOCATION	COMMISSIONER'S MEETING ROOM
	PRESENT: Beth Seibert **Cory Noonan** **Brian Winegardner**
TIME:	**GENERAL SESSION – RECORDED**
9:00 a.m.	**AGENDA MEETING**
	PLEDGE—Brian Winegardner
	APPROVE AGENDA AS PRESENTED • **Remove Resolution #661-25 as the Commissioners will be amending the 2026 participation agreement to be perpetual therefore Resolution #661-25 is not needed** ***Commissioner Winegardner moved to approve the agenda. Motion seconded by Commissioner Noonan. The roll was called and the amended agenda was approved unanimously.***
	ITEMS FOR REVIEW AND APPROVAL 1. **Consent Agenda:** a. **Resolution #653-25.** Approve travel expenses. b. **Resolution #654-25.** Intradepartmental transfers. c. **Resolution #655-25.** Authorize a return of an advance from the Allentown Fund 3888 to the Sanitary Engineer's Surplus Fund 5035. d. **Resolution #656-25.** Supplemental appropriation for the OSU Ag Run Fund 8839.

	e. **Resolution #657-25.** Authorize "then and now" purchases. f. **Resolution #658-25.** Approve the promotion of Caleb Moneer from Administrative Assistant to Assistant Business Administrator at the Allen County Department of Job and Family Services. g. **Resolution #659-25.** Accept the resignation of Juliana Carmean from the Allen County Child Support Enforcement Agency. h. **Resolution #660-25.** Accept the resignation of Shelbie Baldwin from the Allen County Child Support Enforcement Agency. i. **Resolution #616-25A.** Amend Resolution #616-25, accept the resignation of Kendra Baker from the Allen County Department of Job and Family Services. ***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-Wawa Midwest LLC-Wawa 7219–C1 and C2 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.***
	DISCUSSION
	ANNOUNCEMENTS **Proclamation for Kinship Care Month was presented**
9:06 a.m.	**RECESS**
9:32 a.m.	**Building and Grounds Weekly Update/County Projects – Jason Patchet** • **Provided an update on the Civic Center Boiler Replacement Project** **-during pressure testing, they realized the pressure regulator needed to be changed out to accommodate the needed pressure** **-project should be complete at the end of next week**

- **Provided an update on the Jail Boiler Replacement Project**
  -pressure testing is being completed today
  -project should be completed by the end of next week
- **Review and discussion on sketch of parking for courthouse employees at the Vandemark parking lot in preparation for the Old Jail Demolition Project**
  -Jason Patchet will place signs stating "Reserved for Permitted Parking Only Signs"
- **Discussion on Public Defender Building parking reconfiguration for the Clerk of Courts relocation**
  -review of proposed options provided by the City of Lima
  -discussion on possible need to request for a variance from the City of Lima to ensure enough parking is available for staffing
- **Discussion on Air Handler at the Museum**
  -received a quote for a replacement—$15,471.86
  -planning a meeting with All Temp Refrigeration to review Garman-Millers plans for HVAC renovation
  -Jason Patchet believes we are good to get through the next season with current working unit
- **Veterans Memorial Civic and Convention Center Restroom Renovation Project Bid Specs are ready to go out for bid**
  -documents have been sent to the Assistant Prosecutor for his review and plan to have on the agenda next week to go out for bid
- **Jason Patchet received allowance form for the removal of the store front windows for the Tax Map Office in the Administration Building in the amount of $3,062.40**
  -after this allowance, there will be a remaining allowance balance of $30,971.44
  -Commissioner Winegardner signed off on the allowance form
- **Discussion on revisions to the back entrance/exit doors of the Administration Building to meet compliance**
  -allowance form for the revisions is in the amount of $6,165.40
  - after this allowance, there will be a remaining allowance balance of $24,806.04
  -Commissioner Winegardner signed off on the allowance form

	• **Discussion on elevator shaft revisions due to the need to remove CMU block and install square tubing** **-additional cost for revisions is $10,198.00** **-formal request for revisions will come before the Commissioners once WDC Group reviews** • **Discussion on correction for the third-floor perimeter concrete** **-rebar reinforcement issue is being corrected by Charles Construction at their cost due to the contractors missing it within the specs** **- issue with the corners of the concrete of the third-floor will be corrected, but at the cost of the county due to a detail being missed within the specs by the design team** **-costs for correction will be provided to the Commissioners once received** • **Discussion on through-wall flashing concerns** **-there is no through-wall flashing at the base first floor of the building where the building meets the sidewalk in the building specs** **-Jason Patchet and Charles Construction believe flashing is needed to prevent moisture issues** **-RFI (Request for Information) has been sent to WDC Group for review and consideration—Chris Widener has stated it should be considered "Best Practice" for the Masonry's to provide** **-WDC Group and Lang Masonry are reviewing** **Beth Seibert left the meeting at 11:16 a.m.** • **Discussion on possibility of not installing headers on the x-brace walls due to spacing with windows** **-will be reviewing with WDC Group** **-will also be looking into lowering the second and third floor windows by three inches due to placement of steel bracing** • **Basement floor has been poured** • **Safety cables have been installed and Commissioners are welcome to a site-tour**
11:31 a.m.	**RECESS**
1:03 p.m.	**Building department Quarterly Update—Doug Ditto and Kasey Corbet** • **Kasey Corbet provided an overview on August Allen County Building Department Fee Report**

	-current plan review period is ten (10) days per the last thirty (30) days, average review period for the year is twenty (20) days • Doug Ditto discussed a couple of projects that the owners have had complaints on plan response times -review of timeline and process of procedures for North West Street and North Cable Road Superior Credit Union Projects • Discussion on contracted Plan Reviewers -SafeBuilt was recently contracted with for services—contracted to have plans reviewed within twenty (20) -once received, Allen County Building Department spends a minimum of two (2) days reviewing prior to approving or providing a correction letter • General discussion on staffing -will be advertising for an Internal Plan Reviewer and an Internal Electrical Inspector, as both of those positions are being covered by contracted services currently • Review of timeline and process of procedures for Whiteford Kenworth Project
2:05 p.m.	RECESS
2:10 p.m.	Grant Discussion—Kelli Singhaus, Tammie Colon and Berlin Carroll • General discussion on need for the CMHI Grant that is ran through the General Fund -grant is needed to essentially purchase services -grant is ran through the General Fund, as the funding is upfronted and then reimbursed • Tammie Colon and Berlin Carroll provided an overview on how the grant is processed through the General Fund • General overview on the plan for the Access Center to be a Drop-In Facility for children, rather than all being taken to Juvenile Detention Center to be detained • Discussion on the need for services and grant funds to provide funding for staffing to provide such services -general discussion on concerns of hiring individuals with grant funds and what if the funding would go away

	• **Kelli Singhaus will have discussion with the Auditor's Office to see if services can be paid for through levy funds and then be invoiced for reconciliation through grant funds can be done**
3:00 p.m.	**RECESS**
3:09 p.m.	**Health Insurance Discussion—Sofia Clifton** • **Discussion on Health Insurance rate increase for 2026** **-rate increase will be 9.5% if no changes to plans are made** • **Review of 2026 rates if the Commissioners choose to continue with the current plans and deductibles** • **Melissa Bodey will be providing plan options for the Commissioners to review** **-will plan to further discuss Monday**
3:24 p.m.	**ADJOURN**
	Submitted by: Brittany N. Woods **Brittany N. Woods, Clerk** **Approved by: Board of Allen County Commissioners** **Beth Seibert** **Cory Noonan** **Brian Winegardner**