

Minutes for Tuesday, August 18, 2015

Mr. Schroeder moved the adoption of the following Resolution:

WHEREAS, Manufacturing is an integral component of the economy of Putnam County;
and

WHEREAS, The Commissioners recognize the importance of the manufacturing sector and how it assists in building a better future for our citizens;
and

WHEREAS, Innovation in manufacturing helps drive economic growth allowing workers and management, alike, to attain and maintain a higher standard of living;
and

WHEREAS, The Commissioners realize employment in manufacturing contributes to the local community's growth and well-being,
and

WHEREAS, The Commissioners recognize the alignment of vocational opportunities and educational curriculum to job opportunities which correspond to the skilled labor needs of Putnam County manufacturers.
now therefore, be it

RESOLVED, The Putnam County Commissioners join with Rhodes Community College in recognizing Friday, October 2, 2015, as Ohio Manufacturing Day in Putnam County, Ohio.

Mr. Love seconded the motion.

Vote: Mr. Jerwers absent Mr. Schroeder yes Mr. Love yes
Comm. Jrl. 107, Page 498

Mr. Schroeder moved the adoption of the following Resolution:

WHEREAS, It has been deemed necessary to advertise for sealed bids for the construction of one (1) 250' tall freestanding emergency communications tower. The tower will be located on the eastern side of the Putnam County Jail building at 1035 Heritage Trail, Ottawa, Ohio (41 degrees 0'21.021.016"N Lat., 84 degrees 2'19.99W" Long).

now therefore, be it

RESOLVED, Sealed bids for the construction of said tower will be received in the Board of County Commissioners Office, 245 East Main Street, Suite 101, Ottawa, Ohio 45875, until 10:00 a.m. on September 4, 2015 at which time and place they will be publicly opened and read aloud;
and be it further

RESOLVED, Bidding documents as prepared by Jobes Henderson & Associates may be examined at the following location(s) Jobes Henderson & Associates (Issuing Office), 59 Grant Street, Newark, Ohio 43055, Phone 740-344-5451 or the Putnam County Board of Commissioners Office (document review only), 245 E. Main St., Suite 101, Ottawa, Ohio 45875, between 9 a.m. and 12 p.m.
and be it further

RESOLVED, Complete sets of bidding documents will be issued to bidders only through Jobes Henderson & Associates, Inc. Bidders may obtain bidding documents upon payment of \$100.00 per set (non-refundable) in the form of cash or a commercial bank check payable to Jobes Henderson & Associates, Inc. Bid documents may also be obtained by mail upon receipt of \$100.00 plus \$20.00 shipping fees at the above office.
and be it further

RESOLVED, Bids are to be addressed to the Putnam County Board of Commissioners' Office, ATTN: Brad Brubaker, 245 E. Main Street, Suite 101, Ottawa, Ohio 45875 and shall be marked "**Sealed Bid – Putnam Co. Emergency Communications Tower**".

and be it further

RESOLVED, Bidders who submit a bid must be registered as a plan holder of record at the issuing office ("Plan Holder"). Bids from bidders who are not on the plan holders list may be returned as being non-responsive.

and be it further

RESOLVED, Plan holders are required to provide an e-mail address to receive addenda and other information electronically. Plan holders are required to designate whether they are a prime contractor, subcontractor, or supplier on the plan holders list;

and be it further

RESOLVED, Each bidder is required to furnish with its bid proposal, a bid guaranty and contract bond in accordance with Section 153.54 of the Ohio Revised Code. Bid security furnished in bond form shall be issued by a surety company or corporation licensed in the State of Ohio to provide said surety. The bid surety shall be payable to the Putnam County Board of Commissioners, as a guarantee that if the bid proposal is accepted, a contract will be entered into and its performance properly secured. Bid proposals accompanied by a certified check, cashier's check, or letter of credit will require a subsequent contract performance bond in the amount of one hundred percent (100%) of the amount of the contract. All provisions of the Ohio Revised Code as it relates to bid guarantees, conditions, liabilities, and withdrawal of a bid proposal are pertinent to this contract.

and be it further

RESOLVED, Each proposal must contain the full name of the party or parties submitting the bid proposal and all persons interested therein, and shall be signed by the full name and business address of each person or company interested in the business. The bid proposal must be made on the forms provided therefore in the contract documents, or a copy thereof, with a price quote for the work on a unit cost basis, with labor and materials costs to be stated separately.

and be it further

RESOLVED, Bidder must comply with the prevailing wage rates on public improvements in Putnam County as determined by the Ohio Bureau of Employment Services, Wage and Hour Division.

and be it further

RESOLVED, Each bidder must ensure that all employees and applicants for employment are not discriminated against because of race, color, religion, sex or national origin.

and be it further

RESOLVED, The owner reserves the right to reject any or all bid proposals, to waive any technicality, and to award the contract to the bidder that is determined to have submitted the lowest and best bid for the work. All bids remain subject to acceptance for 60 days after the time set for receiving bids.

Mr. Love seconded the motion.

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

Comm. Jrl. 107, Page 499-500

Mr. Love moved the adoption of the following Resolution:

WHEREAS, Kim Diamond, Director of Job and Family Services employment contract will expire December 31, 2015 and has notified the board he will be reducing his work hours beginning November 2, 2015 until retirement on December 31, 2015 and, by his recommendation advises that Steven Ford be given signing authority beginning November 2, 2015 after which Mr. Diamond will complete his final two months as Co-Director assuming an advisory/consultant role.

now therefore, be it

RESOLVED, The Board of Commissioners hereby wishes to carry out his recommendation, and hereby effective November 2, 2015 appoints Steven Ford as Co-Director of Putnam County Job and Family Services through December 31, 2015, assuming all power and duties as outlined in Ohio Revised Code sections 329.01 and 329.02.

and be it further

RESOLVED, The Board of County Commissioners of Putnam County, Ohio has established the personnel changes as noted in this resolution effective as noted, November 2, 2015.

Mr. Schroeder seconded the motion.

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

Comm. Jrl. 108, Page 001

Mr. Schroeder moved the adoption of the following Resolution:

WHEREAS, Kim Diamond, Director of Job and Family Services will be reducing his work hours beginning November 2, 2015 until retirement on December 31, 2015, and by his recommendation advises that Steven Ford be given signing authority beginning November 2, 2015 after which Mr. Diamond will complete his final two month as Co-Director assuming an advisory/consultant role.

and

WHEREAS, The Putnam County Job and Family Services Agency (PCJFS) must from time to time contract or enter agreements for services necessary to fulfill its obligations and responsibilities.

and

WHEREAS, The Board of County Commissioners of Putnam County, Ohio, is often required to be parties to contracts or agreements regarding PCJFS and Putnam County Child Support Enforcement Agency.

and

WHEREAS, The Board of County Commissioners wishes to authorize Steven Ford, Co-Director of PCJFS to enter into agreements on behalf of the Board of Putnam County Commissioners, if the funds necessary to certify said contracts or agreements are within the funds budgeted to PCJFS and if said contracts or agreements fall into one of the following categories:

1. Foster/Adoptive Care Contracts and all related services.
2. Child Protective Services to Families Contracts and all related issues.
3. Child Care Providers Contracts including Centers, Type B Homes and related training contracts.
4. Adult Homemaker Provider Contracts and all related services.
5. Transportation Contracts and related services.
6. Contracts and agreements necessary to support the ongoing operation of the Department of Job & Family Services including, but not limited to equipment maintenance agreements, technical support contracts, training related contracts, and utility related services.
7. And any other powers and duties set forth in Section 329.04 of the Ohio Revised Code.
8. Any and all duties of the Child Support Enforcement Agency.

now therefore, be it

RESOLVED, The Board of County Commissioners does hereby authorize Steven Ford, Co- Director of PCJFS to enter into the types of contracts or agreements reference herein above under the limitations set forth herein on behalf of the Board of Putnam County Commissioners. Director Diamond will serve in a backup capacity in Director Ford's absence.

and be it further

RESOLVED, Said resolution is effective thru November 1, 2016.

Mr. Love seconded the motion.

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

Comm. Jrl. 108, Page 002

Mr. Love moved the adoption of the following Resolution:

WHEREAS, The Board of County Commissioners deems it necessary to establish a revenue line for Fund 021, Putnam Acres Care Center to record lease payments from Oak Haven Residential Care Center.

now therefore, be it

RESOLVED, The Board of County Commissioners does hereby request the Putnam County Auditor to add the following revenue line in Fund 021, Putnam Acres Care Center:

A 22G – Oak Haven Leased Payments

Mr. Schroeder seconded the motion.

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

Comm. Jrl. 108, Page 003

Mr. Love moved that to provide for the unanticipated revenues for the fiscal year ending December 31, 2015, 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 100, Communications
100 CUPG, Communications Upgrades.....\$30,000.00

Mr. Schroeder seconded the motion.
Vote: Mr. Jerwers absent Mr. Schroeder yes Mr. Love yes
Comm. Jrl. 108, Page 004

Mr. Schroeder moved that to provide for the unanticipated revenues for the fiscal year ending December 31, 2015, 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 110, Airport Operations
110 AO, Advance Out.....\$ 2,000.00
(Advance back to County General)

BE IT RESOLVED, That per the request of The Board of County Commissioners for the purpose of the Airport Operations Fund the following advance of funds is authorized by the Board of County Commissioners:

<u>FROM</u>	<u>TO</u>	<u>AMOUNT</u>
110 AO, Advance Out (Partial repay to County General for advance made in June'13)	A 25A, Advance In	\$ 2,000.00

Mr. Love seconded the motion.
Vote: Mr. Jerwers absent Mr. Schroeder yes Mr. Love yes
Comm. Jrl. 108, Page 005

Mr. Love moved that to provide for the unanticipated revenues for the fiscal year ending December 31, 2015, 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:

H 35, Transfer Out.....\$ 3,961.41
and also

that to provide for the unanticipated expenditures of said County during fiscal year ending December 31, 2015, the following sums be and the same are hereby transferred, set aside and appropriated for the purpose for which expenditures are to be made during the fiscal year as follows:

From.....Fund 006, Job & Family Services (H 35, Transfer Out).....to.....Fund 004, Child Support Enforcement Agency (A 13C1E, Transfer In).....\$ 3,961.41

Mr. Schroeder seconded the motion.
Vote: Mr. Jerwers absent Mr. Schroeder yes Mr. Love yes
Comm. Jrl. 108, Page 006

Mr. Love moved the adoption of the following resolution that to provide for the unanticipated revenues for the fiscal year ending December 31, 2015, 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 021, Putnam Acres Care Center
6530-0-1, Employee Fringes.....\$ 28,500.00

Mr. Schroeder seconded the motion.

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

Comm. Jrl. 108, Page 007

Mr. Love moved that the following appropriation modification be made for the year ending December 31, 2015.

County General
From....14 A 1, Ins. Co. Bldgs.....to.....4 B 13, Contracts/repair.....\$1,500.00

Mr. Schroeder seconded the motion.

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

Comm. Jrl. 108, Page 008

Mr. Love moved that to provide for the unanticipated revenues for the fiscal year ending December 31, 2015, 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 110, Airport Operations
110 OT, Other Expenses.....\$1,000.00

Mr. Schroeder seconded the motion.

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

Comm. Jrl. 108, Page 009

Mr. Love moved that to provide for the unanticipated revenues for the fiscal year ending December 31, 2015, 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
14 D 1, Various settlements.....\$24,417.52

Fund 068, Mental Health
AA 11, Other expense.....\$1,850.41

Fund 100, E-911 System
100 MS, Miscellaneous.....\$8,751.55

Fund 022, Brookhill Center School
8 E 7, Miscellaneous expenses..... \$28,192.28

Fund 063, Health
E 12, Other expense.....\$ 4,375.72

Fund 120, PCEMS
120 OTH, Other.....\$5,020.67
Mr. Schroeder seconded the motion.
Vote: Mr. Jerwers absent Mr. Schroeder yes Mr. Love yes
Comm. Jrl. 108, Page 010

Now and Then Purchase orders

Commissioners.....Purchase order 29500
Landfill C/M.....Purchase order 29499
Sewer District No.2...Purchase order 29501
Mr. Love moved to approve the now and then purchase orders
Mr. Schroeder seconded the motion.
Vote: Mr. Jerwers absent Mr. Schroeder yes Mr. Love yes
Exceptions Mr. Jerwers Mr. Schroeder none Mr. Love none
Comm. Jrl. 108, Page 011

Purchase orders and travel requests

Board of Elections...Travel for Ginger, Tom, Carla, Tony, Karen and Becky to attend OAE0 District 1 Regional Meeting in Wauseon, Aug. 26, estimated cost \$194.40;

Common Pleas..... Travel for Randall Basinger to attend 2015 annual judicial meeting at Easton, Sept. 3, 4 with P.O. for \$834.00;
Mr. Schroeder moved to approve the purchase orders/travel requests.
Mr. Love seconded the motion
Vote: Mr. Jerwers absent Mr. Schroeder yes Mr. Love yes
Exceptions: Mr. Jerwers Mr. Schroeder none Mr. Love none

8:30 a.m.

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

8:30 a.m. – 9:00 a.m.

Kim Diamond came in met with Commissioners Schroeder and Love and Jack Betscher to discuss the move into the O-G Road building. Kim received the keys and key fobs. There were some security issues and locking issues that need to be addressed. Most of the carpeting is in. There are a few steel doors that need to be cut off and Kim does not want the carpet to be snagged. The key/locks will be straighten out today. Kim has been after Bruce to get the doors done for a while now. The paint has not been touched up yet either, which is holding up the window treatment guy. The window treatments are

pushed back to the last week of September. The equipment from the State will require special personnel to be moved. November 1 could be the move in date. The recycling process and Cecil's duties were discussed. The number of people sorting has been lower, only two the last few days. Jack inquired that adult protective services was getting funds, Kim said they have already received the funds. Getting funds will start to look different because it will be more competitive to get with other agencies. This also makes performance goals more difficult to meet. The whole state is in the same predicament.

9:15 a.m. – 10 a.m.

Tim Schnipke came in to talk to Commissioners Love and Schroeder about getting replacement uniforms for the maintenance staff and project update. At the Glandorf building a door or two may need to be purchased after reusing what they can form the existing materials. Some of the doors that are already installed rub on the carpet and some solutions were discussed and Tim will look into what will work best. Drainage in the parking lot by the trash has been an issue. The tile was jet streamed and it was found that the last post was probably drilled into the tile when it was built. They will take the post out, shorten the fence, jet the clean tile, replace the tile, and take care of the drainage problem. Roof demo at the Complex will be done today. The worse, work wise, is done. He looks for the best prices for the supplies needed to do the work. Toilet at the landfill is having issues. Gary Hermiller will come and camera the cleanout close to the building housing that restroom. After pumping the issues were still occurring. Plans are being looked for and the best solution to get the tank emptied. Putnam Acres was mowed for the last time this past Friday and Wagner's will be out to get two leaks fixed and filters changed on furnaces. Sherri was ok with maintenance having the keys to the building yet to get these last couple of tasks finished. Tim also told Sherri that the drain in the basement that needs to be watched for debris so that it doesn't back up. It needs to stay clean. File cabinets will be moved this week as well. Time and his crew will also be measuring man wholes in Sewer District #2 for hoods to help with yard flooding. Perfection Group came out yesterday to work on the chiller. He made adjustments to the system based on having glycol in it. Uniforms pieces will be bought locally and proper procedure will be followed for fringes and reimbursement.

10:00 a.m. – 10:10 a.m.

Dan Hiedsman came in to talk to Commissioners Love and Schroeder about the Ashe Tree project that will be getting started. In town lot will have Ash Trees removed. He has property along the Blanchard River (CRP Ground). He has observed leftover stumps and limbs in the river and float down the river and will accumulate. These are trees left over from other work that has been done. He is against the work because when they end up on his property along the river. He invited the Commissioners to come look at his property to see what is going on. He feels that he should not have to do the work when these float to his property from others. He would proffer to have them hauled off but would like any solution that would be offered.

10:10 a.m. – 10:35 a.m.

Agenda. Present were Commissioners Love and Schroeder; administrator Jack Betscher, Ashely Siefker and Nancy Kline of the Putnam County Sentinel

10:40 a.m. – 11:10 a.m.

Jeremy Maag, Angie Heitmeyer, Kim Nordhaus, and Auditor Bob Benroth came to talk to Commissioners Love and Schroeder about the end of month/year procedures and policies concerning POs and agendas. Payroll is a problem on a three pay month because some accounts go in the red toward the end of they year and before there was always time to correct this before the pay day. Some departments and offices do not plan well, some have overtime issues that need to be addressed, and some are just poor budgeters. Commissioners stated that they will work with Auditor to address these issues. Some specific positions use lots of overtime and cannot seem to adjust budgets to anticipate expenditures. There should be a cut off for the bills that need to be paid that way bills are not late and there are no problems with keeping the finances straight. The proposed date is 12-21-15. Jeremy will draft a resolution or a letter to get a policy down so there is a precedent for these situations. We do not want to not pay someone or state there is no money and we cannot pay an employee anymore. We want to anticipate expenditures for year-end matters.

11:10 a.m. – 11:25 a.m.

Old Jail Bid Opening. Present: Commissioners Love and Schroeder, Auditor Bob Benroth, Ashley Siefker,

Baumann Enterprises -	\$157,000.00
D&R Demolition -	\$87,000.00
Marco Demolition -	\$64,607.00
Salenbien Trucking and Excavating -	\$122,000.00
All Excavating and Demolition -	\$42,400.00
L. J. Irving	\$59,500.00
Great Lakes Demolition -	\$49,000.00
Russ James Contracting -	\$51,500.00
Hume Supply -	\$43,700.00

Mr. Schroeder moved to table the motion. Mr. Love seconded. Vote was unanimous to Table the Bids.

12:00 p.m. – 12:15 p.m.

Jeff Giesige came to talk to Commissioners Schroeder and Love about the Ash Tree project that Dan Hiedsman came in about this morning as well. It would be best to see what other counties, such as Hancock, are doing with their trees once they are cut. Most solutions would create more work for the landowners or drive the cost of the project up. Jeff offered to make a conscious effort to stay off of Dan's property as much as possible and use different areas to bring the cut trees on both sides of the river.

12:20 p.m.

Mr. Schroeder moved to adjourn for lunch

Mr. Love seconded the motion

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

1:30 p.m.

Mr. Schroeder moved to continue with the business session

Mr. Love seconded the motion

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

1:40 a.m. – 2:15 p.m.

Mike Klear and Nancy Erhart came to talk to Commissioners Schroeder and Love about the letter that was drafted for the purchase of the Office of Public Safety building form St. Rita's. Trauma, airway, AED and possibly IV supplies are needed for a spare kit that would be for possible second run if there are two runs at the same time. This will be stored in the squad room. Another EMT and medic job will be posted to replace Marge. They are having a hard time finding qualified applicants so other avenues were brainstormed to help find and untapped source. Would like to strengthen their follow up program by way of follow-ups. This would include checking in with medication use and wellness.

2:15 p.m.

Ottawa PD Chief Rich Knowlton came in to talk to Commissioners Love and Schroeder regarding the Dog Warden.

2:30 p.m. – 2:36 p.m.

Allen County Commissioners Begg and Noonan and Allen County Clerk called Commissioners Schroeder and Love about passing a resolution to work on the Sugar Creek Joint County Ditch. The proposed resolution was passed with a unanimous vote to work with Tawa Tree Service on this project from both Counties. Signed official resolution to follow from Allen County.

4:30 p.m.

Mr. Love moved to adjourn

Mr. Schroeder seconded the motion

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

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

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