

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

MEETING 2020

Meeting: Board Of Commissioners Location: Commissioners' Board Room Date: 11/10/2020 Time: 8:00AM – 10:19AM

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

Present: Theresa Garcia; County Administrator

Others Present by Teleconference: Kay E Reiter, President, Bill Windnagel, Peggy Courtney, Ron Hiser

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 11/5/2020 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 – 2 (Reiter abstain)
Review of External board / Meetings Attended by Commissioners	Commissioner Reiter met with the OSS Solid Waste staff last week by ZOOM. She is trying to meet with staff every other week until a new Director is in place. They had nine items on the agenda including updating technology, 2021 budget, policy committee/10-yr plan, and the search process for the new Director. The educators are putting together videos to send to the schools for recycling education. They learned thru a school survey that school teachers are very excited about this and they are willing to work them into their lesson plans. The educators are putting together a sidewalk chalk competition for later in the year. They are also currently working to gather Christmas ornaments made out of recycled materials and they will put them on a virtual Christmas Tree. Tim Hassinger provided an update on the phone system for the District – they will be utilizing the a dept. number system when phone calls come in that will direct all callers to the phone of the	Kay E Reiter		

	<p>person they need to reach. It will also have a message system that Tim will create that will have all the needed recycle drop day info. The conference phone system for the conference room has been ordered and will be set up ASAP. IT and the district staff are also working to set up the conference room with a large SMART board and the long needed technology upgrades. Commissioner Reiter shared that the district staff is working together and getting a lot of work done. Commissioner Zimmerman also noted they have six interviews they will be holding for the Director position on Thursday and Friday this week – a total of 12 people have applied.</p>			
	<p>Commissioner Miller attended the Land Bank meeting on Thursday. They accomplished quite a bit. They spent time on the Arch Street project. They canceled the agreement with the property owner next to the parcel and put it back up for sale. The asking price is half the estimated appraisal value. They talked about a procedure on how to handle issues in the middle of a demo when they need to go in a different direction. They felt there should be something in place on how this should be handled. The budget is in and ready for review for 2021. There was a new parcel on Luckey Street listed. They had an offer on Sandusky Avenue property that was accepted. They also talked about the Prosecutors Office and they have been slower on a couple of foreclosure properties. They then discussed whether they needed outside council or not. They will talk more about this next meeting.</p>	Scott Miller		
	<p>***Regional planning meeting was canceled just prior to the meeting as they did not have much on the agenda to present to the Board.</p>			
<p>Commissioners and Administrator Discussion</p>	<p>Commissioner Zimmerman met with the contractors for the Better Building Projects. Air handlers are in at the service center and they are being hooked up. They wanted to have the heat turned back on at the building yesterday. The trusses have been repaired and they were repaired within. The existing light pole bases were inspected and those that need replaced were identified. The Jail Fire Alarm System is being worked on and they are updating the lighting system. The Fire Alarm System is a little more difficult because they have to map out the conduit routing and then the engineer can do the new system wiring while the existing system</p>	Russ Zimmerman		

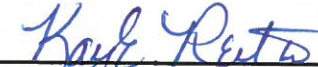
	<p>remains operational. The Facility Management and Building Code office projects are moving along. Adult Probation had some different concerns on how things are set up for their move and technology they will need. Commissioner Zimmerman met with Judge Ray to walk through what they may need. Commissioner Reiter noted the service center roof looks really good. They did a good job. The SCEDC carpet project is moving forward due the major wear of the carpet and the construction impact with door placement and removal. Commissioner Zimmerman stated the cost to do the whole SCEDC office is approximately \$22,000.00. Commissioner Miller made a motion to use PI funds to replace the carpet. Commissioner Zimmerman seconded the motion.</p>			<p>Motion: Move to Approve carpet replacement at EDC Moved by: Scott Miller 2nd: Russ Zimmerman Yes – 3</p>
	<p>Commissioner Reiter talked about the sales tax projection for October that CCAO recently sent out. It looks like we can expect another 5% increase this coming month compared to 2019's numbers</p>	<p>Kay E Reiter</p>		
	<p>Commissioner Reiter asked if anyone heard anything from the press release on the Building Code Department. No one had heard anything one way or another. There have been three contractor's register. Commissioner Zimmerman noted most won't register until they have a project they are working on.</p>	<p>Kay E Reiter</p>		
	<p>Commissioner Reiter noted the Veterans Memorial Park dedication is tomorrow. Commissioner Zimmerman will be available to say a few words for the re-dedication. The Health Commissioner did ask them not to bring the Bicentennial traveling museum to the event due to the COVID uptake in the county.</p>	<p>Kay E Reiter</p>		
	<p>Administrator Garcia met with Coroner Elect Dr. Williams and is meeting with him again on Thursday afternoon. They are walking through what his needs will be since the Health Department will no longer be taking care of clerical needs. They will meet with Chief Jackson from EMS and with Marsha at the Health Department.</p>	<p>Theresa Garcia</p>		
	<p>Commissioner Reiter asked about the budget. Administrator Garcia stated the general fund is completed she is going to review non-general funds to make sure some of the expenses that need to be budgeted for are accounted in the budgets (example, CoRSA, WC, Health Insurance, etc.) Once that is done a</p>	<p>Kay E Reiter</p>		

	<p>resolution will be submitted for approval. The Commissioners did note how smoothly the 2021 budget process went since the timeline developed back in 2019 was put together w/ the Auditor's Office and they also thanked Administrator Garcia for all her work in helping to pull it together. It was also noted that it would be good to send a note out to all the elected officials and dept. heads thanking them you're their cooperation during these difficult COVID times.</p>			
<p>*Then /Now Documents</p>	<p>Twelve certificates were presented by the Board of Elections. During the election preparation PO's were not done for several expenses prior to receiving the invoices. Twelve invoices make up these certificates. Secretary of the State - \$102.00 Digital Kingdom - \$150.00 ES&S - \$365.00 and \$110.56 Visa - \$1,899.00 Bette Kaltenbach - \$30.89 Ohio Assoc. of Election Officers - \$937.00 Cindy Crispen - \$33.93 Jim Darr - \$65.25 Sandra Wise - \$36.54 Earl Wammes - \$33.50 Tim Wasserman – 73.52</p>	<p>Board of Elections</p>	<p>\$102.00 \$150.00 \$365.00 \$110.56 \$1,899.00 \$30.89 \$937.00 \$33.93 \$65.25 \$36.54 \$33.50 \$73.52</p>	<p>*Motion: Move to Approve certificates Moved by: Scott Miller 2nd: Russ Zimmerman Yes – 3</p>
<p>*Personnel</p>	<p>None</p>			
<p>*Travel Requests</p>	<p>None</p>			
<p>Community Work Program (CWP)</p>	<p>Bill Windnagel – CWP. Bill joined by teleconference for his regular meeting. Things are going good right now. They have a few more lawns to mow before the end of the year and need to do some leaf clean up. They are back on the food pantry schedule to help fill those shelves. They did have an incident where one of the inmates was injured. Nothing serious but they did have to take him for some stitches. Because the jail count is up again, Bill has more on his crew. They will be helping with office moves once some of the Better Building projects are completed.</p>	<p>Bill Windnagel - CWP</p>		
<p>Visitors Bureau</p>	<p>Peggy Courtney – Visitors Bureau. Peggy joined by teleconference for her regular meeting with the Commissioners. Peggy had forwarded the marketing plan for Visitors Bureau to the Commissioners last week. The hard part of setting the plan for 2021 is not knowing what the revenue will look like. She is going to take</p>	<p>Peggy Courtney – Executive Director</p>		


	<p>advantage of some of the organic marketing they can use such as the Northwest Marketing group they are working with. There are several expenses they had this year they won't have to budget for next year. They have several visitor's guides from this year and they will use them for next year. They can revisit this in the middle of the year. They also don't want to have to go back to vendors for more money to advertise. Peggy thanked the County for the Cares Act Funding they received. They are very appreciative of the funding. At the last meeting they talked about Township money that may be available and she is looking in to that.</p>			
Facility Management	<p>Ron Hiser – Facility Management. Ron joined by teleconference for his regular meeting. See attachment A for agenda items. Ron talked about the Better Building projects and where they are at with the service center, jail, facility management and building code offices They are pouring the pad for the new chiller at the jail while it's still nice. They are working on estimates and quotes for phase III including the roof on the Commissioners building. Automatic doors at the Courthouse will be tentatively done the first week of December. The new liner for the Veteran Memorial Park fountain is completed and turned out really nice. Commissioner Reiter mentioned to Ron about the carpet at the EDC and to work with Administrator Garcia on a PO. Commissioner Miller asked Ron to revisit his top ten list to keep on top of things.</p>	Ron Hiser - Director		
*Resolutions	<p>2020 -361 APPROVING APPROPRIATION TRANSFER FOR SHERIFF FROM CONTRACT SERVICES TO SUPPLIES (\$11,000.00) FOR FOOD AND PAPER SUPPLIES AND SUPPLEMENTAL APPROPRIATION TO SRO FUND FOR WAGES (\$28,000.00) AND BENEFITS (\$4,500.00) AND PREVENTION PARTNERSHIP WAGES (\$1,300.00) AND BENEFITS (\$150.00) FROM ADDITIONAL FUNDS</p>	Sheriff	<p>\$11,000.00 \$28,000.00 \$4,500.00 \$1,300.00 \$150.00</p>	<p>*Motion: Move to Approve resolution Moved by: Russ Zimmerman 2nd: Scott Miller Yes - 3</p>
	<p>2020 - 362 APPROVING APPROPRIATION TRANSFERS FOR ELECTRONIC MONITORING FROM SUPPLIES TO UTILITIES (\$125.00) AND TASC FROM CONTRACT SERVICES TO UTILITIES (\$1,500.00) AND SUPPLEMENTAL APPROPRIATION FOR TASC TO</p>	TASC and EM	<p>\$125.00 \$1,500.00 \$4,000.00</p>	<p>*Motion: Move to Approve resolution Moved by: Russ Zimmerman 2nd: Scott Miller Yes - 3</p>

	2020 - 363 APPROVING APPROPRIATION TRANSFER FOR BOARD OF ELECTIONS FROM CONTRACT SERVICE TO SUPPLIES (\$5,000.00) FOR ELECTION INVOICES	Board of Election	\$5,000.00	*Motion: Move to Approve resolution Moved by: Scott Miller 2nd: Russ Zimmerman Yes - 3
	2020 - 364 AWARDING BID TO GREAT LAKES DEMOLITION CO., LLC FOR THE MICHAELS DITCH PROJECT #151 *** Per the County Engineer no claims were filed in Common Pleas against this decision.	Michaels Ditch #151	\$83,968.20	*Motion: Move to Approve resolution Moved by: Russ Zimmerman 2nd: Scott Miller Yes - 3
	2020 - 365 APPROVING APPROPRIATION TRANSFER IN PI FROM SUPPLIES TO CAPITAL OUTLAY (\$250.00) FOR CRUISER DEPOSIT AND SUPPLEMENTAL APPROPRIATION TO 911 FOR ADVANCE REPAYMENT (\$43,100.00).			*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 (10:19am)	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: Theresa Carey
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

Sandusky County Commissioners Agenda



Topics of Discussion for the meeting Dated November 10th 2020

* Denotes action

needed

1. Construction at the F.M. and Building Department projects are going well. Midwest has completed installation of the structural steel at the front entrance and overhead door locations, electrical wire pulls, data cabling are mostly done. The office spaces, restrooms, and breakroom are all painted and the suspended ceiling are being put in. Flooring preparations will start the end of the week with floor coverings to follow. The Hvac units for the shop areas and the office are going in also.
2. The Service Center new roof shingles project is 100% complete and we got this past warm weekend to help seal them down. The new Adult Probation office and restroom have the mechanicals installed and drywall hung and finished. The new boilers, pumps and adjoining piping have been installed. They are to do the boiler start-up on Wednesday (Nov. 11th). The structural issues with the wooden trusses, have been worked out and repairs complete.
3. Sheriff Office projects has begun with the demolition of the old chiller, piping and electrical.
4. We are working with PDG on design and specifications for Phase III. (Commissioners roof).
5. The pad for the new storage container located in the southwest corner of the Health Department employee parking lot and the electrical service has been installed. The container is scheduled to be delivered today November 10th.
6. We are working with our contractor to install the automatic door openers in the courthouse in the beginning of next month.
7. The fountain liner that was donated by Damschroder Const. has been installed at Veteran's Park. (attached)
8. We have been working closely with the BOE to help them with this past election. Installing ramps, signage, cameras, secure receptionist area, outside lighting, and PPE needs.
9. We are continuing to supply and assist the various departments with PPE and other Covid-19 assistance.

