

**MINUTES
BOARD OF ALLEN COUNTY
COMMISSIONERS**

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Lima, Ohio 45801

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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	February 3, 2026
LOCATION	COMMISSIONER'S MEETING ROOM
	PRESENT: Beth Seibert Cory Noonan
TIME:	GENERAL SESSION – RECORDED
7:55 a.m.	<p>Clerk of Courts Relocation Discussion-Clerk of Courts and Allen County Judges</p> <p>Present: Jen McBride, Jeffrey Reed, Terri Kohlrieser, Todd Kohlrieser, and Matt Staley</p> <ul style="list-style-type: none"> • Judge Staley discussed his concerns on a permanent relocation of the Clerk of Courts Office -relocation is potentially temporary until the Courthouse Renovation plans determine if the Clerk of Courts will return to the Courthouse or not • General discussion on timing of relocation • General discussion on e-filing and hard copy documents -Judges explained the importance of having hard copy documents for efficiency -general discussion on how technology can be revamped to create efficiencies with e-filing • General discussion on next steps to renovating the Courthouse
8:35 a.m.	RECESS
9:00 a.m.	AGENDA MEETING
	PLEDGE—Cory Noonan

APPROVE AGENDA AS PRESENTED

Add Resolution #68-26, Supplemental appropriation for the Community Development Fund 2414.

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

ITEMS FOR REVIEW AND APPROVAL

- 1. Approve the minutes of January 20, 2026 general session.**

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

2. Consent Agenda:

- a. Resolution #47-26.** Approve travel expenses.
- b. Resolution #48-26.** Authorize a warrant of transfer from the Sanitary Engineering Department Surplus Fund 5035 to the Replacement & Improvement Capital Fund 5435.
- c. Resolution #49-26.** Supplemental appropriation for the Veterans' Garage Fund 4024.
- d. Resolution #50-26.** Supplemental appropriation for the Shawnee Oaks Reroute Fund 4565.
- e. Resolution #51-26.** Supplemental appropriation for the CSEA Building Fund 4023.
- f. Resolution #52-26.** Supplemental appropriation for the Capital Fund 4017.
- g. Resolution #53-26.** Supplemental appropriation for the Community Development Fund 2414.
- h. Resolution #54-26.** Supplemental appropriation for the General Fund 1001.
- i. Resolution #55-26.** Supplemental appropriation for the Community Development Fund 2414.
- j. Resolution #68-26,** Supplemental appropriation for the Community Development Fund 2414.
- k. Resolution #56-26.** Authorize membership and payment of membership dues to the Lima Young Professionals.

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. Resolution #57-26.** Approve a Late Fee/Penalty Waiver Request Form and authorize payment of Late Fee/Penalty. ***Commissioner Seibert moved for approval. Motion seconded by Commissioner Noonan. The roll was called and the resolution was approved unanimously.***

- 2. Resolution #58-26.** 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-Koester Electric, Inc. Pay App 4. ***Commissioner Noonan moved for approval. Motion seconded by Commissioner Seibert. The roll was called and the resolution was approved unanimously.***

- 3. Resolution #66-26.** Authorize an agreement between the Allen County Board of Commissioners and Charles Construction Services. ***Commissioner Seibert moved for approval. Motion seconded by Commissioner Noonan. The roll was called and the resolution was approved unanimously.***

- 4. Resolution #67-25.** 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-Charles Construction-Pay App 12. ***Commissioner Noonan moved for approval. Motion seconded by Commissioner Seibert. The roll was called and the resolution was approved unanimously.***

- 5. Resolution #59-26.** Approve Change Order #1 and Certificate of Substantial Completion for the FY 24 CDBG Allocation Grant Project-Village of Lafayette Washington & Jefferson Street Improvements. ***Commissioner Seibert moved for approval. Motion seconded by Commissioner Noonan. The roll was called and the resolution was approved unanimously.***

6. Resolution #652-25B. Amend Resolution #652-25, Enter into a Subgrant Agreement with the Ohio Department of Children and Youth on behalf of the Allen County Family and Children First Council. **Commissioner Noonan moved for approval. Motion seconded by Commissioner Seibert. The roll was called and the resolution was approved unanimously.**

7. Resolution #60-26. Resolution authorizing the Allen County Treasurer to solicit proposals for Financial Transaction Device Institutions in accordance with Ohio Revised Code 301.28 and in accordance with Resolution #869-22 for Real Estate Transfer, Conveyance and Recording Costs. **Commissioner Seibert moved for approval. Motion seconded by Commissioner Noonan. The roll was called and the resolution was approved unanimously.**

DISCUSSION

A. County Engineer

1. Resolution #61-26. Authorize issuance of payment to the Village of Bluffton from the Motor Vehicle Permissive Tax Fund. **Commissioner Noonan moved for approval. Motion seconded by Commissioner Seibert. Project was approved by Resolution #390-25 in the amount of \$17,225.00. The County Engineer has reviewed documents and believes all items are in order to process payment. The roll was called and the resolution was approved unanimously.**

2. Resolution #62-26. Authorize the Allen County Engineer to enter into contract with Gasoline Equipment Petroleum Contractors to refurbish the underground fuel system at the Allen County Engineer's Garage. **Commissioner Seibert moved for approval. Motion seconded by Commissioner Noonan. Project will include replacement of dispenser, fuel lines, islands and all other materials except for the storage tanks them self at a cost of \$25,948.00. The roll was called and the resolution was approved unanimously.**

B. WORTH Center

- 1. Resolution #63-26.** Authorize submission of a Grant Application to the Ohio Attorney general for the Opioid Remediation Grant. ***Commissioner Noonan moved for approval. Motion seconded by Commissioner Seibert. The roll was called and the resolution was approved unanimously.***

C. Department of Job and Family Services

- 1. Resolution #64-26.** Approve a Subrecipient Agreement with the Allen County Department of Job and Family Services and the Allen County Children Services Board. ***Commissioner Noonan moved for approval. Motion seconded by Commissioner Seibert. The roll was called and the resolution was approved unanimously.***
- 2. Resolution #65-26.** Approve a Memorandum of Understanding to address child abuse and neglect between the Allen County Children Services and Specific Community Partners in Allen County, Ohio. ***Commissioner Seibert moved for approval. Motion seconded by Commissioner Noonan. The roll was called and the resolution was approved unanimously.***

ANNOUNCEMENTS

9:11 a.m.

RECESS

9:35 a.m.

Staff Update/County Projects Discussion

John Willamowski Jr—

- Discussion on Opioid Agreement**
-draft has been sent to Beth Seibert for review
- Community Development Block Grant**
Memorandum of Understanding has been drafted and sent to the Commissioners and staff for review
- Discussion on Cory Meredith Law Firm Lease**
-tenants will be leaving the office space, but would like to retain records in the space for a period of time
-general discussion on where items will be stored
-John Willamowski Jr. will work on drafting the lease termination as well as providing a nominal fee for records storage while space is occupied

- **Provided an update on DRC Easement**
-working on scheduling a time to discuss with Jacob Bailey, Department of Administrative Services
- **Continuing to work on determining responsibilities of Stormwater Administration and will be meeting with the Drainage Engineer to discuss**
- **Discussion on Street B Road Vacation request**
-Brittany Woods will let the requester know we can move forward with Road Vacation
- **Discussion on Agreement for Opioid funds to be used for Chili for Charity Event**
-final revisions will be made and will be placed on the agenda Thursday for approval
- **Discussion on City Club agreement with the Civic Center**
-John Willamowski Jr. will continue working on
- **Provided an update on Personnel Policy edits**
-discussion on BWC language revisions as well as employee driving revisions
-discussion on credit card policy edits
- **Provided an update on Soil and Water Drone Use Agreement**

Sofia Clifton—

- **Discussion on CLCCA Dues**
-Sofia Clifton would like to move forward with membership
-Dues and membership will be on the agenda for approval
- **Received a \$5,000.00 rebate from Safety Council**
- **Received reimbursement for the purchase of body cameras from CORSA in the amount of \$7,500.00**
- **Provided an update on BWC Claim that will be going in front of Judge Kohlrieser**
-Sofia Clifton and Attorneys will be meeting with Tyler Black, JAMPD and Brandon Fischer, Health Department, to discuss the case
- **Received a vehicle accident claim from Board of DD due to a vehicle accident**
-the claim was below the deductible therefore was not sent to CORSA, and department has had the vehicle repaired
- **Provided a copy of the CORSA Renewal for the Commissioners to review**
-Commissioners reviewed the renewal and are in agreeance with information submitted and initialed the document

- **Discussion on individual that tripped at Department of Job and Family Services**
-has been filed but not further action was taken
- **Meeting with Melissa Bodey, CEBCO, to receive information on Smart Shopper Program**
- **General discussion on Wellness 2026**
- **Received communication from Kimberly Stiles requesting for Allen Water District employees be removed from the County BWC due to the increased cost from the previous policy the employees were covered under with the nine (9) board members**
-Commissioners stated that if the employees remain on CEBCO insurance, they will fall under the county's BWC

Brittany Woods—

- **Discussion on material retainage for the Government Center Building Project**
-contractors for the project have requested for retainage of the materials for the project continue to be collected for the remainder of the project
-agreements with each contractor will be placed on agendas for approval
- **Received a request from Sanitary Engineer, Brad Niemeyer, and Treasurer, Krista Bohn, for the Commissioners authorizing project funds for Project BOSC be deposited into the county's Star Ohio Pooled Account**
-the Commissioners are in agreeance in authorizing same
-Susan Wildermuth will contact the Treasurer and Sanitary Engineer
- **Received notification from Joanne Sidener, Children Services, requesting an amendment to the 2025 Janitorial Contract to be extended**
-Brittany Woods will let Joanne Sidener know that once the budget is approved, the context can be signed, with possible amendments
- **General discussion on next steps for the Courthouse Renovations**
-Brittany Woods will schedule a meeting to discuss the Courthouse Renovations timeline
- **Discussion on new audio equipment**
-Brittany Woods will provide a quote for the Commissioners to review

Susan Wildermuth—

- **GAAP Report has been completed**
- **Received communication from Auditor Rachael Gilroy in regards to a payment placed in the wrong fund**
-Susan Wildermuth is working with the Auditors Office to correct
- **Dog Warden new hire meeting is scheduled for tomorrow to complete new hire paperwork**
- **Discussion on Property Tax Payments**
-payment for Half-Year will be processed
- **Educational Service Center Lease has been revised for 2026 and will be placed on the agenda for approval**
- **Budget meeting is scheduled for tomorrow**

Beth Seibert—

- **Discussion on reporting deadlines from Mental Health and Recovery Services Board in regards to Opioid Funding**
-Beth Seibert will request a mid-project reports and will ask for a meeting to be scheduled to review a final report once the projects are complete

Cory Noonan—

- **Received communication from Troy Elwer, Fairgrounds, discussing the potential building of an Agricultural Building for the Fairgrounds and OSU Extension**
-concerns of funding and sizing for the fairgrounds portion of the proposed project
-currently exploring avenues on obtaining funding for their portion of the building
-Commissioners would like to further discuss building design with Jason Patchet and then plan a meeting with the Agricultural Society
- **Update phone call with the State Public Defender this afternoon**

11:29 a.m.

RECESS

1:00 p.m.

Department of Job and Family Services Quarterly Update—Joe Patton

- **Provided an overview of the Financial Report**
- **Discussion on employment**

	<p>-currently have some vacancies and are not filling the positions at this time</p> <ul style="list-style-type: none"> • Will be meeting with Director Damschroder this week and will be discussing the Greater Ohio Workforce Board and the option to branch off from the Board as their own • Career Fair will be held May 5th at the UNOH Event Center • Discussion on issue with sliding wall in the building addition <ul style="list-style-type: none"> -issue has been fixed • Discussion on updates to work requirements to be eligible for food stamps <ul style="list-style-type: none"> -must continue working until the age of 64, unless there are approved circumstances, like a mother with children under the age of 14 • Discussion on work requirements for Medicaid <ul style="list-style-type: none"> -training has been completed for staff in preparation of new requirements • Provided an update on Chiller repairs that were completed <ul style="list-style-type: none"> -two (2) compressors were replaced • Discussion on Department of Job and Family Services Scorecard <ul style="list-style-type: none"> -goal is to be below 6 -the State is currently at 6.75, Allen County is at 3 • Discussion on assistance with Unemployment Cases <ul style="list-style-type: none"> -Allen County Department of Job and Family Services is no longer assisting with Unemployment Cases and are directing individuals to the self-serve system or contact the State directly
<p>1:19 p.m.</p>	<p>RECESS</p>
<p>2:00 p.m.</p>	<p>Child Support Enforcement Agency Building Renovation Discussion—Vicki Tarr and Mark Evans (Virtually)</p> <ul style="list-style-type: none"> • Discussion on bidding process for internal office furnishings <ul style="list-style-type: none"> -discussion on bidding per unit vs. total project in regards to procurement • General discussion on bid specifications <ul style="list-style-type: none"> -bid can be itemized for each office/cubicle space • Discussion on including installation as part of the bid/proposal requests <ul style="list-style-type: none"> -installation can be included

-prevailing wage would not be necessary for the installation of the furnishings for this project

- Discussion on installation and use of state computer system

-the state has offered to provide materials and installation

-Mark Evans is comfortable with this, as long as they do not cause a delay claim for the contractor or cause any damage to the building

-will need to issue an addendum to not include wiring in the bid for the building renovations

- Discussion on process for obtaining movers for Child Support Enforcement Agency as well as Government Center

-Request for Proposals may be the right method to obtain since multiple moves will be occurring

- General discussion on improvements to Cook Tower that the owner is responsible for

-Vicki Tarr will send an email with a list of the items of concern for review

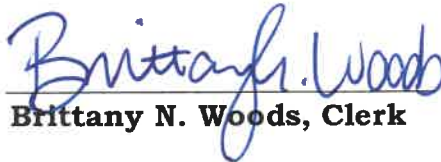
- Discussion on Domestic Relations Court Contract -concern on being able to pay on capital assets/improvements through cost allocation for Domestic Relations with them being relocated to the Government Center since the project is partially being funded by ARPA funding

- Discussion on additional parking spaces available for Child Support Enforcement Agency once Cory Meredith Law Office vacates the Savings and Loan Building


2:52 p.m.

ADJOURN

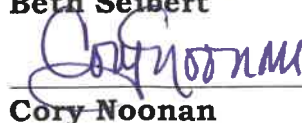
Submitted by:


Brittany N. Woods, Clerk

Approved by: Board of Allen County Commissioners


Brian Winegardner


Beth Seibert


Cory Noonan