

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

**MEETING 2019**

Meeting: Board Of Commissioners

Location: Commissioners' Board Room

Date: 4/16/19

Time: 8:00AM – 12:45PM

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

Present: Theresa Garcia; County Administrator

Not Present: Kay E Reiter (out due to knee replacement surgery est'd return April 25th) and

Others Present: Ron Hiser, Tim Brown, Craig Shoup, Gwen Soule, Kim Foreman, Tracy Overmyer

(\*action items)

AGENDA ITEMS	BRIEF DESCRIPTIONS / ACTION STEPS:	PERSON RESPONSIBLE:	DOLLAR AMOUNT:	MOTION / VOTE
Call to Order Pledge of Allegiance (8:00am)		Scott Miller, President		
*Review & Approval of Commissioner Meeting Minutes, incoming Mail Review & External Meeting Notices	The 4/11/19 minutes were reviewed/approved by the Board. Incoming mail and external meeting notices were reviewed.	Scott Miller, Russ Zimmerman		* Motion: Move to approve minutes Moved by: Russ Zimmerman 2nd: Scott Miller Yes – 2 (Reiter absent)
Review of External board / Meetings Attended by Commissioners	Commissioner Miller attended an OSS Board budget meeting. They will have another Board meeting on Thursday with the full Board to review this meeting. They have had to make adjustments in the budget and address the upcoming retirement of the Director and the retirement of the Assistant Director. They are also waiting for payment from Sunny Farms for past invoices. The other key item is the cost of the Aim to Be Green program. The cost of the program continues to rise without a solid revenue stream to cover these costs. Recycling costs can cost over one million dollars a year. The question was what they can do to reduce costs. One suggestion was to eliminate some activities but they want to stay in front of the public. The Board will have to meet on a regular basis to hire a new director and adjust the budget.			

	<p>Commissioner Zimmerman attended the Airport Meeting yesterday. They talked about the replacement of the concrete aprons on the runway. It needs to be replaced. They need about \$150,000.00 for the project. They have a grant for the project and money should be coming in September. This will only cover 50 squares and they need to replace 90 squares. They are asking for help to pay for the work and they can pay it back in September when they receive their grant. There is some concern if they have any of the current contracts cancel their contract they will not have funds to keep the airport open. They are working on their marketing plan to help generate more revenue. The other discussion was their finances have not been approved for 2019. Because of the way the grants run the money is being put in a restricted fund to control the grant spending and keep it separated. One of the Board members asked if the Commissioners have thought about helping Village House. There is some money going to Village House through Juvenile/Probate Court.</p>			
<b>Commissioners and Administrators Discussion</b>	<p>Commissioner Zimmerman met with the Auditor last Thursday at her request. She wanted to talk to him about a draft of a lease for the Community Foundation. Administrator Garcia has been working with them on the lease. She will reach back out to Tom Bowlus about the lease to see if they are still interested.</p> <p>They also talked about starting to have Elected Official meetings again. There was discussion on the benefits of starting these meetings again. When Commissioner Reiter is back from leave they will discuss this matter.</p>			
<b>* Then /Now Documents</b>	<p>Two certificates were presented by Board of DD. Purchase orders were not put in for these service requests. Two invoices make up these certificates. Denise Brubaker - \$40.00 and \$168.14</p>		<p>\$40.00 \$168.14</p>	<p>* Motion: Move to approve certificates Moved by: Russ Zimmerman 2nd: Scott Miller Yes – 2 (Reiter absent)</p>
<b>* Personnel</b>	<p>None at this time</p>			
<b>* Travel Requests</b>	<p>None at this time</p>			
<b>EMO (8:05)</b>	<p>***Andy Stout – EMO Director, was unable to attend his meeting and will reschedule in the next week or two.</p>			

<b>Facility Management (8:45am)</b>	<b>Ron Hiser – Facility Management.</b> Ron came in for his bi-weekly meeting with the Commissioner. See attachment A for agenda items. Ron asked about getting started on some of his top ten projects. Some of these projects will be included in the Better Building plan and financing. Administrator Garcia wants to get some verification from finance and bond council on how far ahead we can start on the projects prior to the financing being approved. Ron had questions on when we will award the bid and contract for the courthouse ramp project. Administrator Garcia will contact Angie from WSOS to find out when she will be able to recommend who to award the bid to. Ron will reach out to Angie on his thoughts and recommendations as well. The Inventory Control Project needs to start with the remodel of the FM building. Ron would like to bid it out for just design build. The Commissioners approved this and advised Ron to get scope of work written up and prepared to bid.	Ron Hiser - Director		
<b>TMACOG (9:30am)</b>	<b>Tim Brown – TMACOG.</b> Tim came in at the request of the Commissioners. The Commissioners wanted to ask for TMACOG support for the East and West end bypass issues and requesting funding from ODOT to rectify the issues. Commissioner Miller reviewed the possible updates presented by ODOT with Mr. Brown. It would be helpful to have support from other organizations to keep the project moving forward. Administrator Garcia forwarded templates of support letters and resolutions to Mr. Brown for examples. Mr. Brown thought we could use the location of the turnpike and the Whirlpool distribution center that contribute to a good deal of traffic in both areas. Safety is the top concern at both ends. Mr. Brown is going to work on a resolution and get it back to us.	Tim Brown - President		
<b>* Resolutions (10:00am)</b>	2019 - 133 APPROVING APPROPRIATION TRANSFER FROM SHERIFF CONTRACT SERVICES TO CAPITAL OUTLAY (\$8,390.00) FOR PURCHASE OF RECORDS MANAGEMENT SYSTEM AND SUPPLEMENTAL APPROPRIATION TO LE FORFEITURE FUND CONTRACT SERVICES (\$5,000.00); PREVENTION PARTNERSHIP FUND WAGES (\$715.00) AND BENEFITS (\$307.00); SCHOOL RESOURCE OFFICER FUND WAGES (\$33,400.00) AND BENEFITS (\$8,884.00)		\$8,390.00 \$5,000.00 \$715.00 \$307.00 \$33,400.00 \$8,884.00	* Motion: Move to Approve Moved by: Russ Zimmerman 2nd: Scott Miller Yes – 2 (Reiter absent)

	2019 – 134 AUTHORIZING AND ENTERING INTO MEMORANDUM OF UNDERSTANDING (MOU) WITH THE STATEWIDE CONSORTIUM OF COUNTY LAW LIBRARY RESOURCE BOARDS (SCCLLRB) AND THE SANDUSKY COUNTY COMMISSIONERS (SCC), ON BEHALF OF THE SANDUSKY COUNTY LAW LIBRARY RESOURCE BOARD (SCLLB)			* Motion: Move to Approve Moved by: Russ Zimmerman 2nd: Scott Miller Yes – 2 (Reiter absent)
<b>OSU Extension (10:30am)</b>	<b><u>Gwen Soule – OSU Extension.</u></b> Gwen came in for her quarterly update with the Commissioners. They are still wrapping up 4-H enrollment and hoping they only have a small decrease. They have been working with some special interest groups to set up some non-traditional classes, such as firearm safety, to spark more interest. They are going to provide a cross brow class and some wild life classes too. They have an intern that will be working with them this summer and they are excited to have this person. The extension office has been told by the State they need to submit their annual budget to the Commissioners earlier than what they have been. They will be providing budgets in July. They do not need to be approved at that time but it has to be submitted. The extension office is using used computers provided by the State. They are supposed to only be using those computers. When they have computers purchased with private funds they can donate them but the other computers are property of the State. The community garden is starting back up and they are doing some clean-up. They applied to do a special interactive display at the fair and they are hoping to be awarded the project.	Gwen Soule - Director		
<b>Treasurer and Clerk of Courts (11:00am)</b>	<b><u>Kim Foreman, Treasurer and Tracy Overmyer, Clerk of Courts.</u></b> Kim requested to meet with the Commissioners to discuss office improvements. Kim passed out documentation on changes she has implemented in the Treasurer's Office since appointed Treasurer. There were other changes she would like to make and Tracy had offered help with some of these changes and Tracy came in to talk about these changes. Kim would like to hire one more full-time person to make sure no one is in the office on their own. She would also like to take her staff to eight hour days too. The Commissioners did agree to pay for a new cash register and to have a PO obtained out of PI for the cost. The Commissioners will discuss and let Kim know how she can proceed with staffing and wages.	Kim Foreman – Treasurer Tracy Overmyer – Clerk of Courts		

<b>Public Open Session</b>	Citizens Attendees – none Media Attendees – Craig Shoup, News Messenger Elected Officials – none  Craig Shoup asked about an article he read in the Tiffin Tribune regarding Seneca County wanting to remove themselves from the tri-county solid waste district (OSS). Commissioner Miller noted this was discussed but is off the table at this time since this not a decision that can be made without State approval and the other two county's approval.			
<b>* Adjournment (12:45pm)</b>	With business completed for the day the meeting was adjourned.			* Motion: Move to Approve Moved by: Russ Zimmerman 2nd: Scott Miller Yes – 2 (Reiter absent)

Signature of:

\_\_\_\_\_  
 Scott Miller, President

\_\_\_\_\_  
 Russ Zimmerman, Vice President

Absent

\_\_\_\_\_  
 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

# Sandusky County Commissioners Agenda



## Topics of Discussion for the meeting Dated April 16th, 2019

\* Denotes action needed

1. Met on additional space requirements and parking for the #1 court in Clyde. Concept designs and layouts were discussed and agreed upon.
2. We have secured additional quotes for the Building Automation System (BAS) at the service center and we are working with our engineers to compare and qualify the proposals.
3. The office renovation at the Sheriff's office location began yesterday (first of the top 10 projects)
4. Window installation at the Commissioners Bld. set for April 16<sup>th</sup>. Phase two of this project has been initiated.
5. We met with Poggemeyer Design Group last Friday to compile a comprehensive list of projects to submit under the Better Buildings envelope.
6. The bid opening for the new courthouse ADA ramp was last Thursday. There were five companies that submitted bids; however the commissioners stated that they would award the contract at a later date. We are also working with courthouse security and I.T. on the alternate ADA entrance (camera, doorbell, and signs) off of Court Street.
7. We have secured multiple quotes for service and planned maintenance contracts on the counties UPS units. I am working with Atul on qualifying and selecting a vendor.
8. We met with the Sandusky County Parks District on helping us with the county spraying needs.
9. The courthouse security X-ray equipment was serviced April 5th.
10. Annual fire extinguisher inspection is schedule for all locations this month.
11. Working on securing competitive quotes for cleaning services for multiple county building locations. Interested contractors participated in a walk-through April 6<sup>th</sup>, all bids to be submitted by the April 18<sup>th</sup>.
12. Working on removing the sky-lights at the EMS/Sanitary Engineers location.
13. Driveway repairs were made, with the help of the county engineers, at the 412 tower and the facility management locations.
14. A new ADA door opener is scheduled to be installed at the courthouse on Friday (April 19<sup>th</sup>).
15. We are working on installing the HVAC unit in the new CCW offices.
16. The Men's restroom at the BOE was renovated (wall paper removed, walls patched, and painted) by the WRC.
17. Inventory Control Project, (budgetary quotes).

