

Minutes, Thursday March 3, 2022

Mr. Schroeder 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, 2022.

For Sheriff/Jail

From...4 B 11MP, Prisoner Medical...to..4 B11PC, Professional Services...\$ 7,000.00

Mr. Schlumbohm seconded the motion

Vote: Mr. Lammers yes Mr. Schlumbohm yes Mr. Schroeder yes
Comm. Jrl. 117 Page 253

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, 2022, 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 120, Emergency Medical Services
120 EQ1, Equipment\$ 10,000.00

Mr. Schlumbohm seconded the motion

Vote: Mr. Lammers yes Mr. Schlumbohm yes Mr. Schroeder yes
Comm. Jrl. 117 Page 254

Mr. Schlumbohm moved the adoption of the following Resolution:

WHEREAS, the Putnam County Engineer has deemed it necessary to advertise for sealed bids for bituminous materials for 2022; and

WHEREAS, the bid opening was originally set for Thursday, March 10, 2022 at 10:30 a.m., but the necessary advertisement will not run until March 2nd and March 9th, necessitating a change in the bid opening date;

now therefore, be it

RESOLVED, the Board of County Commissioners will now receive sealed bids for bituminous materials on Thursday, March 17, 2022, 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 <https://putnamcountyohio.gov/bid-info/> 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. Schroeder seconded the motion

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

Youth Subsidy.....Purchase order 44153, 44154

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

Vote: Mr. Lammers yes Mr. Schlumbohm yes Mr. Schroeder yes
Exceptions: Mr. Lammers none Mr. Schlumbohm none Mr. Schroeder none
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Purchase orders and travel requests

Wireless 911.....Travel request for Brad Brubaker, Cody Hanneman and Todd Worchuck to attend the Ohio NENA/APC state conference in Sandusky, OH April 9 through 13, 2022 with purchase order for lodging, meals, and registration for \$ 2196.00.

EMS.....Purchase order to Transition Products Inc for modems & Antennas for \$ 4,000.00.

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

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

An update was given from the Fairboard meeting regarding the projects. The drainage that was done needs to be added to the GIS plans for the fairgrounds. Gary Hermiller's findings need to be added to the plans also.

Ashley Siefker gave an update on the TID board creation and the results of the monitoring of the CHIP grant. There was only one item listed on the monitoring report.

Commissioners Schroeder, Schlumbohm and Lammers attended the Planning Commission meeting.

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

The minutes from Tuesday March 1, 2022 were reviewed and approved.

Tim Schnipke met with Commissioners Schroeder, Schlumbohm and Lammers to give maintenance updates. Tim had timeframes for all the projects. All-Temp gave update on units coming about the second week of April, depends on shipping. Integrator is scheduled to come late June into July. Health Dept windows and drainage there is no update yet. Soil & Water garage door going in today. 16 x 12 door for Recycling will be looked by Leroy Hermiller while he is here today. Vince asked about installing a multi stop overhead door. Tim will ask Leroy. Old JFS units will be in next week. Tim said there are two applicants for the custodial position. There is a possible third applicant. Tim received a quote from Klausung Painting for painting on the Third floor and Title office. The Commissioners are in favor of having the painting done. Tim suggested having the whole courthouse interior painted but done after the new air units are installed. The drainage lines at the Fairgrounds were discussed and it was asked if it was added to the maps. Tim said they are added to his copies of the maps. Replacing the electrical in the grandstand was discussed, Tim said he can handle the upgrade it does not need to be added to the Grandstand project. Tim also has quotes for additional camper poles for the fairgrounds too. The infield tack drainage is repaired. The drainage for the barns was discussed there are committees that want to do improvements and drainage could be included. The wash rack drains along the goat barn could use cleaning out. Tim said it is plugged it has been camera'd and jetted but still plugged. Vince said the electric is requested to be increased in the barns also. Tim said the barns already have 200 amp service. The door at the Annex needs to be replaced before door openers could be added.

Bob Benroth & Kim Nordhaus met with Commissioners Schroeder, Schlumbohm and Lammers to discuss a policy for vacation time cash out. The Commissioners checked with the union and the union does not allow vacation time cash out. There are a couple Commissioner employees that have cashed in vacation time. There has been a new request from another department that has requested to cash out vacation. If this is allowed it would cost the county money due to paying the employees twice for the same time. It is not addressed in the handbook to allow for vacation time cash out, only comp time. There could be extenuating circumstances where the time could be paid out or carried over for a certain period of time. There was a past employee who lost a large amount of vacation hours since he did not use them. There is a rule that the hours can only be carried over for 3 years if not used. 3.1 hours of vacation and 4.6 hours of sick time are earned for an 80 hour pay period. The auditor's office just wants some documentation for allowing the vacation pay out. The Commissioners said they will no longer allow any employees to cash out vacation time since it is not stated in the personnel policy.

Commissioners Schroeder, Schlumbohm and Lammers held discussions on boundary and annexation survey duties. The Commissioners wanted to get Bob's view on the issue. Bob said Greg is willing to assist with getting the information for the completion of the census reports. The reports are addressed to the GIS coordinator rather than the Planning Commission. The previous Commissioners had asked Greg to perform these duties when he was the Planning Commission Coordinator. The Engineer, Auditor, Commissioners and 911 all contribute to the GIS fund for services. Commissioner Schlumbohm suggested having Alaina complete the form since she will be getting rid of the sewer billing. The Commissioners could appoint it to be done by the Planning Commission Coordinator. Bob thinks this should not be this big of an issue as to who's duty it is to complete the forms. The Commissioners think that these forms would be more of a GIS duty than a Planning Commission duty. There was a history of the Engineer's office not wanting to pay for GIS services so they were not willing to complete the forms. Bob will talk to Greg and the Engineer to get this settled. Bob said they do the plat books for the Engineer. Bob said with all the scanning project being done will fill up the servers so new servers will need to be purchased. Bob said the Engineer is not being a team player for the County. The Engineer send bills to the Commissioners for paying a replacement position for filling in due to vacation for someone from his office. The Commissioners will meet with Bob Benroth, Mike Lenhart, Greg Luersman and Nolan Croy.

Mr. Schroeder moved to adjourn for lunch.

Mr. Lammers seconded the motion.

Vote: Lammers yes Schlumbohm yes Schroeder yes

Commissioners returned from lunch and resumed session.

Mike Schroth, Dog Warden met with Commissioners Schroeder, Schlumbohm and Lammers to discuss his overtime. The Commissioners have noticed the Mr. Schroth is putting in a lot of overtime and the Commissioners have asked him previously about cutting back on the overtime. Mike said it goes in spurts with dog calls. He gets a lot of complaints in the winter regarding dog having proper shelter. He does check on as many as he can, because the Sheriff office will turn the calls over to him anyway. He has had two dogs at the shelter this pay period. That goes in spurts also as to when and how often he has dogs. Mr. Schroth has brought the shelter up to what it is today. When there are multiple dogs that do not get along they cannot be left out together, so that time is lengthened due to the additional time needed. Mike does shovel his own snow also. He did have a busy season with the weather and selling dog licenses.

Commissioner Lammers suggested a person to help out. Mr. Schroth asked is he would be off if the Commissioners would fill in for him in the evenings. Commissioner Lammers had a person in mind. Commissioner Lammers wants the dog warden job to be kept at a 40 hour per week job. Volunteers are not allowed to work at the shelter to help with the dogs due to the insurance liability. The job is not merely playing with the dogs. There was a job shadower that witness the job and did not realize what was all involved in the dog warden position. Mike Schroth is the only county entity that has to work for his money. He does not have revenue generated from taxes. His revenue comes completely from dog license sales. The Commissioners want him to hire a person to help with the dogs. Mr. Schroth said in April he will start doing dog license checks there are numerous accounts with multiple dogs. The dog warden said he lets the dogs out about 3-4 times per day. Mr. Schroth will do as many license checks as he can during the day. He needs a person to help doing the license checks in the evenings. There is no one

interested at the Sheriff's office to help out either. Mr. Schroth is looking for other law enforcement officers who could help out also. Covering the entire county for the license checks takes a few months. They have tried to contact the people by phone but due to phone number changes and people moving they do not have great success. The Commissioners want a plan on how to make this a 40 hour a week job. Mr. Schroeder suggested reducing the overtime hours by spreading out the checking over the whole year, Mr. Schroth did not like that suggestion since his revenue is generated by his license sales. Past dog wardens did not do the extra collections to enforce the purchasing of licenses and those years the dog fund needed to have extra funds contributed from the County general fund. Since Schroth has had the job, those funds have not needed to be added from County General. The past dog shelter building was not as big. The cases of having captured dogs fight was inquired, it is difficult to handle both of them together. Commissioners Schlumbohm said it sounds like there will be over time if there is no one to help. The commissioners informed Mr. Schroth that there will no longer be vacation time pay outs allowed. Mr. Schroth cannot earn comp time. Only unclassified employees cannot earn comp time. Classified employees can earn comp time. Commissioner Schroeder said Schroth is a classified employee. Schroth stated in previous years he lost vacation time due to not being able to take the time off because of no help, so that is when he was allowed to cash out vacation. Schroth will work on reducing his hours and he will contact the person who was suggested to get some help. \$15.00 per hour would be the starting rate for any new hire. The balance in the dog funds is up \$7,000 over last year's balance at this time. A new truck was discussed. The current truck is a 2017. When he would get a new truck, his current truck could be traded to the fairgrounds.

Commissioner Schlumbohm left the meeting.

Commissioner Schroeder called the Auditor's office to confirm if the dog warden can earn comp time. The dog warden position does not need to be deputized, but it is helpful. The Commissioners found that having deputized people does work better for the dog warden position. The Commissioners agree that Schroth is doing an excellent job as dog warden. Schroth said it is difficult and disheartening getting yelled and cussed at all the time and disrespected by not answering the door. The adoption fees were reviewed. The spay and neuter fees are paid by the Ohio PET Grant.

Mr. Lammers moved to adjourn for the day.

Mr. Schroeder seconded the motion.

Vote Lammers yes Schlumbohm absent Schroeder yes

Mr. Lammers moved to approve the minutes as read from Thursday, March 3, 2022.

Mr. Schlumbohm seconded the motion.

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