

Minutes, Thursday December 21, 2023

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, 2023, 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 010, Capital Projects –

N 16, PROJ N007(23) ...\$32,318.89

(Ward Construction)

Mr. Schlumbohm seconded the motion.

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

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Mr. moved to approve a resolution authorizing the adoption of a new vacation accrual schedule for county employees.

WHEREAS, some of the Elected Officials have requested a revised vacation accrual schedule for county employees. This revised schedule would allow new employees to have the option to use up to one week (40 hours) of vacation after 6 months of employment and the remaining accrued vacation time within the first year could be used after the first year of employment is fulfilled. And

WHEREAS, The proposed accrual schedule is a similar to a version implemented by the Putnam County Sheriff's office and is hoped to improve employee retention. And

WHEREAS, the following changes to the vacation schedule were presented

From:	To:
Less than 1 year employment = 0	1-4 years of employment = 80 hours
1- 8 years employment = 80 hours	5-9 years of employment= 120 hours
8-15 years of employment =120 hours	10-14 years of employment = 160 hours
15-24 years of employment = 160 hours	15-24 years of employment = 200 hours
25 + years of employment = 200 hours	25+ years of employment = 240 hours

And

WHEREAS, all current employees will have their accrued vacation time adjusted to reflect the new accrual rates based on their years of service fulfilled. And

WHEREAS, the amount of vacation hours that an employee can carry over to the next year for use will be reduced to 40 hours each year from the previous allowance of permitting the employee to accumulate vacation for a period not to exceed three (3) years, which was at the discretion of the Appointing Authority over that employee.

now therefore:

BE IT RESOLVED, The Board of Putnam County Commissioners hereby adopts the revised vacation accrual schedule into the County Employee Handbook and wish the new schedule to take affect starting January 1, 2024 for all new and current employees. And further

BE IT RESOLVED, The Board of County Commissioners hereby changes the amount of vacation any employee can carry over each year to a limit of 40 hours.

Mr. seconded the motion.

Vote: Mr. Schroeder Mr. Lammers Mr. Schlumbohm

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Mr. Schlumbohm moved to table this resolution.

Mr. Schroeder seconded the motion.

Vote: Mr. Schroeder yes Lammers yes Schlumbohm yes

Mr. Lammers 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, 2023.

For County General

From..... 1 A 3, Commissioner Supplies.....to 1 A 2H, Employee Fringes.....\$ 78.28

Mr. Schroeder seconded the motion.

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

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Then/Now Purchase orders

Probate Court.....purchase order 47009, 47027

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

Mr. Lammers seconded the motion.

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

Exceptions: Mr. Schroeder Mr. Lammers Mr. Schlumbohm

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Purchase orders and travel requests

County General.....Purchase order to Erie Insurance for Official bond for Sheriff for \$ 174.00.

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

Mr. Schroeder seconded the motion.

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

Exceptions: Mr. Schroeder Mr. Lammers Mr. Schlumbohm

Dale Schulte of the Putnam County Fair Board met with Commissioners Schroeder, Schlumbohm and Lammers to present and discuss an MOU for operations of fair buildings and Event Center. Brad Brubaker joined the meeting also. Dale said there are some grant opportunities coming up for improvements at the Fairgrounds. Dale said the sound guy is looking to retire so they are purchasing some equipment to make things easier. There were some questions of some wording in the MOU. What is the meaning of operation financial obligations? The fair board is proposing to set up a funds for the building to maintain operations. Who will be responsible for liability insurance? the county will insure. Do they need county approval before incurring obligations? The Commissioners will have to approve any structural changes, routine repairs will be covered by fair board. Dale requested a Knox box for the building to contain all the keys for the building in case of a fire. This should be put in during construction. The Commissioners will inquire about the installation of this box at the progress meeting today. The County use of the building was questioned, the county would have the option to use the building for any county needs. No political use of the building for free. If there is a public meeting that needs a larger venue. The use of the building as a polling location was discussed. As long as it is scheduled properly. A question of maintenance of all the buildings was brought treating the maintenance of all fair building the same including the barns. The Fairgrounds maintenance man does work with the county maintenance for performing repairs and any maintenance needed. A cleaning service will be hired for the building. The cleaning fee should be paid up front. It was recommended that the whole rental fee be paid up front. There are 16 rental contracts already in place. The tables and chairs have been ordered. So, the building fund is already in the negative. The amount of snow plowing that is needed will triple. The snow plowing equipment at the fairgrounds is in need of replacement. The parking lot will need to be salted also. Dale is willing to help the maintenance in preparing for an event if needed. The MOU needs a few minor revisions for some of the wording from the Prosecutor. The funds that they raise from this will go towards future capital projects at the fairgrounds. It is hoped this will help make the fair board more self-sufficient. Since ARP funds were used this

building can be used if a catastrophe happens within the County. The old buildings were set to be used in those plans also. As long as the building is not previously rented. A grand opening ceremony is proposed where a dedication of the building and grandstand will take place at the fair. Replacing the signage on the grandstand was discussed also. Dale also brought up the drainage project and where things got tore up can the main drives by the barns be repaved?

Commissioners Schroeder, Schlumbohm and Lammers attended the progress meeting for the event center.

The business agenda was held with Commissioners Schroeder, Schlumbohm and Lammers and Cindy Landwehr, Clerk. Brad Brubaker, Joe Burkhart, Tim Schnipke and Mike Lenhart sat in on the meeting. Mr. Lenhart provided comments on the vacation accrual resolution. Mr. Lenhart said there are many employees with more than 40 accrued hours and capping the carryover would be taking away a benefit. He will have to have his own policy. This would create more diversity rather than uniformity. The carry over was not an initial issue. Letting new hires have more access to vacation time was the issue. The Commissioners were not aware of the amount of hours that employees had built up. This change would not make more uniformity. The Commissioners agree to review this again and may withdraw the 40-hour carryover limit.

Commissioner Schlumbohm attended a Board of Revision meeting.

The minutes from Tuesday December 19, 2023 were reviewed and approved.

Commissioner Schlumbohm returned from the Board of Revision meeting.

The Commissioners and Engineer held a bid opening for the Vincent Schroeder Dt # 987.

Estimate \$29,130.08

The bids were received as follows:

Contractor: Joe & Joe Contracting

Bid: \$23,640.05

Bid bond: bond included

Contractor: Skiver Excavating

Bid: \$22,959.80

Bid bond: bond included

Contractor: Gerding Ditching

Bid: \$28,044.25

Bid bond: bond included

Contractor: Dirt Slingers Excavating

Bid: \$28,420.00

Bid bond: bond included

Contractor: Sand Ridge Excavating

Bid: \$23,564.15

Bid Bond: bond included

Mr. Lammers moved to table the bids for further review.

Mr. Schlumbohm Seconded the motion.

Vote Schroeder yes Lammers yes Schlumbohm yes

Commissioners held a discussion regarding the land swap proposal by the Putnam County CIC, of 3.99 acres along Putnam Parkway, with the Village of Ottawa. The Commissioners reviewed and options for the swap that were presented. The swap is not extremely beneficial to the County. There is no road frontage and an easement is needed to have road access for that parcel. The amount of area needed for the easement was discussed. The easement should be off of the Village of Ottawa parcel. The Village should pay for any expenses incurred on this swap.

The Liberty Drive/O-G Drive survey was also discussed. The parking lot area will be kept by the County with 10 feet around the pavement. This survey will be the County's expense.

Mr. Lammers moved to adjourn for the day.

Mr. Schlumbohm seconded the motion.

Vote: Schroeder yes Lammers yes Schlumbohm yes

Mr. Lammers moved to approve the minutes as read from Thursday, December 21, 2023.

Mr. Schroeder seconded the motion.

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