

Minutes for Tuesday May 2, 2017

Mr. Love moved the adoption of the following Resolution:

WHEREAS, The Board of Commissioners of Putnam County has established and approved an Ohio Enterprise Zone with an Ohio Department of Development designation of **191** and said zone includes real property owned by Nelson Trailers, Inc., 6448 US Route 224E, Ottawa, OH 45875.

WHEREAS, The Blanchard Township Trustees acknowledge that the Putnam County Commissioners remain responsible for said Enterprise Zone (191) per Section 5709.63 of the Ohio Revised Code.

NOW THEREFORE, BE IT RESOLVED, that the Board of County Commissioners of Putnam County, Ohio does hereby approve of the Ohio Enterprise Zone Agreement between the Putnam County Commissioners and Nelson Trailers, Inc. whereby 100% of the taxes generated as a result of the real property investments and improvements relating to the construction project in Blanchard Township shall be forgiven for fifteen (15) years on condition that an annual twenty five percent (25%) "payment in lieu of taxes" be distributed to the involved entities, with the School District's portion being split with \$500.00 being paid to the Village of Gilboa for the use of their streets and the remainder to Blanchard Township. The Board of County Commissioners of Putnam County, Ohio further agree if the law changes and the school foundation money would not be affected concerning the twenty five percent (25%) "payment in lieu of taxes" the original schools portion would revert back to the school district.

Mr. Schroeder seconded the motion

Vote: Mr. Schroeder yes Mr. Lammers yes Mr. Love yes
Comm. Jrl. 110, Page 402

Mr. Lammers moved the adoption of the following Resolution:

WHEREAS, The term of Alan Grogg as a member of the Putnam County Airport Board expired on April 1, 2016 and the term of Greg Unverferth as a member of the Putnam County Airport Board expired on April 1, 2017 .

now therefore, be it

RESOLVED, The Board of County Commissioners does hereby re-appoint Alan Grogg, 6920 St. Rt. 109, Leipsic, Ohio, for another term from April 1, 2016 to April 1, 2020 and Greg Unverferth, 17644 Road P, Ft. Jennings, Ohio, for another term from April 1, 2017 to April 1, 2021 .

and be it further

RESOLVED, The following is a complete list of members of the Putnam County Airport Authority Board :

TERM EXPIRES.....from..... 4-1- 2016.....to...4-1-2020

Alan Grogg, 6920 St. Rt. 109, Leipsic, Ohio 45856 (second term)

TERM EXPIRES.....from..... 4-1-2017.....to....4-1-2021

Greg Unverferth, 17644 Road P, Ft. Jennings, Ohio 45844 (third term)

TERM EXPIRESfrom.....4-1-2014.....to....4-1-2018

Chad Laubenthal, 10399 Road I-10, Apt. A, Ottawa, Ohio 45875 (second term)

TERM EXPIRESfrom.....4-1-2015.....to.....4-1-2019

Steve Teffenhardt, 10098 Road 7, Ottawa, Ohio 45875

TERM EXPIRES.....from..... 9-1-2015.....to...9-1-2019

Jeffrey R. Eckel, 5545. St. Rt. 109, Leipsic, Ohio 45856 (third term)

Mr. Love seconded the motion

Vote: Mr. Schroeder yes Mr. Lammers yes Mr. Love yes
Comm. Jrl. 110, Page 403

Mr. Lammers 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 076, Sewer District #1

P 16, Transfer Out.....\$16,806.42

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 076, Sewer District #1 (P 16, Transfer Out)...to....Fund 160, OWDA Loan, (160 TI, Transfer In).....\$16,806.42

Mr. Love seconded the motion

Vote: Mr. Schroeder yes Mr. Lammers yes Mr. Love yes
Comm. Jrl. 110, Page 404

Mr. Lammers moved the adoption of the following Resolution:

WHEREAS, Putnam County has participated in the State of Ohio's Community Housing Improvement Program (CHIP) to provide housing assistance to County residents; and,

WHEREAS, a Community Housing Improvement Program (CHIP) Policy Manual approval is now required every five years beginning in 2004 in order to continue receiving CHIP funding; and,

WHEREAS, the firm of WSOS Community Action, Inc. was retained to assist the County with the proposed changes of the Putnam County CHIP Policy Manual; and,

NOW, THEREFORE,

BE IT RESOLVED BY THE COMMISSIONERS OF PUTNAM COUNTY, OHIO, THAT:

SECTION 1: The Commissioners of Putnam County, Ohio do hereby approve the following proposed changes to the Community Housing Improvement Program (CHIP) Policy Manual.

1) Adding a chapter pertaining to Rental Repair outlining procedures as this activity had not been previously funded.

SECTION 2: WSOS Community Action is hereby authorized to submit the Putnam County CHIP Policy Manual to the Ohio Development Services Agency, Office of Community Development for review and approval.

Mr. Love seconded the motion

Vote: Mr. Schroeder yes Mr. Lammers yes Mr. Love yes
Comm. Jrl. 110, Page 405

Mr. Schroeder moved the adoption of the following Resolution:

WHEREAS, counties routinely provide treatment services to the estimated 2 million people with serious mental illnesses booked into jail each year;

WHEREAS, prevalence rates of serious mental illnesses in jails are three to six times higher than for the general public;

WHEREAS, almost three-quarters of adults with serious mental illnesses in jails have co-occurring substance use disorders;

WHEREAS, adults with mental illnesses tend to stay longer in jail and, upon release, are at a higher risk of recidivism than people without these disorders;

WHEREAS, county jails spend two to three times more on adults with mental illnesses that require interventions compared to those without these treatment needs;

WHEREAS, without the appropriate treatment and services, people with mental illnesses continue to cycle through the criminal justice system, often resulting in tragic outcomes for these individuals and their families;

WHEREAS, Putnam County and all counties take pride in their responsibility to protect and enhance the health, welfare, and safety of its residents in efficient and cost-effective ways;

WHEREAS, through Stepping Up, the National Association of Counties, The Council of State Governments Justice Center, and the American Psychiatric Association Foundation are encouraging public, private, and nonprofit partners to reduce the number of people with mental illnesses in jails.

NOW, THEREFORE, LET IT BE RESOLVED, THAT The Mental Health, Alcohol & Drug Addiction Recovery Board Putnam County and the Putnam County Sheriff's Department, do hereby sign on to the Call to Action to reduce the number of people with mental illnesses in our county jail, commit to sharing lessons learned with other counties in my state and across the country to support a national initiative and encourage all county officials, employees, and residents to participate in Stepping Up. We resolve to utilize the comprehensive resources available through Stepping Up to:

- Convene or draw on a diverse team of leaders and decision makers from multiple agencies committed to safely reducing the number of people with mental illnesses in jails;
- Collect and review prevalence numbers and assess individuals' needs to better identify adults entering jails with mental illnesses and their recidivism risk, and use that baseline information to guide decision making at the system, program, and case levels;
- Examine treatment and service capacity to determine which programs and services are available in the county for people with mental illnesses and co-occurring substance use disorders, and identify state and local policy and funding barriers to minimizing contact with the justice system and providing treatment and supports in the community;
- Develop a plan with measurable outcomes that draws on the jail assessment and prevalence data and the examination of available treatment and service capacity, while considering identified barriers;
- Implement research-based approaches that advance the plan; and
- Create a process to track progress using data and information systems, and to report on successes.

Mr. Love seconded the motion

Vote: Mr. Schroeder yes Mr. Lammers yes Mr. Love yes
Comm. Jrl. 110, Page 406-407

Mr. Love moved the adoption of the following Resolution:

WHEREAS, The Putnam County Engineer advertised for said bids for Bituminous materials and received said bids on the 20th day of April, 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 2017 Bituminous materials be awarded to Asphalt Materials, Inc., Oregon, Ohio, based on their unit price bids read at the bid opening on April 20, 2017.

now therefore, be it

RESOLVED, That after review of bids received and preparation of bid tabulation by Putnam Count Engineer, the Board of County Commissioners does hereby award the contract for the 2016 Bituminous materials, to Asphalt Materials, Inc., Oregon, Ohio, based on their unit price bids read at the bid opening on April 20, 2017.

Mr. Schroeder seconded the motion

Vote: Mr. Schroeder yes Mr. Lammers yes Mr. Love yes
Comm. Jrl. 110, Page 408

Mr. Love moved the adoption of the following Resolution:

BE IT RESOLVED, By the Board of County Commissioners of Putnam County, Ohio, that the following appropriation modification be made for the year ending December 31, 2017.

For Soil and Water

From.....L 13, Other Expenses.....to....L 12, Workers Com.....\$ 2,090.53

Mr. Schroeder seconded the motion

Vote: Mr. Schroeder yes Mr. Lammers yes Mr. Love yes
Comm. Jrl. 110, Page 409

Now and Then Purchase Orders.....

- Board of D/D.....**purchase order 34191
- Jail.....**purchase order 34142
- Veteran Service Commission..**purchase order 33939
- SD#2.....**purchase order 34046, 33756
- SD #1.....**purchase order 33757
- PutCo Water/Sewer..**purchase order 33755
- Water Dist #1.....**purchase order 33758

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

Mr. Love 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 410

Purchase orders and Travel Requests.....

County General Purchase order to Comp Management for TPA Admin Services for \$2207.50.

Landfill Closure/ MaintenancePurchase order to Hensley Nursery Inc. for 150 cottonwood trees for \$260.00.

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

Mr. Love seconded the motion

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

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

Mr. Love called the meeting to order at 8:30 a.m. with Commissioners Lammers and Schroeder.

Tim Schnipke stopped in at 8:30 a.m. to ask about the OTTER training, Andy Schroeder has already taken the training to take over for Randy Brinkman. Andy can train Tim and anyone else that is needed. The vehicles that are on the auction, the white truck is now running but is in need of brakes, the Extension office did not do any maintenance at all while having it. The old Dive van does not run and will need to be towed to the Auction. Additional materials is needed for the roof about \$500. Since it's raining they are going back to building shelving and need more materials for that as well. The Ford Explorer that is going to IT needs brakes also and it is getting fixed. The new skid loader is in and the old tires are going to be kept. There will be a training on Thursday for the new skid loader. Tim asked about a new maintenance process for the skid loader so any issues are taken care of before there is a problem. The maintenance checks need to be done prior to running the equipment. Skid loader training will be done through John Deere is Thursday. Tim or someone else can do another training later. Maintenance is done every other Friday or as reported when on the equipment. The boilers are being replaced today and Tim invited the Commissioners to come down to the basement and view the venting and any other work getting done. The materials put in about 5 years ago needs to be replaced already since galvanized steel was not used. The venting process of the new system was discussed. Jack brought up the elevator and the leaking hydraulic fluid. Tim said the electrical work at the fairgrounds is complete, moving the wires. Tim gave a work list to the Fair Board, and two old fuse panels will be replaced. Tim asked about evening prep for the fair, the Commissioners were ok with that. Tim said it is not May 30 yet so he does not have the final to do list. The tally for work hours would be about 100 hours based on previous years. The roof at Ag Complex is almost complete, the second roof will be ready to be started. The sprinklers will need to be operational for the renters for insurance purposes. Tim said they will try the lines that are there to see if they hold air.

Commissioners Schroeder, Love and Lammers attended the Elected Officials meeting at 9:00 a.m. in the lunch room.

The business agenda was held at 10:00 a.m. with Commissioners Schroeder, Love and Lammers; Jack Betscher, Administrator; Cindy Landwehr, Clerk; Curt Croy, CIC Director and Martin Verni, Putnam County Sentinel. Curt came to discuss the new Enterprise Zone Agreement for Nelson Trailers. Curt had the Commissioners sign the agreements after the agenda and discussed some other new projects coming up with the CIC. There is interest in utilizing the RLF money for a project also. Curt also talked about the employment event that is coming up on May 11 where the colleges and businesses are invited to get people matched up to fill some of the vacant job positions in the area.

Commissioners Schroeder, Love and Lammers met with the Recycle drivers, Duke Imm, Joe Hohlbein, Bob Lammers, Karl Meyer; Complex Supervisor Cecil Carrillo, Tim Schnipke from Maintenance, Alaina Siefker and Jack Betscher Administrator at 10:45 a.m. to discuss the changes coming with taking on the monthly collection for Fort Jennings (1st Saturday) and Ottoville (3rd Saturday). Alaina wanted to make sure all of the drivers were aware of the process in case something happened to Joe Hohlbein and he couldn't take care of one of them for us. She also wanted to make sure Cecil knew what product would be coming in after each one. Vince asked if the divider for a bin is still out there or not. Bob & Duke said those were cut out before either of them started working. Joe is looking into 1 big solid piece of metal for a divider for Bin #9 and would like to get that put in before this coming first weekend for Ft Jennings. Joe is trying to save mileage by using one bin for two products. He also let Cecil know they may have some contamination only because Van Wert used to let them comingle everything but we are going to be making them separate it. It will take some time for people to remember that it needs to be separated and we will have the workers do their best with helping to sort it too. Joe gave his address to the drivers also in case they need it. Alaina said Joe will need to use the Peterbilt for those two weekends so the weekend drivers can use the International. Vince asked Jack if he heard anything on the hard plastic and Jack said so far Brooklyn NY is all he can find but that the EPA is looking on a deal for someone to market for it. Vince asked Cecil if he thinks they will be okay with the extra product and Cecil said yes. Cecil also said don't unload the cardboard, just put the bin inside beside the metal. Joe asked if we want the product weighed. Duke told him that he can use the Ottawa Feed & Grain scales. Joe said Ottoville recycling is at the water tower up town not the one by the factories. Ft Jennings recycling is at the park shelter house but if they have high water then they use the legion hall. Joe said the product will be cardboard, plastic, metal & glass. No paper, the scouts take that. Jack asked about the glass process. Alaina said we have not gotten any complaints from Rumpke and we got a check for the three trips in March for \$10/ton. Tim Schnipke said on Thursday they will have the new skid loader at the complex and have a training for the drivers and Jeff at 8am. If they can't make it they are to get with Maintenance for a different time. He said there is no key just a push button. It is easy to drive with very little movements. Wants everyone to take their time starting out on it. Vince asked everyone to please use the log/let Maintenance know if find any issues. Tim said they are working on trying to fix the house problem so they don't get caught on the wheels. He isn't blaming anyone, it happens and it has happened to maintenance as well. He just stressed how important the log is and taking your time and being careful with the equipment. They are also going to make sure the hard rubbers get put on the tires. Tim also said everyone has been doing good lately on filling out the log. Bob Lammers said the tires need rotated on the International. Jack said let Alaina know after the meeting to see about a PO for the work. Alaina will also get Joe a code for fuel from the County Garage. For a glass bin, Duke & Joe decided the green one from Walmart would be the best one to use.

The Commissioners talked to Tim at 11:25 a.m. about the environmental conditions at the Old JFS building for the records Storage. Moisture control should not be an issue with A/C in the building.

The minutes from Thursday April 27, 2017 were read and approved at 11:40 a.m.

Commissioner Love brought up the letter that was received from Paulding County regarding the jail and the prisoners. The Sheriffs had a conversation about pulling prisoners on July 1. The agreement was with the Commissioners and was a 90 day. Paulding County would like to step

up the agreement and be out by the end of June. Paulding Co Sheriff's plan is to have them out by mid-May. The letter received was dated April 24. Sheriff Landers was not aware of the Commissioners agreement. Sheriff Landers talked to Sheriff Siefker about a month ago. A decision is needed and Commissioner Love has put them off until Commissioner Schroeder returned to the office. Commissioner Love talked to Paulding County Commissioner and they would like to get their jail up and running. The drop dead date is June 30. Putnam County has been paid through June for housing prisoners. Commissioner Love proposed a per day rate if any problems arise that they would need assistance. Sheriff Landers is ok with that and can still use Putnam's jail until June 30. After July 1 they could go as per day if needed. The Sheriffs were not aware of the 90 day contract notice. Do we want to let them off the hook for the 90 day contract? Mike feels they are now a competitor for out of county prisoners, Vince said they are not equipped for that. Vince says they will have more expenses than they think.

Mr. Love moved to notify the Paulding County Commissioners by letter effective June 30 the MOU will be cancelled. And further extend a per day price after June 30 \$66.00 per day, per prisoner, plus medical. Vince said no \$45-50.00. Mike said how about \$57.00. Jack suggested not putting a price but still offering per day rates.

A new motion was made.

Mr. Love moved to notify The Paulding County Commissioners by letter dated today that the MOU will be cancelled on June 30 and extend after June 30 Putnam County will take prisoners on per diem based plus medical.

Mr. Schroeder seconded the motion.

Vote: Schroeder yes, Lammers yes, Love yes

Commissioner Lammers moved to adjourn for lunch at 12:50 p.m.

Commissioner Schroeder seconded the motion.

Vote: Schroeder yes, Lammers yes, Love yes

Commissioner Lammers returned from lunch at 1:40 p.m.

Commissioners Schroeder and Love returned from lunch at 1:50 p.m.

Commissioners Schroeder, Love and Lammers resumed session at 2:00 p.m.

Commissioner Lammers attended the Records Commission meeting at 2:00 p.m. with Gary Lammers, Jeremy Maag, Teresa Lammers and Cathy Recker. The meeting was called to order and the discussion of the frequency of meetings was held. Cathy explained to Commissioner Lammers the different forms that they will be reviewing and voting on, RC-1, RC-2 & RC-3. The forms are presented to the Records Commission for the retention purposes. RC-1 lists the records from a specific office, the RC-3 lists the documents that can be destroyed. All are sent to the Historical Society. There are a few offices that have not submitted an RC-1. The Office of Public Safety has not submitted a schedule yet. There is an old one but nothing has been updated for a while. Cathy has tried to work with them many times to get it completed. The Office of Public Safety is being monitored and needs to have something in effect and current. PCOPS has been referred to the Ohio Historical Society for assistance also. Dr. Horstman did submit a list. Each office should have an inventory of what records they have and need to keep

track of. Each office has to do their own records. John Love joined the meeting at 2:10 p.m. PCOPS is divided into EMA, EMS and LEPC. John Love explained that LEPC is a division of EMA which will help them in searching for an example online. John explained some of their reports and what it pertains to. Cathy will try to work with Deb at PCOPS to get a schedule set up. Jeremy explained what the Auditor keeps for payroll and if the individual department would like to keep anything further that would be up to the department as far as sick time sheets. The Coroner's secretary is not familiar with any of the reports or records that she needs to keep. The list that was submitted states that everything is to be kept permanently. Cathy will try to contact them and help them with their records. A discussion was held about the timeliness of submission of reports. Cathy brought up the Veteran Service Commission and their active participation of getting things in order. Cathy recommended having a meeting a little more often to accommodate the offices that are submitting reports for destruction. Veteran Services EMS and Coroner are currently working on updating their RC-1 schedules. There are some offices that have completed the needed reports and are on schedule. It was discussed as to give a deadline as when the reports are due from Veteran Services, EMS and Coroner, June 1 was suggested as the due date for the retention schedules. A week or two after a meeting can be held. The Coroner will need to update their report to see if everything does not need to be kept permanently. Commissioner Lammers asked about the retention guidelines for each office, there is an ORC for each one. If this is not addressed it will just be pushed off on someone else or just moved to for one place to another. The Treasurer did a one-time disposal and had things covered in mold. The mold had grown on the records so they had to be destroyed. Tracy wrote a letter to the Ohio Historical Society describing the records and their condition. The State has not responded yet, it usually takes 45 days to get a response. Tracy has also reached out to the Library and Historical Society about the records. Nothing moldy will be moved to the new records storage. The Commissioners have talked to Tim Schnipke about climate control at the Record Storage building to prevent any further damage to the records. Commissioner Lammers gave an update on the progress of the records storage building, and the constructing of shelves. He also explained that once school is out there will be school kids needing Community service hours that can help move records. How the building is keyed was questioned also. The process of getting things moved and how soon it can be done was discussed. Have the forms that were submitted to the Records Commission been sent to the State? Cathy reviewed the reports. Gary Lammers had to leave the meeting at 2:55 p.m. Cathy is not getting all the reports back from the State after approval. It is still a good idea to keep on record any approvals received from the State. The process of destroying the moldy documents was questioned. The records are old enough that they would not affect anything currently. The 45 day waiting period will be recognized and then a decision will be made. After review Cathy found that the one-time destruction request needed a signature of the Record's Commission. Commissioner Lammers moved to adjourn at 3:00 p.m. and Teresa Lammers seconded the motion.

Jack talked to the Commissioners regarding the budget and said the County is on track for revenues for the year. The expenses are high in the spring but should level off progressing into the year. The sales tax figures will flatten out also. The budget looks good this year. The improvements that are being done at the Ag Complex will pay off in receiving higher rent.

Bob Benroth stopped in at 3:10 p.m. to give the monthly sales tax figures to Commissioners Schroeder, Love and Lammers and Jack Betscher. He also talked about the records request received from the Sentinel reporter. Bob also talked about the special assessments that the Health Board could be putting on for the permits fees that are going to be required for

homeowners to pay. The Prosecutor did say that it could be up on as a special assessment if not paid. If the Health Department certifies the list to the Auditor. Bob reviewed the sales tax figures with the Commissioners and compared with monthly and yearly figures. Jack reiterated that the budget looks good this year. Bob explained the breakdown of the sales tax the permanent 1% and the 25% that gets voted on over the base rate. The history of the sales tax rates and the explanation of having the 25% on and what the funds that it generated did for the County, savings money on the interest on the Jail and securing a trust funds for the Landfill, getting the County out of debt.

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

Mr. Schroeder seconded the motion.

Vote: Schroeder yes Lammers yes Love yes

Mr. Lammers moved to approve the minutes as read from Tuesday, May 2, 2017.

Mr. Schroeder seconded the motion.

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