

Sandusky County Commissioners – 622 Croghan Street, Fremont, OH 43420

MEETING 2020

Meeting: Board Of Commissioners

Location: Commissioners' Board Room

Date: 1/16/2020

Time: 8:00AM – 9:45AM

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

Present: Theresa Garcia; County Administrator

Others Present:

(*action items)

AGENDA ITEMS	BRIEF DESCRIPTIONS / ACTION STEPS:	PERSON RESPONSIBLE:	DOLLAR AMOUNT:	MOTION / VOTE
Call to Order Pledge of Allegiance (8:00am)		Kay E Reiter, President		
*Review & Approval of Commissioner Meeting Minutes, incoming Mail Review & External Meeting Notices	The 1/14/2020 minutes were reviewed/approved by the Board. The Board reviewed incoming mail and external meeting notices.	Kay E Reiter, Russ Zimmerman, Scott Miller		*Motion: Move to Approve minutes Moved by: Scott Miller 2nd: Russ Zimmerman Yes - 3
Review of External board / Meetings Attended by Commissioners	Commissioner Zimmerman attended the FCFC Executive Committee meeting on Wednesday 1/15/20. Financials for the department are good. The Board approved the Health Department MOU for their joint project. The Health Department received a new grant. There were only four in the state who received this grant. It has to do with alcohol prevention. It is a K through 12 program and very open on what is covered. There was a long discussion on Respite care update. Mircea Handru, Mental Health Board Executive Director, stated they had an individual who was autistic and had been beating his grandmother. They arrested him and the question is what you do with an individual like this. A respite program could help with this type of situation. They reviewed the Stop-AT grant the health department received. The Health Department received a phone call and if Bethany Brown, Health Commissioner, hadn't been at her desk they may not have received the opportunity to get the grant. She had 15 minutes to	Russ Zimmerman		

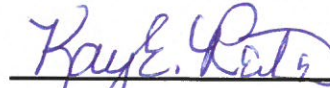
	accept the grant when they called her. They can use these funds for current programs. Commissioner Zimmerman brought up the issue with a visitor regarding the report from JFS and the children in placement. The individual doesn't like that the children are listed as numbers and costs. Commissioner Zimmerman explained he talked to the individual and explained why we look at the numbers and these names are protected information. He also explained the collaboration with the FCFC groups.			
	Commissioner Miller was unable to attend GLCAP. He did meet with Ruthann House for an update on the meeting. She did say there wasn't anything discussed outside the packets sent out and was basically a reorganization meeting.	Scott Miller		
Commissioners and Administrators Discussion	Ron Hiser, Facility Management Director, talked to Tim Linder from the Bricklayers Union about the time capsule podium. Tim feels the podium should be brick to match the courthouse and the ramp and not sandstone.	Theresa Garcia		
	The Commissioner talked about the renovations at the PEAK building. There was discussion on how the Work Experience Program works that is run from the PEAK building and the contract with Ehope. Administrator Garcia is going to talk with Melanie Allen, DJFS Director, about the contract and other opportunities for the program.			
* Then /Now Documents	<p>One certificate was presented by DJFS. Department was not aware that there would be a charge for the record request. One invoice makes up this certificate. Fifth Third Bank - \$27.59</p> <p>Once certificate was presented by Juvenile Court. The PO in place was dated incorrectly. One invoice make up this certificate. Brad Smith - \$390.43</p> <p>Four certificates were presented by the Commissioner's office. First certificate was due to a clerical error. One invoice makes up that certificate. Second certificate, PO was not in place because we were not aware we would be paying the invoice. One invoice makes up this certificate. Third certificate, clerk was not aware we would be paying the invoice. One invoice makes up this certificate. Fourth certificate, the clerk was not aware we would be receiving an invoice for contract change. One invoice makes up this certificate.</p>	<p>DJFS</p> <p>Juvenile Court</p> <p>Commissioners</p>	<p>\$27.59</p> <p>\$390.43</p> <p>\$4,542.00 \$4,608.25 \$106.80 \$562.58</p>	<p>*Motion: Move to Approve certificate Moved by: Russ Zimmerman 2nd: Scott Miller Yes - 3</p>

	Veh & Son - \$4,542.00 Madison Motors - \$4,608.25 Ohio Supreme Court - \$106.80 Perry Pro Tech - \$562.58			
* Personnel	None			
* Travel Requests	None			
Sanitary Engineer	<p>Steve Shiets – Sanitary Engineer. Steve came in with Zach Mulder for his regular meeting with the Commissioners. See attachment A for agenda items. Progress on the Wightmans Grove project is slow but steady. They are waiting for the funding approval. They do have all the other approvals needed. Poggemeyer Design Group wants to set up a meeting to discuss public meetings.</p> <p>The General Sewer plan still needs to be approved. Steve is working with Administrator Garcia to get a billing cost for Fremont so the agreement can be signed. Misty Meadows received an application from EPA that was presented back in 2014 by Misty Meadows. There were conversation about the cost of complying with the EPA recommendation. The Commissioners discussed some funding possibilities if Misty Meadows were to agree to take a lead on some of the requests. Steve is going to talk to the Board at Misty Meadows about options.</p> <p>Steve does have some personnel issues he is working with Jaime Wolfe, HR Specialist, on.</p>	Steve Shiets – Sanitary Engineer Zach Mulder – Assistant Sanitary Engineer		
* Resolutions	2020 - 26 APPROVING SUPPLEMENTAL APPROPRIATION FOR 1979 SALES TAX (\$5,580,000.00) SENIOR LEVY (\$1,310,000.00), HOTEL TAX (\$300,000.00) AND PI (\$13,752.16) AND APPROPRIATION TRANSFER FOR LAW LIBRARY (\$5,000.00)	Various	\$5,580,000.00 \$1,310,000.00 \$300,000.00 \$13,752.16 \$5,000.00	*Motion: Move to Approve resolution Moved by: Russ Zimmerman 2nd: Scott Miller Yes - 3
	2020 - 27 APPROVING APPROPRIATION TRANSFER FOR DECEMBER 2019 AND JANUARY 2020 MANDATED PLACEMENT COSTS (\$32,129.00) AND NOVEMBER AND DECEMBER PLACEMENT COSTS (\$215,759.58)	DJFS	\$32,129.00 \$215,759.58	*Motion: Move to Approve resolution Moved by: Scott Miller 2nd: Russ Zimmerman Yes - 3

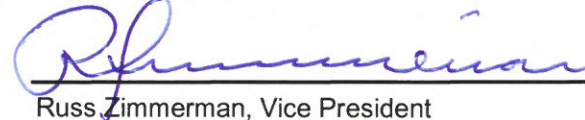
	2020-28 AUTHORIZING THAT FIRST STEP FAMILY VIOLENCE INTERVENTION CENTER AND THE LIBERTY CENTER OF SANDUSKY COUNTY IN CONJUNCTION WITH THE SANDUSKY COUNTY DOMESTIC VIOLENCE TASK FORCE, ARE ELIGIBLE FOR FUNDS COLLECTED PURSUANT TO SECTIONS 3113.34, AND 2303.201 OF THE OHIO REVISED CODE (ORC)	Domestic Violence		*Motion: Move to Approve resolution Moved by: Scott Miller 2nd: Russ Zimmerman Yes - 3
	2020 - 29 APPROVING SUPPLEMENTAL APPROPRIATION FOR TASC TO UTILITIES (\$6,300.00) FOR 2020 EXPENSES	TASC	\$6,300.00	*Motion: Move to Approve resolution Moved by: Scott Miller 2nd: Russ Zimmerman Yes - 3
	2020 - 30 APPROVING APPROPRIATION TRANSFER FOR SHERIFF CCW FOR CHANGE FUND (\$100.00) AND SUPPLEMENTAL APPROPRIATION FOR MPA (\$578.64) TO RETURN UNEXPENDED FY 2019 GRANT FUNDS TO ODNR.	Sheriff	\$100.00 \$578.64	*Motion: Move to Approve resolution Moved by: Scott Miller 2nd: Russ Zimmerman Yes - 3
	2020 - 31 APPROVING APPROPRIATION REDUCTIONS TO VARIOUS FUNDS TO BRING FUNDS IN LINE WITH OFFICIAL CERTIFICATE	Various		*Motion: Move to Approve resolution Moved by: Russ Zimmerman 2nd: Scott Miller Yes - 3
	*** Administrator Garcia asked for a motion to add a resolution to the agenda to adjust the PERS pick-up for Juvenile Court staff and a resolution appropriating funds to debt accounts Commissioner made a motion to add the resolution			*Motion: Move to add a resolution Moved by: Scott Miller 2nd: Russ Zimmerman Yes - 3
	2020 - 32 AUTHORIZATION FOR SANDUSKY COUNTY TO PICK UP THE STATUTORILY REQUIRED CONTRIBUTION TO THE OHIO PUBLIC EMPLOYEES RETIREMENT SYSTEM FOR THE EMPLOYEES OF THE SANDUSKY COUNTY JUVENILE/PROBATE COURTS PURSUANT TO INTERNAL REVENUE CODE SECTION 414(H)(2).	Juvenile		*Motion: Move to Approve resolution Moved by: Russ Zimmerman 2nd: Scott Miller Yes - 3
	2020 - 33 APPROVING SUPPLEMENTAL APPROPRIATIONS TO VARIOUS DEBT FUND ACCOUNTS FOR 2020 INVOICE PAYEMNTS			*Motion: Move to Approve resolution Moved by: Scott Miller 2nd: Russ Zimmerman Yes - 3

Public Open Session	Citizens Attendees – none Media Attendees – none Elected Officials – none			
* Adjournment (9:45am)	With business completed for the day the meeting was adjourned.			* Motion: Move to adjourn Moved by: Russ Zimmerman 2nd: Scott Miller Yes - 3

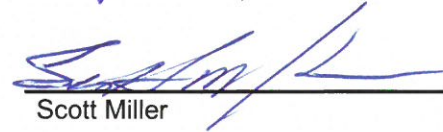
Signature of:



Kay E Reiter, President



Russ Zimmerman, Vice President



Scott Miller

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

January 16, 2020

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
- Invoice #23 - \$3,267.81
- Invoice #24 - \$7,794.13
- Invoice #25 - \$1,664.75
- Invoice #26 - \$7,049.23
- Invoice #27 - \$9,664.30
- Invoice #28 - \$9,161.05
- Invoice #29 - \$1,670.53
- Invoice #30 - \$1,470.85
- Invoice #31 - \$72.50
- Invoice #32 - \$274.44
- Invoice #33 - \$108.75

• 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 approved by Ohio EPA

• NPDES permit for the Wastewater Plant was approved

• 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 applied for OCEAN Funding (\$750,000 Grant) on January 7, 2020

• OCEAN is Ohio Community and Energy Assistance Network

• Hopefully hear back from the State in the near future

• If not, funding would be available again for 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 & 2020
 - Evaluate County Water Plant vs. City of Fremont Water
 - Met with the City of Fremont on December 18, 2018 and December 17, 2019
 - 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
 - Asset Management – Tracking Metrics in 2020
4. Executive
 - Entering all data is handled by supervisors
 - Splitting costs between Water and Sewer budgets are handled by supervisor
 - All employees are tracked as Indirect and Direct as follow:
 - Indirect Costs assigned as follows:
 - Sewer Budget: Sewer District #1 - 76.5%
 - General Sewer District - 21.0%
 - Direct Costs assigned as follows:
 - Water Budget
 - Sewer Budget
 - Sewer District #1
 - General Sewer District
 - Port Clinton Lift Station (split with Township Sewer District)
 - Adams Acres Wastewater Plant
 - Westwood Wastewater Plant
 - Sandusky Township Sewer District
 - Parks Sewer & Water
 - Technical Services (Green Springs, Lindsey, Misty Meadows, Lutz)
 - Software is hardly ideal for our operation, but it will work
 - It is up to the County Auditors to start utilizing Executime for us

5. 2020 Rate Increases

- 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)
 - Decided to wait and see where we are at with 2019 Annual Report
 - Rate increase for these repair costs may be suggested based on the 2019 Annual Report
 - Suggest starting with a \$2.50 per month increase on the O & M effective **July 1, 2020**
- 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 1st 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. Office / Field Items

- Inventory for 2019 was completed
- Fleming Lift Station - Installed a storm sewer to relieve both ground and surface water at site
- Sanitary Engineers website has been redone by DKI and should be live ASAP
- Misty Meadows - Ohio EPA finally reached out to finalize the permit that was applied for in 2014
 - Performed sample for the permit
 - Ohio EPA wanted the form signed by Campfire (even though it was signed in 2014)
 - Requiring Campfire to resubmit the 2014 application electronically
- Consultant Engineering Agreement for 2020 - Prosecutor's office
- Activities Reports - October 2019 through December 2019 are forthcoming
- Shorewood Contingency Plan - Update forthcoming

7. Miscellaneous (Personnel)

