

## Minutes for Thursday, September 11, 2014

Mr. Schroeder moved the adoption of the following Resolution:

**WHEREAS**, The Board of County Commissioners is in possession of three unused snowblades.

and

**WHEREAS**, The Village of Ottawa was in need of the three snowblades last winter and is now interested in purchasing the three snowblades.

now therefore, be it

**RESOLVED**, The Board of County Commissioners does hereby agree to sell the three (3) snowblades to the Village of Ottawa at a reduced cost of \$250.00 each, because they a government agency within our county.

and be it further

**RESOLVED**, The Clerk of the Board of County Commissioners will invoice the Village of Ottawa for \$750.00 for the cost of the snowblades.

Mr. Jerwers seconded the motion.

Vote: Mr. Love yes      Mr. Jerwers yes      Mr. Schroeder yes

Comm. Jrl. 106, Page 51

Mr. Schroeder moved the adoption of the following Resolution:

**WHEREAS**, The Board of County Commissioners deems it necessary to establish a new appropriation line for Fund 159, Violence Against Women Act Grant.

now therefore, be it

**RESOLVED**, The Board of County Commissioners does hereby request the Putnam County Auditor to establish the following appropriation line in Fund 159, Violence Against Women Grant Act:

159 SER – Services

Mr. Jerwers seconded the motion.

Vote: Mr. Love yes      Mr. Jerwers yes      Mr. Schroeder yes

Comm. Jrl. 106, Page 52

Mr. Jerwers moved that to provide for the unanticipated revenues for the fiscal year ending December 31, 2014, the following sums be and the same are hereby appropriated for the purpose for which expenditures are to be made during the fiscal year as follows:

Fund 159, VAWA Grant

159 SER, Services.....\$ 8,034.27

Mr. Schroeder seconded the motion.

Vote: Mr. Love yes      Mr. Jerwers yes      Mr. Schroeder yes

Comm. Jrl. 106, Page 53

Mr. Love moved that to provide for the unanticipated revenues for the fiscal year ending December 31, 2014, the following sums be and the same are hereby appropriated for the purpose for which expenditures are to be made during the fiscal year as follows:

Fund 001, County General

4 A 5, Construction.....\$40,000.00

(part of roof on OG Road Complex)

Mr. Schroeder seconded the motion.

Vote: Mr. Love yes      Mr. Jerwers yes      Mr. Schroeder yes

Comm. Jrl. 106, Page 54

Mr. Jerwers moved that the following appropriation modification be made for the year ending December 31, 2014.

For Commissioners

From.....15 A 15, Transfer Out....to...4 A 5, Construction.....\$ 14,500.00

From.....14 A 1, Ins. Co. Bldgs...to...4 A 5, Construction.....\$ 13,000.00

Mr. Love seconded the motion.

Vote: Mr. Love yes      Mr. Jerwers yes      Mr. Schroeder yes

Comm. Jrl. 106, Page 55

**Now and Then Purchase Orders**

**Commissioners**.....Purchase order 26982

**Youth Subsidy**.....Purchase order 26886

Mr. Jerwers moved to approve the now and then purchase orders

Mr. Schroeder seconded the motion

Vote: Mr. Love yes      Mr. Jerwers yes      Mr. Schroeder yes

Exceptions: Mr. Love none      Mr. Jerwers none      Mr. Schroeder none

Comm. Jrl. 106, Page 56

**Purchase orders and travel requests.....**

**Board of Elections**.....Now and Then Travel for Karen, Becky, Tony, Ginger and Carla to attend District 1 meeting at Ottawa Aug 13, cost of \$50.00;

**Commissioners**.....E. Lee Construction, replace roof on O-G Road Complex and estimated sheathing \$70,872.00; Crime Victim Services, share of VAWA grant \$8,034.27

Mr. Love moved to approve the purchase orders and travel requests.

Mr. Schroeder seconded the motion.

Vote: Mr. Love yes      Mr. Jerwers yes      Mr. Schroeder yes

Exceptions: Mr. Love none      Mr. Jerwers none      Mr. Schroeder none

**8:30 a.m.**

Mr. Love moved to begin the morning business session.

Mr. Jerwers seconded the motion.

Vote: Mr. Love yes      Mr. Jerwers yes      Mr. Schroeder yes

**9:00 a.m.**

The first hearing on the landfill assessments was held in the assembly room. Commissioners Schroeder, Jerwers and Love and administrator Jack Betscher presented the power point presentation. The only other person who attended was Nancy Kline of the Putnam County Sentinel.

**10:00 a.m.**

Agenda was held. Present were commissioners Schroeder, Jerwers and Love; Jack Betscher, administrator and Betty Schroeder, clerk.

**10:30 a.m.**

Commissioners Schroeder, Jerwers and Love and administrator Jack Betscher called via telephone with Linda Amos of Poggemeyer Design Group regarding the 6119 Water/Sewer plans.

**11:00 a.m.**

Bid opening for the Don Hitchcock (Harry Hicks) Ditch was held. Bids were received from the following:

**Bidder**.....J & M Excavating  
**Bid bond**.....full amount  
**Amount of bid**....\$21,491.00

**Bidder**.....Precision Ag Drainage  
**Bid bond**.....Certified check for \$2,212.00  
**Amount of bid**....\$22,121.00

**Bidder**.....Sand Ridge  
**Bid bond**.....full amount  
**Amount of bid**.... \$19,055.00

**Bidder**.....Zenz Farms  
**Bid bond**.....none  
**Amount of bid**....\$20,538.00

**Bidder**.....Calvelage Vault & Excavating  
**Bid bond**..... bid bond for \$23,500.00  
**Amount of bid**....\$23,500.00

**Bidder**.....Fenson Contracting  
**Bid bond**.....bid bond 100% of bid  
**Amount of bid**....\$16,950.00

**Bidder**.....Buckeye Pool & Trucking  
**Bid deposit**.....bid bond 100% of bid  
**Amount of bid**....\$16,740.10

Mr. Jerwers moved to table the bids  
Mr. Schroeder seconded the motion  
Vote: Mr. Love yes Mr. Jerwers yes Mr. Schroeder yes  
Ditch Jrl 6, Page 2

**11:45 p.m.**

Mr. Schroeder moved to adjourn for lunch  
Mr. Love seconded the motion  
Vote: Mr. Love yes Mr. Jerwers yes Mr. Schroeder yes

**12:45 p.m.**

Mr. Schroeder moved to resume the business session  
Mr. Love seconded the motion  
Vote: Mr. Love yes Mr. Jerwers absent Mr. Schroeder yes

**1:00 p.m. – 1:45 p.m.**

The first hearing on the Tom Inkrott Ditch #973 was held in the assembly room.  
Commissioners Schroeder, Jerwers and Love attended.  
Mr. Love made a motion to proceed  
Mr. Jerwers seconded the motion  
Vote: Mr. Love yes Mr. Jerwers yes Mr. Schroeder abstained  
Ditch Jrl. 6, Page 9

Mr. Jerwers moved to amend the petition to include the Ambrose Kuhlman ditch.  
Mr. Love seconded the motion  
Vote: Mr. Love yes Mr. Jerwers yes Mr. Schroeder yes  
Ditch Jrl. 6, Page 9

**2:15 p.m.**

Joe Burkhart said Gary Plescher's last day is next Friday, Sept. 19. If have big project can call him in. The company that bought Lima News hired him part time. He may come in on a part time basis  
On another note Dave Meyer suppose to do training at Board of Elections tomorrow (Friday). Dave's scheduled day off is Friday. Nobody told Joe about it. Why is this an IT department issue? John thought it was a program issue. Joe said he hasn't touched software for 5 years. Schroeder said probably saves county money. Joe said Laura Huff programs emerge tech. Shelly never got trained in it and she did it. He said Karen went through same training as Joe did.  
Joe called Board of Elections and Mary said the training is next Wednesday.  
Karen will call Joe or write e-mail.

**3:30 p.m.**

Commissioners Schroeder, Jerwers and Love and administrator Jack Betscher attended the 6119 Development and Planning meeting held in the assembly room.  
Establishment of the Black Swamp Regional Water & Sewer District

Present: \_ Advisory Board Members David B. King, Michael Lammers and Bob Riepenhoff; and guests Greg Bockrath, Michael Siefker, Tom Liebrecht Marketing QuarterBack Consulting; Consulting Team Denise Plummer and Linda Amos of Poggemeyer Design Group. Distribution of Minutes to all of the above Dave Beckett, Rick Fricke, Rex Huffman, Carl Ireland, Ashley Siefker

### **Advisory Board**

Bob Riepenhoff has been appointed to the Advisory Board. He is from Miller City area.

### **Public Meeting Requirements**

Meetings with more than two county commissioners (majority of public body) present are considered public meetings and open to the public. Because the Advisory Board is advisory only, meetings of the Advisory Board only are not considered public meetings.

### **Web Site**

Tom Liebrecht, CEO, Marketing QuarterBack Consulting presented his services related to developing and maintaining a web site for the proposed regional district.

The web site will be hosted on the Putnam County server. The site will use a purchased domain (Black Swamp RWSD)

Suggested link to Putnam Connection site, which is a more social media site

Information would be uploaded to the site to be as real time as possible

Prepared by Poggemeyer Design Group (LMA) Page 2 of 3

7681-003

E-mail contact for Advisory Board members will be the Putnam County e-mail. The County will then distribute the e-mail to the Advisory Board members.

PDG provided digital copies of chart for establishing district, meeting minutes, notes from community meetings, frequently asked questions. Will provide names of Advisory Board for web site

Information uploaded to the web site should be provided through Ashley Siefker in the County Commissioners' Office. All documents and information should be approved by the Advisory Board and County Commissioners before being uploaded to web site. Documents should be in PDF format.

Cost to develop web site is \$250 one-time fee. Maintenance of the site, including uploads, is \$75/hour. Billing is based on actual time required – no minimum charge.

Mr. Liebrecht will provide a proposal to the County Commissioners.

### **By-Laws**

The Advisory Committee has met three times and has begun drafting by-laws for the proposed district. The Committee should have a draft for legal review by the October, 2014, meeting.

### **Finance Plan**

PDG presented a draft Finance Plan for the Committee's use. The draft plan was reviewed. The Advisory Board and County Commissioners will review and have comments at the October, 2014, meeting.

The Committee had questions about affordability criteria, which is

Water 1.1% of the MHI if only water is supplied

Sewer 1.5% of the MHI if only sewer is supplied

Combination 2.6% of the MHI

## **Plan of Operation**

It was explained that a Plan of Operation is not a Master Plan for water and/or sanitary services in the District. The Plan of Operation is more about existing infrastructure operational policies.

### **Territory**

It was recommended by PDG that the Plan of Operation focus on the unincorporated areas of the County as the territory for the District.

Encourage Townships to join the District as a petitioner – allow them to participate in the operation and planning of infrastructure.

Privately operated public systems in the unincorporated areas will be contacted to determine if they would want to transfer their system to the District.

Municipalities can be added if they want to join as a petitioner

### **Operation**

It was proposed that the District initially own/operate the existing County systems and potentially the existing privately operated public systems

As a second tier of operation, the District could coordinate a shared use of staff and equipment with owners/operators of water and/or sanitary sewer

Prepared by Poggemeyer Design Group (LMA) Page 3 of 3

7681-003

systems. The District could provide this operation and maintenance service by contract with the individual entity.

The District could also provide shared administrative costs, such as meter reading, billing and collection by contract.

PDG will have an example of the questionnaire's that will be sent out to the municipalities, as well as the private systems for the next meeting,

### **Requirement to Connect to Public Sanitary Sewer System**

Current State Law requires that any resident, commercial, industrial or other occupied structure connect into a public sanitary sewer that is within 200' of the system. This can be interpreted differently by the local health department. Requirements to connect into a public sanitary sewer system can vary between local jurisdictions.

Putnam County Health Department measures the 200' from the connection from the structure to the public line. Other jurisdictions measure the 200' from the building foundation nearest to the public right-of-way.

Exemptions can also be allowed if the public sanitary sewer is a force main or is not appropriately sized for the end user.

**Next Meeting – Thursday, October 9, 2014, at 3:30 PM at Putnam County Courthouse – Assembly Room**

**4:30 p.m.**

Mr. Schroeder moved to adjourn

Mr. Love seconded the motion

Vote: Mr. Love yes    Mr. Jerwers yes    Mr. Schroeder yes

Mr. Jerwers moved that the minutes/discussion notes be approved as read.

Mr. Love seconded the motion and the roll being called upon its adoption, the vote resulted as follows: Mr. Love yes      Mr. Jerwers yes      Mr. Schroeder yes