**Meeting Information**

**Sandusky County Commissioners – 6225 Croghan Street, Fremont, OH 43420**

**MEETING 2019**

**Meeting:** Board Of Commissioners  
**Location:** Commissioners' Board Room  
**Date:** 11/21/19  
**Time:** 8:00AM – 1:00PM

**Present:** Commissioners: Scott Miller, President; Russ Zimmerman, V-President; Kay E Reiter

**Present:** Theresa Garcia; County Administrator

**Others Present:** Ron Hiser, Atul Chopra, Will Chambers, Conner Witt, Kyle Clonch, Phil Collinson, Deb Dierksheide, Carol Wattley, Judge Ray, Judge Dewey

(*action items*)

<table>
<thead>
<tr>
<th>AGENDA ITEMS</th>
<th>BRIEF DESCRIPTIONS / ACTION STEPS:</th>
<th>PERSON RESPONSIBLE:</th>
<th>DOLLAR AMOUNT:</th>
<th>MOTION / VOTE</th>
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<tbody>
<tr>
<td>Call to Order Pledge of Allegiance (8:00am)</td>
<td>The 11/19/19 minutes were reviewed/approved by the Board. The Board reviewed incoming mail and external meeting notices.</td>
<td>Scott Miller, President</td>
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| *Review & Approval of Commissioner Meeting Minutes, incoming Mail Review & External Meeting Notices | | Scott Miller, Russ Zimmerman, Kay E Reiter | | *Motion: Move to Approve minutes
Moved by: Russ Zimmerman
2nd: Kay E Reiter
Yes - 3 |
<p>| Review of External board / Meetings Attended by Commissioners | Commissioner Reiter and Zimmerman attended a Budget Committee meeting at OSS. There is still some work to do on the budget. They will meet again on December 2, 2019. | Kay E Reiter Russ Zimmerman | | |
| | Commissioner Miller wanted to add comments from the Health Department meeting from last Friday. They introduced Bryleigh Wof who will be the new Director of support services, and Zeferina Andrade who will be the Breast feeding Peer. They are going to have a citizen public information continuum meeting on December 6th. On December 13th they are having a retirement party for Marty Swanders. They will be looking at the assessments from the Townships to supplement the levy this month. A board member asked Bethany Brown, Health Commissioner, for a ten year plan for the Department based on population and stability. There is not one in place at this time. There are still individuals with sewer issues they are working with. | Scott Miller | | |</p>
<table>
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<tr>
<th>Commissioner Miller attended the Comprehensive Plan meeting yesterday. The County is slightly under 60,000 in population. The consultants updated the group on responses they have received on the comprehensive plan questionnaire. One topic discussed was keeping individuals in the county and in the county workforce. The Comprehensive report will be completed by June 1, 2020. They are still doing one on one meetings with key people in the community to gather more information. There were many other facts they have gathered they shared with the group.</th>
<th>Scott Miller</th>
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<tr>
<td>Commissioner Zimmerman was unable to attend the FCFC Executive Finance committee meeting yesterday due to a fire emergency.</td>
<td>Russ Zimmerman</td>
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<td>Commissioner Reiter attended the TMACOG Executive Committee meeting yesterday. They announced Jeff Lamson, from City of Fremont, is on the water quality leadership committee. They did approve some major handbook changes for 2020. They are purchasing a time and attendance system for next year. The biggest issue is people are working long hours and not taking lunches and breaks and not going home on a timely basis. They don’t feel it’s healthy and they want people to punch in and out and taking their time away. There was also discussion on how TMACOG issues annual billing. The decision was made to send invoices electronically and not spend funds on paper invoices. They also asked about membership dues and how they are calculated. General Assembly will be coming up on January 27th. There were several other meetings early in 2020 that we will see invitations coming for.</td>
<td>Kay E Reiter</td>
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<td><strong>Commissioners and Administrators Discussion</strong></td>
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<td>There was a question asked about automatic door openers for some of the “customer service” doors in the courthouse. These openers were built in to the better building project.</td>
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<td>Administrator Garcia presented a letter of support to the Birchard Library to request capital budget funding for the renovation and expansion of the library for the Commissioners to sign.</td>
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The Commissioners will be at Winter Conference from December 4th to the 7th. They will not have remote access to approve bills during this time like they have in the past. A notice will need to be sent out to all to make sure they are aware to have bills in for approval on December 3rd. The next session will not be until Wednesday December 10th.

**Then/Now Documents**
Three certificates were presented by DJFS. Clerk thought all over-due balances were paid and was unaware of the outstanding invoices. Three invoice make up these certificates.
State of Ohio DJFS – $1,200.00
State of Ohio DJFS - $12,024.00
AT&T - $5.93

| DJFS | $1,200.00 |
|      | $12,024.00 |
|      | $5.93   |

`Motion: Move to Approve certificates
Moved by: Russ Zimmerman
2nd: Scott Miller
Yes - 3`

**Personnel**
None

**Travel Requests**
None

**Facility Management**
*Ron Hiser – Facility Management*. Ron came in for his regular meeting with the Commissioners. See attachment A for agenda items. Ron reviewed department moves. The Commissioners talked about the Building Code Office space and asked if it could be ready by May 1st. There was discussion on how quickly the offices could be ready. We are completing applications to receive rebates on some of the energy saving projects. Ron talked about capital projects he would like to put in his budget. The Commissioners agreed that projects that are $15,000.00 or less can be put in Ron’s budget and other projects will go in to PI. Ron will need to have capital outlay accounts in his fund line.

**Resolutions (10:00am)**

2019 - 368
APROVING SUPPLEMENTAL APPROPRIATIONS FOR EMO TO CONTRACT SERVICES ($14,000.00), WAGES ($4,100.00) AND BENEFITS ($2,000.00)

| EMO  | $14,000.00 |
|      | $4,100.00  |
|      | $2,000.00  |

`Motion: Move to Approve resolution
Moved by: Kay E Reiter
2nd: Russ Zimmerman
Yes - 3`

2019 - 369
APPROVING SUPPLEMENTAL APPROPRIATIONS ($20,682.71) AND FUND TRANSFERS FROM GENERAL FUND TO TREASURERS OFFICE FOR WAGES ($22,771.51) AND BENEFITS ($4,496.62) FOR STAFF TRANSITIONS IN 2019

| Treasurer | $20,682.71 |
|           | $22,771.51 |
|           | $4,496.62  |

`Motion: Move to Approve resolution
Moved by: Russ Zimmerman
2nd: Kay E Reiter
Yes - 3`
<table>
<thead>
<tr>
<th>Year</th>
<th>Resolution</th>
<th>Category</th>
<th>Amount</th>
<th>Motion</th>
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<tr>
<td>2019 - 370</td>
<td>Approving Fund Transfer for Sanitary Engineer from their General Fund to Various Bond Funds for OPC Loan Payments ($16,026.29)</td>
<td>Sanitary Engineer</td>
<td>$16,026.29</td>
<td>Motion: Move to Approve resolution. Moved by: Scott Miller. 2nd: Russ Zimmerman. Yes - 3</td>
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<tr>
<td>2019 - 371</td>
<td>Approving Appropriation Transfer for Sheriff from Benefits ($17,000.00), Contract Services ($20,000.00), Supplies ($35,000.00), Medical ($25,000.00) and Utilities ($3,000.00) to Wages</td>
<td>Sheriff</td>
<td>$17,000.00, $20,000.00, $35,000.00, $25,000.00, $3,000.00</td>
<td>Motion: Move to Approve resolution. Moved by: Kay E Reiter. 2nd: Russ Zimmerman. Yes - 3</td>
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<tr>
<td>2019 - 372</td>
<td>Approving Supplemental Appropriation to PI Capital Outlay ($287,000.00) for Final Service Center HVAC Project Invoice</td>
<td>PI</td>
<td>$287,000.00</td>
<td>Motion: Move to Approve resolution. Moved by: Kay E Reiter. 2nd: Scott Miller. Yes - 3</td>
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<tr>
<td>2019 - 373</td>
<td>Authorizing the Sandusky County Auditor to Allocate Funds to the City of Fremont from the County Motor Vehicle License Tax Fund</td>
<td>City of Fremont</td>
<td>$79,513.81</td>
<td>Motion: Move to Approve resolution. Moved by: Kay E Reiter. 2nd: Russ Zimmerman. Yes - 3</td>
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**Public Open Session**
- Citizens Attendees - none
- Media Attendees - none
- Elected Officials - none

**Commissioners and Administrators Discussion**
- At 11:00am Commissioner Reiter moved to enter executive session to discuss security matters.
- At 11:46am the Commissioners exited executive session.
- Moved to enter executive session. Moved by: Kay E Reiter. 2nd: Russ Zimmerman. Yes: 3
- Moved to exit executive session. Moved by: Kay E Reiter. 2nd: Russ Zimmerman. Yes: 3
| EMO Workshop | Commissioners requested to meet with the Judges, Adult Probation, EMO and TASC. Administrator Garcia brought everyone up to date on staffing and retirements in the EMO office. The group was together to talk about how the office could be reorganized to best serve the courts and the individuals they are servicing. The thought was if TASC took on this responsibility. Phil Collison, TASC Administrator, presented his view on how his office could manage this responsibility. Deb Dierksheide, EM Officer, thought this would be a good move. Judge Dewey, Judge Ray and Carol Wattley all agreed this would be a good solution. Logistics and timelines were discussed and will be worked out. | Judge Dewey  
Judge Ray  
Carol Wattley  
Phil Collison  
Deb Dierksheide |
| --- | --- | --- |
| * Adjournment (1:00pm) | With business completed for the day the meeting was adjourned. | * Motion: Move to adjourn  
Moved by:  
2nd:  
Yes:  
3 |

Signature of:  
[Signature]  
Scott Miller, President  
[Signature]  
Russ Zimmerman, Vice President  
[Signature]  
Kay E. Reiter  

Board of County Commissioners, Sandusky County Ohio  

Attest:  
[Signature]  
Clerk to the Board / County Administrator  

I, the undersigned, Clerk of the Board of Commissioners, Sandusky County, Ohio, do hereby certify that the foregoing is a true and correct copy from the official record of said Board of County Commissioners as recorded in its Journal.
Sandusky County Commissioners Agenda

Topics of Discussion for the meeting Dated November 21st, 2019

* Denotes action needed

1. The cabinetry work for the new courthouse X-ray machine was done over the Veterans Day holiday weekend with the quartz to be installed this week.
2. Developing Departmental moves.
3. Training on the new HVAC controls for the Service center was (November 19th) with punch list completion and close-out documents needed to complete this job.
4. We are working with the Poggemeyer Design Groups. Going over print reviews, meeting with end users (Adult Probation (November 15th), Service Center (November 22nd), Clyde Court, and COC), meeting with Parker Energy Solutions to up-date energy savings, and advancing and refining the scope of work. The schedule for projects are; next week submit for permits, (2 ½ - 3 weeks) then go out for bids (3 weeks) awarding contracts by the end of January.
5. The communication center generator received new block heater, hoses, and flush and fill.
6. Additional electrical work being done so that during a power outage the security system (card readers) will work is scheduled.
7. We are working with the veterans on development a scope of work and layout for the new Veterans Memorial Park. We also met with them on the new plaque location.
8. Repairs on the storm water catch basins at the Service Center are complete.
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<th>Name</th>
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<tbody>
<tr>
<td>Deb Brockhoefer</td>
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<tr>
<td>Russ Zimmerman</td>
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<td>Phil Collins</td>
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<td>John P. Friend</td>
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<td>Carol Whitehead</td>
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11/21/2019

Contact Information