

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

**MEETING 2021**

Meeting: Board Of Commissioners

Location: Commissioners' Board Room

Date: 7/22/2021

Time: 8:00AM 11:56AM

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

Present: Theresa Garcia; County Administrator

Others Present: Jeff Jackson, Jerri Miller, Steve Shiets, Martha Bowen, Keith Kruse

(\*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		
<b>*Review &amp; Approval of Commissioner Meeting Minutes, incoming Mail Review &amp; External Meeting Notices</b>	The 7/20/2021 minutes were reviewed/approved by the Board. The Board reviewed incoming mail and external meeting notices.	Russ Zimmerman Scott Miller Charles Schwochow		<b>*Motion: Move to Approve minutes Moved by: Scott Miller 2nd: Charles Schwochow Yes – 3</b>
<b>Review of External board / Meetings Attended by Commissioners</b>	Commissioner Zimmerman attended the FCFC Executive meeting. They discussed the Strong Family, Safe Communities Amendment that comes through Lucas County. They receive \$50,000.00 from this program. They reviewed the Shared Plan and what is needed for the report. They have been gathering the MOU's from the members and have received good response.	Russ Zimmerman		
<b>Commissioners and Administrator Discussion</b>	Commissioner Zimmerman wanted to talk about the Building Code Department. He has done some research on some concerns on the fees being charged. He met with the Sandusky County Chief Inspector to review the concerns. There has been some confusion on how the contractors are selecting what they need a permit for. There is going to have to be some education on both the	Russ Zimmerman		


	contractors end and the Department end. The best thing to do is to allow the Code Department to calculate the fees.			
	Commissioner Miller asked about the MOU for the Wightmans Grove project. The Commissioners agreed to cover a portion of the Dike Project with Recovery Funding in order to protect the Counties Sewer System Project.	Russ Zimmerman Scott Miller Charles Schwochow		
	A claim was filed with CoRSA to see if there is any coverage to remove the mold in the crawl space at the fair board/visitors bureau building.	Theresa Garcia		
<b>* Then /Now Documents</b>	None			
<b>* Personnel</b>	None			
<b>* Travel Requests</b>	None			
<b>EMS</b>	<p><b>Jeff Jackson – EMS.</b> Jeff came in for his regular meeting with the Commissioners. See attachment A for agenda items. They have production numbers established for the new trucks that were ordered. They do not have an end date or an estimated date of delivery. He is going to be down two staff members and he is looking for good applicants. They are not getting many of those. They will be working on their accreditation process. Their meeting is set up for August 2<sup>nd</sup> and 3<sup>rd</sup> and will be done by ZOOM.</p> <p>At 9:14am Commissioner Miller moved to enter executive session to discuss the sale and/or purchase of property.</p> <p>At 9:32am Commissioners exited executive session.</p>	Jeff Jackson - Chief		<p>*Motion: Move to enter executive session Moved by: Scott Miller 2nd: Charles Schwochow Yes – 3</p> <p>*Motion: Move to exit executive session Moved by: Charles Schwochow 2nd: Charles Schwochow Yes – 3</p>
<b>Auditor</b>	<b>Jerri Miller – Auditor.</b> Jerri came in for her regular meeting with the Commissioners. Jerri reviewed the current sales tax collection. We are currently collecting over budget on sales tax. Jerri mentioned last year at this time was when businesses were shut down so she	Jerri Miller - Auditor		

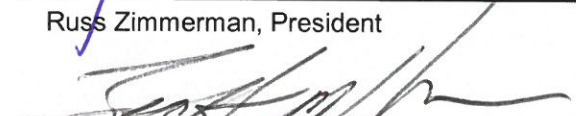
	<p>knew we would be over. She expects next month may still be higher but not quite as much and she is not sure what to expect for the rest of the year. Motor vehicle taxes remain up as well. She also reviewed the Budget Performance year to date. There are a couple of departments over budget on payroll but otherwise the budget looks good.</p> <p>Jerri received a letter from the State Auditor regarding reporting of sales tax They asked to have the gross reported and the administrative fees and refunds expensed out, She presented a resolution to make those changes to be put on the agenda on Tuesday next week to correct.</p>			
* Resolutions	<p>2021 - 235 ACCEPTING THE AMOUNTS AND RATES AS DETERMINED BY THE BUDGET COMMISSION AND AUTHORIZING THE NECESSARY TAX LEVIES AND CERTIFYING THEM TO THE COUNTY AUDITOR (BOARD OF COUNTY COMMISSIONERS)</p>	Auditor		<p>*Motion: Move to Approve resolution Moved by: Charles Schwochow 2nd: Scott Miller Yes – 3</p>
	<p>2021 - 236 APPROVING FUND TRANSFER FROM SALES TAX INCOME TO GENERAL FUND (\$600,000.00)</p>	1979 Sales Tax	\$600,000.00	<p>*Motion: Move to Approve resolution Moved by: Scott Miller 2nd: Charles Schwochow Yes – 3</p>
	<p>2021 - 237 APPROVING APPROPRIATION TRANSFER FOR JULY MANDATED PLACEMENT COSTS (\$16,236.42) AND JUNE PLACEMENT COSTS (\$69,459.06)</p>	DJFS	\$16,236.42 \$69,459.069	<p>*Motion: Move to Approve resolution Moved by: Charles Schwochow 2nd: Scott Miller Yes – 3</p>
	<p>2021 - 238 APPROVING HIGHWAY EASEMENT FOR PUBLIC IMPROVEMENTS IN THE AREA OF TOWNSHIP ROAD 80 AND TOWNSHIP ROAD 23, JACKSON TOWNSHIP, SANDUSKY COUNTY, OHIO</p>	Engineer		<p>*Motion: Move to Approve resolution Moved by: Scott Miller 2nd: Charles Schwochow Yes – 3</p>
	<p>2021 - 239 PURSUANT TO SECTION 5705.03 OF THE REVISED CODE REQUESTING THE SANDUSKY COUNTY AUDITOR TO CERTIFY TO THE BOARD OF COUNTY COMMISSIONERS THE CURRENT TAX VALUATION OF SANDUSKY COUNTY AND THE DOLLAR AMOUNT OF REVENUE THAT WOULD BE</p>	Prosecutor		<p>*Motion: Move to Approve resolution Moved by: Scott Miller 2nd: Charles Schwochow Yes – 3</p>

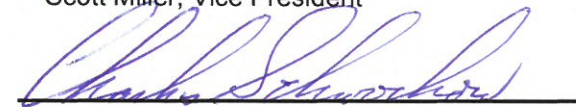
	GENERATED BY A RENEWAL OF A 0.55 (55/100) MILL TAX LEVY FOR THE SUPPORT OF CRIMINAL JUSTICE SERVICES FOR A FIVE YEAR PERIOD			
	2021 - 240 AUTHORIZING MARRIAGE LICENSE FEES, DIVORCE, DISSOLUTION AND ANNULMENT FEES BE PAID TO FIRST STEP DOMESTIC VIOLENCE SHELTER AND SANDUSKY COUNTY LIBERTY CENTER PURSUANT TO SECTION 3113.34-35 OF THE OHIO REVISED CODE (ORC)	Domestic Violence	\$5,468.68	*Motion: Move to Approve resolution Moved by: Charles Schwochow 2nd: Scott Miller Yes – 3
	2021 - 241 APPROVING SUPPLEMENTAL APPROPRIATION TO DRUG TASK FORCE BENEFITS (\$40,800.00) FOR 2021 HEALTH INSURANCE AND WORKERS COMP PAYMENTS	Prosecutor	\$40,800.00	*Motion: Move to Approve resolution Moved by: Scott Miller 2nd: Charles Schwochow Yes – 3
<b>Public Open Session</b>	Citizens Attendees – none Media Attendees – none Elected Officials – Jerri Miller, Auditor			
<b>Sanitary Engineer</b>	<b>Steve Shiets – Sanitary Engineer.</b> Steve came in for his regular meeting with the Commissioners. See attachment B for agenda items. He reviewed current projects and their progress. He talked about some of the change orders on the projects. Projects that could be eligible for Recovery Funding were listed and Steve will provide costs of the projects and prioritize them. Martha Bowen, Sandusky County Health Department, came in to talk about some of these projects and give her recommendations.	Steve Shiets – Sanitary Engineer		
<b>Village of Woodville</b>	<b>Keith Kruse – Village of Woodville.</b> Keith came in to discuss a water/sewer project for the Village. One of the Township Trustees had contacted him about a project and he had a couple others. One project is on water line looping and water line improvements. Keith presented some quotes for the Commissioners to review. The second is a water storage replacement project. He did not have a quote for this right now. The current sewer plant has had some violations. Keith was asked to give a priority list and cost to add to the current list of possibilities.	Keith Kruse – Village Administrator		

* <b>Adjournment</b> <b>(11:56am)</b>	With business completed for the day the meeting was adjourned.			* Motion: Move to adjourn Moved by: Scott Miller 2nd: Charles Schwochow Yes - 3
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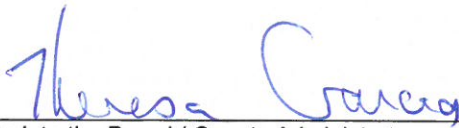
Signature of:

  
 Russ Zimmerman, President

  
 Scott Miller, Vice President

  
 Charles Schwochow

**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



2100 Countryside Place  
Fremont, Ohio 43420

# **SANDUSKY COUNTY EMERGENCY MEDICAL SERVICES**

Jeffery J. Jackson  
E.M.S. Chief

419-332-7313  
Fax: 419-334-6511



ATTACHMENT H

## EMS Agenda July 22, 2021

- Ambulances

We now have production numbers for our new trucks, just do not have dates but it will be over 300 days. They have stopped even projecting numbers (dates) at this time due to the chip issues.

### Sandusky Township Squad availability

- Personnel

One of our paramedics Rich Obergefell has decided to retire after almost 32 years. While another Paramedic has decided to leave for a new career change.

We are now starting to see the pinch of lack of good applicants.

- General Discussion

Our CAAS site visit is confirmed for August 2<sup>nd</sup> and the 3<sup>rd</sup>. This will all be done via Zoom. Sandusky County IT department has been asked to assist with handling the technology needs of this meeting.

SCEMS is getting crews and supplies together for the Sandusky County Fair. This year we will be covering the grounds as always plus the featured events at the grandstands which was normally covered by Sandusky Township.

Request for executive session - contracts

**AGENDA**  
**Commissioners' Meeting**

July 22, 2021

1. Wightman's Grove Sanitary Sewer Collection & Treatment System
  - Contract A: Sanitary Sewer & Lift Station (\$1,446,930.00) – Underground Utilities Inc. (UUI)
    - OWDA Construction Loan – Pay Requests
      - Pay Request #1 - \$375,931.69
      - Pay Request #2 - \$652,467.55
      - Pay Request #3 - \$192,738.30
    - Construction Change Orders
      - Change Order #1 – Cost delays holding for WWTP Rebid (\$16,116.10)
      - Change Order #2 – Quantity Adjustments (\$154,086.75)
        - Electrical Drawings (\$3,640)
        - Storm Sewer Unit Price Correction (\$2,610)
        - Quantity Adjustments (\$147,188.75)
          - Adjustments adding Sandusky River Co. 32 laterals (\$158,014)
            - 25 future taps within the Developer's Agreement
            - 4 taps for existing structures on Sandusky River Co.
            - 3 additional taps for Sandusky River Co.
            - 2 taps for houseboats for Sandusky River Co. were stopped
            - Residents shouldn't pay for 3 additional taps
    - Construction Update
      - Gravity sanitary sewer is pressure and deflected tested
      - During deflection tests, water found within the collection system
      - Pumped out by UUI and deflection tests were completed
      - Found multiple caps off in the Sandusky River Co. property
        - Suggested caps were blown off and not removed
        - Caps off were not necessarily the lowest on the collection system
        - Caps withheld pressure from the air pressure test
        - Internal water pressure would have to be greater than 5 psi
        - Over 2' of water would be needed above the elevation of blown cap
        - Pressure will hit the low point or path of least resistance
          - Once relieved, it will not continue to blow multiple caps off
        - Manholes are a lower elevation than the caps
        - PDG & UUI have been monitoring water within the manholes
          - First manhole out of wet well has water
          - Wet well is filled with water in it (which is typical)
            - Weight of water keeps the wet well in the ground
      - Electric needs completed at the Lift Station (Delayed due to First Energy)
        - Startup by the pump manufacturer (Buckeye / Flygt)
      - Standby Generator to be delivered (Delayed due to microchips)
        - Separate start up for generator
      - Asphalt pavement overlay is in process by M & B Asphalt (sub to UUI)
        - Berm over dirt was decided by Township Trustees
        - Berm was added to the project (\$12,200)
        - Crossovers done by Wightman's Conservancy District
        - Standing water removed on Township Road 206 (next to dike) to pave
        - Standing water removed from Sandusky River Co. property to pave
        - Once pavement is done, UUI needs to raise all manholes to grade
        - Subcontractor will install OBIC sealer in all manholes & testing
        - Final yard restoration will be in hotter and drier months

- Contract B: Wastewater Treatment Plant (\$961,417.00) – B. Hill'z Excavating
    - OWDA Construction Loan – Pay Requests
      - B. Hill'z Pay Request #1 - \$33,369.74
      - B. Hill'z Pay Request #2 - \$480,935.43
      - B. Hill'z Pay Request #3 - \$124,897.30
      - B. Hill'z Pay Request #4 - \$78,061.20
    - Construction Change Orders
      - Change Order #1 – Pending (Running List)
        - Electrical Drawings (No Cost Change)
        - Sand Filter Size (\$1,062)
        - Additional Valve on Force Main Connection (\$1,562)
        - Yard Hydrant (\$6,843)
        - Frost Free Wall Hydrant (\$599)
        - 8' Widening of East Drive (\$3,750)
        - Fence Reconfigured due to Electrical Meter (\$1,687)
      - Construction Update
        - Electric needs completed at the Plant (Delayed due to First Energy)
        - Startup by the pump manufacturer (Mack Industries)
        - Standby Generator to be delivered (Delayed due to microchips)
        - Separate start up for generator
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 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
3. District #1 Agreement – *No Changes*
  - 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
    - City requested the following items based on their review:
      - County pays for upgrades to the City's system to connect new properties
      - Removal of County unmetered customers referenced to City unmetered customers
      - City is willing to proceed with the Switchover date
      - Modification of the description of the City's charge
      - Update the County's charge
      - During the last discussion, City billing office indicated the overhead charge was \$1.88
        - Cost does not support Switchover to County performing the billing at \$6.95
        - Still don't think we are comparing apples to apples but we are closer than before
    - John Larson has updated the agreement and I have it to review



4. 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 finally back open to the public
  - Covid Cares Act via Information Technology
    - Security cameras Installed
      - Installed on all sides of building and drop box / front door area
      - Assist in monitoring visitors to the building for both EMS and Sanitary Engineers
      - Visitors to the building have become more of a problem in recent years
    - Wifi to the Sanitary Engineer's office has been added
    - Large screen has already been utilized for a couple meetings
  
5. County Operations
  - Ohio EPA Sanitary Survey at Shorewood Water Plant
    - Violations noted on March 28, 2021 (30 days to respond)
      - No conditions assigned to the assets in the Asset Management Plan
      - Protection around the wellhead (rocks were installed)
    - Both violations were addressed by April 12, 2021
    - Violations abatement letter from July 20, 2021
  - NPDES Permit Renewal Applications were due by April 3, 2021
    - Adams Acres Wastewater Plant (submitted March 16, 2021)
    - Westwood Wastewater Plant (submitted March 16, 2021)
    - Ohio EPA software program is troublesome on entering data to save
    - Rejected and resubmitted both applications on March 31, 2021
  - 2021 Work Items
    - Work Order System via Excel in the process of being updated (95% complete)
    - Update Rules & Regulations / Licensed Contractor's Handbook
      - Include rules on force main connections (Wightman's Grove Force Main)
        - Couple property owners are requesting connections
        - Only allow where gravity sewers don't make sense in the future
        - Specify e-One grinders owned and maintained by the property owner
      - Require Check Valves where connected structures are below the floodplain
    - Shorewood Lift Station Generator Repairs
      - Generator Systems indicated probably needs complete replacement
      - Generator was repaired in-house for under \$2,000
      - Generator Systems indicated Transfer Switch & generator are obsolete
        - May be difficult to find parts
        - Probably request through Covid funds for assistance

- 6. Covid Cares Funding – Round 2
  - Submittal will be broken into three parts with descriptions on each item
    - Projects
      - Focus on Critical Sewage Areas identified by Health Department & Ohio EPA
      - Critical Sewage Areas are maintained by TMACOG
      - 208 plans identify where the Critical Sewage Areas are to be treated
      - Utilization of the County's 2015 Water & Sanitary Sewer Master Plan
      - Not enough funding to address everything in the Master Plan
      - Stress importance in maximizing other grants in conjunction with this funding
    - Facility Upgrades
      - Existing items in need of replacement
      - Based on Satellite location conditions (similar to Westwood Replacement)
    - Equipment Request
      - Equipment investigated in the past 5 years to purchase
      - Equipment cost typically prohibitive
        - Funding within the Budget
        - Space for equipment
  - Current Projects (DRAFT)
    - Wightman's Grove (Phase 2 through Phase 5)
      - Phase 2 (Memory Marina Area)
      - Phase 3 (Barkshire Subdivision – Bethany Drive)
      - Phase 4 (Shannon Road Area) not included due to the 208 plan needs modified
      - Phase 5 (Muncie Hollow) not included due to the 208 plan needs modified
    - Rodriguez Street (Village of Gibsonburg)
    - Green Creek Township Area
      - Study for sanitary sewer service ongoing via ms consultants
        - County Airport Area
        - Mid City Area
        - Emerald Estates Area
      - 208 plan would have treatment via the City of Clyde
        - Study would also look at Regional Treatment similar to Wightman's Grove
    - Hessville Area
      - 208 plan would have treatment via the Village of Lindsey
      - Regional Treatment may be cheaper than pumping to Lindsey
    - County Water System (Ballville Township)
      - C.R. 198 (Phase 1 and 2)
        - South of E. State Street
        - North of E. State Street
      - County Road 302 (City of Bellevue) – Not discussed within Master Plan
      - Penn Lane (Village of Woodville) – Not discussed within Master Plan

- Current Facility Upgrades (DRAFT)
  - Shorewood Water Plant Upgrades (Plant installed in 1971)
  - Replacement of Shorewood Water Distribution System with fire protection
    - Fire protection would require an elevated tank
    - Or connection to City of Fremont
  - Replacement of Adams Acres Wastewater Plant (Plant installed in 1977)
  - Main Office Building (Built in 1983)
    - Renovation of the existing buildings to meet our current and future needs
    - EMS is looking into a new office area as they have outgrew the facilities
    - Sanitary Engineer portion of the building has remained untouched since 1983
      - Customer utility billing has quadrupled since 1995
      - Satellite facilities (lift stations and plants) have doubled since 1995
      - Staffing has increased from 6 to 8 via 2 part time employees since 1995
        - Technology (SCADA, ACH / Online Billing, etc.) has allowed this
        - Don't believe technology will continue to allow this in the near future
    - Request for Qualifications for Architectural Services for EMS / Sanitary Engineers
  - Storage Building Addition (Extra Bay) – No room for equipment
- Current Equipment Request (DRAFT)
  - Shorewood Water Meters
    - Conversion to radio read water meters (158 meters)
    - Three (3) USB radio readers and three (3) laptops or tablets
  - Remote Work in case we get back into closing the office
  - Fleet (Van, Truck, Crane Truck)
  - Other Equipment
    - Vactor Trailer (Hauling Sludge, Cleaning Wetwells, Unplugging Sewers, etc.)
    - Mini Excavator (Replace 1983 Ford Backhoe)
    - Two 125KW Portable Generators
      - Replace 1970s 45KW Portable Generator
      - Keep 1990 50KW Portable Generator
      - Add a third Portable Generator capable of running all Satellite Locations
  - Bypass Pump with Generator Trailer
  - Boom Lift

