

Sandusky County Commissioners – 6225 Croghan Street, Fremont, OH 43420

MEETING 2019

Meeting: Board Of Commissioners

Location: Commissioners' Board Room

Date:2/26/19

Time: 8:30AM – 12:00PM

Present: Commissioners: Scott Miller, President; Russ Zimmerman, V-President; Kay E Reiter

Present: Theresa Garcia; County Administrator

Others Present: Kelly Askins, Jerri Miller, Jan Day, Jill Neuman, Karen Holman, Beth Hannam, Paul Fiser and guests (see sign in sheet), Sheriff Hilton, Kelly Askins, Police Chiefs and Humane Society (see sign in sheet)

(*action items)

AGENDA ITEMS	BRIEF DESCRIPTIONS / ACTION STEPS:	PERSON RESPONSIBLE:	DOLLAR AMOUNT:	MOTION / VOTE
Call to Order Pledge of Allegiance (8:30am)	Commissioner met with their department heads prior to regular meeting.	Scott Miller, President		
*Review & Approval of Commissioner Meeting Minutes, incoming Mail Review & External Meeting Notices	The 2/21/19 minutes were reviewed/approved by the Board. The Board reviewed incoming mail and external meeting notices.	Scott Miller, Russ Zimmerman, Kay E Reiter		*Motion: Move to Approve minutes Moved by: Russ Zimmerman 2nd:Kay E Reiter Yes - 3
Review of External board / Meetings Attended by Commissioners	Commissioner Reiter attended the Community Corrections Board meeting last Thursday. Community Corrections Board elected officers during that meeting. Mircea Handru is the new chair for the Board. They did a role call to see what voting members were at the meeting and had a discussion on who is a voting member. There was some confusion in the group on who can vote and understanding designees do not necessarily get to vote. They talked about the true purpose of the Board and how by-laws should be followed. There is a strategic plan that should be followed and they need to follow this plan. There is a group of five that will present an action plan at the next meeting on how to accomplish this. It was a good meeting.			
	Commissioner Reiter attended the fifth annual firehouse challenge Saturday night. Commissioner Zimmerman was a Judge for the food prepared by the fire			

	department. Sandusky County EMA came in second place. It was a well-attended event.			
	Commissioner Miller attended a meeting with local emergency personnel on an issue that was presented to them regarding a DD individual that may have had some issues. All agreed the issue was handled properly. There is a process for families to complete forms if they have an individual with special needs in a home in order to flag these homes for emergency personnel.			
Commissioners and Administrators Discussion	All the Commissioners attended the TMACOG 208 Plan Update. Meeting notes were presented to file for the Commissioners.			
* Then /Now Documents	<p>One certificate was presented by the Sheriff's Office. 2018 PO's were already utilized and cannot use a 2019 PO for these invoices. Two invoices make up this certificate. Promedica - \$554.87 HABITEC - \$156.00</p> <p>One certificate was presented by Adult Probation. The bill was not paid because they had not received an invoice only a quote and the invoice had to be requested. Once invoice makes up this certificate. Tyler Technologies Inc. - \$1,610.00</p>		<p>\$554.87 \$156.00</p> <p>\$1,610.00</p>	<p>*Motion: Move to Approve certificates Moved by: Kay E Reiter 2nd: Russ Zimmerman Yes - 3</p>
* Personnel	Commissioners received an email regarding donating sick time to an employee. When reviewing the request the individual that would be receiving does not qualify. We have a policy and we have to follow the policy.			
* Travel Requests	None at this time			
Dog Kennel (9:15am)	<u>Kelly Askins – Dog Warden.</u> Kelly came in for her monthly meeting. See Attachment A for agenda items. There was some discussion regarding differences between actual service dogs and emotional support dogs. Tags are permanent tags for registered service dogs. Commissioner Miller asked if there is any concern with outside individuals walking dogs from the kennel. Kelly does an evaluation of the dog prior to allowing anyone to walk the dog.	Kelly Askins – Dog Warden		

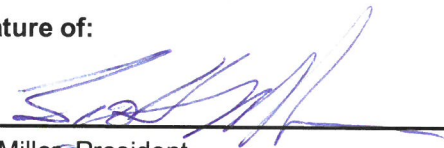
Auditor (9:30am)	<p>Jerri Miller – Auditor. Jerri came in for her monthly meeting with the Commissioners. Jerri reviewed the sales tax report. February sales tax was slightly lower than last year but nothing to be concerned about. Jerri had Jan Day, Jill Neuman and Karen Holman come in to talk about the budget process. She wanted to review the budget worksheet and how the columns are used. She then talked about the timeline for budgeting. The first part of the timeline is the position initialization. It takes a lot of time to process that in the system and they wondered if this was something that should wait for the Commissioners review.</p> <p>Jerri feels that the clean-up adjustment at the end of the year should be done by just one person. Once the Auditors office restricts the ability to establish purchase orders by the departments, transfer resolutions should stop. A budget performance report can be run before and after the clean-up resolution to see where everyone is at for the end of the year. The timeline for budget can be adjusted by a couple of weeks if finance does not have to do the position initialization. A new timeline will be put in place.</p> <p>Increase of then and now's. Finance is following ORC rules and it is another means of processing purchase orders. Then and now's are an exception to PO procedures and should not be regular, they are not a negative process.</p>	Jerri Miller - Auditor		
* Resolutions (10:00am)	2019 - 81 AUTHORIZING APPOINTMENTS AND REAPPOINTMENTS TO THE SANDUSKY COUNTY COMMUNITY CORRECTIONS ACT BOARD (CCB)			* Motion: Move to Approve Moved by: Kay E Reiter 2nd: Russ Zimmerman Yes - 3
	2019 - 82 APPROVING SUPPLEMENTAL APPROPRIATION AND FUND TRANSFER FOR SANITARY ENGINEER TO CORRECT AN ERROR ON THE 2018 CLEAN UP RESOLUTION (\$0.02)		\$0.02	* Motion: Move to Approve Moved by: Kay E Reiter 2nd: Russ Zimmerman Yes - 3
	2019 - 83 APPROVING BONDS FOR MELANIE ALLEN, INTERIM DIRECTOR, SANDUSKY COUNTY DEPARTMENT OF JOB AND FAMILY SERVICES (SCDJFS) AND EXECUTIVE INTERIM DIRECTOR SANDUSKY COUNTY CHILDREN SERVICES (SCCS)			* Motion: Move to Approve Moved by: Kay E Reiter 2nd: Russ Zimmerman Yes - 3

	2019 - 84 APPROVING FUND TRANSFER FOR FEBRUARY MANDATED SHARE (\$17,768.97) AND JANUARY PLACEMENT COSTS (\$92,717.97)		\$17,768.97 \$92,717.97	* Motion: Move to Approve Moved by: Russ Zimmerman 2nd: Kay E Reiter Yes - 3
	2019 - 85 AUTHORIZING ASSIGNMENT, ASSUMPTION AND AMENDMENT OF TEXAS MIGRANT COUNCIL (TMC) LEASE AGREEMENT TO COMMUNITY DEVELOPMENT INSTITUTE HEAD START (CDI HS) FOR 1499 N RIVER ROAD, FREMONT, OHIO 43420			* Motion: Move to Approve Moved by: Kay E Reiter 2nd: Russ Zimmerman Yes - 3
	2019 - 86 AUTHORIZING WORK WEEK CHANGE FOR SANITARY ENGINEER AND DOG KENNEL EMPLOYEES			* Motion: Move to Approve Moved by: Russ Zimmerman 2nd: Kay E Reiter Yes - 3
EDC (10:30am)	<u>Beth Hannam - EDC.</u> Beth came in to talk to the Commissioners about an Enterprise Zone project with the City of Clyde. This project is an electric resiliency project to keep the lights on in Clyde. Paul Fiser, Clyde City Manager, noted that City of Clyde has an economic development relationship with AEP. This project may not create jobs but would sustain jobs. Eight positions would benefit from this agreement and it may create one full time position. This should assist in the peaks and valleys experienced by local manufacturers. Documents were presented to the Commissioners to review the details of the project. Dan Smies from AEP went through the documents. Commissioners had questions on noise factor with this project. Paul Fiser explained it would be soft office noise and not much more. The question to the Commissioners was if this project would be something they would consider before they move forward. The Commissioners would like to see the project move forward and presented for official approval.	Beth Hannam – Executive Director		
Sheriff (11:00am)	<u>Sheriff Hilton – Sheriff’s Office.</u> Sheriff came in for his bi-weekly meeting with the Commissioners. Sheriff turned the meeting over to Kelly Askins, County Dog Warden, to talk about the Humane Agent for the County and her part as a Dog Warden. The County does not have an agent and Law Enforcement is unsure how they are to handle humane complaints. The question is what needs to be done to get a humane agent in the County	Chris Hilton - Sheriff		

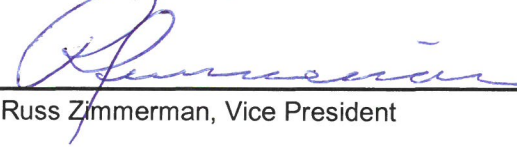
	<p>again. Police Chiefs from the County were in attendance and they voiced their opinion on the subject. Kelly feels they are handling the calls correctly in a round-about way. Legally she cannot handle these calls unless they are part of her daily duties. The question is the grey area. Commissioner Reiter asked what the responsibility is of the Humane Society. They will come out on calls when they can but they are not able to supervise an agent. The group talked about how other counties handle the humane issues. There are other counties that the Dog Warden is also the Humane Agent. We have to look at the financial impact of the county if the Dog Warden is the Humane Agent. The Commissioners want to talk to the Prosecutor and the other counties that have this set up and make a decision at a later date.</p> <p>Sheriff asked if there was any decision on hiring an additional dispatcher. He is doing interviews to fill his two vacant positions. He would like a decision by May 1st if possible. This would allow him the time to train the two new ones and be ready to train another new employee.</p> <p>Sheriff has had three courthouse security officers resign the last two months. He would like to bring in another full-time and a part-time to replace these individuals. The Commissioners asked Sheriff to send costs comparison to them before approving. Sheriff will get these to Administrator Garcia as soon as possible.</p>			
<p>Comprehensive Plan (11:45am)</p>	<p>John Willey and Beth Hannam – Comprehensive Plan Committee. John Willey and Beth Hannam came in for the Comprehensive Plan update. Bob Kuzmer, Ballville Township Trustee, joined the Committee for a discussion on the RFP results from vendors for the Comprehensive Plan. There were two proposals submitted. Both were qualified proposals although the cost difference between the two was significant. The lowest proposal came from Mannik Smith Group for \$59,500.00. The commissioners will officially award the project to Mannik Smith who had the lowest bid by resolution.</p>	<p>John Willey- Regional Planning Beth Hannam – EDC Executive Director</p>		
<p>Public Open Session</p>	<p>Citizens Attendees – see sign in sheet Media Attendees – Tom Fullen, WFRO Elected Officials – Jerri Miller, Auditor. Chris Hilton, Sheriff</p>			

<p>* Adjournment (12:00pm)</p>	<p>With business completed for the day the meeting was adjourned.</p>			<p>* Motion: Move to Approve Moved by: Russ Zimmerman 2nd: Kay E Reiter Yes - 3</p>
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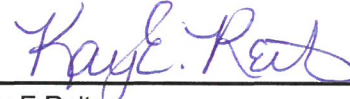
Signature of:



 Scott Miller, President




 Russ Zimmerman, Vice President



 Kay E Reiter

Board of County Commissioners, Sandusky County Ohio

Attest: 
 Clerk to the Board / County Administrator

I, the undersigned, Clerk of the Board of Commissioners, Sandusky County, Ohio, do hereby certify that the foregoing is a true and correct copy from the official record of said Board of County Commissioners as recorded in its Journal.

 Clerk, Board of County Commissioners, Sandusky County, Ohio

Attachment A

Scheduled/Completed Trainings

CAD training with the Sheriff's Office is in progress and we are working on that.

I'm in the process of creating a training for the new deputies to educate them on some of the basics and how to investigate livestock attacks.

Accomplishments

All 2019 Licenses are entered into the system.

A new feature has been added to our licensing system that will track all the Service Dogs in Sandusky County that have been registered. Service Dog licenses are permanent are also free with proof of certified training certificate.

To Discuss

Dan Slack from Integrity Floors will be at the kennel fixing the kennel floors on Wednesday, February 25th.

Humane Complaints

Events

Our T-shirts and Jewelry are available at the kennel for a marked donation.

Our VERY SPECIAL new project is "The Alpha Project" continues to be successful.

Our 'Runner's Club' will be starting April 1st, 2019. This is a new event designed to help our dogs get the exercise they need. Any individual may sign out a dog to take them running with them in the park across from our building. We are hoping for lots of volunteers, which would be VERY beneficial to the dogs at the kennel.

The date has been set for 2019 Annual Beat the Heat event. We will be holding it on Thursday, June 27th at 1pm in the fairgrounds parking lot.

Communications

We received 2 of our MARCS radios from EMA's Homeland Security Grant. We are currently listening to daily radio traffic to accustom ourselves to the radio lingo. Once our training is complete, we will begin to use them. Ballville Twp. Fire Department will be holding a training sometime this spring and have been thoughtful enough to open their training to this department. Much appreciated.

Questions?

Quantity Sold 2019 Licenses

Filter Refresh Save **Filter Criteria.** Item: 2019; Status: All-(Pre+Can); Details: Quantity; Grouping: Item; Ordering: Group (asc) **Results 1-12 of 12**

View By: [Order](#) | [Items](#) | [Phones](#) | [Physical Address](#) | [Mailing Address](#) | [Billing Address](#) | [Activity](#) | [Summary](#)

Group	Total
2019 1 Yr Dog License	9800
2019 1 Yr Dog License, Late	174
2019 3 Yr Dog License	87
2019 3 Yr Dog License, Late	1
2019 Dangerous License	11
2019 Duplicate License	4
2019 Kennel License	19
2019 Kennel License, Extra	31
2019 Kennel License, Late	1
2019 Permanent Dog License	10
2019 Service Dog License	11
All	10149

County Commissioner's Meeting

Dog Warden's Office

February 22, 2019

2019 Dog License Sales

1 Year Dog License	9800
1 Year Dog License Late	174
1 Year Partial License	0
3 Year Dog License	87
3 Year Dog License Late	1
3 Year Partial License	0
Dangerous Dog License	11
Duplicate License	4
Duplicate Free	0
Kennel License	19
Kennel License Extra	31
Permanent Dog License	10
Service Dog License (Free)	11
Transfer- Free	0

Kennel Census

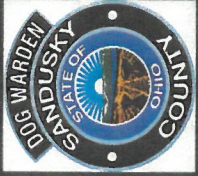
February 2019

Impounded-17
Redemptions- 9
Adoptions- 1
Euthanized- 0
Transferred- 0

January 2019

Impounded- 28
Redemptions- 16
Adoptions-10
Euthanized- 0
Transferred- 0

Requested graphs and charts are attached.






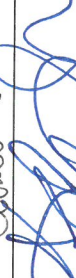







Sandusky County Dog Warden License Sales

Licenses	2016	2017	2018	2019
1 Year License	10,960	11,049	10,986	9,800
1 Year License- Late	847	562	590	174
1 Year License- Partial	113	78	81	-
3 Year License	57	62	157	87
3 Year License- Late	11	13	20	1
3 Year License- Partial	1	6	8	
Dangerous Dog License	11	9	14	11
Duplicate License	9	31	30	4
Kennel License	21	22	22	19
Kennel License- Extra	21	127	33	31
Permanent License	4	10	19	10
Permanent License- Late	2	-	1	
Transfer	1	1	1	
Service Dog License			-	11

Public Session Sign in Sheet

2/26/2019

Name	Signature	Contact Information
LIBERTY SCHINDLER		lascshindel@aep.com
Dan Smies		dbsmies@aepes.com
Craig Davis		
Beth Hanam		directre@sanduskycountyedc.org
Sobus R		
Kelly Askins		askins-kelly@co.sandusky.or.us
Marge Shet		
JOANNE REDDOWE		
Monti Campbell		
PAUL FISER		
Charles Horne		
LWA McAllister	