

Sandusky County Commissioners – 6225 Croghan Street, Fremont, OH 43420		MEETING 2019	
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Meeting: Board Of Commissioners	Location: Commissioners' Board Room	Date: 7/18/19	Time: 8:00AM – 11:53AM
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Present: Commissioners: Scott Miller, President; Russ Zimmerman, V-President; Kay E Reiter

Present: Theresa Garcia; County Administrator

Others Present: Steve Shiets, Zach Mulder, Sarah Zimmerman, Michelle Mong, Bethany Brown, Martha Bowen, Cindy Brooks, Craig Shoup,

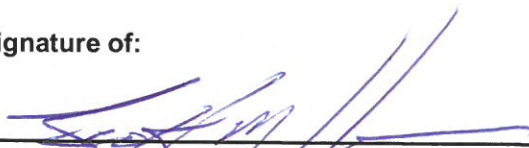
(*action items)				
AGENDA ITEMS	BRIEF DESCRIPTIONS / ACTION STEPS:	PERSON RESPONSIBLE:	DOLLAR AMOUNT:	MOTION / VOTE
Call to Order Pledge of Allegiance (8:00am)	Commissioners began the meeting at the County Courthouse with welcoming comments from Commissioner Miller and the Pledge of Allegiance. Commissioner Miller introduced Elected Officials and Guests. Commissioner Reiter gave some history of the courthouse and Commissioner Zimmerman went over the history of Flag Park and the name change coming next year to Sandusky County Veterans Memorial Park. ***Commissioners Miller left session at 8:30am to attend Board of Revision meetings.	Scott Miller, President		
*Review & Approval of Commissioner Meeting Minutes, incoming Mail Review & External Meeting Notices	The 7/16/19 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: Kay E Reiter 2nd: Russ Zimmerman Yes – 2 (Miller absent)
Review of External board / Meetings Attended by Commissioners	Commissioner Zimmerman attended the FCFC Executive Committee meeting on Wednesday. Cathy Glassford, Director, asked about her request for an additional \$1,000.00 for her office. The Commissioners had not made a decision to date. Cathy did announce she will be retiring next year. Commissioner Miller asked who would appoint her replacement. Administrator Garcia will verify the appointment. Cathy was appointed by the Board of Commissioners.			

	Commissioner Miller attended BOR meetings this morning and they covered several items They will have one more meeting on August 9 th at 11:00am and that should be their final meeting.			
Commissioners and Administrators Discussion	Administrator Garcia made sure the Commissioners were aware the Preliminary Official Statement was completed and forwarded to finance and bond council.			
* Then /Now Documents	Four certificates were presented by the Commissioners office. Three certificates for GLCAP, PO's were not in place as GLCAP changed the funds to use. Three invoices make up these certificates. PO was not in place for the fourth invoice as the Clerk was unaware we would receive another invoice. One in voice makes up this certificate. GLCAP - \$970.00,\$1,543.00 and \$690.00 Shumaker, Loop & Kendrick, LLP - \$2,232.08		\$970.0 \$1,543.00 \$690.00 \$2,232.08	*Motion: Move to Approve certificates Moved by: Kay E Reiter 2nd: Russ Zimmerman Yes – 2 (Miller absent)
* Personnel	None			
* Travel Requests	None			
Sanitary Engineer (9:00am)	Steve Shiets – Sanitary Engineer. Steve came in with Zach Mulder for their quarterly meeting with the Commissioners. See attachment A for agenda items. They are finishing up obtaining the property for Wightmans Grove. There are also a couple of easements that have to be obtained. All should be done in the next few weeks. Environmental studies have all come back and those are no issues. The District #1 agreement still has not been signed and needs an extension. Administrator Garcia is going to reach out to City of Fremont Safety Service Director, Ken Frost and see if she can push this. Commissioner Reiter is going to reach out to Mayor Sanchez too.	Steve Shiets – Sanitary Engineer Zach Mulder – Assistant Sanitary Engineer		
	***Commissioner Miller entered session at 9:32am			
Erie County Joint Ditch Hearing (9:35am)	Commissioners conferenced the Erie County Commissioners to present the annual assessment resolution for approval. See resolution 2019-223 below.			
* Resolutions (10:00am)	2019 - 223 AUTHORIZING THAT THE PROPOSED MAINTENANCE WORK FOR 2019 FOR THE SYLVESTER BRENNER JOINT COUNTY DITCH NO. 662; B.W. KARBLE JOINT COUNTY DITCH NO. 666			*Motion: Move to Approve resolution Moved by: Kay E Reiter 2nd: Patrick J Shenigo Yes – 6

	AND WAHL JOINT COUNTY DITCH NO. 984 IN SANDUSKY/ERIE COUNTIES, BE APPROVED AS SUBMITTED BY THE DITCH MAINTENANCE SUPERVISOR			
	2019-224 APPROVING SUPPLEMENTAL APPROPRIATION TO REAL ESTATE CONTRACT SERVICES (\$200,000.00)		\$200,000.00	*Motion: Move to Approve resolution Moved by: Russ Zimmerman 2nd: Kay E Reiter Yes – 3
	2019 - 226 APPROVING SUPPLEMENTAL APPROPRIATIONS TO VARIOUS DITCH BOND RETIREMENT FUNDS TO DISBURSE ASSESSMENTS COLLECTED IN 2018 AND 2019 (\$145,550.64)		\$145,550.64	*Motion: Move to Approve resolution Moved by: Russ Zimmerman 2nd: Kay E Reiter Yes – 3
Board of DD (10:30am)	Sarah Zimmerman – Board of DD. Sarah came in with Michelle Mong, Office Manager, for her quarterly meeting with the Commissioners. See attachment B for agenda items. There are several county Board of DD's that are in fiscal distress. The State has done advocacy for these boards. There is money the State is giving for increases for DSP staff to cover this expense. They have put ruling in place to establish a reserve fund for these monies to hold for when they need the next year increase. The Commissioners were asked to establish a new fund in the New World finance system for these monies. They will also adjust ORC to allow the money in the five year forecast be transferred to this reserve fund. This will protect funds needed for the forecasted expenses. When the ORC is adjusted the Commissioners will pass another resolution recognizing the change and the ability of the Board to transfer their General Fund money to this reserve. Many Boards had levy funds rolled back by Budget Commissions with no hearing and no notice and this has caused distress for these Boards. Sarah is preparing for the Budget Commission hearing.	Sarah Zimmerman – Superintendent Michelle Mong – Office Manager		
Seneca County Annual Joint Ditch Hearing (11:00am)	Commissioners conferenced the Seneca County Commissioners to present the annual assessment resolution for approval. See resolution 2019-225 below.			

	<p>2019 - 225 AUTHORIZING THAT THE PROPOSED MAINTENANCE WORK FOR 2019 FOR BARK CREEK JOINT COUNTY DITCH #673; BARTSON GROUP JOINT COUNTY DITCH #718; F.L. CHANEY JOINT COUNTY DITCH #752; INDIAN CREEK JOINT COUNTY DITCH #681; THE STACY GROUP JOINT COUNTY DITCH #831; AND THE ALLEY DITCH #091 IN SANDUSKY-SENECA COUNTIES, BE APPROVED AS SUBMITTED BY THE DITCH MAINTENANCE SUPERVISOR</p>			<p>*Motion: Move to Approve resolution Moved by: Kay E Reiter 2nd: Shayne Thomas Yes – 6</p>
<p>Health Department (11:30am)</p>	<p>Martha Bowen – Health Department. Martha came in with Bethany Brown, Health Commissioner, to discuss the issues being discussed for years regarding Rodriguez Street in Madison Township. Martha passed out a timeline of events going back several years. The Commissioners reviewed the last conversation they had with the Township. The sticking point is the Village would annex the homes but only after the water and sewer is repaired. The Village cannot afford to make these repairs. Commissioner Zimmerman asked if the Health Department had leverage to force the Village to annex and repair. The health department does not have the jurisdiction only the EPA can do this. She can issue orders to the residents but the financial burden would be too much for these residents. If findings and orders would come to the County we would have to move forward. Steve Shiets, Sanitary Engineer, was present and did state this would only solve sanitary sewer and not water. Without findings and orders the County could move forward but the rate would be too high. The Village of Gibsonburg is the only entity that can do the whole project. Martha would be happy to go to a Township meeting to help work through some of these challenges. There may be some EPA funding that could assist. Some of these funds are grants with principal forgiveness options.</p>	<p>Martha Bowen – Director of Environmental Bethany Brown – Health Commissioner</p>		
<p>Public Open Session</p>	<p>Citizens Attendees – none Media Attendees – Craig Shoup, News Messenger Elected Officials – none</p>			
<p>* Adjournment (11:53pm)</p>	<p>With business completed for the day the meeting was adjourned.</p>			<p>* Motion: Move to adjourn Moved by: Kay E Reiter 2nd: Russ Zimmerman Yes - 3</p>

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

AGENDA
Commissioners' Meeting
July 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 #25
 - Poggemeyer submitted an OWDA Pay Request #6 for Invoices #26 to #28
 - Permit To Install and plans were sent to Ohio EPA for review
 - Property acquisition for 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
 - 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 was approved by Prosecutor's Office
 - Met with Sandusky River Company... follow up will be soon
 - 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
 - Easement for the description is being reviewed by Prosecutor's Office
 - Environmental Review is completed
 - Indiana Northern Long-Eared Bats
 - Eastern Prairie Fringed Orchid
 - Floodplain Approval via Regional Planning is ongoing
 - 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

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
- New Agreement had three requests originally from the County
 - Switchover Date for County to take over the billing for County customers with a flat rate
 - Add an Operation & Maintenance charge to the City for pumping Pinewood Village Area
 - This would include the Autumnwoods Subdivision Area
 - Similar to how Grandview Lift Station pumps City sewage from Augusta Drive Area
 - Update the rates to the current rates for both the City and County
- New Agreement had one request originally from the City
 - City 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
- 2017 Annual Report indicated a surplus of \$23,620 but found a math error for that year
- With the 2018 Annual Report, it was corrected to a surplus of \$16,607
- In 2018, over \$20,000 was spent on pump repairs (which includes e-One Grinders)
- These costs used to be passed on to the Township Sewer District via our Agreement
- The surplus is now negative (-\$4,714)
- A rate increase at the end of the year for these repair costs will be suggested
- Would suggest starting with a \$2.50 per month increase on the O & M effective January 1, 2020
- Possibly look at a second increase of \$2.50 per month effective January 1, 2021

- 6. Ohio EPA Related Items / Technical Service Agreements
 - Consumer Confidence Report completed for Shorewood Water System
 - Submitted required Ohio EPA documentation for providing Technical Services
 - Lutz Elementary School
 - Misty Meadows (Campfire Girls)
 - Sandusky County Parks - Creek Bend Farm (Water)
 - Sandusky County Parks - White Star Park (Concession Stand)
 - Village of Green Springs (Water)
 - Village of Lindsey (Wastewater and Water)
 - Possible Future Technical Service Agreement
 - Village of Green Springs (Wastewater)
 - Requested assistance on the Ohio EPA Wastewater Requirements
- 7. Miscellaneous Items
 - 2018 Annual Report is complete
 - Customer Area Enclosure / Active Shooter Second Exit is complete
 - Pump Room in Storage Building
 - Installation of metal siding is ongoing so that it blends into the building
 - Utility Billing (Transition from Postcards to Letter Size Trifold Bill)
 - Started with June's utility bill that was sent out at the beginning of July
 - Third Party Billing (Datafile via Frey Cubic Utility Billing Program)
 - Rolling out e-Billing which would completely eliminate a paper bill if customer prefers
 - 4 Payment options: In person, Mail, ACH, and Online
 - New computers were purchased for office staff
 - I.T. did an excellent job getting everything setup
 - Still working out a few items but very smooth transition
 - Added a computer at the Front Counter to access Customer Information & Billing
 - Old computers were set up for each field employee to utilize
 - Preparation for Executive
 - Executive Time & Attendance
 - Hours are being entered by Supervisors at this point
 - Attempting to determine the best way to utilize the program
 - Finance Department is not utilizing the program at this time
 - Personnel



Attachment B

Sandusky County Commissioners Report

July 18, 2019

Proposed State Budget Impacts

- Direct Support Professional (DSP) rate increase
 - From the current statewide average of \$11.12 to \$12.82 by 2020 and \$13.32 by 2021.
 - State funding from SFY 18 & 19 allocations to go towards FY 20 & 21 increases before CBs pick up the current balance. However, CB will pick up new costs.
- Medicaid Reserve Accounts
- Five Year Forecast Requirement

Service Updates

- Waiver Changes
 - January-June: 7 new waivers and 11 changes due to increased service needs.
 - FY19's 5th invoice is expected to be \$226,000 to \$324,000. This is an increase from FY18's 5th invoice of \$58,900.
 - Due to increased waiver enrollments and service changes, FY20's waiver match will increase. However, this amount is still unknown until the state budget is passed and fiscal year end and start is finalized. Current projections estimate it to range from \$2,330,000 to \$2,532,000. This will be an increase of \$100,000 to \$250,000 from FY19.
- Housing
 - Bush Street home – quotes for ADA renovations
 - Nickel Street home - ADA renovations almost complete
- Employment Services
 - 46 high school students participated in summer work training and experiences.

Referrals for Eligibility			
	2017	2018	2019 YTD
Total Applied/Referred	74	184	112
Individuals Determined Eligible and Enrolled	31	51	67

Vanguard Collaboration Update

Vanguard had its first graduating class through the Community Connections Career Partnership – Ohio (C3PO)! Five students graduated with their diplomas and career certifications after having hands-on DD field experiences. DODD Director Davis attended the ceremony to speak with students on the value of working in the DD field and to offer congratulations. Vanguard nominated SCBDD, Sandco Industries, and Wynn-Reeth to the

Ohio School Boards Association for the 2019 Business Honor Roll recognition for the C3PO collaboration, which was later awarded and presented to SCBDD. This was a positive and successful collaboration with anticipated growth for the upcoming school year!



Graduating Seniors: Katelyn Haubert, Katelynn Gibson, Brooklynn Jones, Madison Haubert, and Ivy Price.

School of Hope



We had two graduates this year from the School of Hope! Sam and Brendan are off to their next adventures and we are so proud of them!

House of Representatives Congratulations – Representative Reineke

Representative Reineke sponsored a congratulatory response from the House of Representatives to the Sandusky County Lady Rebels Basketball Team for their 2019 Division I State Championship. This was a surprise presentation to the ladies at the annual Special Olympics Sports Banquet.



