

Minutes for Tuesday, January 31, 2017

Mr. Schroeder moved to adoption of the following Resolution:

WHEREAS, The Board of Commissioners of Putnam County, Ohio, has established the Putnam County Local Emergency Planning Committee (L.E.P.C.) pursuant to the provisions of Chapter 3750, and

WHEREAS, The Board of Commissioners of Putnam County, Ohio, has established the Putnam County Emergency Management Agency (E.M.A.) pursuant to the provisions of Section 5915.06, and

WHEREAS, The Local Emergency Planning Committee (L.E.P.C.) is desirous of employing the Putnam County Emergency Management Agency (E.M.A.) to implement the requirements as stated in Chapter 3750, and

WHEREAS, The Local Emergency Planning Committee (L.E.P.C.) may enter into an agreement with the Putnam County Emergency Management Agency (E.M.A.) pursuant to the provisions of Section 3750.03 (E) (4). now therefore, the parties agree as follows:

1. RESPONSIBILITIES: To provide, enforce and abide by all the requirements as stated in Chapter 3750, on behalf of the Local Emergency Planning Committee (L.E.P.C.)
2. COMPENSATION: Compensation for this "agreement" shall be eight thousand dollars (\$8,000.00) paid in one lump sum to the Putnam County Emergency Management Agency (E.M.A.). The amount of compensation shall be "negotiated" each year by: the Board of Commissioners, Chairman of the Local Emergency Planning Committee (L.E.P.C.), and the Emergency Management Agency E.M.A. Director/Coordinator.
3. TERM: The "agreement" shall begin with the date of the signing of this contract and ending on January 31, 2018. The contract shall be renewed each year prior to January 31st, and may be cancelled with ninety (90) days written notice.

Mr. Lammers seconded the motion

Vote: Mr. Schroeder yes Mr. Lammers yes Mr. Love yes
Comm. Jrl. 110, Page 278

Mr. Love moved the adoption of the following Resolution:

that the following appropriation modification be made for the year ending December 31, 2017:

From....39 DISWO, Dislocated Workers.....to.....39 TO, Transfer Out.....\$ 2,748.74

From...39 YT, Youth.....to.....39 TO, Transfer Out.....\$ 2,748.69

and also

that to provide for the unanticipated expenditures of said County during fiscal year ending December 31, 2017, 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 039, Workforce Investment Act (39 TO, Transfer Out).....to.....Fund 006, Job & Family Services (H 11, Transfer In).....\$ 5,497.43

Mr. Schroeder seconded the motion

Vote: Mr. Schroeder yes Mr. Lammers yes Mr. Love yes
Comm. Jrl. 110, Page 279

Mr. Love moved the adoption of the following Resolution:

WHEREAS, It has been deemed necessary to re-advertise for sealed bids for Asphalt Overlay at the Putnam County Sheriff's Office Parking Lot and Drive.

now therefore, be it

RESOLVED, Sealed bids for the Asphalt Overlay at the Putnam County Sheriff's Office Parking Lot and Drive will be received by the Board of Putnam County Commissioners, Putnam County Court House, 245 East Main Street, Suite 101, Ottawa, Ohio, 45875, until March 2, 2017, at 11:00 a.m., then at said office publicly opened and read aloud..

and be it further

RESOLVED, Specifications for the Parking lot asphalt overlay are to mill areas along concrete and at catch basins to insure smooth transition and drainage. Tack and overlay existing asphalt parking and drive areas with 1 ½" 448 Type I surface coarse asphalt. Restripe parking lot as is.

Specifications of Parking Lot Full Depth Repair are to repair marked areas in existing asphalt by saw-cutting existing asphalt, excavating to a 13" depth and compacting 10" of 304 limestone base and 3" of 448 Type II intermediate coarse asphalt.

OPTION 1-Prepare approx. 32' x 34' area in front of new radio tower for asphalt, stone is already in place. Compact stone and install 3" of Type II intermediate coarse asphalt. Then overlay 1 ½" of Type I surface coarse asphalt, to insure smooth transition with the existing asphalt drive.

and be it further

RESOLVED, All interested bidders are invited to submit a bid for the paving according to the specifications and also to submit a bid for the Option 1 paving project.

and be it further

RESOLVED, The successful bidder will be required to submit an affidavit required under the Ohio Revised Code Section 5719.042 that the bidder was not charged with any delinquent personal property taxes in Putnam County.

and be it further

RESOLVED, Completion date for the project is July 14, 2017 with a penalty of 1% per day past completion date.

and be it further

RESOLVED, All bids must be accompanied by proof of liability insurance and a bid guaranty in the form of a bid guaranty and performance bond in the total amount of the bid, or a certified or cashier's check or letter of credit in the amount of 10% of the total amount of the bid. The project is subject to Chapter 4115 of the Ohio Revised Code regarding prevailing rates of wages. The Putnam County Commissioners reserve the right to waive any or all bids.

Mr. Schroeder seconded the motion

Vote: Mr. Schroeder yes Mr. Lammers yes Mr. Love yes
Comm. Jrl. 110, Page 280-281

Mr. Schroeder moved the adoption of the following Resolution:

WHEREAS, The Putnam County Agricultural society advertised for said bids for waterline improvements at the Fairgrounds and received said bids on the 11th day of January, 2017 at which time the bids were opened, publicly read, and tabled for further study,

WHEREAS, Bockrath & Associates sent a letter recommending that the bid for the waterline improvements be awarded to Hohenbrink Excavating, LLC, 410 North Agner Street. Ottawa, OH 45875 based on their bid of \$86,745.50 submitted on January 11, 2017.

now therefore, be it

RESOLVED, That after review of bids received and preparation of bid tabulation by Bockrath & Associates and Putnam County Agricultural Society, the Board of County Commissioners does hereby award the bid for the waterline improvements, to Hohenbrink Excavating, LLC based on their bid of \$86,745.50 submitted on January 11, 2017 being lowest and best bid received.

Mr. Lammers seconded the motion

Vote: Mr. Schroeder yes Mr. Lammers yes Mr. Love yes
Comm. Jrl. 110, Page 282

Mr. Love moved the adoption of the following Resolution:

BE IT RESOLVED, By the Board of County Commissioners of Putnam, Ohio, that to provide for the unanticipated revenues for the fiscal year ending December 31, 2017, 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 103, Community Corrections, PSI Writing Grant

103 ST-99 – Payback.....\$827.56

Mr. Lammers seconded the motion

Vote: Mr. Schroeder yes Mr. Lammers yes Mr. Love yes
Comm. Jrl. 110, Page 283

Mr. Love moved to approve signing a letter to appoint CCAOSC as agent and consultant to approve Palmer Energy as program manager of CCAOSC for energy aggregate programs.

Mr. Schroeder seconded the motion

Vote: Mr. Schroeder yes Mr. Lammers yes Mr. Love yes
Comm. Jrl. 110, Page 284

Mr. Schroeder moved the adoption of the following Resolution:

WHEREAS, The Putnam County Engineer advertised for said bids for PUT-TR M-6.5.75 Bridge Rehabilitation over Riley Creek and received said bids on the 19th day of January, 2017 at which time the bids were opened, publicly read, and tabled for further study,

WHEREAS, the Putnam County Engineer, Mike Lenhart sent a letter recommending that the contract for PUT-TR M-6.5.75 Bridge Rehabilitation over Riley Creek be awarded to Ohio Bridge Corporation DBA U.S. Bridge, Cambridge, Ohio based on their bid of \$518,409.38 read at the bid opening on January 19, 2017.

now therefore, be it

RESOLVED, That after review of bid received and preparation of bid tabulation by Putnam County Engineer, the Board of County Commissioners does hereby award the contract for the PUT-TR M-6.5.75 Bridge Rehabilitation over Riley Creek, to Ohio Bridge Corporation DBA U.S. Bridge, Cambridge, Ohio, based on their bid of \$518,409.38.

Mr. Love seconded the motion

Vote: Mr. Schroeder yes Mr. Lammers yes Mr. Love yes
Comm. Jrl. 110, Page 285

Now and Then Purchase Orders.....

- Recorder Equip.....**purchase order 32920
- Sheriff.....**purchase order 33706, 33707
- Community Corrections.....**purchase order 32294
- EMS.....**purchase order 2876

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

Mr. Schroeder seconded the motion

Vote: Mr. Schroeder yes Mr. Lammers yes Mr. Love yes
Exceptions: Mr. Lammers none Mr. Schroeder none Mr. Love none
Comm. Jrl. 110, Page 286

Purchase orders and Travel Requests.....

County.....Purchase order to Fourth St Garage for repair of Blazer (IT vehicle) \$400.00.
Purchase order to Centra Comm for 10 hours of professional services for new equipment \$2100.00.

Sheriff..... Travel request for -Correction officers Jesse Meyer & Noah Gerschutz to attend basic correction officer training in Bowling Green March 13 through April 5 ,2017 with purchase orders for registration and meals for \$1,380.00.

Travel request for Chris Slick to attend Subject Control Instructor training in London, OH February 5 through 17, 2017 with purchase orders for registration and meals for \$1300.00.

CDBG.....Purchase order to Tri-County Roofing -Allen Co Home Repair Turman \$7,500.00
Purchase order to JT Home Services –Allen Co Home Repair Widmaier \$11,500.00.

Purchase order to Tri-County Roofing Allen Co Home Repair –Baker \$4,825.00.

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

Mr. Schroeder seconded the motion

Vote: Mr. Schroeder yes Mr. Lammers yes Mr. Love yes

Exceptions: Mr. Lammers none Mr. Love none Mr. Schroeder none

Commissioner Love called the meeting to order at 8:25 a.m. with Commissioners Lammers and Schroeder.

Tim Schnipke stopped in to discuss the status of the skid steer, the skid steer need major repairs and we are spending a lot of money to keep repairing. A quote was given for trading it in and purchasing a new skid steer. If it does not get traded it still needs to be repaired to be able to use. A new one will take 5 months to come in after order. The new model they are looking at is a 320E and keep the solid tires. The Commissioners are in favor of trading in the skid steer and purchasing a new one. Something will have to be done or nothing can be done at the recycling center.

Tim also talked about the lighting project at the jail, they are waiting for the weather to change to finish the project and the outdoor lights. The lights are all up in the maintenance shop.

The Sheriff cars are in need of upgrades there are a few that have very high miles. The new sedans are in, the SUVs will be in later in February. The new EMS vehicles are in. The new SUVs for the Sheriff will be the new K-9 vehicles. The sedans should be ready to go in a week or so. The Commissioners asked if there would be an additional request for new vehicles for the Sheriff's office. Tim figured there would be a request from the Sheriff's office for more additional vehicles.

Teresa Lammers met with Commissioners Schroeder, Love and Lammers at 8:45 a.m. to discuss the annual reports for the Courts. Municipal court was the first report reviewed. Teresa explained where the court costs go and how the Law Library is funded per ORC. Teresa also provided the local court rules that shows the County's court costs. Teresa explained the funds that go toward technology expenses. She also mentioned that the Municipal Court is in need of upgrading the juror furniture. Vince asked about the video arraignment, Teresa said Judge Niese is not using it yet. There will be training involved when the new Judge takes over. Teresa said her staff is happy with the current security measures. Teresa also stated there is a \$25 fee for a court appointed attorney, it is not provided free of charge. Vince asked about the amount of tickets since the new Sheriff, Teresa said there is an increase. She said there is an increase in OVI's. The last few pages of the report show the County accounts and what funds were paid in to them for the year. There are also pages showing the money that goes to the State, Villages and the Engineer. Teresa also passed out a report showing the indigent attorney fees that have been submitted. The County's reimbursement dropped to 44% this year. The State does not give a second chance to fix any problems on an indigent application. If a Judge knows the attorney is submitting late fees the Judge could reduce the fees approved. There is a question of setting up a shared public defender's office, Judge Basinger is not in favor of it. Common

Pleas was the next report reviewed. Common Pleas does not have as many funds to use. There is a limit on fine money. The Commissioners Association is pushing to increase the court fees. The Attorney General's office is a collecting agent for court cost, they can collect against tax refunds. Child support is collected first and court costs follow those costs. The State receives some of the court costs also. Teresa explained the process of record storage and retaining records for recreation of cases if needed. The State Historical Society mandates that microfilm be on hand before any paper is destroyed. Mike wanted to talk to Teresa about getting a backup of hard drives. Paper will last and microfilm will last many years but technology keeps changing and it is unknown if the information can be accessed in the future. The Title Department report was covered. Teresa reviewed the portion of title fees and where the funds go. The passports are handled through the Title Fund. 1.01% is the amount of sales tax that is returned to the County on vehicles. Teresa uses the Title Funds to cover some of her computer expenses. The transition to the new title system went very smoothly. Teresa cannot pay the wages she would like to but she does give end of year bonuses for her employees. The larger car dealers are looking to issues titles themselves, and cut out the County. Mike brought up the subject of IT security for the Clerk of Courts, he asked if Teresa thinks her offices should be more knowledgeable about computer security. Mike explained the "guest network" that could be set up and will separate from the county network. Jack asked about the transition of the new judge. There is a plan in place for the transition. Jill Siefker will remain and help.

The business agenda was held at 10:00 a.m. with Commissioners Schroeder, Love and Lammers; Jack Betscher, Administrator; Cindy Landwehr, Clerk and Nancy Kline, Putnam County Sentinel.

Sheriff Brian Siefker, Chief Deputy Verl Warnimont and Melinda Kesler, Fiscal Clerk met with Commissioners Schroeder, Love and Lammers at 11:00 a.m. to discuss the 2017 operations of the Sheriff's office. Melinda started off by showing the revenue reports of the past few years. It has been higher in the more recent years. The JAG funds that covered wages were discussed. She wanted to make sure the Commissioners saw those funds. Verl covered the 2016 figures and the K-9 revenue. The triathlon revenue was not included. All hours for the triathlon were volunteered. The triathlon is planned again this year the date will be in August. Verl said that he has set up a schedule for the deputies running business checks and security. Verl shared that the Village of Ottawa would like to be involved in the MAN unit. A meeting will be setup with the MAN unit. Scott Meyer started with the MAN UNIT this week. Verl said that the Commissioners will be getting feedback and will have their questions answered regarding the MAN unit. The drug charge figures will be up for 2017. Now that we have the K-9 units we can do the searches that were needed. The drug mules are avoiding the Interstate and following the state routes through the villages, so with the K-9 they can catch them with traffic stops. Vince asked about confiscation of vehicles, Verl explained that it was mostly drugs and money. Mel continued with the budget deficits they she calculated for the year. The administration wages will be short it has been short the last few years and Mel has found other funds to cover the shortages. The shortage for 2014 came from a promotion done mid-year. The following year there was a shortage of deputies which created a need for overtime. Mel reviewed all the transfers she had to do to cover the shortages. The 1 ½ % increase of appropriation did not take into account the overtime and transfers for previous years. Last year was not a normal year with the passing of Sheriff Chandler. The 1 ½% increase was not based on the actual expenditures but the original appropriation. Mel said there was not enough appropriated at the beginning of the year. The Sheriff's office is fully staffed right now but due to vacations, sick days there could be times

when only one deputy is out on the road. The County does not have back up like the Villages do. If the Villages are short they rely on the County to cover their shortages. The Commissioners did not anticipate the staffing level for this year. The Sheriff's office did return funds back to County General at the end of the year. The refunds from the MAN unit last year did help with the wage shortage. Mel said they did spend 98% of their total budget last year. They will have enough funds as of right now. Having another full time deputy on staff will reduce the amount of overtime paid out. There are 3 special officers on staff currently. An additional \$32,700 would be the starting pay for entry level road deputy. This does not include fringes. 19.55% would be fringes and does not include insurance and PERS. The second courthouse security person was not funded. It was never appropriated into the courthouse security line. Verl explained that there is a big difference in the funding based on the 2013 figures and needed in 2017, the technology has changed the needs have changed. The security needs at the courthouse are more demanding then what was originally thought. The road deputy is only able to be on the road maybe an hour the whole day when helping cover the courthouse. Vince asked about the reasoning for Harry leaving the courthouse. Mel continued on to the jail budget. She said there is a deficit there also of about \$10,000. Mel and Vince discussed the budget shortages and John, Brian and Verl discussed the employee turnover at the jail. Mel submitted the projected figures needed for the year for the jail. John asked if the loss of prisoners from Paulding will affect the staffing. Mel has not figured that and she does not know, Lieutenant Roney would be in charge of that. The Commissioners have questions regarding the staffing levels. Vince went over the figures that Mel submitted and discussed the one additional deputies that Sheriff Meyer hired that were not funded. Mel explained that funds are being transferred from equipment to cover additional items needed for the new cars that were not initially ordered. Cages were not included on the car order as well as some other items cameras, radars, computers shot gun racks. It will take about \$80,000 to complete the four new vehicles to get them in service. The status of the cars was discussed and the need for new cars. Vince asked if three new cars a year would be sufficient. Most of the cars in the fleet have over 100,000 miles on them. The transferring of radios and other equipment in the vehicles creates more problems. And the equipment needs to be upgraded as some of the items are about 20 years old. John talked to Brad Brubaker and is on the 911 committee. John explained that there are funds in place for an updated radio system. John also found out that MARCS radios will go out of tune. The communications levy funds should go towards upgrading the communication equipment for the county. Verl said it is more than the radios, they need upgraded cameras, radars and equipment. They deputies should not have to keep their patrol rifle in the trunk if need it they need it immediately. The video quality of the current camera system is poor quality. The viewing of the recent accident was in question. The upgrades of equipment will be needed to secure the evidence in cases so they will not be thrown out of court based on poor quality of evidence (pictures/videos). Body cameras were also discussed. The MAN unit was discussed again and the benefits of them to the County. The inclusion of adding Ottawa PD to the MAN unit was also discussed. Mike Lammers asked about setting up a guest network for the county, and keeping the domain network separate to keep things secure. There will also be an update to the policy and procedures manual. Mike asked if the Sheriff's employees are knowledgeable about computer security. Brian said about 75% of the employees may know about the computer security. The Commissioners explained that there are surrounding counties that are getting hit with ransoms for getting their information back. Verl said they are proud of the office staff at the Sheriff's office in the transition. John explained that CORSA will be coming to the office to check things out.

Commissioner Lammers left for lunch at 12:40 p.m.

Commissioners Schroeder and Love left for lunch at 12:45 p.m.

Commissioners Lammers, Schroeder and Love returned from lunch at 1:30 p.m.

Tony Imm came to discuss the possibility of a sewer district creation out by the old Hitching Post building at 1:30 p.m. with Commissioners Love, Schroeder and Lammers along with Jack Betscher, Jack Williams, Doug Schroeder, Jason Phillips and Barb Hermiller from the Village of Ottawa. There is a possibility of 32 properties could be involved in the nearby subdivision. The Commissioners would have to release the area so that the group could go to get the engineering and project done privately. There is also the possibility, if the Village would accept the line, that the private group transfers ownership to the Commissioners then in turn could be turned over to the Village of Ottawa (if accepted by Council). Vince said the project would need to get 100% participation if all of those within 200 ft as required by the Health Dept. No hard engineering or figures have been done. This is the very beginning planning stages and more information needs to be gathered before going to the homeowners. Financing will be a large part of getting this started. Deliberation will continue.

Jason Phillips stayed and discussed water regulations coming from EPA with Commissioners Schroeder, Love and Lammers, Jack Betscher and Alaina Siefker.

Mike Lenhart, Engineer stopped in at 3:50 p.m. to discuss the sewer issue project in Sewer Dist #2 North 65 with Commissioners Love, Schroeder and Lammers. Jack Williams had said they are waiting on the Engineer to get in touch with them, Mike said he is waiting for the Village to fix the catch basin.

The drainage project at Brookhill was also discussed.

Commissioner Love moved to adjourn for the day at 4:30 p.m.

Commissioner Lammers seconded the motion.

Vote : Schroeder yes Lammers yes Love yes

Mr. Schroeder moved to approve the minutes from Tuesday, January 31, 2017.

Mr. Love seconded the motion.

Vote: Mr. Schroeder yes Mr. Lammers yes Mr. Love yes