

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

MEETING 2020

Meeting: Board Of Commissioners Location: Commissioners' Board Room Date: 4/14/2020 Time: 8:00AM – 11:57AM

EMERGENCY MEETING

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

Present: Theresa Garcia; County Administrator

Others Present by teleconference: Sarah Zimmerman, Peggy Courtney, Ron Hiser, Tom Fullen, Steve Shiets

(*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 4/7/2020 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
Commissioners and Administrator Discussion	Commissioner Zimmerman talked about the Sandusky County Airport Authority repair to the runway aprons. The Commissioners had agreed to cover the cost until the grant funding came in September. With the spending freeze Commissioner Zimmerman wanted to know if this project should be put on hold due to the financial freeze. All agreed the project should be put on hold and the Airport Board needs to make sure the Federal funding is still going to be available. Commissioner Zimmerman will discuss this with the Airport.	Russ Zimmerman		
	Administrator Garcia mentioned Family Children First Council (FCFC) meeting is tomorrow. They are going to hold this via ZOOM. One of the topics of discussion is the rate for the new Director. Cathy Glassford, FCFC	Theresa Garcia		

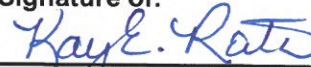
	Director, is retiring in September. This is something that needs to be set by the Commissioners.			
	The Regional Planning meeting was canceled yesterday.			
* Then /Now Documents	Two certificates were presented by the Auditor's Office. One certificate they were not aware they would be getting the invoice, the second certificate was a 2019 invoice that was received after the PO was liquidated. Two invoices make up this certificate. Cleman's & Nelson - \$225.00 Tyler Tech - \$38,431.10	Auditor	\$225.00 \$38,431.10	*Motion: Move to Approve certificates Moved by: Scott Miller 2nd: Russ Zimmerman Yes – 3
* Personnel	None			
* Travel Requests	None			
Board of DD	<u>Sarah Zimmerman – Board of DD.</u> Sarah joined via teleconference and did not have anything formal to submit. It has been a little crazy. They are on an A and B schedule. They have a main person and that persons back up and they are on opposite shifts. Most people are working remotely. Her school staff and receptionist are on sight the most. The Classrooms are doing some ZOOM classes to allow some social interaction. This is working out fairly well. Some are starting to get a little stir crazy. Case workers are touching base with families at least once a week and more if needed. Shared living home providers are the biggest concern. They are doing some hand delivered PPE to these providers. They have sorted out supplies by needs and not just wants. They were able to get some thermometers for these homes. Adult Day Services have been closed since March, a week prior to the mandate. They set up a virtual meeting once a week with home visit servicing staff. They have been experiencing high volume of overtime due to not being able to go into homes. Commissioner Miller asked how the overtime is being covered. Sarah cannot supplement Medicaid costs so it is difficult. They are working with Medicaid to have this paid with the waivers.	Sarah Zimmerman - Superintendent		

	<p>This discussion has been going in for two weeks. Some of these changes may work when we are out of the stay at home order. Commissioner Reiter asked if everyone is staying healthy. She said for right now everyone is doing good.</p>			
<p>Convention and Visitors Bureau</p>	<p><u>Peggy Courtney – Visitors Bureau.</u> Peggy joined via teleconference for her regular meeting. Commissioner Reiter forwarded a video on Ohio waters and phosphate collection for the Commissioners to watch. Dave Thornberry, Visitors Bureau Marketing, Back in 2016, Dave Thornbury was part of the Ohio Tourism Leadership Academy. As a final project for the class, he and a group of other travel professionals from around the state produced a study/video on harmful algal blooms in Lake Erie. That project, four years later, has led to a \$650,000 Ohio EPA grant.</p> <p>Last week Peggy applied for the SBA loans that are available. They have not heard anything back on this application. She did hear from Wood County on their application. It looks like, if approved, they may only get about \$3,000.00. She than found out that they may not even qualify for the grants. She will keep her Board up to date on what she hears. She did hear that two other Visitors Bureaus had been approved but if they get the money and did not qualify they will have to return the funds.</p> <p>Peggy has gone through their budget and cut about \$20,000.00. They have looked at the bed tax coming in and how much they may lose. This will hit them very hard. They do have some rainy day funds they may have to dip in to. Commissioner Miller asked if she was using a percentage. Peggy said she did not use a percentage, she looked at the budget and pulled from expenses that were not “necessities” such as trade shows, lunches, technology upgrades, marketing, etc. She sees more people staying closer to home rather than jumping on a bus to travel.</p> <p>Peggy also shared that she did get a call from the State Auditor to start their bi-annual audit. She had budgeted around \$3,000 to cover that expense.</p>	<p>Peggy Courtney – Executive Director</p>		


Facility Management	<p>Ron Hiser – Facility Management. Ron called in via teleconference for his regular meeting. See attachment A for agenda items:</p> <ul style="list-style-type: none"> • They are only working on emergency work orders. They have only had a couple of emergencies. • The keying system at the courthouse is completed. • They are looking at purchasing an electrostatic disinfectant spraying machine. They want to look at the costs and see if it is actually feasible. • Still working with Poggemeyer Design Group on specs for Phase I bid. Commissioner Zimmerman shared that he has talked with Ron about the updated plans for the Better Building projects and that Terry Tracht, SC Project Manager, is required to be included in all meetings connected to the Better Building projects. • Commissioner Reiter asked Ron if he has looked at what projects he has planned along with maintenance for the balance of 2020 that could be put on hold. Commissioner Reiter reminded Ron that he needs to work to stay in alignment with the recent budget reduction memo that the Commissioners sent out last Tuesday to all departments. 	Ron Hiser - -Director		
* Resolutions (10:00am)	2020 - 116 APPROVING THE AMENDED AGREEMENT FOR THE ESTABLISHMENT OF A COMBINED GENERAL HEALTH DISTRICT FOR THE ADMINISTRATION OF HEALTH AND ENVIRONMENTAL SERVICES WITHIN THE GEOGRAPHICAL JURISDICTION OF SANDUSKY COUNTY, OHIO	Health Department		*Motion: Move to Approve resolution Moved by: Scott Miller 2nd: Russ Zimmerman Yes - 3
	2020 - 117 APPROVING SUPPLEMENTAL APPROPRIATION FOR CLERK OF COURTS (\$300.00) AND COUNTY COURT COMPUTER FUNDS (\$100.00) INTERDEPARTMENT REIMBURSEMENT FOR WORKER COMP TRANSFER	Clerk of Court	\$300.00 \$100.00	*Motion: Move to Approve resolution Moved by: Scott Miller 2nd: Russ Zimmerman Yes - 3

Sanitary Engineer	Steve Shiets – Sanitary Engineer. Steve joined via teleconference for his regular meeting. See attachment B for agenda items. Wightman’s Grove project is moving forward. They are out of design funding and general fund may have to step up and pay invoices until the grant funding is received. Commissioner Reiter asked if there is a possibility of the grant dollars not coming through with all that is being negatively impacted the COVID-19 at a Federal level. Steve is going to check on this and report back.	Steve Shiets - Engineer		
Public Open Session	Citizens Attendees – none Media Attendees – Tom Fullen, Eagle 99 Elected Officials – none			
* Adjournment (10:57am)	With business completed for the day the meeting was adjourned.			* Motion: Move to adjourn Moved by: Scott Miller 2nd: Russ Zimmerman Yes - 3

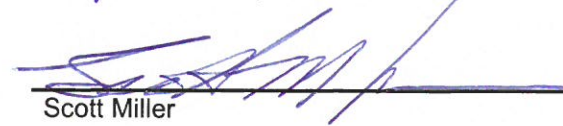
Signature of:



Kay E Reiter, President



Russ Zimmerman, Vice President



Scott Miller

Board of County Commissioners, Sandusky County Ohio

Attest: Theresa Conner
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

Attachment A

Sandusky County Commissioners Agenda



Topics of Discussion for the meeting Dated April 14th 2020

* Denotes action needed

1. We are working with our commercial cleaner to set-up new schedules (as departments are working remotely) and stressing the importance of cleaning high touch areas. We have reviewed our cleaning disinfectants to insure that they are very effective in killing viruses. We have set-up procedures and protocols in the event of a positive case in one of our buildings.
2. We are looking into Electrostatic disinfectant spraying equipment.
3. We are assisting EMA with material handling and deliveries.
4. We are helping out with mail deliveries on countryside drive as needed.
5. North-coast security is finished with the master key system at the courthouse.
6. New Front Door for the Commissioners Bld. is scheduled to be installed the first week of May.
7. The ADA door opener's installation date was scheduled for first week of April. However this will be delayed because of back-orders of materials due to the pandemic.
8. We are continuing to work with the Poggemeyer Design Group on the F.M. and Building department renovations. Jason stated that they should be ready to advertise in a week or so.
9. Working with the BOE and Vet's to install new access controls and panic alarms.
10. The concrete work repairs and moving the sign to the north walkway have been scheduled as soon as the weather permits at Flag Park.
11. We are working with GLCAP on the CDBG funded Sandusky Co. Board of DD Senior Center kitchen renovation project.
12. We are working on developing designs and costs for installation of security equipment at the Woodville Court location.
13. We are working on getting a design and cost for zoning the HVAC for Woodville Court.
14. Additional ice breakers to protect the new ADA ramp area are scheduled to be installed by the end of April.

Attachment B

AGENDA
Commissioners' Meeting
April 14, 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
 - Invoice #34 - \$1,528.00
- OWDA Design Loan Application was approved in December 2016
 - Poggemeyer submitted an OWDA Pay Request #1 through #7
 - OWDA Pay Requests covered Invoices #1 to Invoices #30
 - Poggemeyer submitted an OWDA Pay Request #8 for Invoices #31 to #34
 - Invoice #34 - \$1,528.00 (only \$670.53 available for the Design Loan)
 - At this point, the rest will need to be funded via General Fund
 - Reimbursement can be from the Construction Loan
 - Typically, consultants indicate when they are past the design loan amounts
- Permit To Install and plans were approved by Ohio EPA
- NPDES permit for the Wastewater Plant was approved
- Floodplain Permit via Regional Planning is approved
- Property acquisition for lift station and wastewater plant is complete
 - Wastewater Plant Site (300' by 350' - 2.41 Acres)
 - Lift Station Site (140' by 165' - 0.5303 Acres)
- Still have couple easements to obtain
 - 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
- 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
 - Project was competing with 4 other projects requesting \$2.5 million
 - OCEAN was asking for more information to distribute grant
 - No guarantee we would get the grant needed in full to maintain estimated rates
 - Requested time schedule between this grant and the July 1st grant application
 - About a three month delay between the grants
 - Tree removal cannot occur till after September due to endangered bats
 - July 1st application to be utilized with funding available in September

- General Fund Expenditures for possible reimbursement by OWDA Construction Loan
 - Wastewater Plant Site (\$41,250)
 - Lift Station Site (\$15,000)
 - Ohio EPA Permit To Install (\$12,466.22)
 - Design Contract Amendment #1 – Geotechnical Exploration (\$7,075)
 - Design Contract Amendment #2 – Environmental Review Record (\$7,000)
 - Design Contract Amendment #3 – Water Resource Delineation Report (\$5,140)
 - Design OVERRUNS (To Be Determined)
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
 - Determined Billing Charge for City of Fremont
 - Based off information the County had from 2014
3. General Water Plan (Performed by ms consultants) – *No Changes*
- \$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
4. Assistant Sanitary Engineer – Zach Mulder’s resignation
- Last day was April 10, 2020 although vacation was approved to the end of April
 - Engineer Intern or Assistant Sanitary Engineer was posted by HR
 - With current situation, no applicants at this time
 - We can cover most items for the time being

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
- The rate increases & decreases will need to be reevaluated with the virus

6. Office / Field Items

- Sanitary Engineers website is up and running
- Annual Report is forthcoming
- Shorewood Contingency Plan is forthcoming
- Misty Meadows - Ohio EPA should be finalizing the permit that was applied for in 2014
- Green Springs has requested the County perform Technical Services for Wastewater
 - New Technical Service Agreement will be needed to initiate it
 - Mark Mulligan will be reviewing it shortly
- Hired Operator In Training (Ryan More)
 - Training has been limited due to virus
 - Contacted Licensed Operators approved by EPA for consulting to cover Lead Operator
 - Four (4) Water Operators indicated they would assist if needed
 - Three (3) Wastewater Operators indicated they would assist if needed

7. Covid-19 Virus Crisis - Temporary Operations
- Installed Drop Box for Sanitary Engineer utility bill payments
 - Installed on March 16, 2020 in anticipation of limiting access to the office
 - Utilization of the box is increasing with bills being due on April 15, 2020
 - Large increase of credit card payments via the website
 - Essential Work was performed from March 23rd through April 6th
 - Part Time Staff did not work
 - Most staff worked limited hours with someone in the office at all times
 - Operator took County truck home to limit interacting with other staff & office
 - Operator met EPA Staffing Requirements at all sites
 - Week of April 6th – All full time staff came back to work except for Operator
 - Part time field staff came back for mowing lawns as needed
 - Operator still utilizing County truck at home to limit interacting with other staff & office
 - Operator met EPA Staffing Requirements at all sites
 - Week of April 13th – All full time staff and part time field staff are working except for Operator
 - Operator still utilizing County truck at home to limit interacting with other staff & office
 - Part time office staff may assist covering office with Assistant Sanitary Engineer gone
 - Biggest concern is (1) staffing due to our size and (2) losses in revenue
 - Meeting estimated revenue for 2020 Budget plus budget to come
 - OWDA and OPWC loan payments may become difficult to pay
 - We will be keeping an eye on the revenue in months to come
 - Penalties
 - Penalties in March were not accessed
 - Planning on not accessing penalties in April as well