

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

**MEETING 2020**

Meeting: Board Of Commissioners

Location: Commissioners' Board Room

Date: 7/16/2020

Time: 8:00AM – 11:50AM

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

Present: Theresa Garcia; County Administrator

Others Present by teleconference: Charlie Schwochow, Steve Shiets, Tom Fullen, Craig Shoup,

Others Present: Lisa Kuelling, Sheriff Hilton

(\*action items)

AGENDA ITEMS	BRIEF DESCRIPTIONS / ACTION STEPS:	PERSON RESPONSIBLE:	DOLLAR AMOUNT:	MOTION / VOTE
<b>Call to Order Pledge of Allegiance (8:00am)</b>		Kay E Reiter, President		
<b>*Review &amp; Approval of Commissioner Meeting Minutes, incoming Mail Review &amp; External Meeting Notices</b>	The 7/14/2020 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
<b>Review of External board / Meetings Attended by Commissioners</b>	Commissioner Zimmerman attended the FCFC meeting by ZOOM on Wednesday. They talked about interviews for the new director. They have three interviews next week. They discussed with Cathy what her retirement plans were. She is willing to work later if they need to have her help with more training. There was a lot of discussion of finances and revenue loss from many different departments and organizations.	Russ Zimmerman		
	All three Commissioners attended a meeting at Terra State Community College with their representatives to talk with ODOT representatives about the round-about at the College entrance. ODOT reviewed the most recent crash reports in the area. 2020 recorded crash data is low but you have to remember campus has been closed due to COVID-19. If you go back to the opening of the roundabout the crash data is trending upward and ODOT is keeping a close eye on this detail. An interesting note there has only been only one accident	Kay E Reiter Russ Zimmerman Scott Miller		

	<p>involving a semi-truck. The discussion lead to talking about the pavement conditions approaching the round-about and it appears to be slowly "wearing". ODOT is planning to test the asphalt texture to see if this is something that can be improved. As the group continued to review the crash data the largest group by age involved are 70-79 year old and between 20-29 years old. There were many factors discussed including how far individuals had traveled and where they are from. The suggestion was to possibly put rumble strips on the pavement coming from the north and south on SR 53. ODOT will address this as soon as possible. The group also discussed the foliage in the middle of the round-about, ODOT shared that a high volume plant, like tall grasses, are needed to help block oncoming vehicle lights from traffic at night. The College did confirm that the former college president, Jerome Webster, had signed an agreement to maintain the plants in the center of the round-about as well as the lighting. The College also confirmed that insurance carriers cover the replacement of damaged poles but the poles are a special design and take a long period of time to get them replaced. ODOT officials outlined the importance for law enforcement to complete reports on sight due to the fact there are markers that ping the location.</p>			
<b>Commissioners and Administrator Discussion</b>	<p>Administrator Garcia discussed the recommendation to send a notice to department heads to wear masks. It is important to remind everyone, for their safety and the general public, we should be wearing masks in common areas. Once the Governor upgrades the county status at 2:00pm today a memo will go out including where Sandusky County is at on the chart.</p>	Theresa Garcia - Administrator		
	<p>Commissioner Zimmerman talked to the Chair of the Chamber of Commerce regarding the chamber's business after-hours event last week and social distancing concerns. He discussed how we need to lead by example when planning events and staying within the State guidelines.</p>	Russ Zimmerman		
	<p>Commissioner Miller noted the bi-centennial trailer is ready to travel and they are going to have it at the farmers markets in downtown Fremont.</p>	Scott Miller		
	<p>Woodville Court wage meeting on Tuesday was discussed. Administrator Garcia wanted to clarify the starting wage approved by the Commissioners. It was not clear what the starting wage was set for the new hire. The motion made was to agree on the new hire that</p>			


	Judge Fiser suggested but it must stay within 2020 budget for this position. The recommended starting wage presented by Judge Fiser's order pays the new hire as much as the past employee and more than current staff in the county courts. Starting wage should have been set by the Commissioners for the rate the last Probation Officer was started at with the same probationary increase.			
	Commissioner Miller asked about the meeting regarding the County Court Computer fund and the agreement to cover health insurance cost for the one full-time employee. Administrator Garcia noted the Commissioners agreed to pay approximately \$9,000.00 for the remaining share of the health insurance cost but did not agree to reimburse for premiums already paid.	Scott Miller		
<b>* Then /Now Documents</b>	One certificate was presented by the Board of DD. A 2019 invoice was sent in 2020 and no PO was in place. One invoice makes up this certificate. Rachelle Perkins - \$874.58	Board of DD	\$874.58	*Motion: Move to Approve certificates Moved by: Scott Miller 2nd: Russ Zimmerman Yes - 3
<b>* Personnel</b>	None			
<b>* Travel Requests</b>	None			
<b>Sanitary Engineer</b>	<b>Steve Shiets – Sanitary Engineer.</b> Steve joined by teleconference for his regular meeting. See attachment A for agenda items. The Wightmans Grove bid opening is August 20 <sup>th</sup> at 10:30am. This project is moving forward. Commissioner Zimmerman noted he received an email from a resident at Wightmans Grove stating she can only pay taxes on her property there because it needs to have the sewer completed. Commissioner Zimmerman will update her on the progress. Steve had forwarded the current project update for review. Everything else is going smoothly for the office. He is still looking at replacing his Assistant Engineer.	Steve Shiets - Engineer		
<b>* Resolutions (10:00am)</b>	2020 - 217 THE PROSECUTORS OFFICE AS THE MANAGING AGENT OF THE SANDUSKY COUNTY DRUG TASK FORCE REQUEST THAT APPROPRIATED FUNDS BE TRANSFERRED FROM DTF COPIER LEASE APPROPRIATION (\$675.00) TO DTF NATURAL GAS APPROPRIATION TO PAY THE REMAINDER OF 2020 UTILITY BILLS. THIS WILL NOT CAUSE A SHORTAGE IN THE COPIER LEASE WHICH IS BEING PAID BY THE PROSECUTORS OFFICE.	Drug Task Force	\$675.00	*Motion: Move to Approve resolution Moved by Scott Miller 2nd:: Russ Zimmerman Yes - 3

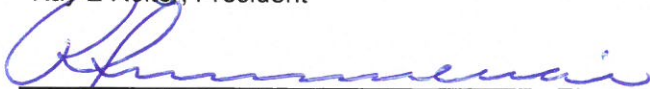
	2020 - 218 APPROVING THREE SATISFACTION OF MORTGAGES BY NATHANIEL A TAYLOR AND AUDREY TAYLOR, 317 GRANT STREET, CLYDE, OHIO 43410	Home Mortgage	\$16,230.00	*Motion: Move to Approve resolution Moved by Scott Miller 2nd:: Russ Zimmerman Yes - 3
	2020 - 219 APPROVING APPROPRIATION TRANSFER IN PI FROM TRANSFER TO SUPPLIES (\$63,000.00) FOR PURCHASES	Commissioners PI	\$63,000.00	*Motion: Move to Approve resolution Moved by: Russ Zimmerman 2nd: Scott Miller Yes - 3
	2020 - 220 APPROVING SUPPLEMENTAL APPROPRIATION TO CONTRACT SERVICES (\$12,000.00) FROM SICK DOG FUND	Dog Kennel	\$12,000.00	*Motion: Move to Approve resolution Moved by: Russ Zimmerman 2nd: Scott Miller Yes - 3
	2020 - 221 AUTHORIZING AND ENTERING INTO AGREEMENT WITH FAIRFIELD COMPUTER SERVICES, LLC (FCS) ON BEHALF OF THE SANDUSKY COUNTY DOG KENNEL FOR ONLINE DOG LICENSING SYSTEM	Dog Kennel		*Motion: Move to Approve resolution Moved by: Russ Zimmerman 2nd: Scott Miller Yes - 3
	2020 - 222 APPROVING SUPPLEMENTAL APPROPRIATION TO BETTER BUIDLING FUND CAPITAL OUTLAYFOR (\$750,000.00) PROJECT INVOICES	Better Building	\$750,000.00	*Motion: Move to Approve resolution Moved by Scott Miller 2nd:: Russ Zimmerman Yes - 3
	2020 - 223 APPROVING SUPPLEMENTAL APPROPRIATION TO COMM-N PLEAS MEDIATION FUND CONTRACT SERVICES (\$25,000.00) FOR MEDIATOR	Common Pleas Mediation	\$25,000.00	*Motion: Move to Approve resolution Moved by Scott Miller 2nd:: Russ Zimmerman Yes - 3
	2020 - 224 DECLARING IT NECESSARY TO LEVY A TAX IN EXCESS OF THE TEN MILL LIMITATION FOR THE RENEWAL OF A THREE TENTHS (0.3) MILL TAX LEVY FOR PROVIDING FOR THE ONGOING PURCHASE AND MAINTENANCE OF EQUIPMENT AND THE OPERATIONAL SERVICES OF THE 911 SYSTEM IN SANDUSKY COUNTY, EXCLUDING THE CITY OF BELLEVUE AND THE VILLAGE OF GREEN SPRINGS, PURSUANT TO SECTION 5705.19 (BB) OF THE OHIO REVISED CODE (ORC)	911		*Motion: Move to Approve resolution Moved by Scott Miller 2nd:: Russ Zimmerman Yes - 3


	2020 - 225 APPROVING SUPPLEMENTAL APPROPRIATIONS FOR JJC BEHAVIORAL HEALTH SERVICE BENEFITS LINES (\$8,750.00) FOR TRANSFERS	JJC	\$8,750.00	*Motion: Move to Approve resolution Moved by: Russ Zimmerman 2nd: Scott Miller Yes - 3
	2020 - 226 APPROVING APPROPRIATION TRANSFER FOR BOARD OF DD RESIDENTIAL FUND FROM OTHER COSTS TO CONTRACT SERVICES (\$250,000.00) FOR COVID-19 EXPENSES	Board of DD	\$250,000.00	*Motion: Move to Approve resolution Moved by Scott Miller 2nd:: Russ Zimmerman Yes - 3
<b>Public Open Session</b>	Citizens Attendees – none Media Attendees – Tom Fullen, Eagle 99. Craig Shoup, News Messenger Elected Officials – none			
<b>Jobs Ohio ZOOM meeting</b>	The Commissioners and the Administrator signed on to a ZOOM meeting with Jobs Ohio, They presented many opportunities they have to assist employers in Ohio. The information and statistics were very interesting.	Kay E Reiter Russ Zimmerman Scott Miller		
<b>Sheriff Hilton</b>	<b>Chris Hilton – Sheriff.</b> Sheriff Hilton came in for his regular meeting with the Commissioners. Lisa Kuelling, EMA/911 Director, attended with Sheriff to discuss an MOU between EMA/911 and the Sheriff's Office. Lisa is looking at a similar agreement as she has with the City of Clyde. Commissioner Reiter then asked how they need to go about approving an MOU. Lisa stated it is usually updated when the levy renewal is approved and the MOU's are updated at that time. With the levy renewal coming up this year this it was a good time to put this in place. They discussed the City of Clyde and if at some point in time Clyde would come on board with combined dispatch. Sheriff and Lisa both believe at some point it will happen. A question was asked about Courthouse Security not wearing masks at the courthouse. Sheriff stated he will most likely change this policy and if the Commissioners are asking for them to wear masks he will make that happen. The Commissioners talked about the possibility of Sandusky County moving to red status. If this happens everyone will be wearing them. The last thing the Sheriff wants is to have to enforce mask wearing. Regular "crime" is ramping up and they are very busy. Commissioners talked to Sheriff about the meeting with ODOT on the round-about.	Chris Hilton - Sheriff		

<p><b>* Adjournment (11:50am)</b></p>	<p>With business completed for the day the meeting was adjourned.</p>			<p>* Motion: Move to adjourn  Moved by: Russ  Zimmerman  2nd: Scott Miller  Yes - 3</p>
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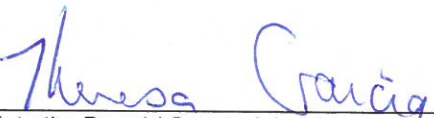
Signature of:

  
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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**

July 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
- 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 (\$5,795.73)
  - Reimbursement can be from the Construction Loan
- 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
  - 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
    - Property owner will be completing easement soon
- Bid Opening on August 20, 2020 at 10:30 a.m.
  - Advertisements on July 1, 2020 and July 8, 2020
  - Contract A – Sanitary Sewer & Lift Station (\$1,534,000)
  - Contract B – Wastewater Treatment Plant (\$800,000)
- Monthly Rates of \$102.23 to \$127.78
  - Debt Component is \$68.89 to \$86.11
  - Operation & Maintenance Component is \$33.34 to \$41.67

- General Fund Expenditures for possible reimbursement by OWDA Construction Loan
  - Wastewater Plant Site (\$41,250) and 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 (\$5,795.73 to date)
  - Easement for County Road 198 (\$225) – To be done
  
- 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
  - Determined Billing Charge for City of Fremont
    - Based off information the County had from 2014
    - Utilizing Water & Sewer Office Costs – Estimated at \$14.70 of the \$67.49
    - Utilizing Sewer Office Costs – Estimated at \$8.57 of the \$67.49
    - In comparison, the Sanitary Engineer’s office is at \$16.55 per utility bill
      - With District #1, the cost would lower to \$6.95 per utility bill
  
- 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. 2020 Rate Increases
  - Sandusky Township Sewer District
    - Requested the Sanitary Engineer's start performing pump repairs for them in 2017
    - The surplus is now negative (-\$13,781) for the second year in a row
    - 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
    - The rate increase will need to be reevaluated due to Covid
  - General Sewer District Debt Loans are getting close to the end of payments
    - Operation, Maintenance & Rehabilitation should increase but an overall decrease for bill
    - The rate increases & decreases will need to be reevaluated with Covid as well
  
5. Covid-19 Virus Crisis - Temporary Operations
  - Drop Box for Sanitary Engineer utility bill payments has been working great
  - Credit card payments via the website are also at a peak for utilization since adding it in 2017
  - Office is still closed to the public except by appointment
    - Front door is locked to the building
    - Hard to monitor public access to the building
    - Being short staffed, it eliminates walk-ins and only have to monitor the phone
    - In talking with EMS and with the recent EMA meeting, best to remain closed
    - Seems like most customers have adapted
    - Only a couple cash payers have commented about being closed
  - Biggest concern is (1) staffing due to our small size and (2) losses in revenue
    - Revenue so far has been as projected
    - OWDA and OPWC loan payments may become difficult to pay
  - Penalties
    - Penalties in March through June were not accessed
    - Starting to access penalties for June Service due in July
  
6. Office / Field Items
  - Annual Report and Shorewood Contingency Plan were updated
  - 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 is under review by the Village Solicitor
  - Still attempting to hire either an Engineer In Training or Assistant Sanitary Engineer
    - Obvious cost savings for the 2020 Budget

