

**Minutes for Tuesday, April 14, 2020**

Mr. Schroeder moved the adoption of the following Resolution:

**WHEREAS**, The Putnam County Board of Elections has requested that a revenue and appropriation lines be established in Fund 058, HAVA Grant Funds.  
now therefore, be it

**RESOLVED**, The Board of County Commissioners does hereby request the Putnam County Auditor to add the following appropriation line to Fund 058, HAVA Grant Funds:

58 COVID19, COVID19 Voting Expenses

and therefore, be it

**RESOLVED**, The Board of County Commissioners does hereby request the Putnam County Auditor to add the following revenue line to Fund 058, HAVA Grant Funds:

58 COVID19, COVID 19 Voting

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 79

Mr. Schlumbohm 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 058, HAVA Grant  
58 COVID19, Voting Expenses.....\$ 10,000.00

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 80

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, 2019, 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, Equipment Utility Usage.....\$20,000.00

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 81

Mr. Schlumbohm 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, 2020.

For Sheriff/Jail

From... 6 A 14D, Miscellaneous.....to.....6 A 14D3, Uniforms.....\$ 500.00

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

Vote: Mr. Schroeder yes      Mr. Lammers yes      Mr. Schlumbohm yes  
Comm. Jrl. 115 , Page 82

Mr. Schroeder moved the adoption of the following Resolution on behalf of the Putnam County Job and Family Services:

**WHEREAS**, Suzy Wischmeyer, Job and Family Services Director, requested that the Board of Commissioners advertise for sealed bids for the purpose of securing a new 2020 vehicle purchase . Vehicle type: 4 door SUV.  
now therefore, be it

**RESOLVED**, Sealed bids for the purchase of the vehicle will be received by the Board of Putnam County Commissioners, Putnam County Court House, 245 East Main Street, Suite 101, Ottawa, Ohio, 45875, until May 8, 2020, at 10:30 a.m., then at said office publicly opened and read aloud.  
and be it further

**RESOLVED**, All interested bidders are invited to submit a bid for a 2020 vehicle purchase according to the requested vehicle specifications. Vehicle specifications can be obtained by calling the Putnam County Job and Family Services (567) 376-3773.  
and be it further

**RESOLVED**, All bids must be accompanied by a 10% bid bond, certified check, cashier's check or letter of credit.  
and be it further

**RESOLVED**, The Board of County Commissioners reserves the right to reject any and 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 83

Mr. Lammers moved the adoption of the following Resolution on behalf of the Putnam County Job and Family Services:

**WHEREAS**, Suzy Wischmeyer, Job and Family Services Director, requested that the Board of Commissioners advertise for sealed bids for the purpose of securing a new 2020 vehicle purchase . Vehicle type: Minivan/SUV/Crossover.  
now therefore, be it

**RESOLVED**, Sealed bids for the purchase of the vehicle will be received by the Board of Putnam County Commissioners, Putnam County Court House, 245 East Main Street, Suite 101, Ottawa, Ohio, 45875, until May 8, 2020, at 10:30 a.m., then at said office publicly opened and read aloud.  
and be it further

**RESOLVED**, All interested bidders are invited to submit a bid for a 2020 vehicle purchase according to the requested vehicle specifications. Vehicle specifications can be obtained by calling the Putnam County Job and Family Services (567) 376-3773.  
and be it further

**RESOLVED**, All bids must be accompanied by a 10% bid bond, certified check, cashier's check or letter of credit.  
and be it further

**RESOLVED**, The Board of County Commissioners reserves the right to reject any and 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 84

**Now and Then Purchase orders**

**Airport Operations.....**Purchase order 40798

**County Airport.....**Purchase order 40799, 40658

**LEPC.....**Purchase order 3572

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

Mr. Schlumbohm 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 85

**Purchase orders and travel requests**

**Job & Family.....**Blanket purchase order for foster care for \$10,000.

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

Mr. Schlumbohm seconded the motion.

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

Exceptions: Mr. Schroeder            Mr. Schlumbohm            Mr. Lammers

Mr. Schlumbohm called the meeting to order with Mr. Lammers and Mr. Schroeder via conference call by reciting the Pledge of Allegiance.

Joe Hohlbein met with Commissioners Schroeder, Schlumbohm and Lammers to discuss the recycling and if the collection process can resume. The Commissioners asked Joe about opening the recycling and said that the surrounding counties are open. The metal has not been cleaned up yet even though it has been shut down. Joe invited the Commissioners come out and look around. Joe said they only have two guys to clean things up, there are two guys off on medical leave. There are no people there to help sort. The materials that are still being cleaned up are from the old building once that is done then things should be caught up. The Commissioners are asking if they could be done cleaning by the 24<sup>th</sup> and be ready to open up. The cost to just dump the materials was discussed. The mobile dock ramp should be coming this week. Joe explained the sorting process and the constant moving of the line. The Commissioner are thinking to just clean up the old building and haul it to the dump. The new materials collected would still have comingled items in it. Once we reopen more personnel would be needed. We need people to sort and additional drivers, due to having drivers out on medical leave. The County could purchase additional equipment to aid in the process also. Mr. Schroeder asked if there are any recommendations for new people. CDL drivers and sorters are needed. When a new truck is purchased the loading process would be much easier with a new loading system also. The Commissioners will look for additional personnel. Getting people through work release was also discussed. The Commissioners agreed to pay to get rid of the old materials to clean up the building to get things caught up. Once the ramp shows up they can finish cleaning up the paper and plastic also. The Commissioner are hoping to open back up by

the 27<sup>th</sup> of April. Joe also recommended having a guard at the bins once they are open. Some plans were discussed for restarting collections at the Ottawa location and not restarting the remote locations back up yet until the staffing issues are met. This is a gradual opening and hopefully the initial onslaught of materials will be maintained.

The business agenda was held with Commissioners Schroeder, Schlumbohm and Lammers and Cindy Landwehr, Clerk and Pat McColley from the Ohio Treasurer's office joined via teleconference.

Tim Schnipke met with Commissioners Schroeder, Schlumbohm and Lammers to discuss replacing the lighting at the Ag Complex and O-G Road Complex buildings. Tim will get the concrete where the recycle bins sit sealed before the bins are back and recycling reopens. Tim presented a quote for replacing the light bulbs in the Ag Complex building. He included replacing the lights in the recycling area and the front offices. The lights will be paid for within a year. Some of the bulbs are only a penny apiece. The Commissioners are in agreement to purchase the replacement bulbs.

Tammy contacted Tim about redoing the porch at Crime Victim Services. She has possible grant funding for improvements for the building.

Tim said Mike Klear contacted him about fixing up an EMA trailer and adding a generator hook up, how much can he do. The Commissioners said Tim is busy enough and, he could do some of the minor things in time.

Bob Benroth stopped in to talk about the annual audit and the budget requests that will be going out in the near future to prepare for 2021 budget. Bob suggests to keep things flat for expenses except wages, fringes and insurance. Bob said there will be a reduction in the revenue due to the COVID 19 affecting the sales tax and the casino revenue. The taxes of online sales is being collected more consistently. The Commissioners are saying to have a 0% increase in wages. There will be an additional pay in 2021 so that can be included. Insurance could have an increase of 5%.

The minutes from Thursday April 9, 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 resumed session.

Commissioners Schroeder, Schlumbohm and Lammers met with Mike Klear and Kim Rieman to get a COVID-19 update. The need for declaring a state of emergency for the County was discussed. The Commissioners said they had read that since the State has declared a state of emergency for the whole state the county doesn't have to declare their own. The Health Department has the authority to quarantine people. It is thought that population density is a key factor in the transmission of the virus. The Commissioners said it could be done as precaution to make it more visible to the public. The Commissioners do not think it is necessary now. Counties and cities do not need to declare an emergency on their own when the President has already done so. The additional expenses should be covered 75-25% Kim asked what the concerns are about calling an emergency too soon. The Commissioners believe the county

residents already are aware of what is going on. How soon will the County have the capabilities to do testing? Kim said the tests will always have to be sent away. Test kits can be ordered through the County EMA. The case numbers will go up because of the testing availability. The Commissioners do not want to cause a panic within the County. When a positive result comes in the lab informs the County's Department of Health through the Ohio Department of Health. The County Health Department does the contact tracing. If a positive result would occur then that person who tested positive would be asked about their contacts 48 hours prior to the positive result. The EMA needs to have the capabilities to set the people up with the PPE that they need. The Commissioners asked if any additional funding is needed. The Health Department was awarded a grant from ODH but that funding is almost spent. The revenue stream is decreased due to no immunizations and no new septic permits being done. The EMA is unsure of the reimbursement they do have some increased hours with overtime. The supplies that are needed are not available to be purchased at this time anyway. It is thought/hoped that in about 2 weeks the economy will start back up. The PPE may be in surplus by the end of the year. The antibody test availability was discussed. The immediate equipment needed is possess already. But if a case would occur at a nursing home we would not be equipped. Vince asked about at home testing, that is not available. The accuracy of the testing was discussed. The Commissioners appreciate the discussion and the request and they will not rule it out entirely. A possible county owned quarantine site at Brookhill, if needed was discussed. Charges for using the facility and cleaning would be the issues. The Health dept. would be in charge of the daily needs of the people in required quarantine, food, medical care, etc. If someone is named as a contact but refuse to quarantine they can be made to quarantine through the Prosecutor. It is thought that medical employees, or first responders should be given the opportunity to have quarantine facilities other than their homes to protect their families also. The Commissioners will contact Mike Boaz to set up a call to discuss the use of the facility. Kim will keep people informed of any new information.

Mr. Schlumbohm moved to adjourn for the day.

Mr. Lammers seconded the motion.

Vote: Schroeder yes Lammers yes Schlumbohm yes

Mr. Lammers moved to approve the minutes as read from Tuesday, April 14, 2020.

Mr. Schlumbohm seconded the motion.

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