

## Minutes for Tuesday, April 5, 2016

Mr. Jerwers moved the adoption of the following Resolution:

**WHEREAS**, the Ohio Department of Transportation provides financial assistance to political subdivisions through the Transportation Alternatives Program and the Putnam County Engineer has been approved for the M6-5.75 Bridge Rehabilitation and Historic Preservation Project;

**WHEREAS**, Michael L. Lenhart, Putnam County Engineer, is requesting the Board of County Commissioners for approval to utilize said program and financial assistance;  
Now therefore, be it

**RESOLVED**, The Board of Commissioners, Putnam County, Ohio does hereby authorize Michael L. Lenhart, Putnam County Engineer, to utilize said financial assistance and enter into a Local Public Agency (LPA) agreement with the Ohio Department of Transportation using the Transportation Alternatives Program and to execute contracts as required for the M6-5.75 Bridge Rehabilitation and Historic Preservation Project.

Mr. Love seconded the motion

Vote: Mr. Jerwers yes            Mr. Love yes            Mr. Schroeder absent  
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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, 2016, 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 SA, Salaries.....\$836.54

Mr. Jerwers seconded the motion

Vote: Mr. Jerwers yes            Mr. Love yes            Mr. Schroeder absent  
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**Now and Then Purchase Orders.....**

**Airport County.....purchase order 31451, 31452**

**Solid Waste Dist Disp Fee.....purchase order 31455**

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

Mr. Love seconded the motion

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

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

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**Purchase orders and Travel Requests.....**

**County**.....Purchase order to Dominion East Ohio for Apr, May, June Usage at Ag Complex for \$5100.00.

**Recorder**.....Travel request for Cathy Recker to attending continuing education on April 6- 7 , 2016 in Columbus, OH with purchase order for lodging, meals, parking and other for \$180.00.

**Solid Waste Dist Disp Fee**.....purchase order to Putnam County Sentinel for Earth Day Ad for \$50.00.

**Auditor**.....Travel request for Robert Benroth and Paul Dixon to attend the NW Auditor meeting in Van Wert on April 22, 2016.

**Capital Improvements**.....purchase order to Ohio & Indiana Roofing for roof repair/replacement due to wind damage at 240 E. Main, Putnam Acres bldg., Sheriff office for \$197,000.00.

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

Mr. Jerwers seconded the motion

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

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

**8:30 a.m.**

Commissioners Schroeder and Love arrived at the office.

**8:40 a.m.**

Tim Schnipke stopped in to give the Commissioners a maintenance update. Tim said Alt's still have not put the spouting on the rabbit barn at the fairgrounds. He will call them today. Tim also gave an update on the power upgrade (removing the corner ground) being done at the Ag Complex this morning. Cliff said the ground would need to be disconnected and changed. Some of the transformers need to be upgraded. The lines will be run underground. Tim needs to get quotes yet. He will get a quote for buying the line power lines for the parking lot at courthouse also. Vince suggested a hydro digger, Gary Hermiller has one. The power station at the Ag Complex, the transformer would be moved off the ground. Powerhouse would be able to issue the permits for the changes. It was discussed to not downgrade the power too much, in case of change in use of building in the future. Vince would like to come out at 10:00 since he is curious about what is going to be done. Tim said there are holes and spots at the Ag Complex and Tim said they could fix. Tim said they could get cold patch \$90 per ton from the Engineer. Juvenile Probationers could be used to do the labor to do the patching. If holes are filled the engineer could tar and chip.

**9:00 a.m.**

Commissioner Jerwers arrived at the office.

Commissioners Schroeder, Jerwers and Love attended the Elected Officials meeting in the break room.

**9:50 a.m.**

Commissioner Schroeder went to the Ag Complex to view the electrical repairs that are being proposed with Tim Schnipke.

**10:00 a.m.**

Business agenda was held with Commissioners Love and Jerwers; Jack Betscher, Administrator; Cindy Landwehr, Clerk and Nancy Kline, Putnam County Sentinel.

**10:20 a.m.**

Steve Ford & Tracy Kohls from Job & Family, Commissioners Love and Jerwers and Jack Betscher took a photo in the front courthouse lawn with the pinwheels in recognition of Child Abuse Awareness month.

**10:30 a.m.**

Steve Ford, JFS met with Commissioners Love and Jerwers to recommend awarding the bid for the two leased vehicles with a 48 month lease to H & K who had the best option with a Chevy Traverse. Mr. Love move to accept Steve Ford's recommendation of H & K and starting the lease May 1, 2016.

Mr. Jerwers seconded the motion

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

Jack asked Steve if there were any issues with the workers sorting at the recycling center. Steve said there were nothing he was aware of.

**11:00 a.m.**

The records commission met in the Commissioners' office with members present: Teresa Lammers, Cathy Recker, John Love and Bob Benroth. The minutes from the previous meeting of January 12, 2016 were reviewed. Benroth to approve minutes of the January 12 meeting. Teresa seconded the motion. All in favor, motion carried.

Cathy submitted a question and answer document regarding the Coroner and Engineer and RC 2 submittal. The questions were answered by the State. The different mediums of records would need to be listed specifically when items are requested to be destroyed. (list paper specifically) The codes could be made more specific to go with the medium of records such as CDs, microfilm, paper and give each one a record number. Teresa suggested it be consistent.

Cathy said there are some entities doing updated lists making them more continual.

GIS is listed on the Auditor's retention schedule instead of the Engineer's but is it electronic and constantly changing. The plat change process was discussed and how it gets to GIS. The Recorder would have all the changes to the plats on file. Recorder would have the whole record. The Engineer now draws the new plats and gives them to GIS.

Cathy asked if they could vote today on the submitted RC -2 by the Engineer after removal of items that are not created yet. And voting on the multiple media types of the new records. Giving specific numbers to each individual media type. When more than one media type is used alphabetical designation should be used, (use a,b,c)

Teresa Lammers moved to use alphabetical designation on the listings.

Benroth seconded the motion.

All in favor, motion carried

Benroth moved to approve the Engineer's RC-2 with changes suggested and authorize chairman to sign.

Teresa seconded the motion.

All if favor, motion carried.

Cathy presented a listing from Health Dept. with past records

Teresa Lammers moved to approve the Health Dept. report submitted.

Bob Benroth seconded the motion.

All in favor, motion carried.

A review of the Coroner's submission was reviewed and some of the records were unsure if needed to be permanent. The Coroner's records have been delivered to Dr. Horstman. The autopsy files would be the only things that may need to be kept, all payroll and accounts payable are kept on file at the Courthouse. Cathy asked the State Coroner's office for examples of an RC-2 we could use. Cathy had a few to share. It needs to be explained to Dr. Horstman that she would not need to destroy any files but she would need to make a plan to dispose of records that are not needed permanently. Bob explained that anything that goes through the Auditor's office financially is kept with their records and retained. If they want to list their financial items then make until an audit is complete. If there would be a fire in Dr. Horstman's office all the records would be destroyed since everything being kept in paper form permanently. A retention schedule is needed.

John explained that the Job & Family building is prepped for record storage and moved some records in. Cathy has a room setup and it turned out nice. John said a log is needed for whomever enters and exits the records building. The current shelving is being repurposed for more record storage. The Prosecutor's records are being moved currently. Bob said the Auditor's records were being moved to the JFS building also. John said eventually they will get to all departments. Every department must maintain their own records to avoid running out of space. Teresa asked about hiring a temporary college level person to work on records retention and organization for the departments that do not have personnel to address record retention-Prosecutor/Putnam Acres. Teresa asked about compensation of this position. Teresa suggested setting up a

computer terminal linked to filmer/scanner, to scan the paper files that are left from Putnam Acres. Cathy suggested renting a scanning unit. The records at Putnam Acres should be reviewed and could be scanned microfilmed while being reviewed. A copier would be needed at the records site. The 240 E. Main building has interest to purchase so the records need to be cleaned out of that building. July 5 will be the next meeting at 2:00 p.m. John said they need a vision for record retention.

John made the motion to adjourn the meeting.

Teresa seconded the motion.

All in favor, motion carried.

### **11:15 a.m**

Commissioner Jerwers left to run an errand.

### **11:45 a.m.**

Commissioner Jerwers returned to the office.

### **12:10 p.m.**

Commissioners Schroeder and Love left for lunch.

### **1:20 p.m.**

Commissioners Schroeder and Love returned from lunch.

### **1:20 p.m.**

Dog Warden Mike Schroth came to talk to the commissioners about several questions. Wants a new Taser that is compatible with the other deputies so that if another cartridge is needed in a situation there is a spare at the scene. It is \$1,200 (included one battery and a holster) and an extra \$57 for another battery. Sheriff's office is willing to pay for the holster for the double usage of the tool. He uses the tool with aggressive dogs to incapacitate them long enough to get a noose on them for everyone's safety. Second is an AR15. Used for a long distance shot if the situation is warranted (such as school shootings or work place shootings). He will be trained on proper use and safety and would be in the Dog Warden truck. Average price is \$700. Right now he only has a 40 caliber and no rifle. The relationships between the Dog Warden and the PDs are getting better when they receive a call about a dog after hours. He would like to put an overhang on the South side of the building that would be supported by 6x6 posts for wind and rain protection. The concrete will be worked on as well to accommodate the posts. Will come out ten feet out and the length of the building and will cost about \$5500. This will partner with the exhaust fan for better air flow throughout the building

making for a better environment for the dogs and potential adopters. When the door is open more people will be apt to come to the shelter. He will also be buying a new truck at the end of the year as was previously discussed. He would like to hire Tyler Benroth that is with Ottawa PD as his part time. He discussed the position with Tyler and he is okay with all of the evening and weekend hours at \$12 to \$15 since he is officer certified. Commissioners are in agreement with all of Mike's proposals.

**2:00 p.m.**

Commissioners Schroeder, Love and Jerwers attended an informational meeting regarding the Leo Kortokrax Joint County Dt #757 that was petitioned in 1978 but no maintenance fund had been set up. The ditch needs work and the Engineer will take over the maintenance and start assessing the landowners.

**2:40 p.m.**

Commissioner Jerwers left for the day.

**4:30 p.m.**

Commissioners Schroeder and Love left for the day.

Mr. Love moved to approve the minutes from Tuesday, April 5, 2016.  
Mr. Schroeder seconded the motion.  
Vote: Mr. Jerwers absent Mr. Love yes Mr. Schroeder yes