

**SANDUSKY COUNTY COMMISSIONERS – 622 CROGHAN STREET, FREMONT, OH 43420**

**MEETING 2019**

Meeting: Board of Commissioners

Location: Commissioners' Board Room

Date: 10/24/19

Time: 10:00am – 12:10PM

Present: Commissioners: Scott Miller, President; Kay E Reiter

Present: Theresa Garcia, County Administrator

Not Present: Russ Zimmerman, Vice President

Others Present: Steve Shiets, Zach Mulder, Craig Shoup

(\*action items)

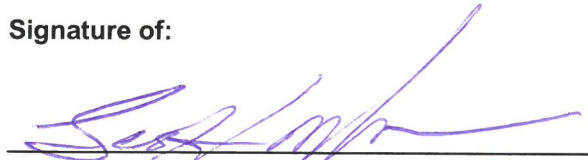
AGENDA ITEMS	BRIEF DESCRIPTIONS / ACTION STEPS:	PERSON RESPONSIBLE	DOLLAR AMOUNT	MOTION / VOTE
Call to Order Pledge of Allegiance (10:00am)	*** Commissioner Zimmerman was not in session due to other obligations			
*Review & Approval of Commissioner Meeting Minutes, Incoming Mail Review & External Meeting Notices	The Board reviewed incoming mail and external meeting notices.	Scott Miller Kay E Reiter		
Review of External Board / Meetings Attended by Commissioners	Commissioner Reiter attended the Visitors Bureau meeting yesterday. They discussed the cover design for the visitors guide. November 5 <sup>th</sup> meeting for the building committee is set up. They still don't have the policy manual updated which includes a Commissioner being a voting member. It is with the Attorney for review at this time. They have four potential board members that were contacted. Two were not interested. One would like to sit in on a meeting to observe. The last one was asked to observe a board meeting too. The best home town magazine is out on the stands. Commissioner Miller's wife and their dog made the cover. Bi-centennial update was given by those on the committee. The home town magazine wants to present the award to downtown Fremont on New Year's Eve at 7:30pm. They talked about bi-centennial events for New Year's Eve too. They are working on a basketball three on three event that has the potential to bring in large groups of tourists.	Kay E Reiter		

	Commissioner Miller attended EDC meeting this morning. They went through basic agenda items. The meeting was opened by an accountant who presented their audit report for the group. The audit report was reviewed with the group.	Scott Miller		
	Commissioner Miller wanted to touch base on information he was given on the Health Department meeting from last Friday. They did review their expense reports and noted they have a retirement notice from one of the directors. They also updated where they are at on the levy campaign. There has been 5,000 postcards mailed out and yard signs and bill boards are up.	Scott Miller		
<b>Commissioners and Administrators Discussion</b>	The CCAO Deferred Compensation representative was wondering if he could schedule a time to meet with all three commissioners. They asked Jaime Wolfe, HR Specialist and Administrator Garcia to take care of this meeting.	Theresa Garcia		
	DJFS would like to set up a time for the Commissioners to sit in on their placement meetings. Melanie Allen, DJFS Director, would like to set up the meeting for November 18, 2019 at 9:00am. This date will work.			
	Representative Reineke conferenced in to update the Commissioners on what he is doing to help the County with the Ransomware attack. He is working with State agencies and updated the Commissioners on what they are doing to help.	Kay E Reiter		
	Administrator Garcia reached out to Carlos Baez, County Engineer, to reschedule the elected officials meeting. He is rescheduling for November 5, 2019 at 7:45am. He will forward agendas to the elected officials when he has it completed.			
<b>Sanitary Engineer (10:00am)</b>	<b>Steve Shiets and Zach Mulder - Sanitary Engineer.</b> Steve and Zach came in for their regular meeting with the Commissioners. See attachment A for agenda items. There was discussion regarding where they are at with the Wightmans Grove project. There needs to be a meeting to discuss the portion of the project that will work with the Wightmans Grove Conservancy project. They would like to get a notice from Common Pleas Court Judge stating the Conservancy board appointments are up to date. They are still having some issues with Executime and splitting hours between different funds. They will work with Finance to work through the issues.	Steve Shiets – Sanitary Engineer Zach Muller – Assistant Sanitary Engineer		

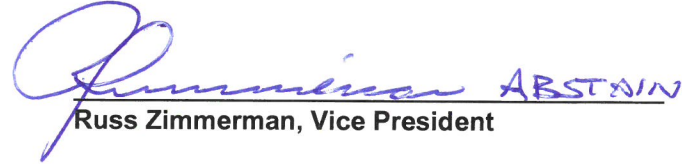
<p><b>*Then and Now Documents</b></p>	<p>One certificate was presented by the Commissioner's office. The general account was changed and a PO was not in place. One invoice makes up this certificate. GLCAP - \$1,557.50</p> <p>One certificate was presented by the Prosecutors Office. There was no PO in place prior to entering into this membership. One invoice makes up this certificate. Magloclen, Inc. -\$400.00</p> <p>One certificate was presented by the Board of DD. They thought a credit they were going to be given was going to cover the invoice and no PO was in place. One invoice makes up this certificate. Intellinetics - \$245.00</p> <p>One certificate was presented by County Court. Court Administrator was unaware of repairs and no PO was prepared prior to invoice. One invoice makes up this certificate. All Pro Elevator - \$752.15</p>		<p>\$1,557.50</p> <p>\$400.00</p> <p>\$245.00</p> <p>\$752.15</p>	<p>*Motion: Move to approve certificates Moved by: Kay E Reiter 2nd: Scott Miller Yes – 2 (Zimmerman absent)</p>
<p><b>*Resolutions</b></p>	<p>2019 - 323 APPROVING FUND TRANSFERS FOR BOARD OF DD FOR HB 166 RESERVE FUND TRANSFER (\$2,288,224.18), FSS ALLOCATION TRANSFER FROM GENERAL FUND (\$40,000.00) AND REVERSE TRANSFER BACK TO GENERAL FUND FROM GRANT FUND (\$2,282.09) AND SUPPLEMENTAL APPROPRIATION TO GENERAL FUND (\$2,328,224.18) AND GRANT FUND (\$2,282.09)</p>	<p>Board of DD</p>	<p>\$2,282,224.18 \$40,000.00 \$2,282.09 \$2,328,224.18 \$2,282.09</p>	<p>*Motion: Move to approve resolution Moved by: Kay E Reiter 2nd: Scott Miller Yes – 2 (Zimmerman absent)</p>
	<p>2019 – 324 APPROVING SUPPLEMENTAL APPROPRIATION TO TASC SUPPLIES (\$14,000.00)</p>	<p>TASC</p>	<p>\$14,000.00</p>	<p>Motion: Move to approve resolution Moved by: Kay E Reiter 2nd: Scott Miller Yes – 2 (Zimmerman absent)</p>
	<p>2019 - 325 APPROVING APPROPRIATION TRANSFER FOR BOARD OF DD FROM BENEFITS TO CAPITAL OUTLAY FOR BUILDING PROJECT (\$65,000.00)</p>	<p>Board of DD</p>	<p>\$65,000.00</p>	<p>* Motion: Move to approve resolution Moved by: Kay E Reiter 2nd: Scott Miller Yes – 2 (Zimmerman absent)</p>

	2019 - 326 APPROVING APPROPRIATION TRANSFER FOR DJFS FROM SUPPLIES TO UTILITIES (\$4,800.00) FOR YEAR END EXPENSES AND SUPPLEMENTAL APPROPRIATION TO PLACEMENT FUND SUPPLIES (\$23,000.00)	DJFS	\$4,800.00 \$23,000.00	Motion: Move to approve resolution Moved by: Kay E Reiter 2nd: Scott Miller Yes – 2 (Zimmerman absent)
	2019 - 327 AUTHORIZING AMENDMENT NO. 1, DATED AS OF OCTOBER 15, 2019, BY AND AMONG FIFTH THIRD BANK, THE COUNTY OF SANDUSKY, OHIO AND THE BELLEVUE HOSPITAL TO AMEND ITS \$2,569,152.82 MASTER LEASE-PURCHASE AND SUBLEASE-PURCHASE AGREEMENT, DATED AS OF SEPTEMBER 1, 2012; AUTHORIZING AN AMENDED AND RESTATED ASSIGNMENT OF RIGHTS UNDER A LEASE TO MASTER TRUSTEE, A TAX EXEMPTION CERTIFICATE AND AGREEMENT; AUTHORIZING OTHER DOCUMENTS AND RELATED ACTIONS IN CONNECTION WITH SUCH TRANSACTION.	Bellevue Hospital		Motion: Move to approve resolution Moved by: Scott Miller 2nd: Kay E Reiter Yes – 2 (Zimmerman absent)
	2019 - 328 APPROVING SUPPLEMENTAL APPROPRIATIONS TO VARIOUS FUNDS FOR YEAR END EXPENSES (\$621,888.00)	Various funds	\$621,888.00	Motion: Move to approve resolution Moved by: Scott Miller 2nd: Kay E Reiter Yes – 2 (Zimmerman absent)
	2019 - 329 APPROVING APPROPRIATION TRANSFER FOR OCTOBER MANDATED PLACEMENT (\$16,064.50) COSTS AND SEPTEMBER PLACEMENT COSTS (\$68,860.01)	DJFS	\$16,064.50 \$68,860.01	Motion: Move to approve resolution Moved by: Kay E Reiter 2nd: Scott Miller Yes – 2 (Zimmerman absent)
<b>Public Open Session</b>	Citizen Attendees – None Media Attendees - Craig Shoup, News Messenger Elected Officials - None			
<b>*Adjournment (12:10pm)</b>	With business completed for the day the meeting was adjourned.			Motion: Move to adjourn Moved by: Scott Miller 2nd: Kay E Reiter Yes – 2 (Zimmerman absent)

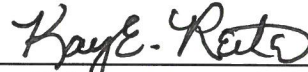
Signature of:



Scott Miller, President

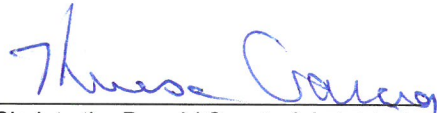


Russ Zimmerman, Vice President



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 the Journal.

\_\_\_\_\_  
Clerk, Board of County Commissioners, Sandusky County, Ohio

**AGENDA**  
**Commissioners' Meeting**  
October 24, 2019

1. County Design Services

Wightman's Grove Sanitary Sewer Collection & Treatment System (Poggemeyer)

- 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
  - Invoice #21 - \$4,456.86
  - Invoice #22 - \$1,155.50
- 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
  - Poggemeyer submitted an OWDA Pay Request #6 for Invoices #25 to #27
  - Poggemeyer submitted an OWDA Pay Request #7 for Invoices #28 to #30
- Permit To Install and plans were sent to Ohio EPA for review
  - Ohio EPA (Central Division) indicated to PDG that they had not started review
  - Ohio EPA started review in September (after having it since May of 2019)
  - Received the Notice of Permit To Install for public comment
  - Received the Draft NPDES for review as well
- Property acquisition for lift station and wastewater plant
  - Acquisition of Wastewater Plant Site (300' by 350' - 2.41 Acres) Complete
  - Acquisition of Lift Station Site (140' by 165' - 0.5303 Acres) Complete
  - 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 is out of Right-of-way at the curves
    - Need a small triangular easement for the force main
    - Easement for the description was approved by Prosecutor's Office
- 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
- PDG indicated that Funding (\$750,000 Grant) is earmarked for other projects
  - Funding agency indicated some may come back at the end of the year
  - If not, the grant would not be available again until July 1, 2020
  - Since this is a grant, this will affect the monthly rates
    - \$750,000 between 65 customers will raise the bill at least \$32 per month
    - Monthly Rates without the grant would be estimated at \$117.57 to \$138.95



2. District #1 Agreement – *No Changes*
  - 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 is currently under review
4. Shorewood River Property – *No Changes*
  - 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. 2020 Rate Increases

- Sandusky County Park District
  - Debt Loan Payments will need to be made twice starting in 2020 (only once in 2019)
  - Debt Component essentially will double effective **January 1, 2020**
    - Doubling Sewer Debt Component – Increases Bill to \$4,565.00
    - Doubling Water Debt Component – Increases Bill to \$2,320.00
- 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
  - 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
- General Sewer District Debt Loans are getting close to the end of payments
  - Operation, Maintenance & Rehabilitation should increase but an overall decrease for bill
  - Chart showing the Debt decreases and Operation, Maintenance, & Rehab increases
    - 5 year outline of the General Sewer District Monthly Flat Rates
    - 5 year outline includes all Flat Monthly Rates (
  - Suggest switching effective dates to July 1<sup>st</sup> to correspond with end of debt payments
  - Spreadsheet shows planned rate increases & decreases for the next 5 years

## Shorewood & Sunny Acres

- Increase Collection System O, M, & R from \$5.00 to \$6.00 on July 1, 2020
- Decrease Joint Debt from \$10.64 to \$1.64 on July 1, 2021
- Increase Joint O, M, & R from \$8.36 to \$9.36 on July 1, 2021
- Decrease Rice Debt from \$7.81 to \$0.00 on July 1, 2021
- Increase Rice O, M, & R from \$6.50 to \$8.00 on July 1, 2021
- Decrease Collection System Debt from \$5.30 to \$0.00 on July 1, 2022
- Increase Collection System O, M, & R from \$6.00 to \$7.00 on July 1, 2022
- Increase Joint O, M, & R from \$9.36 to \$10.36 on July 1, 2022
- Decrease Joint Debt from \$1.64 to \$0.00 on July 1, 2023
- Increase Joint O, M, & R from \$10.36 to \$12.00 on July 1, 2023
- State Route 53 (same as Shorewood including the one below)
- Decrease S.R. 53 Commercial Debt from \$11.88 to \$0.00 on July 1, 2024
- STSD - Phase 1A (same as Shorewood including the ones below)
  - Increase STSD O, M, & R from \$7.00 to \$9.50 on January 1, 2020
  - Increase STSD O, M, & R from \$9.50 to \$12.00 on January 1, 2021
- STSD - Phase 1B and 3 (same as Shorewood including the ones below)
  - Increase STSD O, M, & R from \$7.00 to \$9.50 on January 1, 2020
  - Increase STSD O, M, & R from \$9.50 to \$12.00 on January 1, 2021

## 6. 2020 Budget Preparation

- Submitted Projected 2020 Budget Appropriations to County Auditor
- Started Budget preparation for expenses
- Computer access limited preparation from this point
- Office staff has been busy bringing the Utility Billing up-to-date
- Definitely going to need some time once back up and running to evaluate and input Budget



## 7. Current Computer Issues

- Initially lost the ability to utilize Cubic (Utility Billing Program)
  - Moved it to the server three months ago instead of housing it locally
  - Did get the utility bills delivered 1 hour prior to everything being shutdown
  - We also believe e-Billing was sent out
  - IT got Sandy's computer back connected to server and internet access
    - Had to re-enter all payments (bills and certifications) from September 20<sup>th</sup> to 26<sup>th</sup>
    - Had to enter all payments from September 27<sup>th</sup> to October 15<sup>th</sup>
    - Billing worked October 13<sup>th</sup> (8.5 hours) and October 14<sup>th</sup> (7 hours)
    - ACH via Croghan was sent October 15, 2019 (one day late)
    - Online accounts could not be updated until internet access
  - Had we not moved Cubic, most of this would have been avoided
  - IT has been great working through issues
- Executime
  - We started having employees log in and out of the system on August 26, 2019
    - Found lunches caused a lot of issues rounding up or down
    - Had to correct lunch breaks of both 45 minutes and 75 minutes
  - Employees were improving on logging in and out
  - Splitting costs between Water and Sewer budgets was still being handled by supervisor
  - Supervisors were spending the same amount of time making changes vs. entering data
  - Determined that supervisors would handle all Executime entries on September 23, 2019
  - County Auditors was still not utilizing Executime for us
- Internet / e-mail
  - Both still down at this point for most of the staff although critical e-mails are back up

## 8. Miscellaneous Items

- Pump Room in Storage Building - Installation of metal siding is complete
- Shorewood Contingency Plan - Updated on September 19, 2019
- Activities Reports shall be forthcoming – January 2019 through June 2019 are completed
- Village of Lindsey Letter – 10-21-2019
  - E-mail Response sent on 10-23-2019
- Personnel