

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

MEETING 2019

Meeting: Board Of Commissioners

Location: Commissioners' Board Room

Date:12/17/19

Time: 7:30AM 1:41PM

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

Present: Theresa Garcia; County Administrator

Others Present: John Kolesar, Jeremy Green,

(*action items)

| AGENDA ITEMS | BRIEF DESCRIPTIONS / ACTION STEPS: | PERSON RESPONSIBLE: | DOLLAR AMOUNT: | MOTION / VOTE |
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| Call to Order Pledge of Allegiance (7:30am) | | Scott Miller, President | | |
| County Court #1 | <p>Judge Kolesar – County Court #1. The Commissioners asked Judge to come in to talk about the security in his courthouse. Judge brought Jeremy Green, Court Bailiff, with him. Commissioner Reiter asked Judge to explain the security at county court #1. Judge gave some background on needing security in the building. He decided he did not want any security cameras in the building to be viewed from outside the building to avoid anyone from hacking in to the system. Judge presented a view of the current camera shots. The Clerk of Courts had the ability to watch all the cameras in the building from her personal computer, work computer and phone at one time. They were made aware she was watching and making comments on what was going on in the building including things that had nothing to do with court business. The biggest issue is having the cameras viewed off site. There were questions on the supervision of the staff. Commissioner Zimmerman asked if everyone had access to the Clerk of Courts area. The Judges staff has access because the employee restroom is in that area. Judge does not want offsite viewing of the offices. The Commissioner appreciated the information and will share this information with the Clerk of Courts.</p> | John Kolesar - Judge | | |

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| <p>*Review & Approval of Commissioner Meeting Minutes, incoming Mail Review & External Meeting Notices</p> | <p>The 12/12/19 minutes were reviewed/approved by the Board. The Board reviewed incoming mail and external meeting notices.</p> | <p>Scott Miller, Russ Zimmerman, Kay E Reiter</p> | | <p>*Motion: Move to Approve minutes Moved by: Kay E Reiter 2nd: Russ Zimmerman Yes - 3</p> |
| <p>Review of External board / Meetings Attended by Commissioners</p> | <p>All three Commissioners attended the EMA Mitigation follow-up meeting. The meeting gave everyone an opportunity to review the mitigation procedures in the event of an emergency and what plans should be in place to assure the safety of the county.</p> | <p>Scott Miller, Russ Zimmerman, Kay E Reiter</p> | | |
| | <p>Commissioners Miller and Reiter attended the Land Bank meeting on Thursday. The office will be moving after the first of the year. The Board also moved to add two new board members. Jason Sabier and Tim Freeman were asked if they were interested. The Board will pass resolutions to appoint these members in January. They are moving on a couple of properties and there have been compliments on how the land bank has been operated. The Board also presented the final payment to the commissioners for the start-up funding.</p> | <p>Scott Miller Kay E Reiter</p> | | |
| | <p>The Foster Family Christmas Party was last Thursday. Commissioners Miller and Reiter attended. There were many Foster Families and JFS staff in attendance. It is mandatory for JFS staff to attend the event to celebrate with these families. All the kids seemed to be very happy and it was neat to see the bonding between the kids and the families and the other kids in Foster care. The Commissioners were able to talk one on one with most of the Foster Parents.</p> | <p>Scott Miller Kay E Reiter</p> | | |
| | <p>Commissioner Miller was unable to attend the Erie Basin meeting due to other obligations.</p> | <p>Scott Miller</p> | | |
| | <p>Commissioner Zimmerman attended the Regional Airport Meeting on Monday. There were no fuel purchases in the month of November. The apron project is set to go, they just have to wait for Spring to proceed. They did ask if there was a price increase because of the delay and there will not be one. The weather reporting system is up and going at the airport. They are waiting on some programming from the FAA before it will be working at full capacity. Commissioner Zimmerman did note he had checked to see if the Commissioners</p> | <p>Russ Zimmerman</p> | | |

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| | <p>had vehicles that could be available to the airport. Unfortunately the vehicles being moved out of the fleet are not appropriate for transfer. They asked about the assistance with the hanger keepers insurance from the Commissioners. They had asked if the Commissioners would cover half the premium. The Commissioners already made a decision they could not do this. They are sending a thank you to Carlos Baez, County Engineer, for helping with the crack sealing at the airport. Carlos sent his staff to do the work for them. They did a great job.</p> | | | |
| Commissioners and Administrators Discussion | <p>The Christmas Tree contest at the Courthouse was last week. There were many beautiful and creative trees. The top three trees were voted on and the Commissioners signed off on certificates for those offices. Recorder's Office was voted 1st place, Solid Waste was voted 2nd, and EMS was voted 3rd.</p> | | | |
| * Then /Now Documents | <p>Two certificates were presented by the Board of DD. One certificate invoice wasn't submitted when the PO was open, second PO wasn't opened when submitted for approval. Two invoices make up these certificates. Wadsworth Service - \$507.02 Alyna Hinsch \$500.00</p> <p>One certificate was presented by FCFC. A PO could not be done because an appropriation was not done until after the invoice was sent. One invoice makes up this certificate. Soul Bird Consulting - \$3,000.00</p> <p>Two certificates were presented by EMA. Services was provided while systems were down from the ransomware attack. Two invoices make up these certificates. Coast to Coast Solutions - \$547.68 Digital Data - \$7,500.00</p> <p>Five certificates were presented by the Commissioner's office. Two PO's were not done due to malware incident when systems were down. Two invoices makes up these certificate. Sandusky County - \$4,000.00 GLCAP - \$2,500.00 A PO was done but used and another PO was not done</p> | <p>Board of DD</p> <p>FCFC</p> <p>EMA</p> <p>Commissioners</p> | <p>\$507.02 \$500.00</p> <p>\$3,000.00</p> <p>\$547.68 \$7,500.00</p> <p>\$4,000.00 \$2,500.00 \$16,708.00 \$4,747.00 \$74,320.61</p> | <p>*Motion: Move to Approve certificates Moved by: Kay E Reiter 2nd: Russ Zimmerman Yes - 3</p> |

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| | <p>due to the system being down. Four invoices make up this certificate all to the same vendor. GLCAP - \$16,708.00 A PO was not done prior to receiving the invoice due to the clerk not knowing there would be additional admin form this account. One invoice makes up this certificate. GLCAP - \$4,747.00 A PO was not done prior to receiving invoice as we were waiting to establish the fund and appropriating money. One invoice makes up this certificate. Poggemeyer Design - \$74,320.61</p> | | | |
| * Personnel | None | | | |
| * Travel Requests | None | | | |
| Dog Kennel | Kelly Askins – Dog Kennel - ***Kelly was unable to attend. Her meeting will be rescheduled. | | | |
| Convention and Visitors Bureau | <p>Peggy Courtney- Visitor Bureau. Peggy came in for her regular meeting with the Commissioners. Peggy presented the front cover of the 2020 Visitors Bureau Guide. Ad sales were up this year. Commissioner Reiter asked if the time at the fair networking was helpful. Peggy thought they did get some new advertisers because of that. The Hotel lodging numbers for 2019 were reviewed. The revenue was down so Peggy did some research. She presented some research she did on the collections. Commissioner Zimmerman asked if she compared the numbers to 2017 instead of 2018 since there seems to be a trend with the pipeline workers being here in 2018. This had an impact on sales tax for 2018 too. She is presenting budget at the January meeting to the CVB Board. She will present it to the Commissioners at her next meeting. There are a couple of shows they are cutting out of their schedule this year due to funding. They will revisit these next year and possibly add them back on the schedule. The building and policy committees have not met in several months so there was no update. They will start meeting again in January. Commissioner Reiter asked how staffing was. Peggy stated the bi-centennial project has been a little stressful for staff, but it will work out. She explained what some of the issues have been. The Young Professionals, Sandusky County Volunteer of the Year Award was presented to Dave Thornberry. Peggy has tried for years to meet with the Mayor of Bellevue and was able to meet with him and have met with him several times now. He is on board with the sponsorship</p> | Peggy Courtney – Executive Director | | |

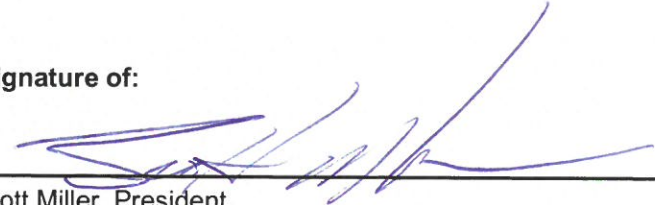
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| | <p>for the 2020 event. Peggy has reviewed all the things the Visitors Bureau does for Bellevue and what they can do. They have been very productive meetings. She will be working with the group from Bellevue, Shop Bellevue, to help advertise what they are doing for Bellevue. Peggy is getting ready to have 2020 event posters distributed to put up in different areas. The suggestion was to look at the volunteer list from the first meeting of the 2020 group and get ten people to hang ten posters. This would get 100 posters hung up for the events.</p> | | | |
| EMA | <p>Lisa Kuelling – EMA. Lisa came in for her regular meeting with the Commissioners. Commissioners started by talking to Lisa about her frustrations with the 911 project and the vendor issues. There was also discussion on the possibility of Frontier filing bankruptcy. Commissioner Reiter made the comment to Lisa to make sure to stay in front of the filing to make sure she is first in line if this happens. There may be other options in place to absorb them by other companies. She is looking at other companies in case they have to make a change in vendors. Wood County is working on this too. The connectivity between Sandusky County and Wood County is done. The connection is not done to Ottawa County. Frontier has to finish this connection and Lisa is working on how to get this done. She was able to get on a conference call yesterday to begin discussions. She is in the “middle” of her year because of how her grants come in. She is working on the new mitigation plan and finished up the Capital request for the warning sirens. She had a discussion at the Rice Township council meeting about the request. They were happy to hear about the submission. Lisa did note there are a few sirens that are fairly new she would like to keep for backup. LEPC agreed to provide containment pools for the fire departments in the County. These are being ordered and will be delivered to the departments.</p> | Lisa Kuelling - Director | | |
| * Resolutions (10:00am) | <p>2019 - 394 APPROVING APPROPRIATION TRANSFER FOR DECEMBER MANDATED PLACEMENT COSTS (\$16,064.50) AND NOVEMBER PLACEMENT COSTS (\$134,942.81)</p> | DJFS | <p>\$16,064.50 \$134,942.81</p> | <p>*Motion: Move to Approve resolution Moved by: Kay E Reiter 2nd: Russ Zimmerman Yes - 3</p> |

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| | 2019 -395 APPROVING FUND TRANSFER OF 1979 SALES TAX TO GENERAL FUND (\$500,000.00) | 1979 Sales Tax | \$500,000.00 | *Motion: Move to Approve resolution Moved by: Russ Zimmerman 2nd: Kay E Reiter Yes - 3 |
| | 2019 - 396 RESOLUTION ---- ENTERING INTO GRANT AGREEMENT BETWEEN THE STATE OF OHIO DEVELOPMENT SERVICES AGENCY (ODSA) AND SANDUSKY COUNTY FOR COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM (CDBG) FORMULA (B-F-19-1CO-1) FUNDING; AUTHORIZING A NEW FUND IS ESTABLISHED WITHIN THE BUDGETARY SYSTEM FOR SANDUSKY COUNTY, THE NEW FUND SHALL BE #20255 CDBG FORMULA (B-F-19-1CO-1) | CDBG | | *Motion: Move to Approve resolution Moved by: Kay E Reiter 2nd: Russ Zimmerman Yes - 3 |
| | 2019 - 397 ENTERING INTO GRANT AGREEMENT BETWEEN THE STATE OF OHIO DEVELOPMENT SERVICES AGENCY (ODSA) AND SANDUSKY COUNTY FOR COMMUNITY DEVELOPMENT BLOCK GRANT - COMMUNITY HOUSING IMPROVEMENT PROGRAM (CDBG & CHIP) (B-C-19-1CO-1; B-C-19-1CO-2; S-C-19-1CO-1) FUNDING; AUTHORIZING A NEW FUND BE ESTABLISHED WITHIN THE BUDGETARY SYSTEM OF SANDUSKY COUNTY, THE NEW FUND SHALL BE #20245 | CDBG | | *Motion: Move to Approve resolution Moved by: Kay E Reiter 2nd: Russ Zimmerman Yes - 3 |
| | 2019 - 398 AUTHORIZING DISTRIBUTION OF FUNDS FROM THE SENIOR CITIZENS TAX LEVY TO GREAT LAKES COMMUNITY ACTION PARTNERSHIP (GLCAP) FREMONT OHIO SENIOR SERVICES (\$580,674.17) | Senior Levy | \$580,674.17 | *Motion: Move to Approve resolution Moved by: Kay E Reiter 2nd: Russ Zimmerman Yes - 3 |
| | 2019 - 399 APPROPRIATION TRANSFER FOR EMS FROM CAPITAL OUTLAY TO SUPPLIES FOR YEAR END PURCHASES (\$26,845.01) | EMS | \$26,845.01 | *Motion: Move to Approve resolution Moved by: Russ Zimmerman 2nd: Kay E Reiter Yes - 3 |
| Citizen Comment | Elsabeth Baumgartner came in to notify the Commissioners she has filed a request for an internal investigation to the Attorney General. She has stated there are illegal court procedures in the Common Pleas Court she has issues with. There is a movement on the way to have Tim Braun removed from office. Open discipline cases with the Discipline Board against | Elsabeth Baumgartner | | |


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| | several officials have been filed. She also has an issue with the improper expending of funds in the county. She is outraged with how the court is run and she feels the Commissioners should look into these issues. She will continue to push hard on these matters. | | | |
| Public Open Session | Citizens Attendees – Elisabeth Baumgartner Media Attendees – Craig Shoup, News Messenger Elected Officials – Judge Kolesar, Tracy Overmyer, Clerk of Courts, Kim Foreman, Treasurer | | | |
| Investment Advisory Committee | Kim Foreman, Chair, and Tracy Overmyer, member of the Investment Advisory Committee came in with Michael McCullough to review investment portfolio updates. Michael presented portfolio documents. 2019 came in good and 2020 should be slightly higher. Curves are looking good because the economy is good. Looking at trends it does not appear we should have a recession in the next year. The Treasury trends are on point for the trend. | Kim Foreman – Treasurer Tracy Overmyer – Clerk of Courts Michael McCullough- UBS | | |
| Sheriff | Sheriff Hilton – Sheriff’s Office. Sheriff came in for his regular meeting with the Commissioners. Sheriff presented an invoice from his office. It was on an issue on an impound vehicle held at Madison Motors who had towed the vehicles. The invoice for the storage was court ordered to be paid by the Sheriff and that did not seem correct so Sheriff looked in to the matter. There was some errors done during a pre-sentencing agreement and the county is responsible for the invoice. Sheriff did work with Rick Seitz from Madison Motors and Rick agreed to reduce the invoice. The invoice was turned over to Administrator Garcia for payment. | Chris Hilton - Sheriff | | |
| Recorder | Colleen Carmack – Recorder. Colleen came in to discuss her 2020 budget. Colleen’s wages for her staff were understated because the initialization was done prior to probationary increases. She asked for additional funds for that and increases for upcoming probationary and increases. The Commissioners asked her to present the numbers to Administrator Garcia to review and update. The Commissioners also talked about adjusting the PERS pick-up and helping come up with like counties and their rates. | Colleen Carmack - Recorder | | |
| Building Code Workshop | Please see attached minutes. | | | |
| Clerk of Courts | Tracy Overmyer – Clerk of Courts. Tracy asked to meet with the Commissioners to ask if she can have legal representation for her office. She feels like she needs someone outside of the Prosecutors office due to | Tracy Overmyer – Clerk of Courts | | |

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| | <p>a possible conflict of interest. She has questions that have been asked of her and she feels she has no one to give her legal opinions.</p> <p>At 1:00pm Commissioner Zimmerman requested to enter executive session to discuss personnel matters to consider investigation of charges or complaints against a public employee, official, licensee, or regulated individuals.</p> <p>At 1:20pm the Commissioners exited executive session</p> <p>Tracy asked the Commissioners about the security cameras she wanted to install in the Clyde Court. Judge Kolesar presented a court order regarding the security of the court. The order was issued in January stating security could only be approved by the Judge, bailiff or probation officers. This court order stands. Tracy asked for a written opinion on the court order and its jurisdiction. Administrator Garcia will get a written opinion on this matter.</p> <p>These matters are another reason the Commissioners need to request from CoRSA how to receive legal counsel. Outside, unbiased, council to assist in answering questions that could pertain to and be a conflict with the prosecutor's office.</p> <p>Commissioner Miller is going to discuss the camera request with Judge Kolesar. Tracy will put this information in writing for Commissioner Miller.</p> | | | <p>*Motion: Move to enter executive session Moved by: Russ Zimmerman 2nd: Kay E Reiter Yes – 3</p> <p>*Motion: Move to exit executive session Moved by: Russ Zimmerman 2nd: Kay E Reiter Yes – 3</p> |
| <p>* Adjournment (1:41pm)</p> | <p>With business completed for the day the meeting was adjourned.</p> | | | <p>* Motion: Move to adjourn Moved by: 2nd: Yes - 3</p> |

Signature of:



Scott Miller, President



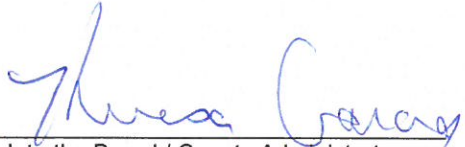
Russ Zimmerman, Vice President



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

COMMERCIAL BUILDING CODE WORKSHOP

Commissioners' Office; 2nd Floor Conference Room

12/17/19 – 12:00pm

Meeting Minutes

In Attendance: Commissioner Reiter; Commissioner Miller; Commissioner Zimmerman; Dave Foss – Fire Chief-Fremont; Dean Schneider – Assistant Fire Chief - Fremont; Beth Hannam – SCEDC Director; Theresa Garcia – County Administrator

- **Advisory Committee Members**

1. Responses from advisory committee. The last individual to respond was Connie Moore. She suggested Andy Boedeker from Mosser Construction take her spot. Tom Busdecker also suggested Dave Wellington sit on the committee in his spot.
2. First Meeting and appointment of board. The suggestion was to schedule the first meeting to be set for January 7th at 4:00pm. Notices will be sent to the Committee members. The meeting will be in the Commissioners Board room. This meeting will be to discuss the mission of the department and final agreement of those for the board. The agenda and a notice to the members regarding choosing the chair and vice-chair by the end of this meeting needs to be sent. Notice could include member's names, where they're from and contact information. Agenda items will be;

Agenda – 1/7/20

Introductions

History on forming the Building Code Department

What needs to happen (Industrial and Commercial inspections first and move to residential)

Purpose of the Advisory Committee

Hiring staff (review position description)

Office space

Choose a chair and vice- chair for the Committee

- **Review of a Start Up Budget:** Russ Zimmerman did talk to Connie Moore about the committee and thoughts about assistance in funding. AGC may be of assistance too. Theresa Garcia will work with the Auditor to make sure the fund is set up, start-up money and estimated revenue for 2020 is updated for budget purposes. Expenses will be an average from the Ottawa County budget. The original revenue and budget forecast will be used for 2020.
- **Personnel Details:**
 1. **Job Descriptions and Wages:** Job descriptions for the Chief Inspector and the Administrative Assistant were reviewed by Tracy Buhrow from Ottawa County Building Department and he thought they looked good.
 2. **Posting positions** – When should the Chief Inspector be posted. This will be posted after the first meeting.

- **Timeline:**

1. First day for Chief Inspector – Committee will review applications and assist in hire
2. First advisory committee meeting – January 7th
3. Media outreach. The thought was to come up with a press release once the Board is set. Russ recommended a short notice on the first meeting in January and another release from the Advisory Committee. They need to notify of the open date and the department at first
4. Office renovation and occupancy will not be ready until possibly June or July 2020. Until that time they will be temporarily located at the EDC office space.
5. Go live date to open the office will be pushed out to the June or July date.

Kay will put together a timeline for the first meeting.

Public Session Sign in Sheet

12/17/2019

| Name | Signature | Contact Information |
|----------------------------|----------------------------|---------------------------------------|
| Elisabeth Baumgartner | E Baumgartner | baumgartner.elisabeth@yahoo.com |
| Kathleen Nalley | Kathleen Nalley | Kathleen, nalley@gmail.com |
| Kathleen Nalley | Kathleen Nalley | OK of GTS |
| Kathleen Nalley | Kathleen Nalley | President |
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