

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

MEETING 2021

Meeting: Board Of Commissioners

Location: Commissioners' Board Room

Date: 1/26/2021

Time: 8:00AM – 9:57AM

Present: Commissioners: Russ Zimmerman President; Scott Miller V-President; Charles Schwochow

Present: Theresa Garcia; County Administrator

Others present by teleconference: Kelly Askins, Steve Shiets

Others Present:

(*action items)

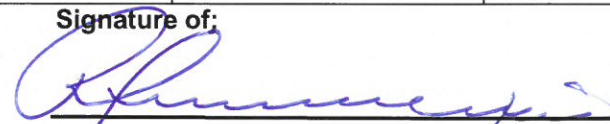
AGENDA ITEMS	BRIEF DESCRIPTIONS / ACTION STEPS:	PERSON RESPONSIBLE:	DOLLAR AMOUNT:	MOTION / VOTE
Call to Order Pledge of Allegiance (8:00am)		Russ Zimmerman, President		
*Review & Approval of Commissioner Meeting Minutes, incoming Mail Review & External Meeting Notices	The 1/21/2021 minutes were reviewed/approved by the Board. The Board reviewed incoming mail and external meeting notices.	Russ Zimmerman Scott Miller Charles Schwochow		*Motion: Move to Approve minutes Moved by: Scott Miller 2nd: Charles Schwochow Yes – 3
Review of External board / Meetings Attended by Commissioners	Commissioner Zimmerman attended the Better Building contractor meetings. Building Code Department and Facility Management are moved in their new offices and they are working on the punch list for both buildings. They are still having issues with the boiler system at the service center. The project manager from Midwest Contracting that is working at the jail suggested the flow isn't set correct on the boilers. He went with Facility Management to look at it and they did note the flow is not set right. They contacted Tom Stuckey at Poggemeyer Design Group to have them look into this solution. They are working on the schedule for the jail project. They are finishing up on the outside lighting at the service center.	Russ Zimmerman		

	Commissioner Miller attended the Community Corrections Board by ZOOM on Thursday. They elected officers for 2021. They didn't have much to update on the agenda. Commissioner Miller let them know he was new on the committee and asked for a brief update. Leah Musa will remain the Chair of the Board. Next meeting is April 15, 2021.	Scott Miller		
	All three Commissioners attended the ZOOM meeting for the TMACOG General Assembly closing. Fridays ZOOM meeting was a review of each caucus. They voted on new officers and talked about the input they had in 2020 and what they will be working on for 2021.	Russ Zimmerman Scott Miller Charles Schwochow		
Commissioners and Administrator Discussion	Atul Chopra, IT Supervisor, does not feel there will be any interference if we use wireless mics for the conference phone for the board room. Wireless is less expensive and easier to move around. There would also be no need to run wires to connect the wired mics. The Commissioners will purchase whatever system Atul suggests is best.	Theresa Garcia		
	Captain Jackson is working on new squad specs and will need to order new power load equipment for them at a cost of \$24,000 per unit. He thought it would be awesome if they could use BWC money for something that truly has saved the backs of the employees. The Commissioners were agreeable to help with this expense.	Theresa Garcia		
* Then /Now Documents	<p>One certificate was presented by JJC. PO was not opened as there was no way of knowing which invoices were coming after 2020 PO's were closed down. Two invoices make up this certificate. Croghan Colonial Bank - \$472.08 Wal-mart - \$45.88</p> <p>Three certificates were presented by the Clerk of Courts. PO's were not in place prior to receiving invoices. Three invoices make up these certificates. US Bank - \$5,655.04 Hilty's - \$1,474.98 Staples - \$14.97</p>	<p>JJC</p> <p>Clerk of Courts</p>	<p>\$472.08 \$45.88</p> <p>\$5,655.04 \$1,474.98 \$14.97</p>	<p>*Motion: Move to Approve certificates Moved by: Scott Miller 2nd: Charles Schwochow Yes – 3</p>

	<p>Six certificates were presented by the Commissioner's Office. PO's had been established for Better Building projects for 2020 and were voided at the end of the year due to the large amount of money involved and not knowing how much would be presented for December invoices. Six invoice make up these certificates.</p> <p>Midwest Contracting - \$212,972.28 Brint Electric - \$76,636.00 Poggemeyer - \$19,846.41 & \$14,370.04 Westfield - \$1,475.00 Control Systems of Ohio, Inc. - \$19,722.42 Bayes Inc.- \$160,724.00</p>	Commissioners	\$212,972.28 \$76,636.00 \$19,846.41 \$14,370.04 \$1,475.00 \$19,722.42 \$160,724.00	
* Personnel	The January health insurance transfer was signed.		\$303,836.38	
* Travel Requests	None			
Dog Kennel	<p>Kelly Askins – Dog Kennel. Kelly joined by teleconference for her regular meeting. See attachment A for agenda items. Tag season is in full swing. They are coming in slower than normal. There is a HB that was passed that pushed out the license tag renewal until July. Commissioner Zimmerman asked about the rabies certification being mandated for tags. She is planning on just doing educational programs for the rabies vaccines. She would like to put together a rabies vaccine brochure to hand out. Education is done at adoption on wellness care for your dogs.</p>	Kelly Askins – Dog Warden		
Sanitary Engineer	<p>Steve Shiets – Sanitary Engineer. Steve attended by teleconference for his regular meeting. See attachment B for agenda items. Steve reviewed his agenda items and updated the Commissioners on the Wightmans Grove project. The rates are still a concern. He is still working with the Sandusky River Company on what he is going to do with his parcels. The Commissioner did not feel we should have these parcels included in the project. They need to develop the property and when they are ready they can tap in. Steve reviewed the remaining agenda items.</p>	Steve Shiets – Sanitary Engineer		
* Resolutions	2021 - 48 APPROVING SUPPLEMENTAL APPROPRIATION TO SHERIFFS PREVENTION PARTNERSHIP FUND WAGES (\$2,500.00) AND BENEFITS (\$352.00)	Sheriff	\$2,500.00 \$352.00	*Motion: Move to Approve resolution Moved by: Scott Miller 2nd: Charles Schwochow Yes - 3

	2021 - 49 APPROVING SUPPLEMENTAL APPROPRIATION TO HOEFLICH DITCH TRANSFER LINE (\$144.30) TO MOVE FUNDS TO THE DITCH ROTARY FUND	Hoeflich Ditch	\$144.30	*Motion: Move to Approve resolution Moved by: Charles Schwochow 2nd: Scott Miller Yes - 3
	2021 - 50 DECLARING IT NECESSARY TO LEVY A TAX REPLACEMENT OF 1.0 MILL TAX LEVY FOR PROVIDING AND MAINTENANCE OF SENIOR CITIZENS SERVICES AND FACILITIES, AS AUTHORIZED BY SECTION 5705.19 OF THE REVISED CODE	Senior Fund		*Motion: Move to Approve resolution Moved by: Scott Miller 2nd: Charles Schwochow Yes - 3
	2021 - 51 AUTHORIZING MARRIAGE LICENSE FEES, DIVORCE, DISSOLUTION AND ANNULMENT FEES BE PAID TO FIRST STEP DOMESTIC VIOLENCE SHELTER AND SANDUSKY COUNTY LIBERTY CENTER PURSUANT TO SECTION 3113.34-35 OF THE OHIO REVISED CODE (ORC)	Domestic Violence	\$5,675.33	*Motion: Move to Approve resolution Moved by: Scott Miller 2nd: Charles Schwochow Yes - 3
	2021 - 52 AWARDING BID TO MIDWEST CONTRACTING, INC. 1428 ALBON ROAD, HOLLAND, OHIO 43528 FOR PHASE I INTERIOR ALTERATIONS TO EAST WING, SANDUSKY COUNTY SENIOR CENTER	Senior Center	\$426,900.00	*Motion: Move to Approve resolution Moved by: Scott Miller 2nd: Charles Schwochow Yes - 3
Public Open Session	Citizens Attendees – none Media Attendees – none Elected Officials – none			
* Adjournment (9:57am)	With business completed for the day the meeting was adjourned.			* Motion: Move to adjourn Moved by: Scott Miller 2nd: Charles Schwochow Yes - 3

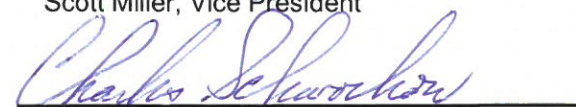
Signature of:



Russ Zimmerman, President



Scott Miller, Vice President



Charles Schwochow

Board of County Commissioners, Sandusky County Ohio

Attest: Theresa Conway
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

County Commissioner's Meeting

Dog Warden's Office

January 26th, 2021

<u>2020 Dog License Sales</u>	<u>Previous Year</u>	<u>Current Year</u>
1 Year Dog License	10,669	6527
1 Year Dog License Late	674	0
1 Year Partial License	57	0
3 Year Dog License	111	132
3 Year Dog License Late	30	0
3 Year Partial License	9	0
Dangerous Dog License	16	5
Duplicate License	2	0
Kennel License	24	15
Kennel License Extra	13	15
Permanent Dog License	20	14
Service Dog License (Free)	13	0
Transfer In	6	1

Kennel Census

December 2020
Impounded- 31
Redemptions- 18
Adoption-17
Euthanized- 1
Transfer- 0

January 2021
Impounded- 23
Redemptions- 16
Adoptions- 5
Euthanized- 0
Transfer- 1

Kennel Incidents

December 2020
Aggression- 0
In Vehicle- 0
Bite- 5
Humane- 6
RAL- 14
Sick/Injured- 1

January 2021
Aggression- 2
Community Asst. - 2
Bite- 2
Humane- 3
RAL- 9
Sick/Injured- 0

Requested graphs and charts are attached.

Scheduled/Completed Trainings

Multiple webinars through the ASPCA and the HSUS are being worked on by kennel staff.

Continuing training. Many, many new opportunities with all the increased online education available.

To Discuss

License season is going well so far with the provisions we've made to work around the Covid issues.

We have pushed out on our social media sites that we prefer to have licenses renewed either online or through the mail to cut down the amount of traffic coming through the kennel.

Minor upgrades to kennel. Updating guillotine doors in kennel. Installed shelving in the office. Will be installing an additional storage area above south side kennels.

Possible decrease in revenue due to extension of license deadline.

Events

T shirt fundraiser for both the SDF and the Alpha Project will continue throughout the year.

Humane Related

Humane Related Welfare Checks- Unfounded- 2
Education Needed- 1
Charges Filed- 0
In Court- 0

Questions?

AGENDA
Commissioners' Meeting

January 26, 2021

1. Wightman's Grove Sanitary Sewer Collection & Treatment System
 - General Items
 - Permit To Install and plans were approved by Ohio EPA
 - NPDES Permit for the Wastewater Plant was approved
 - Floodplain Permit via Regional Planning for Lift Station Site was approved (Fill added)
 - Floodplain Permit via Regional Planning for entire project area was approved (No Fill)
 - Driveway Permits via Co. Engineers for Lift Station & Wastewater Plant were approved
 - Letters were sent to all Wightman's Grove property owners
 - Appears that some structures have been demoed, reducing from 65 to 58
 - OWDA Construction Loan submitted by Poggemeyer Design Group (PDG)
 - Conference call with Loan Officer in regards to the submitted Revenue Projection by PDG
 - Submitted form with a surplus of \$5,025,418
 - OWDA Annual Audits showed significantly less (\$776,804)
 - Updated Revenue Projection with correct surplus
 - Conference call with OWDA Staff in regards to the OWDA Loan Application
 - Staff was very concerned with the projected monthly rates
 - High monthly rate with a small customer base
 - Indicated there was some potential development
 - Asked why we had not applied for the CDBG Unsewered Community Grant
 - Indicated that PDG said we could not get both OCEAN and CDBG Grants
 - OWDA indicated this was not true and that we should apply for other grant
 - Application was submitted for the \$500,000 Unsewered Community Grant
 - Unsewered Community Grant should be awarded at the end of January
 - OWDA Construction Loan was approved
 - Contract for Contract A – Sanitary Sewer & Lift Station (\$1,446,930.00) was completed
 - Contract for Contract B – Wastewater Treatment Plant (\$961,417.00) was completed
 - Contract A – Sanitary Sewer & Lift Station (\$1,446,930.00) – Underground Utilities Inc. (UUI)
 - Lift Station wetwell is installed along with boring under C.R. 259
 - Gravity sanitary sewer installed along C.R. 259 (some road damage occurred)
 - Gravity sanitary sewer being installed on T.R. 210
 - Force Main from the Wastewater Treatment plant being installed north to Eagle Isle area
 - Extras for the delay in the project since rebid of Contract A (\$16,116.10)
 - Sandusky River Co. is reconsidering their participation in the project
 - Originally indicated they were out of project at the end of December 2020
 - Nonperformed the Sandusky River Co. section (approx. 1,500' of sewer) with UUI
 - UUI indicated no cost changes but they will be at Sandusky River Co. tomorrow
 - Phone discussion with Sandusky River Co. who wants to shift some of the 25 taps to existing vacant properties within Wightman's Grove
 - Other vacant properties within Wightman's Grove would be treated differently
 - Not sure we can treat everyone fairly at this point since we're under construction
 - Developer's Agreement would need redone with changes
 - Vacant properties would need listed and Prosecutor needs to reapprove
 - Not sure there is enough time to do this (UUI will need to remobilize to site)
 - Also need to consider County installing public sewers on private property
 - As indicated before, this has never been done
 - The upfront payment of the debt was the trade off
 - \$75 per units (25 units yields \$1,875 per month)
 - If the River Co. improvement costs \$75,000 (?) for the developer
 - \$75,000 divided by \$1,875 yields 40 months lead to develop
 - Not too many developments take longer than 3 years to develop

- Contract B – Wastewater Treatment Plant (\$961,417.00) – B. Hill’s Excavating
 - Driveway culvert was installed
 - Wastewater Treatment Plant site has been cleared
 - Asked about adding 1 to 2 foot of fill on the site – under consideration
 - Wightman’s Grove Conservancy District – Flood Improvement Status (?)
 - Inflow into the Sanitary Sewer will overload plant causing EPA violations
 - Monthly Costs
 - Without \$500,000 Unsewered Community Block Grant (Range from \$156.85 to \$171.11)
 - With \$500,000 Unsewered Community Block Grant (Range from \$133.70 to \$145.86)
 - To obtain approximately \$100 per month... \$30,000 per year
 - Assuming \$145.86 as the Monthly Bill
 - Assuming all customers are paying monthly
2. 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 Plan 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
3. 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

- 4. 2021 Rate Increases – *No Changes*
 - 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
 - The rate increase was reevaluated due to Covid (Planned for 2020)
 - General Sewer District Debt Loans are getting close to the end of some loan payments in 2021
 - Operation, Maintenance & Rehabilitation should increase but an overall decrease for bill
 - The rate increases & decreases were reevaluated due to Covid (Planned in 2020)
 - Suggested Rate Changes for 2021 (Effective July 1, 2021)
 - Rice Township Customers (State Route 53, Sunny Acres & Shorewood)
 - **Net decrease** of \$12.31 per month per ESFU (\$85.01 per month)
 - Decrease Joint Debt from \$10.64 to \$2.14 on July 1, 2021
 - Increase Joint O, M, & R from \$8.36 to \$9.86 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
 - Increase Collection System O, M, & R from \$5.00 to \$6.00 on July 1, 2021
 - S.R. 6 Customers (First increase by the County since January 1, 2016)
 - **Net increase** of \$1.00 per month per ESFU (\$97.28 per month)
 - Increase Collection System O, M, & R from \$5.00 to \$6.00 on July 1, 2021
 - STSD - Phase 1A Customers (\$91.16 per month)
 - **Net decrease** of \$4.00 per month per ESFU
 - Decrease Joint Debt from \$10.64 to \$2.14 on July 1, 2021
 - Increase Joint O, M, & R from \$8.36 to \$9.86 on July 1, 2021
 - Increase STSD O, M, & R from \$7.00 to \$10.00 on January 1, 2021
 - STSD - Phase 1B and 3 Customers (\$100.76 per month)
 - **Net increase** of \$3.00 per month per ESFU
 - Increase STSD O, M, & R from \$7.00 to \$10.00 on January 1, 2021
 - Adams Acres Customers
 - Been performing \$1 step increases since 2002 (Resolutions for 3 years at a time)
 - Keep up with Operation, Maintenance and Replacement
 - Setting some back for eventual replacement
 - Increase with Westwood Subdivision still saw a \$21 increase with the new plant
 - Replacement of the 1976 Wastewater Plant should be in next 5 to 6 years
 - Suggest \$2 step increase for the next 3 years
 - \$52 for 2021, \$54 for 2022, \$56 for 2023
 - Westwood Customers
 - Was performing \$1 step increases since 2002 (Resolutions for 3 years at a time)
 - Stopped in 2018 with construction of new plant
 - Suggest \$1 step increases for 3 years at a time starting back up in 2021
 - \$72 for 2021, \$73 for 2022, \$74 for 2023
 - Keep up with Operation, Maintenance and Replacement

5. Covid-19 Virus Crisis - Temporary Operations – *No Changes*
 - 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 in office, it eliminates walk-ins and only have to monitor the phone
 - Seems like most customers have adapted
 - Only a couple cash payers refuse to utilize the drop box during office hours
 - Covid Cares Act via Information Technology
 - Adding Security cameras on all sides of building and especially drop box / front door area
 - Assist in monitoring visitors to the building for both EMS and Sanitary Engineers
 - Visitors to the building has become more of a problem in recent years
 - When reopened to the public each entity will be able to monitor activity
 - Adding Wifi to the Sanitary Engineer's office for Zoom meeting purposes
 - Zoom meetings can only be done currently via personal phones with personal data
 - Without Wifi, it limits our abilities for various meetings, training, etc.
 - Wifi would at least remove the utilization of personal data
 - New equipment could also eliminate personal phones for meetings
6. Personnel
 - Still attempting to hire either an Engineer In Training or Assistant Sanitary Engineer
 - Five applicants over the last 9 months
 - None have the qualifications for either job (Ohio E.I. License)
 - Obvious cost savings for the 2021 Budget
 - Suggest pulling both positions down until May 1, 2021
 - Post only Engineer In Training position
 - No raises included in 2021 Budget due to Covid (possible Revenue drop)
 - Ask for reconsideration for July 1st if Revenue stays consistent
 - Salaries should be okay without Engineer position being filled
7. Miscellaneous Items
 - NPDES Permit Renewal Applications are due by April 3, 2021
 - Adams Acres Wastewater Plant
 - Westwood Wastewater Plant
 - Lift Station Repairs
 - Fleming (Pump #2 Seal Failure) – Repairing & purchased a spare pump
 - Bark Lane (Pumping Issue) – Some type of blockage occurring
 - Sandusky Township Lift Station Repairs
 - Hawk (Controls quit) – Replacing via STSD approval (\$4,500 to \$5,500)
 - Hawk (Pump #1 Replacement) – Replacing via STSD approval (\$9,000 to \$11,000)
 - Logsdon (Pump #1 Replacement) – Replacing via STSD approval (\$11,000 to \$13,000)
 - Logsdon (Spare Pump) – Adding via STSD approval (\$8,000 to \$10,000)