

Minutes for Tuesday, May 1, 2018

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, 2018, 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-Sheriff
6 A 19, 911 Utility Expenses.....\$5,000.00
(From A 13G16)

Mr. Love seconded the motion

Vote: Mr. Love yes Mr. Schroeder absent Mr. Lammers yes
Comm. Jrl. 112, Page 181

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, 2018, 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 Dist #1
P 14, Workers Comp..... \$21.11
Mr. Lammers seconded the motion

Vote: Mr. Love yes Mr. Schroeder absent Mr. Lammers yes
Comm. Jrl. 112, Page 182

Mr. Love moved the adoption of the following Resolution:

WHEREAS, the Putnam County Real Property Conveyance Standards (Effective January 2, 2017) state: "Annexations must be submitted in the form of plats and descriptions" and "all plats and descriptions shall meet a.) the requirements for legal descriptions, and b.) the requirements for new surveys, splits or subdivisions as per Ohio Administrative Code 4733-37"; and

WHEREAS, Ohio Revised Code 709.02(C)(2) states that a petition for annexation shall contain "an accurate legal description of the perimeter and an accurate map or plat of the territory proposed for annexation"; and

WHEREAS, the Putnam County Real Property Conveyance Standards (Effective January 2, 2017) also state: "the County Engineer must be informed of any road, street or alley vacation by the responsible government agency via a recorded legal instrument" and instructs agents to use Ohio Revised Code 711.39 for road, street or alley vacations; and

WHEREAS, Ohio Revised Code 711.39 states that a “plat, map or other plane representation showing such public way sought to be vacated, and all intersecting or connective public ways, shall be prepared and certified to by a licensed surveyor or engineer, and shall form a part of the petition and proceedings for such vacation”; and

WHEREAS, 2016 Op. Att’y Gen. No. 2016-019 determined that “whether a legal description of the perimeter and a map or plat of the territory proposed for annexation are accurate are questions of fact to be determined by the board of county commissioners”; and

WHEREAS, the Board of County Commissioners desires to set a standard by which to determine the accuracy of legal descriptions, plats, and maps submitted as part of petitions for annexation or for alley/street vacations;

now therefore, be it

RESOLVED, the Board of County Commissioners does hereby require, for the purposes of determining accuracy, that the legal descriptions, plats and maps submitted as part of petitions for annexation per ORC 709.02(C)(2) and for alley/street vacations per ORC 711.39 be prepared by a licensed professional surveyor registered in the State of Ohio.

Mr. Lammers seconded the motion

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

Comm. Jrl. 112, Page 183

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, 2018.

For Fund 114 Concealed Handgun

From...114 LIC, Licenses.....to.....114 FR, Web CK Fringes.....\$58.04

Mr. Lammers seconded the motion

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

Comm. Jrl. 112, Page 184

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, 2018.

For Sheriff/Jail

From ...6 A 14D3, Uniform Acct....to.....6 A 14H, House acct\$3,000.00

Mr. Lammers seconded the motion

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

Comm. Jrl. 112, Page 185

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, 2018, 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 087, OHTF
87 PC, OHTF Program Costs....\$40,000.00
Mr. Lammers seconded the motion

Vote: Mr. Love yes Mr. Schroeder absent Mr. Lammers yes
Comm. Jrl. 112, Page 186

Now and Then Purchase orders

Sewer Dist #1.....purchase order 36636
County General.....purchase order 36640, 36641
Capital Improvement..purchase order 36638
Sheriff.....purchase order 36434, 36447
EMS.....purchase order 3183
Airport Operations..purchase order 36644

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

Mr. Love seconded the motion.

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

Exceptions: Mr. Love none Mr. Schroeder Mr. Lammers none
Comm. Jrl. 112, Page 187

Purchase orders and travel requests

Sheriff-K 9....Travel request for Troy Stevenson to attend the Patrol Dog Tactics skills course in Sunbury, OH on May 21-22, 2018 with registration of \$275.00 and meals for \$80.00.

Solid Waste Dist Disp Fees.... Travel request for Jackson Betscher to attend the Ohio EPA Solid Waste meeting in Columbus on May 3, 2018 no expenses listed.

Real Estate Assessment....Travel request for Greg Luersman and Paul Dixon to attend the MFCD R.E. Demo in Upper Sandusky on April 26, 2018 with\$20.00 for registration.

County General....Purchase order to Leipsic Village Hardware for hose reel/holder for \$250.00. Purchase order to Water Equipment for a new water heater for Bd of Election for \$500.00.

Board of Electionstravel request for Karen, Becky, Kurt, Carla, Kathy and Tony to attend the summer conference in Columbus June 18 through 20, 2018 with expenses for mileage, lodging, meals, registration and parking for \$1927.20.

Common Pleas.....Travel request for Keith Schierloh to attend the 2018 OCPJA summer conference in Perrysburg June 26-29, 2018 with purchase order for mileage, lodging, meals, registration and misc for \$931.56.

EMA....travel request for Mike Klear to attend the 6775 EOC management & operations course in Newark, OH Sept 12-13, 2018 with purchase order for lodging and meals for \$399.00.

Commissioners....Travel request for John Love to attend the CEBCO retreat in Huron, OH Apr 25-27 2018 no expense listed. Travel request for Cindy Landwehr to attend the CCC-EAPA meeting in Wauseon on May 4, 2018 no expenses listed. Purchase order to Amazon/Syncb for TV screen & wall mount for \$338.62.

Engineer....Travel request for Laura Honigford to attend the CCC-EAPA quarterly meeting in Wauseon on May 4, 2018 no expense listed.

OHTF.....Purchase order to Bebout & Houg for Allen Co Home Repair for J Joseph for \$10,860.00. Purchase order to JT Home Services for Allen Co Home Repair for V Woods for \$10,100.00.

HOME Funds.....Purchase order to Hilliard Craft & Sons for change order for Allen Co Private Rehab Youngblood for \$2350.00

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

Mr. Love seconded the motion.

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

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

Mr. Lammers called the meeting to order at 8:30 a.m. with Mr. Love by reciting the Pledge of Allegiance.

Tim Schnipke met with Commissioners Love and Lammers to discuss the quotes received for the cement work needed at the new recycling drop off site. 4 bids were reviewed and the lowest bid received was from Schimmoeller Construction Inc. The Commissioners agreed to go with the lowest bid received. The roof is being worked on. The cement blocks that were missing some have been returned there is still one skid of them missing. The water heater is being replaced at the Board of Elections.

Commissioners Love and Lammers attended the elected officials meeting at 9:00 in the lunch room.

The business agenda was held at 10:00 a.m. with Commissioners Love and Lammers; Jackson Betscher, Administrator; Cindy Landwehr, Clerk and Brian Reynolds, Lima News.

The minutes from Tuesday April 24, 2018 were reviewed and approved.

Mr. Betscher held discussion with Commissioners Love and Lammers regarding the progress on the courthouse roof project and the status of progress with Technicon.

Commissioners Love and Lammers held discussions regarding the TID (Transportation Improvement District) board appointments. The discussions will be held later when the Engineer and Commissioner Schroeder are available.

Commissioners Love and Lammers met with Joe Hohlbein at 11:30 a.m. to view the recycling center and a possibly new location in the building with higher clearance.

Mr. Love moved to adjourn for lunch at 12:15 p.m.

Mr. Lammers seconded the motion.

Vote: Love yes Schroeder absent Lammers yes

Commissioner Schroeder arrived at the office at 12:20 p.m.

Commissioners Love and Lammers returned from lunch at 1:15 p.m.

Mike Schroth met with Commissioners Schroeder, Love and Lammers at 1:30 p.m. to discuss operations. Mike submitted his monthly operating numbers. The forms have changed that are given when dog tags are not purchased in a timely manner. The online purchasing of tags is working very well. Mike is looking into an online company for selling all of the dog tags to save on postage and paperwork in the Auditor's office. This company would also send out email reminders to dog owners to purchase the tags, and the tags can be purchased online. Dog Warden will still have to pay the Auditor's office for their services. Mike said he gets a large volume of call regarding cats. The missing dog numbers were also discussed. The dog bite process was discussed. If a dog does bite someone and is euthanized the dog head must be sent in to be tested for rabies. The dog license fees was discussed, Lucas County charges \$25.00 per license. Mike brought up his worker's comp claim from last year he was not performing Dog Warden duties when he was stung he was picking up recycling for Solid Waste. Mr. Betscher said he was not aware that this happened during recycling time. Mike did have to seek treatment for the bee sting, since he had an allergic reaction.

A Records Commission meeting was held at 2:00 p.m. with Cathy Recker, Teresa Lammers, Jeremy Maag, Gary Lammers and Commissioner Lammers. Cathy presented an RC-3 from Homecare & Hospice. Cathy spoke with Carolyn Iberson at the State about assistance with records retention of the Putnam Acres records. Mr. Betscher was working on the Putnam Acres records. Homecare and Hospice still need to submit reports. Nothing has been received from the Coroner, Veteran Service and Fair board. A retention schedule needs to be submitted from each of those departments. Another training session on record retention could be set up and the township trustees and Mayors could also be invited. The information could be sent to the Secretary of the trustee association to be sent out to all the townships. A sample retention schedule could be sent with the information also. The records from the Coroner were discussed as to; are they being kept or discarded. It is hoped that the records are being kept and just not being logged. The condition of the records retained by each office/entity is reflected upon the whole County. Jeremy brought having a dumpster for recycling or shredding machine at the Record's Center for any records that meet the retention time needed and can then be disposed of. Mr. Lammers said when we have a renter we will have a dumpster. We could move the shredder from the attic and an extra shredder to the Records Center to dispose of the records.

Teresa has not had rooms designated for her records at the Record's Center yet, she will get with Tim Schnipke to get her rooms set up. Mr. Lammers explained the status of the flooding and working with the Village of Ottawa on correcting the issue. Gary Lammers moved to adjourn the meeting Mrs. Lammers seconded the motion. All in favor. Meeting adjourned.

Gary Lammers asked about the charges against a violator of the Recycling Site, she came back and picked up the items that were not recyclable, so the Commissioners said the charges could be dropped.

Mike Klear and Nancy Erhart called in at 2:35 p.m. and asked about a union for the EMS workers. It was recommended Mike Klear talk to Tammy Hannon.

Robb Fawcett and Katie Long met with Commissioners Schroeder, Love and Lammers at 3:00 p.m. to discuss the County's insurance renewal. Robb provided a summary booklet explaining the renewal and the coverage provided. The Sheriff's office was discussed when there is police coverage for a school function the county insurance would be in effect. The services that are included with the renewal were discussed. The Property coverage amounts were reviewed. Robb asked about the amount of coverage for the voting machine is it sufficient. The liability coverage amounts for each division was reviewed, general, law enforcement, commercial, errors & omissions and excess totaling \$9,000,000. in coverage. The inland marine schedule was reviewed. The Engineer has the largest amount of equipment insured. The timeline of major coverage events was reviewed for the past few years. The history of CORSA charges over the years were reviewed. The yearly schedule of services done through CORSA was reviewed. The CORSA University services were also reviewed. The other counties and entities that are members of CORSA were discussed. Commissioners asked Robb about renting space at the Old JFS building for a health/pregnancy clinic. Robb said they would have to add the County on their insurance and they must have malpractice insurance. The Commissioners will have Robb review the lease agreement when ready and prior to signing. The roof replacement projects were discussed with Robb and the insurance values on those buildings.

Jason Hedrick, OSU Extension agent met with Commissioners Schroeder, Love and Lammers at 3:30 p.m. to discuss the restructuring of the extension offices and assignments. Jason brought up the regionalization of the extension offices over the state. The regionalization layer is being removed and our county has been asked to assumed more duties. Jason is inquiring about hiring a program assistant. Beth Scheckelhoff also has a grant with hours that can be used toward this position also. Allen, Van Wert, Hancock, Auglaize and Putnam will comprise area 7 and under Jason's direction. Most of the administrative duties can be done through the HR system. Support staff, program staff, and educators will all be under Jason's direction from the 5 counties. All the services and staff will be shared. The university would be paying 30 hour of the assistant position, with the grant paying the remaining 10 hours. Ann could be shared with Allen County and work there one day a week to bring her up to full time. Personnel could be pulled from statewide to present programs and classes. Jason would report to the Director of Extension, then would be Operations and Organizational Leadership. Allen County would not have support staff if they had an educator. Allen County funds an educator and assistant but no support staff, they do have a 4-H program. The SNAP-Ed personnel are housing in Putnam County. Vince asked about the funding to cover the other counties. The new Assistant position will be covered by OSU for 30 hours and the grant funds will cover the other 10 hours to create a full time position with benefits through OSU. Someone looking to get a master's degree would be a good candidate as tuition reimbursement would be a benefit. The minimum requirement for

an educator is now a bachelor's degree rather than a master's degree. Norma has been nominated for a Distinguished Staff award. On Sept. 22 she will be recognized at an OSU game.

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

Mr. Love seconded the motion.

Vote: Love yes Schroeder yes Lammers yes

Mr. Lammers moved to approve the minutes as read from Tuesday, May 1, 2018.

Mr. Love seconded the motion.

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