

Minutes, Tuesday January 2, 2024

Mr. Schroeder moved the adoption of the following Resolution:

WHEREAS, It being determined by the Putnam County Board of County Commissioners that the health, welfare and safety of the people of the Putnam County area can best and most efficiently be served by force account in the matter pertaining to the maintenance, repair, construction and reconstruction of Putnam County roads.

now therefore, be it

RESOLVED, That Mr. Michael Lenhart, Putnam County Engineer, is hereby authorized to employ labor and proceed by force account in the maintenance, repair and construction of roads, bridges and culverts in Putnam County during the year 2024.

and be it further

RESOLVED, That the Putnam County Commissioners reserve unto themselves the right and authority to make all purchases of material and equipment required in the maintenance, repair or construction of roads, bridges, culverts in Putnam County during the year 2024, except that the Board may from time to time by resolution delegate such purchase authority to Mr. Lenhart, Putnam County Engineer.

Mr. Lammers seconded the motion.

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

Comm. Jrl. 119, Page 446

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, 2024, 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 18, K-9 Expenses.....\$10,000.00

6 A 19, Equipment Utility Usage.....\$ 10,000.00

Mr. Schlumbohm seconded the motion.

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

Mr. Schlumbohm moved to approve the lease agreement between Board of County Commissioners of Putnam County, Ohio and Findlay Tall Timbers Distribution Center for space in the Putnam County Ag Complex, 1206 E. Second St. Ottawa for one (1) year starting January 1, 2024 at a rate of \$0.17 per square foot with the option to reevaluate for an extension after 1 year.

Mr. Schroeder seconded the motion.

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

Comm. Jrl. 119, Page 448-448C

Mr. Schroeder moved the adoption of the following Resolution:

WHEREAS, The Board of County Commissioners established a solid waste management policy committee consisting of the following statutory members:

Designee of the President of the Board of Commissioners....statutory member

Mayor of Ottawa...statutory member

Township Representative....statutory member

Putnam County Health Commissioner.....statutory member

WHEREAS, those members were:

Vincent Schroeder, County Commissioner

Dean Meyer, Mayor of Ottawa

Don Croy, Township Representative

Brandi Schrader, Health Department Representative

and

WHEREAS, Brandi Schrader, Health Department Rep has informed the Board of County Commissioners of her resignation from the Board and that Kim Rieman with the Health Dept. is willing to take her place.

and

THEREFORE, BE IT RESOLVED, these members currently include, for a two year term beginning January 1, 2024 and ending January 1, 2026.

- 1) Vince Schroeder, County Commissioner
- 2) Dean Meyer, Mayor of Ottawa
- 3) Don Croy, Township Representative
- 4) Kim Rieman, Health Department Representative

WHEREAS, Pursuant to Ohio Revised Code Section 3734.54(F), the Putnam County Solid Waste Management District Policy Committee (the "Committee") statutory members appointed one committee member representing Industrial/Commercial Generators, one committee member representing citizens, and one committee member representing the public.

WHEREAS, those members were:

- 1) Eric Siefker, Industrial/Commercial Generator Representative
- 2) Jason Hedrick, Citizen Representative/OSU Designee
- 3) Jeff Giesige, Public Representative

and

WHEREAS, Jason Hedrick, Citizen Representative/OSU Designee has informed the Board of County Commissioners of his resignation from the Board and that Beth Scheckelhoff with OSU is willing to take his place.

and

WHEREAS, Jeff Giesige and Eric Siefker expressed an interest in continuing to serve on the board.

THEREFORE, BE IT RESOLVED, The Solid Waste Management Policy Committee does hereby accept Beth Scheckelhoff who was appointed by the Solid Waste Management Policy Committee statutory members.

THEREFORE, BE IT RESOLVED, these members currently include, for a two year term beginning January 1, 2024 and ending January 1, 2026.

- 5) Eric Siefker, Industrial/Commercial Generator Representative
- 6) Beth Scheckelhoff, Citizen Representative/OSU Designee
- 7) Jeff Giesige, Public Representative

Mr. Lammers seconded the motion.

Vote: Mr. Schroeder yes Mr. Lammers yes Mr. Schlumbohm yes
Comm. Jrl. 119, Page 449-450

Mr. Lammers moved the adoption of the following Resolution:

WHEREAS, Ohio Revised Code Chapter 5553 sets forth the provisions by which the Board of County Commissioners of Putnam County, Ohio can authorize the widening of a County road;

WHEREAS, on December 7, 2023, the Board of County Commissioners of Putnam County, Ohio (the "Board"), adopted Resolution No. 385-386 in Commissioner's Journal 119, declaring it necessary to improve County Road 12-K South of US Route 224, Putnam County, Ohio and north of County Road M in Putnam County, Ohio and the ditch layover on the east side thereof; and

WHEREAS, on December 7, 2023, said Board did fix the 26th day of December, 2023 at 9:00 A.M. as the time for the View of the improvement and 26th day of December, 2023 at 11:00 A.M. as the date and time of the Final Hearing; and

WHEREAS, legal notice was published in a newspaper of general circulation in Putnam County, which Notice provided the time and place for the View of said improvement, and of the Final Hearing thereon; and

WHEREAS, the Board viewed the proposed improvement of County Road 12-K, South of US Route 224 and north of County Road M in Putnam County, Ohio, December 26th at 9:00 AM;

WHEREAS, the Board conducted the Final Hearing on the proposed improvement of County Road 12-K, South of US Route 224 and north of County Road M in Putnam County, Ohio, December 26th at 11:00 AM.

WHEREAS, at the Final Hearing, the Board read the report of the County Engineer, heard testimony bearing upon the necessity of the improvement for the public convenience or welfare (offered either for or against proceeding with the improvement) by any interested persons.

**THEREFORE, BE IT RESOLVED, BY THE BOARD OF COUNTY COMMISSIONERS OF PUTNAM COUNTY,
OHIO:**

Section I. That the Board finds that the road improvement of County Road 12-K, south of US Route 224 and north of County Road M in Putnam County, Ohio, and ditch layover on the east side thereof will serve the public convenience and welfare. The Clerk of the Board of Commissioners is hereby instructed to enter such finding on its journal.

Section II. That the Clerk of the Board of Commissioners is hereby instructed to cause a Record of the proceedings, which includes the survey, plat, and accurate and detailed description of the Project, to be completed. Such Record shall be entered without delay in the proper road records of the county by the County Engineer.

Section III. That the Ottawa Township Board of Trustees and/or County Engineer is hereby empowered and directed on behalf of the Board to enter into agreements as necessary to complete the planning, design and construction of the road improvements of County Road 12-K south of US Route 224 and North of County Road M in Putnam County, Ohio and ditch layover on the east side thereof.

Section IV. That the Board sets the amount of compensation and damages due landowners impacted by the road improvements of County Road 12-K south of US Route 224 and North of County Road M in Putnam County, Ohio and ditch layover on the east side thereof. Compensation and damages shall be paid out of Grant Funds and Ottawa Township's Funds.

Section V. That the taking of any property, if necessary, to accomplish the road improvements of County Road 12-K south of US Route 224 and North of County Road M in Putnam County, Ohio and ditch layover on the east side thereof shall proceed in accordance with Chapter 163 of the Ohio Revised Code and the laws of the State of Ohio.

Mr. Schlumbohm seconded the motion.

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

Comm. Jrl. 119, Page 451-452

Mr. Schlumbohm moved the adoption of the following Resolution:

WHEREAS, Putnam County's Elected officials/department heads submitted estimates of their financial requirements for the next fiscal year.
and

WHEREAS, According to Section 5705.28 of the Ohio Revised Code the county commissioners are required to prepare a budget for the next fiscal year.
and

WHEREAS, A public hearing on the prepared budget for the next fiscal year was held on June 29, 2023.
now therefore, be it

RESOLVED, The Board of County Commissioners does hereby accept the actual budget of Fund 001, County General for 2024 operations of \$12,500,746.56.

Mr. Schroeder seconded the motion.

Vote: Mr. Schroeder yes Mr. Lammers yes Mr. Schlumbohm yes
Comm. Jrl. 119, Page 453

Mr. Schlumbohm 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

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.

Mr. Schroeder seconded the motion.

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

Comm. Jrl. 119, Page 454

Then/Now Purchase orders

County General.....purchase order 47019, 47020, 47021, 47134

County Airport.....purchase order 47018

Sewer Dist #1.....purchase order 47017, 47023

Sewer Dist #2.....purchase order 47016

General Ditch.....purchase order 47022

Jail.....purchase order 46804

EMS.....purchase order 4190

Children Services.....Purchase order 80428

Dog & Kennel.....Purchase order 47138

Mr. Schroeder 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 none Mr. Lammers none Mr. Schlumbohm none

Comm. Jrl. 119, Page 455

Purchase orders and travel requests

County General....Purchase order to Kalida Truck Equipment for new plow for 2024 truck for \$9500.00. Purchase order to Statewide Ford for 2 2023 Ford, Explorers for Sheriff office for \$ 132,467.00. Purchase order to Bockrath & Assoc for survey of 5.943 acres O-G Rd & Liberty Dr. for \$1,000.00.

Capital Improvement....Purchase order to New Idea Controls for 2 new roof top units for courtrooms for \$ 5,762.00

Annual Purchase orders

County General.....Purchase order to Put Co Health Dept for Commissioner donation for Community Health Improvement Plan year 2 of 3 for \$ 1,000.00.

State of Ohio –Dept of Health -2024 BCMH program expenses for \$ 100,970.89.

Putnam Co Job & Family for mandated share for 2023-2024 for \$ 46,420.00. Purchase order to CCAO for 2024 membership dues for \$ 7,813.00.

Putnam County Auditor for 2024 GIS contribution for \$ 6,500.00.

Job & Family for 2024 county share for \$ 75,000.00

Putnam County Family & Children First Council membership dues for\$ 1,500.00

Putnam Co Historical Society 2024 county share for\$ 12,500.00

Quadient-postage meter lease for # 3,264.00

Putnam Co EMA 2024 county share -\$25,500.00

Put Co Soil & Water –county share \$183,200.00

Crime Victim Services county share \$ 6,500.00

Put Co Ag Society-Annual Allowance \$ 3,300.00

The Ohio State University Annual Allowance \$ 193,000.00

Cintas- for mats & uniforms # 5,875.00

M & M Hauling -monthly services at courthouse \$ 1,560.00 at O-G Complex \$1,020.0

Lima Security -services at courthouse \$ 527.40 at Ag Complex \$ 527.40

Ottawa Water Works- County usage Jan-Jun \$ 6,000.00 at Ag Complex \$ 2,000.00

Access –microfilm services \$6,165.00

Glandorf Telephone –courthouse services\$ 8,135.00 O-G Road \$ 3,075.00

Brightspeed/Centurylink-monthly service \$ 1,625.00

Northwestern Ohio Security –monthly service at O-G road \$ 545.40

Village of Kalida –yr 5 of 10 for heavy rescue agreement for \$5,000.00

Blanket Postage Supplies \$1,000.00

Blanket contract Services \$ 3,000.00

Blanket Janitor supplies Jan-Jun \$ 5,000.00

Blanket Contract repairs \$2,500.00

Blanket IT Supplies \$5,000.00

Blanket –Commissioners Supplies -\$800.00

Blanket- Contracts/Repair Vehicles \$800.00

Blanket- Travel Exp Commissioners -\$ 2000.00
Blanket –Advertising & Printing \$1500.00
Blanket misc expense Ag Complex \$3,000.00
Blanket misc expenses O-G Road \$ 4,000.00
Dominion Energy county bldg. service \$10,000.00
 Ag Complex -\$ 8,000.00
 O-G Road -\$5,000.00
AEP County bldg. service -\$22,000.00
 Ag Complex -\$ 10,500.00
 O-G Road Complex-\$6,500.00
Village of Glandorf –water usage at O-G Road \$550.00
OWDA.....OWDA for loan # 5802 2024 payments \$ 16,378.32
Opioid Settlement..... Multi Area Narcotics Task Force for 2024 match funds for \$ 25,000.00
Solid Waste Dist Disp Fees
Paulding-Putnam –monthly service \$ 1300.00
Blanket-misc expenses -Recycling \$3,000.00
Put Co Engineer-Fuel usage recycling \$5,000.00
Blanket –Repairs recycling \$2,500.00
Lakeside Propane- recycling propane \$2,000.00
Sewer Dist #1
AEP-monthly services for \$ \$3,700.00
Ottawa Water Works –monthly usage \$ 50,000.00
Sewer Dist #2
AEP-monthly services \$550.00
Ottawa Water Works monthly usage \$ 7,500.00
Ditch Maintenance
Blanket ditch maintenance projects Jan-Jun \$ 7,000.00
Board of Elections.....1st quarter
Travel-\$ 7,000.00

Service agreement-\$30,000.00
Computer Fees -\$5,000.00
Supplies -\$2,000.00
Judges & Clerks Compensation-\$18,000.000
Advertising-\$1,000.00
Ballots & Absentee envelopes -\$15,000.00
Rentals-\$500.00
Postage-\$100.00
Airport
County-
Diversified Spraying –monthly manager services \$ 35,602.80
Blanket –Airport supplies \$ 800.00
Blanket –Airport Contract Repairs \$2,000.00
M & M Hauling monthly services \$ 780.00
Harris & Leach AWOS maintenance \$ 1,850.00
Ottawa Water Works –monthly usage \$ 100.00
AEP-Monthly service-\$ 5,200.00
Cherry's Propane annual service-\$1,000.00
Century Link-monthly service \$ 3,330.00
Airport Operations-
Culligan of Lima-monthly services \$ 345.00
Office of Public Safety
County Portion Housing Ambulances for 2024 \$18,000.00
Great Lakes Billing Assoc contract billing # 50,000.00
Huntington Bank lockbox & credit card fees \$ 1,200.00
Stryker Sales Pm Lucas & power cots \$8,445.20
Premier Physician Services –medical directorship -\$4,800.00
Uniform allowance -\$3,000.00
Vehicle Maintenance-\$15,000.00
Utilities 2024 -\$8,000.00

Telephone, Cable, modems -\$6,000.00
Disp Care Supplies -\$10,000.00
Supplies -\$1,000.00
Aux squad expenses -\$3,000.00
Lima Radio Hospital radio maintenance-\$2,000.00
Okuley's Pharmacy-oxygen cylinder lease-\$7,500.00
Zoll Data Systems EMS charts service -\$5,500.00
Croy's Mowing –landscaping/mowing @ house and PCOPS -\$3,000.00
Other expenses -\$4,000.00
Fuel-\$35,000.00
Equipment-\$10,000.00
EMT Training -\$3,500.00
Copier lease/copies -\$6,000.00
EMA
Solar Eclipse expenses \$ 4,000.00
EMA other expenses -\$3,000.00
Hilvers/Moore 2024 travel expenses-\$ 44.00
LEPC
LEPC other expenses-\$2,000.00
Child Support Enforcement Agency
Blanket Supplies-\$4,000.00
Blanket Equipment-\$2,000.00
Blanket Repairs-\$500.00
Blanket Travel-\$1,500.00
Mailing Solutions-postage meter \$ 900.00
Ohio CSEA Directors Assoc – directors assoc.\$6,000.00
Putnam Co Prosecutor –prosecutor services \$ 22,000.00
TransUnion Risk and Alternative –data \$1,000.00
Verizon Wireless-cell phone service \$ 1,000.00
Job & Family Services

Blanket purchase order for CCMEP-TANF \$ 8,000.00
Amazon Capital Services –purchases \$ 13,000.00
Blanket Supplies -\$ 2,000.00
Blanket Equipment- \$5,000.00
Blanket Repairs-\$ 3,000.00
Brooky's –PRC Gas program \$ 5,000.00
Four U Office –purchases \$ 13,000.00
Jay Petroleum-PRC gas program \$ 6,000.00
Verizon Wireless-CCMEP TANF Cell Phone \$1,000.00
Blanket PRC Relief Program-\$10,000.00
Blanket medical transportation -\$10,000.00
Blanket Facilities-\$10,000.00
Blanket Shared travel-\$2,000.00
Blanket FAET Work Allowance -\$ 4,000.00
Blanket- Misc Purchases -\$ 10,000.00
Blanket IM Travel \$2,000.00
Blanket IM Misc-\$ 3,000.00
Blanket SS Travel -\$ 5,000.00
Blanket SS Misc -\$ 10,000.00
CBTS Agency Long Distance Service-\$ 9,000.00
Cintas –Cintas \$ 3,000.00
Dominion East Ohio –FG Bldg \$ 2,000.00
Glandorf Telephone –Telephone services \$ 1,500.00
Just Go Dry –Cleaning Services \$ 16,380.00
Knippen Chrysler – \$ 500.00
Marathon WEX Bank-Marathon Card-\$7,000.00
Pitney Bowes Global –postage meter & supplies -\$2,000.00
Put Co Commissioners –Agency Utilities \$ 25,000.00
Put Co Commissioners- Bldg lease \$ 43,585.68
WEX Bank –Shell Gas charges -\$1,500.00

Workforce Investment

Apollo Career Center-CCMEP Youth \$10,000.00

Blanket CCMEP Youth -\$10,000.00

Apollo Career Center –WIOA Adult \$ 5,000.00

Blanket WIOA Adult -\$10,000.00

Blanket dislocated workers-\$1,000.00

Children Services

Adopt America Network –adoption assistance N. Adams\$ 7,500.00

Amanda Bowers- adoption assistance N Bowers \$600.00

-adoption assistance S. Bowers \$ 1,400.00

-adoption assistance Se Bowers \$ 1,600.00

Amazon Capital Srv- Childrens Best Practices-\$5,000.00

Amber Grant –adoption assistance M. Grant \$ 1,500.00

Blanket –foster care maintenance-\$10,000.00

Blanket –Children’s Best Practice \$ 10,000.00

Blanket PASSS-\$5,000.00

Blanket ESAA Preservation-\$5,000.00

Blanket ESAA Reunification-\$5,000.00

Casey Gibson-adoption assistance N Adams \$ 3,500.00

Donald Ortman II-adoption assistance A Ortman \$ 2,800.00

Emilie Scarborough adoption assistance B Scarborough -\$ 2,300.00

Genacross Family & Youth Srv-gencaross N Seibert\$ 187,000.00

Keeping Kids Safe E Reynolds \$ 33,000.00

S Reynolds \$ 33,000.00

M Shuler \$ 33,000.00

G Williams- \$33,000.00

J Mangas \$ 74,000.00

D Bardall \$ 74,000.00

Melissa Rayle adoption assistance H Rayle \$ 3,200.00

Mohican Young Star Academy –Mohican YSA B Toulsey \$ 145,000.00

Mollie Weaver KKS Kar Hopwood \$ 16,000.00

 KKS Kin Hopwood \$ 16,000.00

Scott McWilliams adoption assistance D Mc Williams \$ 2,600.00

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. Lammers none Mr. Schlumbohm none

Tim Schnipke stopped in to propose a new work schedule for his staff of 9 hours four days and every other Friday 8 hours to meet the 80 hours per pay. He will start it with his staff for 2024 to see how it works.

Commissioners Schroeder, Schlumbohm and Lammers attended the Elected Officials meeting hosted by Bob Benroth.

The business agenda was held with Commissioners Schroeder, Schlumbohm and Lammers and Cindy Landwehr, Clerk. Ottawa Township Trustees Don Croy, Steve Leopold and Jim Leopold sat in on the agenda.

The minutes from Thursday December 28, 2023 were reviewed and approved.

Commissioner Lammers attended the Board of Revision organization meeting.

Nolan Croy met with Commissioners Schroeder, Schlumbohm and Lammers to discuss the advertising requirements for planning commission regulations and changes were discussed. Bob Benroth sat in on the discussion. Nolan presented the proposed changes and a hearing will need to be set to present these changes. The width to depth ratio language has proposed changes which was reviewed. The nondevelopment parcels were also discussed, Nolan will contact the Health Dept also. No plats have been received at this time, so nothing is in need of being grandfathered in. The changes in the wording was verified for the regulation changes. Nolan also shared the funding for tax map department for 2023. The recent hunting permissions for county property near the airport was discussed in regard to the land neighbors. Width to depth ratios was discussed again it was not in writing but it has been used since the beginning of platting parcels.

Tim Schnipke stopped in to update the Commissioners that the gas service for the new building will be in by the end of the month at a minimal charge. The service to the dog shelter and maintenance building will be done at a later date, most likely fall. It will have to be bored under the new parking lot. There is a gas line along Agner St. that can be tied into.

Mr. Schlumbohm moved to adjourn for the day.

Mr. Lammers seconded the motion.

Vote: Schlumbohm yes Schroeder yes Lammers yes

Mr. Schlumbohm moved to approve the minutes as read from Tuesday, January 2, 2024.

Mr. Lammers seconded the motion.

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

PUTNAM COUNTY ENGINEER

Michael L. Lenhart
245 E. Main St., Suite 205
Ottawa, OH 45875
Ph: (419) 523-6931
Fax: (419) 523-6014



Highway Garage
304 E. Second St.
Ottawa, OH 45875
Ph: (419) 523-6832
Fax: (419) 523-6313

Website: <http://www.putnamcountyohio.gov/engineer>

Email: michael.lenhart@putnamcountyohio.gov

Date: December 21, 2023

To: Putnam County Commissioners

Re: Township Road 12-K Viewing

Dear Commissioners:

Please find enclosed with this letter a plan detailing the additional right of way needed and aerials to use during your viewing of Township Road 12-K. As you will notice, we only set right of way lathe at the termini of the project and for the two remaining properties not yet acquired by the Ottawa Township Trustees. After your viewing if you feel you need any additional right of way located please let me know and we can add more per your request.

Please feel free to contact me with any questions or concerns.

Thank you,

A handwritten signature in blue ink that reads "Michael L. Lenhart".

Michael L. Lenhart, P.E., P.S.
Putnam County Engineer

PUTNAM COUNTY ENGINEER

Michael L. Lenhart
245 E. Main St., Suite 205
Ottawa, OH 45875
Ph: (419) 523-6931
Fax: (419) 523-6014



Highway Garage
304 E. Second St.
Ottawa, OH 45875
Ph: (419) 523-6832
Fax: (419) 523-6313

Website: <http://www.putnamcountyohio.gov/engineer>
Email: michael.lenhart@putnamcountyohio.gov

Date: December 21, 2023
To: Putnam County Board of Commissioners
Re: Township Road 12-K requested files

Dear Commissioners:

Per Resolution No. 385 dated 12-7-2023 concerning the ditch layover along Township Road 12-K, Putnam County, Ohio pursuant to Ohio Revised Code Chapter 5553, please find enclosed the files requested containing the following: a drawing/plat of the survey depicting the section line and right of way lines and the accurate and detailed description of each tract of land which is yet to be acquired, together with the names of each owner. Also enclosed is the Report of County Engineer requested per said Resolution.

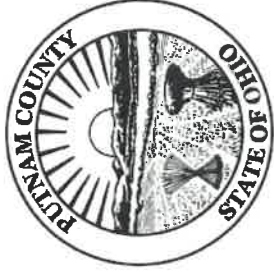
Please feel free to contact me with any questions or concerns.

Thank you,

Michael L. Lenhart, P.E., P.S.
Putnam County Engineer

PUTNAM COUNTY ENGINEER

Michael L. Lenhart
245 E. Main St., Suite 205
Ottawa, OH 45875
Ph: (419) 523-6931
Fax: (419) 523-6014



Highway Garage
304 E. Second St.
Ottawa, OH 45875
Ph: (419) 523-6832
Fax: (419) 523-6313

Website: <http://www.putnamcountyohio.gov/engineer>
Email: michael.lenhart@putnamcountyohio.gov

REPORT OF COUNTY ENGINEER

Date: December 21, 2023
To: Putnam County Board of Commissioners
Re: Township Road 12-K Report of County Engineer

Dear Commissioners:

Per Resolution No. 385 dated 12-7-2023 concerning the ditch layover along Township Road 12-K, Putnam County, Ohio pursuant to Ohio Revised Code Chapter 5553, please accept this letter as the report of the County Engineer. The County Engineer's office has been involved in numerous ditch layover projects around the County where the safety of the travelling public is of concern. After viewing this roadway and hearing the safety concerns of the Ottawa Township Trustees, this roadway is in comparable condition to many of the prior locations where ditch layovers were completed. Therefore, based on these prior project examples to improve public safety, my opinion is to be in favor for the granting of said improvement.

Please feel free to contact me with any questions or concerns.

Thank you,

Michael L. Lenhart, P.E., P.S.
Putnam County Engineer

**PERMANENT EASEMENT FOR HIGHWAY PURPOSES & TEMPORARY
CONSTRUCTION EASEMENT FOR HIGHWAY PURPOSES**

KNOW ALL MEN BY THESE PRESENTS:

That, **Michael L. Hamel and Jean A. Hamel, husband and wife**, Grantors, for and in consideration of the sum of _____ Dollars (\$ _____), and for other good and valuable consideration paid to the Grantors by the **Board of Commissioners of Putnam County, Ohio**, Grantee, the receipt whereof is hereby acknowledged, do hereby grant, bargain, sell, convey and release to the Grantee, its successors and assigns forever, a perpetual easement and right of way to construct and thereafter use, maintain, reconstruct and repair a highway and appurtenances therefore, over, across and through Grantors' land, together with the right of ingress and egress over the Grantors' adjacent land hereinafter described.

Further, the said Grantors for their heirs, executors and administrators hereby covenant with the said Grantee, its successors and assigns that they are the true and lawful owners of said premises and have good right and full power to grant, bargain, sell, convey and release the same in manner aforesaid. Also, the Grantors covenant that they will warrant and defend the same against all claims of all persons whomsoever.

The land herein described is situated as being part of the West half of the Southwest Quarter of the Southeast fractional Quarter of Section 30, Ottawa Township, T-1-N, R-7-E, Putnam County, Ohio, and being part of said tract of land as described as Parcel 2 in the deed to Michael L. Hamel and Jean A. Hamel, as recorded in Official Record Volume 735, Page 24 and Plat Book 56, Page 98 (record references to those of the Recorder's Office, Putnam County, Ohio), and being more particularly bounded and further described as follows:

Beginning at a 1/2 inch iron pin found at the southwest corner of the Southwest Quarter of the Southeast Quarter of Section 30, also said 1/2 inch iron pin found at the TRUE POINT OF BEGINNING;

Thence northerly with the west line of the Southwest Quarter of the Southeast Quarter of Section 30 (Road 12-K), North 00°57'48" East, 618.04 feet to a mag nail found marking the Northwest corner of a 9.345 acre tract as described in a deed to Michael L. Hamel and Jean A. Hamel, as recorded in Official Record Volume 735, Page 24 and Plat Book 56, Page 98;

Thence easterly with the north line of said 9.345 acre tract, South 78°18'27" East, 61.07 feet to a point on said north line;

Thence southerly through said 9.345 acre tract, South 00°57'48" West, 605.76 feet to a point on the north line of a 53 acre tract as described in a deed to Craig L. Osterhage, as recorded in Official Record Volume 543, Page 913;

Thence westerly with the north line of said 53 acre tract, North 89°54'12" West, 60.00 feet to the TRUE POINT OF BEGINNING, said tract containing 0.843 acres of land, more or less, of which 0.424 acres of land, more or less, is existing right of way, and 0.419 acres of land, more or less, is new right of way.

Part of Permanent Parcel No. 30-057110.0100

Also, a temporary construction easement for Highway Purposes in, upon and over lands hereinafter described:

A strip of land 15 feet wide lying east of and along the easterly line of the above-described easement.

Part of Permanent Parcel No. 30-057110.0100 (0.208 Temporary R/W)

LEGAL DESCRIPTION APPROVED

DATE: _____ BY: _____
PUTNAM COUNTY ENGINEER
TAX MAP DEPARTMENT

Description of this parcel is based on computations by the Putnam County Engineer's Office under the supervision of Michael L. Lenhart, P.E., P.S., Registered Surveyor No. 8359.

Bearings used in the above description are assumed for purposes of this project.

The Easement right and privileges granted herein are exclusive to the Grantee. The Grantors covenant that they will not convey any other Easement or convey any other covenant right within the area conveyed by this grant, except as provided in this instrument.

The Grantors covenant and agree that no additional structures of a temporary or permanent type shall be placed on, above or under the property subject to the Easement. However, the Grantors expressly reserve the right, and shall continue to enjoy the use of said property for purposes that do not interfere with or prevent the use by the Grantee of this Easement.

The Grantors for their heirs, administrators, their successors and assigns hereby release the Grantee of any and all liability and waive all claims they have or may have against the Grantee on account of the maintenance, construction, reconstruction, or relocation of said roadway and drainage and acts incident thereto. The Grantors, their heirs, administrators, their successors and assigns covenant and agree to indemnify and save harmless the Grantee against any expense or damage to said roadway and drainage that said Grantors may at any time cause by use of the premises within the limits of the above described Easement.

It is agreed that wherever a party is named in this instrument there shall be intended and included in each case, that party, their heirs, administrators, their successors and assigns.

Approved as to legal form:

Gary L. Lammers
Prosecuting Attorney
Putnam County, Ohio

This instrument prepared by:

Mitchell Langhals
Putnam County Engineer's Office
245 E. Main St., Ottawa, OH 45875

Signed in the presence of:

By: _____
Michael L. Hamel, Grantor

(Witness Signature)

(Witness Signature)

By: _____
Jean A. Hamel, Grantor

(Witness Signature)

(Witness Signature)

STATE OF OHIO)
COUNTY OF PUTNAM) SS:

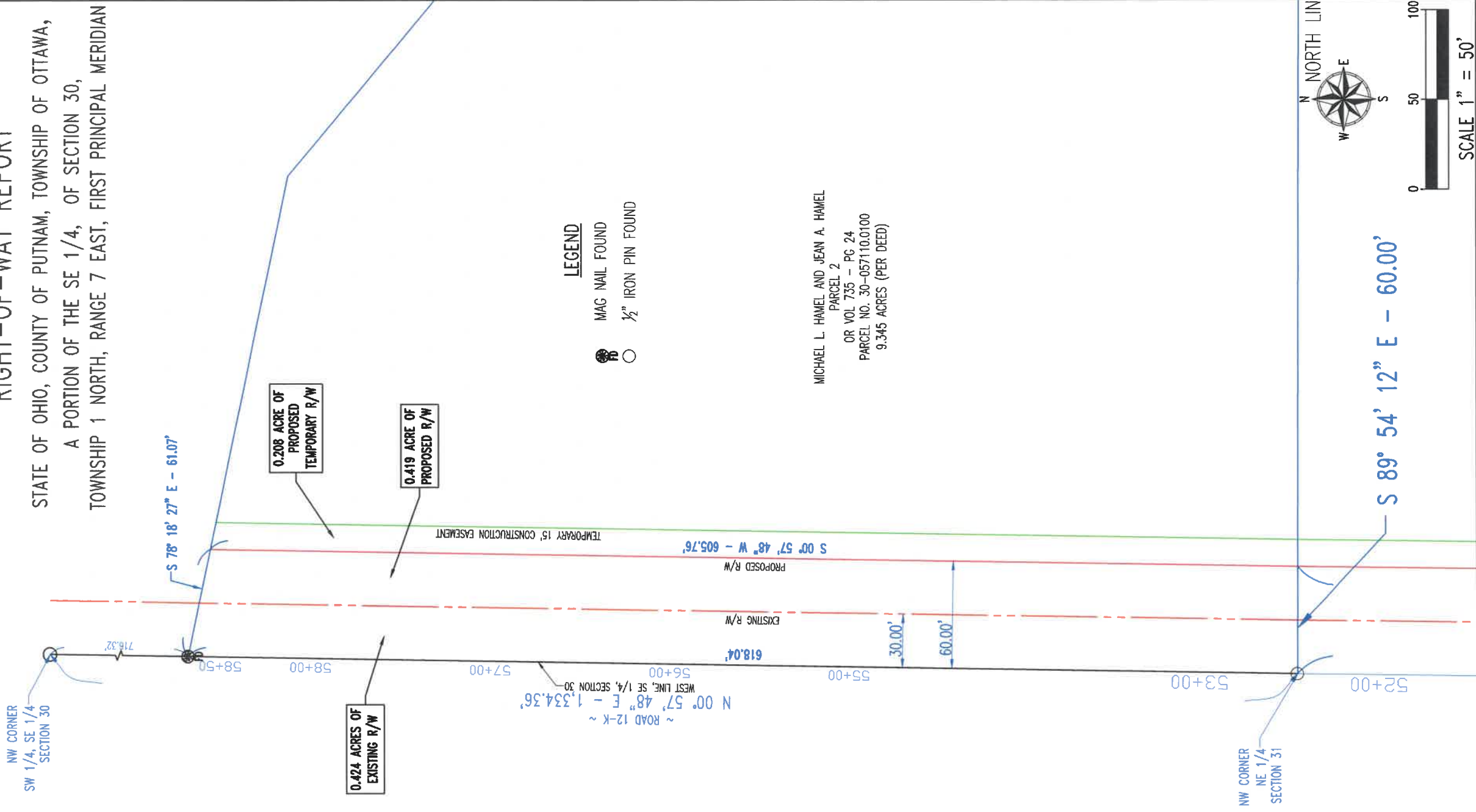
Before me, a Notary Public, appeared the above Michael L. Hamel and Jean A. Hamel, who acknowledge that they signed the foregoing instrument and that their signing was their free act.

IN TESTIMONY WHEREOF, I have hereto subscribed my name and affixed my seal this _____ day of _____, 20_____.

NOTARY PUBLIC

RIGHT-OF-WAY REPORT

STATE OF OHIO, COUNTY OF PUTNAM, TOWNSHIP OF OTTAWA,
A PORTION OF THE SE 1/4, OF SECTION 30,
TOWNSHIP 1 NORTH, RANGE 7 EAST, FIRST PRINCIPAL MERIDIAN



LEGEND

- MAG NAIL FOUND
- 1/2" IRON PIN FOUND

MICHAEL L. HAMEL AND JEAN A. HAMEL
PARCEL 2
OR VOL. 735 - PG. 24
PARCEL NO. 30-057110.0100
9.345 ACRES (PER DEED)





SCALE 1" = 50'

RIGHT-OF-WAY REPORT

STATE OF OHIO, COUNTY OF PUTNAM, TOWNSHIP OF OTTAWA,
A PORTION OF THE SE 1/4, OF SECTION 30,
TOWNSHIP 1 NORTH, RANGE 7 EAST, FIRST PRINCIPAL MERIDIAN



LEGEND

-  MAG NAIL FOUND
-  1/2" IRON PIN FOUND

MICHAEL L. HAMEL AND JEAN A. HAMEL
PARCEL 2
OR VOL 735 - PG 24
PARCEL NO. 30-0571178-0100
9.345 ACRES (PER DEED)

NW CORNER
1/4
SECTION 31

S 89° 54' 12" E - 60.00'



SCALE 1" = 50'

Beginning at a 1/2 inch iron pin found at the northwest corner of the Northwest Quarter of the Northeast Quarter of Section 31, also said 1/2 inch iron pin found at the TRUE POINT OF BEGINNING;

Thence easterly with the north line of the Northwest Quarter of the Northeast Quarter of Section 31, South 89°54'12" East, 60.00 feet to a point on said north line;

Thence southerly through a 53 acre tract as described in a deed to Craig L. Osterhage, as recorded in Official Record Volume 543, Page 913, South 00°53'16" West, 1317.61 feet to a point on the north line of a 46.303 acre tract of land as described as Parcel 4 in a deed to G & S Farms, LLC, recorded in Official Record Volume 599, Page 1521;

Thence westerly with the north line of said 46.303 acre tract, North 89°44'28" West, 60.00 feet to the west line of the Northeast Quarter of Section 31 (Road 12-K) and a cotton gin spindle found at the southwest corner of said 53 acre tract;

Thence northerly with said west line (along Road 12-K), North 00°53'15" East, 1317.44 feet to the TRUE POINT OF BEGINNING, said tract containing 1.815 acres of land, more or less, of which 0.907 acres of land, more or less, is existing right of way, and 0.907 acres of land, more or less, is new right of way.

Part of Permanent Parcel No. 30-058130.0000

Also, a temporary construction easement for Highway Purposes in, upon and over lands hereinafter described:

A strip of land 15 feet wide lying east of and along the easterly line of the above-described easement.

Part of Permanent Parcel No. 30-058130.0000 (0.454 Temporary R/W)

LEGAL DESCRIPTION APPROVED

DATE: _____ BY: _____
PUTNAM COUNTY ENGINEER TAX MAP DEPARTMENT

Easements / Ottawa Twp. / Road 12-K / Craig L. Osterhage, Trustee of the Osterhage Family Trust / 30-058130.0000 / July 2023

Description of this parcel is based on computations by the Putnam County Engineer's Office under the supervision of Michael L. Lenhart, P.E., P.S., Registered Surveyor No. 8359.

Bearings used in the above description are assumed for purposes of this project.

The Easement right and privileges granted herein are exclusive to the Grantee. The Grantors covenant that they will not convey any other Easement or convey any other covenant right within the area conveyed by this grant, except as provided in this instrument.

The Grantors covenant and agree that no additional structures of a temporary or permanent type shall be placed on, above or under the property subject to the Easement. However, the Grantors expressly reserve the right, and shall continue to enjoy the use of said property for purposes that do not interfere with or prevent the use by the Grantee of this Easement.

The Grantors for their heirs, administrators, their successors and assigns hereby release the Grantee of any and all liability and waive all claims they have or may have against the Grantee on account of the maintenance, construction, reconstruction, or relocation of said roadway and drainage and acts incident thereto. The Grantors, their heirs, administrators, their successors and assigns covenant and agree to indemnify and save harmless the Grantee against any expense or damage to said roadway and drainage that said Grantors may at any time cause by use of the premises within the limits of the above described Easement.

It is agreed that wherever a party is named in this instrument there shall be intended and included in each case, that party, their heirs, administrators, their successors and assigns.

Approved as to legal form:

Gary L. Lammers
Prosecuting Attorney
Putnam County, Ohio

This instrument prepared by:

Mitchell Langhals
Putnam County Engineer's Office
245 E. Main St., Ottawa, OH 45875

Easements / Ottawa Twp. / Road 12-K / Craig L. Osterhage, Trustee of the Osterhage Family Trust / 30-058130.0000 / July 2023

Signed in the presence of:

(Witness Signature)

By: _____
Craig L. Osterhage, Grantor

(Witness Signature)

STATE OF OHIO)
COUNTY OF PUTNAM) SS:

Before me, a Notary Public, appeared the above Craig L. Osterhage, who acknowledged that he signed the foregoing instrument and that his signing was his free act.

IN TESTIMONY WHEREOF, I have hereto subscribed my name and affixed my seal this _____ day of _____, 20_____.

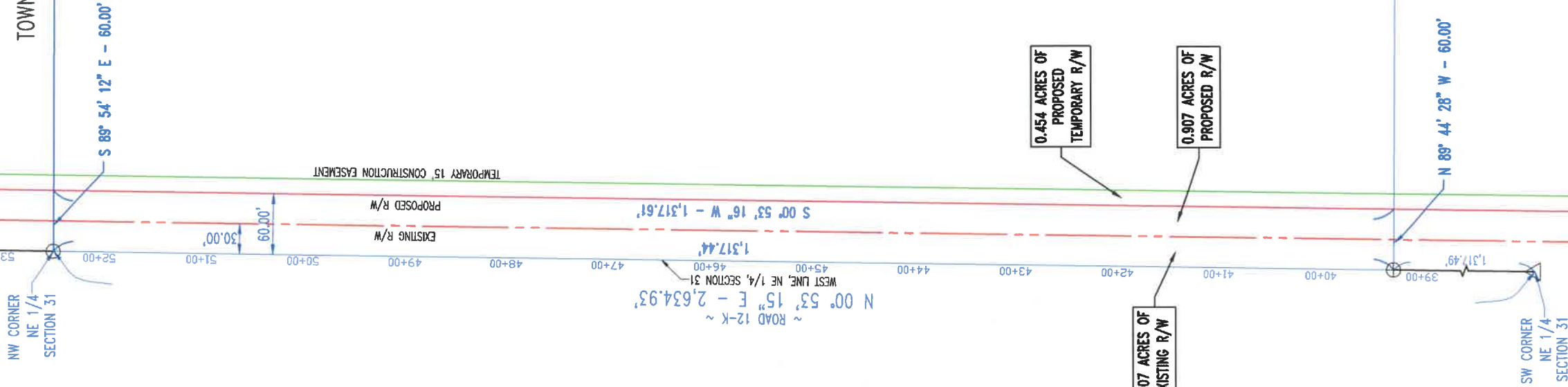
NOTARY PUBLIC

Easements / Ottawa Twp. / Road 12-K / Craig L. Osterhage, Trustee of the Osterhage Family Trust / 30-058130.0000 / July 2023

RIGHT-OF-WAY REPORT

STATE OF OHIO, COUNTY OF PUTNAM, TOWNSHIP OF OTTAWA,
 A PORTION OF THE NE 1/4, OF SECTION 31,
 TOWNSHIP 1 NORTH, RANGE 7 EAST, FIRST PRINCIPAL MERIDIAN

NORTH LINE, NE 1/4, SECTION 31



LEGEND

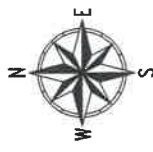
- 1/2" IRON PIN FOUND
- △ RAILROAD SPIKE FOUND
- ⊕ COTTON GIN SPINDLE FOUND

CRAIG L. OSTERHAGE, TRUSTEE OF
 THE OSTERHAGE FAMILY TRUST
 OR VOL 543 - PG 913
 PARCEL NO. 30-058130.0000
 53 ACRES (PER DEED)

0.907 ACRES OF
 EXISTING R/W

0.454 ACRES OF
 PROPOSED
 TEMPORARY R/W

0.907 ACRES OF
 PROPOSED R/W



SCALE 1" = 100'

RIGHT-OF-WAY REPORT

STATE OF OHIO, COUNTY OF PUTNAM, TOWNSHIP OF OTTAWA,
A PORTION OF THE NE 1/4, OF SECTION 31,
TOWNSHIP 1 NORTH, RANGE 7 EAST, FIRST PRINCIPAL MERIDIAN

NW CORNER
NE 1/4
SECTION 31
NORTH LINE, NE 1/4, SECTION 31

S 89° 54' 12" E - 60.00'

TEMPORARY 15' CONSTRUCTION EASEMENT

PROPOSED R/W

EXISTING R/W

S 00° 53' 16" W - 1,312.61'

1,317.44'

N 00° 53' 15" E - 2,634.93'

ROAD 12-K

WEST LINE, NE 1/4, SECTION 31

0.907 ACRES OF
EXISTING R/W

0.454 ACRES OF
PROPOSED
TEMPORARY R/W

0.907 ACRES OF
PROPOSED R/W

N 89° 44' 28" W - 60.00'

SW CORNER
NE 1/4
SECTION 31

LEGEND

- 1/2" IRON PIN FOUND
- △ RAILROAD SPIKE FOUND
- ⊕ COTTON GIN SPINDLE FOUND

CRAIG L. OSTERHAGE, TRUSTEE OF
THE OSTERHAGE FAMILY TRUST
OR VOL 543 - PG 913
PARCEL NO. 30-058130.0000
53 ACRES (PER DEED)



SCALE 1" = 100'