

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

**MEETING 2019**

Meeting: Board Of Commissioners

Location: Commissioners' Board Room

Date: 4/18/19

Time: 8:00AM – 10:10AM

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)

Others Present: Steve Shiets, Zach Mulder, Tiffany Shaver

(\*action items)

<b>AGENDA ITEMS</b>	<b>BRIEF DESCRIPTIONS / ACTION STEPS:</b>	<b>PERSON RESPONSIBLE:</b>	<b>DOLLAR AMOUNT:</b>	<b>MOTION / VOTE</b>
<b>Call to Order Pledge of Allegiance (8:00am)</b>		Scott Miller, President		
<b>*Review &amp; Approval of Commissioner Meeting Minutes, incoming Mail Review &amp; External Meeting Notices</b>	The 4/16/19 minutes were reviewed/approved by the Board. Incoming mail and external meeting notices were reviewed.	Scott Miller, Russ Zimmerman		* Motion: Move to Approve Moved by: 2nd: Yes – 2 (Reiter absent)
<b>Commissioners and Administrators Discussion</b>	Administrator Garcia and Jaime Wolfe, HR Specialist, attended the annual safety council award breakfast yesterday. Sandusky County received an achievement award for decreasing our incident rate by 25% and for working 1,275,279 hours and at least six months without a lost time injury.			
	Commissioner Reiter joined in conversation by phone with the Board to talk about the OSS meeting tomorrow. This should be a quick meeting to set up meetings for budget and personnel discussion.			

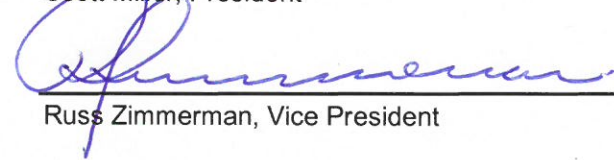
<p>* <b>Then /Now Documents</b></p>	<p>One certificate was presented by Common Pleas Court. Resolution to appropriate funds wasn't approved in time to establish the PO. One invoice makes up this certificate. Visa - \$387.00</p> <p>Two certificates were presented by Clyde County Court. Purchases were budgeted but PO's were not obtained prior to purchases. Two invoices make up these certificates. TASC - \$8.00 K&amp;K Specialties - \$6,500.00</p>		<p>\$387.00</p> <p>\$8.00 \$6,500.00</p>	<p>* Motion: Move to approve certificates Moved by: Russ Zimmerman 2nd: Scott Miller Yes – 2 (Reiter absent)</p>
<p>* <b>Personnel</b></p>	<p>None at this time</p>			
<p>* <b>Travel Requests</b></p>	<p>None at this time</p>			
<p><b>Sanitary Engineer (9:00am)</b></p>	<p><b><u>Steve Shiets and Zach Mulder – Sanitary Engineer.</u></b> Steve and Zach came in for their quarterly meeting with the Commissioners. See attachment A for agenda items. (Commissioner Reiter phoned in to listen to this meeting.) The properties for the Wightmans Grove project are signed over and waiting on payments to the residents to finish closing. Poggemeyer is going to set up public meetings to talk to the residents about the project and what the timeline will look like. Steve will be at the meeting and he feels the Health Department should be there as well as a representative from RCAP (WSOS) to answer questions.</p>	<p>Steve Shiets – Engineer Zach Mulder – Asst. Engineer</p>		
<p>* <b>Resolutions (10:00am)</b></p>	<p>2019 - 135 APPROVING APPROPRIATION TRANSFER IN PI FROM CONTRACT SERVICES TO SUPPLIES FOR REGISTER EQUIPMENT FOR TREASURERS OFFICE (\$3,000.00)</p>		<p>\$3,000.00</p>	<p>* Motion: Move to Approve Moved by: 2nd: Yes - 3</p>
	<p>2019 - 136 APPROVING APPROPRIATION TRANSFER FOR RECORDER FROM FULL TIME WAGES TO PART TIME WAGES (\$12,000.00)</p>		<p>\$12,000.00</p>	
<p><b>Public Open Session</b></p>	<p>Citizens Attendees – none Media Attendees – none Elected Officials – none</p>			
<p>* <b>Adjournment (10:10am)</b></p>	<p>With business completed for the day the meeting was adjourned.</p>			<p>* Motion: Move to Approve Moved by: 2nd: Yes – 3</p>

<b>CHIPS Phase 2 Public Meeting (11:00am)</b>	This public meeting was scheduled for WSOS/GLCAP. Tiffany Shaver was present from WSOS/GLCAP to review Phase 2 of the CHIP program. Tiffany reviewed the proposals that will be submitted for the program to the State. The distribution of the funds with the partners was also discussed. They are ahead of schedule in submitting the application. It is due by May 3 <sup>rd</sup> and they will be submitting the application next week. See attachment B for agenda items.			
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Signature of:



Scott Miller, President




Russ Zimmerman, Vice President

*Commissioner Reiter 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

**AGENDA**  
**Commissioners' Meeting**  
 April 18, 2019

1. County Design Services

- Wightman's Grove Sanitary Sewer Collection & Treatment System (Poggemeyer - \$110,400)
  - Design Agreement with Poggemeyer
    - Invoice #1 - \$8,338.98
    - Invoice #2 - \$9,700.69
    - Invoice #3 - \$9,549.92
    - Invoice #4 - \$5,848.54
    - Invoice #5 - \$3,223.57
    - Invoice #6 - \$2,018.04
    - Invoice #7 - \$2,075.95
    - Invoice #8 - \$589.93
    - Invoice #9 - \$996.55
    - Invoice #10 - \$1,401.94
    - Invoice #11 - \$1,310.81
    - Invoice #12 - \$3,900.00
    - Invoice #13 - \$1,279.75
    - Invoice #14 - \$1,358.84
    - Invoice #15 - \$420.38
    - Invoice #16 - \$580.12
    - Invoice #17 - \$1,186.19
    - Invoice #18 - \$4,101.91
    - Invoice #19 - \$530.13
    - Invoice #20 - \$1,622.28
  - OWDA Design Loan Application was approved in December 2016
    - Poggemeyer submitted an OWDA Pay Request #1 for Invoices #1 to #5
    - Poggemeyer submitted an OWDA Pay Request #2 for Invoices #6 to #8
    - Poggemeyer submitted an OWDA Pay Request #3 for Invoices #9 to #13
    - Poggemeyer submitted an OWDA Pay Request #4 for Invoices #14 to #19
    - Poggemeyer submitted an OWDA Pay Request #5 for Invoices #20 to #24
  - Plan Review performed for the Permit To Install
    - Also reviewed the Ohio EPA Permit To Install
    - Plans are very close to being ready for the PTI submittal & bidding
    - Coordination with Wightman's Grove Conservancy's floodplain improvements
  - Property acquisition in the works for both lift station and wastewater plant
    - Wastewater Plant Site (300' by 350' - 2.41 Acres)
      - Purchase Agreement was approved by Commissioners on March 14, 2019
        - Agreement for \$45,000
        - Lot split was submitted by Prosecutor's Office
          - Closing Date should be set soon
      - Lift Station Site (140' by 165' - 0.5303 Acres)
        - Purchase Agreement was approved by Commissioners on April 11, 2019
          - Agreement for \$15,000
          - Lot split was submitted by Prosecutor's Office
            - Closing Date should be set soon
      - Gravity Sewer Description for Sandusky River Co.'s property
        - Approximately 1,300' (PDG completed survey description)
        - Easement for the description is being reviewed by Prosecutor's Office
      - Force Main Description for Dave Pasch's property
        - County Road 198 Right-of-way is odd at the curves
        - Road is actually off of the Road Right-of-way
          - Need a small triangular easement for the force main
    - Environmental Review
      - Indiana Northern Long-Eared Bats
      - Eastern Prairie Fringed Orchid
      - Monthly Rates of \$85.57 to \$106.95
        - Debt Component is \$52.23 to \$65.28
        - Operation & Maintenance Component is \$33.34 to \$41.67
      - News Messenger Article

2. District #1 Agreement
  - Met with the City on July 26, 2018
  - Provided a Supplemental Agreement to extend the old agreement to July 27, 2018
  - City would need three readings to complete the Supplemental Agreement
  - Commissioners should be receiving approved Supplemental Agreement soon
  - Approval would extend the original agreement to September 30, 2019
  - Met again on October 3, 2018 to discuss the Agreement
    - Rate determinations were discussed in more details
    - Provided more information based on our original meetings in 2015 on October 9, 2018
  - I/I Plan was approved via Ohio EPA with the following commitments:
    - County is committing \$50,000 annually for I/I Plan over the 10 year period
    - If \$50,000 is not spent in that year, funding rolls over to the next year
    - Basically committed spending \$500,000 on I/I issues within the next 10 years
3. General Water Plan (Performed by ms consultants)
  - \$22,000 covered via the Sanitary Engineers Service Agreements for 2018 & 2019
  - Evaluate County Water Plant vs. City of Fremont Water
    - Met with the City of Fremont on December 18, 2018
  - Expansion of County Water Service
  - Many items within this plan will be utilized to finalize the Asset Management Plan
  - The plan should be wrapped up by next Quarterly Commissioner's Meeting
4. Shorewood River Property
  - This area was an area utilized by the public
    - In the past, problems of rutting up the yard and reducing the grass area to mud
    - Sanitary Engineers could no longer mow the property in the past
    - Problems of rutting on the property have mostly subsided
  - Met with Andy Brown (Parks) to discuss the property
    - A lot of good suggestions (i.e. signage of rules, ODNR boat access, etc.)
  - Fencing the property excluding the boat ramp is the general consensus
    - Access would be for foot traffic only
  - Road Right-of-way may need vacated to complete the fencing (check with County Engineer)
  - Legal review of the Subdivision rules (check with Prosecutor's office)
5. Sandusky Township Sewer District
  - Requested the Sanitary Engineer's start performing pump repairs for them
  - In 2018, over \$20,000 was spent on pump repairs (which includes e-One Grinders)
  - 2017 Annual Report indicated a surplus of \$23,620 so a good portion was utilized in 2018
  - Once the 2018 Annual Report is complete, will have a better idea of repair costs
  - These costs used to be passed on to the Township Sewer District
  - May be looking at a rate increase either in July or at the end of the year for these repair costs

## 6. Personnel, Equipment & Building

- Personnel
  - Sanitary Engineer - Pay Periods (Saturday to Friday)
  - Auditors were reporting Sanitary Engineer's PERS incorrectly if the Friday is the last day of the month and the last day of the pay period
  - The switch was reluctantly made in February
  - Field staff are all not happy with the decision
- Pump Room in Storage Building
  - Install metal siding so that it blends into the building
- Customer Area Enclosure / Active Shooter Second Exit
  - Zimmermann Builders has the Project completed for \$23,699
  - Work was started on January 22, 2019 & finished hopefully today with the base molding
  - Lake Erie Tile installed new flooring via Fremont Floor for \$1,568.03
  - C.A. Kustoms installed vinyl wall covering with the County Seal for \$583.20

## 7. Technical Service Agreement

- Village of Green Springs Technical Service Agreement
  - Started Technical Service in February
  - Water Supply at the Water Tower (1.5 hours three times a week)
  - Monthly Operating Report to be filed with Ohio EPA
  - Requested assistance on the Ohio EPA Wastewater Requirements as well
- Village of Lindsey Technical Service Agreement
  - Village of Lindsey signed new agreement in January 28, 2019
  - Village of Lindsey sent letter on February 5, 2019 (Received on February 22, 2019)
    - Requested clarification of a few items within agreement
    - Requested removal of flat amount in agreement
  - Responded on March 5, 2019
    - The Village was urged to obtain quotes from third parties that can replace the Sanitary Engineers in meeting the Village's Ohio EPA Requirements for a Class II facility.
  - Quotes from another third party would provide them direction of whether to continue with Sanitary Engineer services or not.
- With the amount of time spent on this by the Sanitary Engineers, any further issues should result in canceling of the agreement

