

## Minutes for Tuesday, March 17, 2020

Mr. Schlumbohm moved to approve the Memorandum of Understanding between the Putnam County Family & Children First Council and Putnam County Department of Job & Family Services to provide financial support to the FCFC. The memorandum is in effect February 2020 to June 2020.

Mr. Schroeder seconded the motion on said Resolution and the vote resulted as follows:

Vote: Mr. Schroeder yes      Mr. Lammers yes      Mr. Schlumbohm yes  
Comm. Jrl. 115      , Page 45-46

Mr. Schlumbohm moved to approve signing the CCAO Workers' Compensation Group Retrospective Rating Plan Agreement between CCAO and Putnam County to achieve lower workers' compensation costs for the Group and establish safer working conditions and environments for participants starting January 1, 2021.

Mr. Lammers seconded the motion on said Resolution and the vote resulted as follows:

Vote: Mr. Schroeder yes      Mr. Lammers yes      Mr. Schlumbohm yes  
Comm. Jrl. 115      , Page 47-48C

Mr. Lammers moved the adoption of the following Resolution:

**WHEREAS**, the Putnam County Engineer has deemed it necessary to advertise for sealed bids for 2020's Ditch Maintenance Herbicidal Spraying Program;

now therefore, be it

**RESOLVED**, the Board of County Commissioners will receive sealed bids for 2020's Ditch Maintenance Herbicidal Spraying Program on Thursday, April 2, 2020, at 10:30 a.m.

and be it further

**RESOLVED**, Specifications are on file in the Putnam County Engineer's Office and may be obtained by contacting the Engineer's Office between 8:30 a.m. and 4:30 p.m., Monday through Friday, or by logging onto <http://www.putnamcountyohio.gov/electedofficials/engineer/bid-opportunities> and downloading the Bid Document. Each bid shall contain the full name and correct address of every person, firm or company interested in the same and should be accompanied by a certified check or cashier's check upon a solvent bank in the amount of ten (10%) percent of the bid, payable to the Board of County Commissioners, or a bond executed by a surety company authorized to do business in Ohio, for a sum equal to the amount of the bid submitted, as guarantee that, if the bid is accepted, a contract will be entered into and its performance properly secured.

and be it further

**RESOLVED**, the Board of County Commissioners reserves the right to reject any or all bids submitted.

Mr. Schlumbohm seconded the motion on said Resolution and the vote resulted as follows:

Vote: Mr. Schroeder yes      Mr. Lammers yes      Mr. Schlumbohm yes  
Comm. Jrl. 115 , Page 49

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, 2020, 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 018, General Ditch  
Q, 27, Contract Services.....\$ 5,000.00

Mr. Schlumbohm seconded the motion on said Resolution and the vote resulted as follows:

Vote: Mr. Schroeder yes      Mr. Lammers yes      Mr. Schlumbohm yes  
Comm. Jrl. 115 , Page 50

Mr. Lammers moved the adoption of the following Resolution:

**WHEREAS**, Section 5101-9-6-82 of the Ohio Administrative Code ( OAC ) allows for inter-county adjustment of allocations between County Job and Family Services,  
And

**WHEREAS**, Suzy Wischmeyer Director of Putnam County Job and Family Services has recommended that the Board approve an agreement to release funding to Williams County Job and Family Services,  
And;

**WHEREAS**, Sufficient funding levels will remain in the County to provide mandated services for the remainder of Federal Fiscal Year 2020 regardless of funding,  
And;

**WHEREAS**, The release of the funding will not leave the County at a funding level below the expenditure level for the Children Services Base during the Federal Fiscal year 2020.  
And

**WHEREAS**, Said adjustment and the release of funds to Williams County shall take place for this one-time adjustment;

And

**WHEREAS**, The board deems this request to be in order and hereby approves the same;  
Now therefore, be it

**RESOLVED**, The Board of County Commissioners of Putnam County, Ohio hereby agrees to release \$1,875.00 of its Children Services Base Allocation.  
Mr. Schlumbohm seconded the motion on said Resolution and the vote resulted as follows:

Vote: Mr. Schroeder yes      Mr. Lammers yes      Mr. Schlumbohm yes  
Comm. Jrl. 115      , Page 51

Mr. Schroeder 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, 2020, 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 084, HOME  
84 PI, HOME Program Income.....\$718.00

Fund 085, CDBG  
T 7C, CDBG CHIP Implementation.....\$ 904.00  
T 1, CDBG Admin Grant 2.....\$ 50,000.00

Fund 164, CDBG Allocation Grant  
164 AD 2, CDBG Alloc Admin Grant 2.....\$ 1,190.00  
164 FH 2, CDBG Alloc Fair Housing 2.....\$ 125.00

Mr. Lammers seconded the motion on said Resolution and the vote resulted as follows:

Vote: Mr. Schroeder yes      Mr. Lammers yes      Mr. Schlumbohm yes  
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**Now and Then Purchase orders**

**Title Equipment**.....Purchase order 40700  
**Sewer Dist #2**.....Purchase order 40739  
**HOME Funds**.....purchase order 39914  
**CDBG**.....Purchase order 39915  
**CDBG Allocation Grant**..Purchase order 39918

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

Mr. Schroeder seconded the motion.

Vote: Mr. Schroeder yes      Mr. Lammers yes      Mr. Schlumbohm yes  
Exceptions: Mr. Schroeder none      Mr. Lammers none      Mr. Schlumbohm none  
Comm. Jrl. 115 , Page 53

### **Purchase orders and travel requests**

**Probate Spec Projects.....**Purchase order to Yates Law Office for GAL Attorney fees on case #20195008 for \$ 427.00.

**LEPC.....**Purchase order to US Safety Gear for booms & oil pads for \$ 1600.00.

**Enterprise Zone.....**Purchase order to Putnam county CIC for 2019 review for \$ 1000.00.

**CDBG .....**Blanket Purchase order to GLCAP for CHIP ADMIN for \$ 50,000.00.

**CDBG Allocation Grant....**Purchase order to Put Co Ag Society for 202 fair booth rental for \$ 125.00.

**County General.....**Purchase order to Twin Elm Studios for new website & design for 4 websites for \$ 11,999.00. Purchase order to Friends office for 40 cases of copy paper for \$ 1278.80.

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

Mr. Schroeder seconded the motion.

Vote: Mr. Schroeder yes      Mr. Lammers yes      Mr. Schlumbohm yes

Exceptions: Mr. Schroeder none      Mr. Schlumbohm none      Mr. Lammers none

### **Minutes, Monday March 16, 2020**

Commissioners Schroeder, Schlumbohm and Lammers met with all departments at 1:00 p.m. to give and receive updates on the latest procedures in dealing with COVID 19. It was recommended by the Health Department for all offices to encourage phone and email use as much as possible to conduct business with the public to decrease unnecessary trips and exposure for all. Other options were to leave office doors open so they don't need to be touched. The cleaning of high traffic areas will be done regularly.

Joe Hohlbein and Adam Schimmoeller met with Commissioners Schroeder, Schlumbohm and Lammers to discuss closing procedures for the recycling program. Signs will be posted and the gates will be closed.

Mike Klear met with Commissioners Schroeder, Schlumbohm and Lammers to request additional funds of \$20,000.00 for purchasing emergency supplies for dealing with the virus. He also suggested the Commissioners look into calling an Emergency for the County. The Commissioners will consult with the Prosecutor for the procedure for declaring the emergency. If an Emergency is declared then the Directors time can be paid as comp time rather than a flex time. Glandorf Telephone is setting up the hotline for call center. Once the essential personnel

and duties are identified then the plans can be made further. If EMS is quarantined or isolated and they refuse to stay home, a plan needs to be made. Alternative accommodations would be needed to contain any contaminants to not spread to their families and other employees.

## **Tuesday March 17, 2020**

Mr. Schroeder called the meeting to order with Mr. Lammers by reciting the Pledge of Allegiance.

Commissioners Schroeder and Lammers and Alaina Siefker attended a virtual meeting with Jamie Zawila of Resource Recycling Systems Inc. We reviewed an estimate from Jamie for being a consultant for the Solid Waste Plan Update that the final is due September 1, 2022. She went over the differences between the 3.0 and 4.0 version. Commissioner Lammers said the person who did the plan the last time is no longer with our office so this is all new for Alaina. I am very confident that once you give her some guidance, she will be very capable of doing this. He asked Jamie if we would have to do this again in another five years and she said yes, but she can give Alaina all the tracking information spreadsheets and she should be able to do it then. Jamie worked with another county that did that. They helped with the first one for them and then they haven't been back since the lady had what she needed to track in spreadsheets. Commissioners Schroeder and Lammers both said they wanted to do the 4.0 version and think that we would all work together very well for this. They requested a PO be put on the agenda for Thursday and then we will let her know if they approved it.

The business agenda was held with Commissioners Schroeder and Lammers, Cindy Landwehr, Clerk.

Commissioners Schroeder, Schlumbohm and Lammers held discussions regarding identifying department priorities with the office staff and maintenance staff. The priority duties of office staff were identified as agendas, public notices, paying bills and payroll. The priorities of the maintenance staff are of course additional cleaning and sanitizing high traffic areas. Three levels of operations were identified as

Level 1 –limited access

Level 2-No public access only employees

Level 3- Closed no employees no operations-similar to a snow level 3

The cleaning will have more emphasis on sanitizing and disinfecting rather than sweeping. The courtroom benches are getting sprayed with Lysol. New part time cleaning positions were considered to help with the cleaning workload. And other staffing issues with maintenance were discussed. The authority is not know as to who has final authority to close the courthouse and to determine the levels to operate at. The Sheriff's office cleaning needs were discussed. Deb does not clean the Sheriff office, she cleans the courthouse, annex, Ag Complex and BOE and Home Health at O-G Road Complex. If everything would be shut down and closed the buildings would still need to be checked daily. If a Level 2 status would happen then the Commissioners intend to meet once per week to pay bills and conduct business. Everything is under the direction of Ohio Department of Health. The leachate pumping was asked about if it would be needed. Things may be looked at for employees to work from home. The CDBG grant is not

stopping yet, so the contractors are not stopping either. The sewer billing was just completed for the month. The courthouse project is still on hold until April unless further notice comes from the State. It was stated that if you don't feel good stay home. The Commissioners are asking for continued operations plan- prioritized duties from all offices to consider declaring a state of emergency for the County.

The minutes from Thursday March 12, 2020 were reviewed and approved.

Mr. Schlumbohm moved to adjourn for lunch.

Mr. Lammers seconded the motion.

Vote: Schroeder yes Lammers yes Schlumbohm yes

Commissioners Schroeder and Lammers returned from lunch.

Joe Burkhart met with Commissioners Schroeder and Lammers to discuss cybersecurity issues and capabilities of people working from home.

Mr. Schroeder left the office to view the floor sweeper at the Ag Complex.

Commissioners Schroeder and Lammers met with Bob Benroth to review some resources for sick leave use.

Mr. Lammers moved to adjourn for the day.

Mr. Schroeder seconded the motion.

Vote: Schroeder yes Lammers yes Schlumbohm absent

Mr. Lammers moved to approve the minutes as read from Tuesday, March 17, 2020.

Mr. Schroeder seconded the motion.

Vote: Mr. Schroeder yes Mr. Lammers yes Mr. Schlumbohm yes