

**Minutes for Tuesday, May 12, 2020**

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 115, Wireless 911  
115 UPG, Upgrade Systems.....\$20,000.00  
115 UL, Utilities.....\$ 5,000.00

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 115

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, 2020.

For Sheriff/Jail

From... 4 B 11TR, Training.....to.....4 B 11SU, Supplies.....\$ 2,000.00

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 116

Mr. Schroeder moved the adoption of the following Resolution:

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 001 County General  
15 A 15A, Advances Out....\$20,000.00  
(For EMA Fund)

and also

BE IT RESOLVED, That per the request of The Board of County Commissioners for the purpose of the Emergency Management Agency Fund the following advance of funds is authorized by the Board of County Commissioners:

<u>FROM</u>	<u>TO</u>	<u>AMOUNT</u>
15 A 15A, Advances Out	W 5, Advance In	\$ 20,000.00

(Advance needed for EMA COVID-19)

and be it further

RESOLVED, The recipient agrees that upon receipt of the grant money, the money advanced will be returned to the appropriate fund.

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 117

Mr. Lammers moved the adoption of the following Resolution:

**WHEREAS**, May 8, 2020 is the date set for the opening of sealed bids for the purpose of purchasing two vehicles for Children Services. (Vehicle type: SUV) and one Medicaid vehicle (Vehicle type: Minivan/SUV/Crossover) for the Department of Job & Family Services  
and

**WHEREAS**, The following bids were received:  
H & K, Chevrolet, Pontiac, Buick, 200 S. Main St., Box 449, Continental, OH 45831  
Bid deposit.....Bid Bond  
2020 Chevy Traverse LS, AWD 3 vehicles Purchase price....\$28,389.60

Knippen Chrysler Dodge Jeep, 800 W Fifth St. Delphos, OH 45833  
Bid deposit.....Cashier Check  
2020 Jeep Cherokee Latitude, FWD.....Purchase price....\$24,668.50  
2020 Grand Caravan Purchase price....\$22,725.50  
2020 Dodge Charger Purchase order ...\$25,075.50

Ottawa Chevrolet, 1420 N. Perry St., Ottawa, Ohio 45875  
Bid deposit.....letter of credit  
2020 Malibu .....Purchase price \$ 23,844.08  
2020 Express Wagon LS.....Purchase price... \$ 36,997.60  
2020 Chevrolet Blazer DLT.....Purchase price....\$33,244.85  
2020 Chevrolet Traverse AWD.....Purchase price....\$ 35,122.85  
2020 Chevrolet Traverse LS, FWD....Purchase price ...\$ 33,146.60

now therefore be it

**RESOLVED**, The Board of County Commissioners does hereby table the bids for review and calculation by the Putnam County Job & Family Services department.

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 118

Mr. Schlumbohm moved the adoption of the following Resolution:

**WHEREAS**, The Board of County Commissioners deems it necessary to advertise for sealed bids for the replacement of the domestic water supply at Putnam County Board of DD-Brookhill Center administration building.  
now therefore, be it

**RESOLVED**, Sealed bids will be received at the office of the Board of County Commissioners until 11:00 a.m. on the 25th day of June, 2020, at which time they will be publicly read aloud for the replacement of the domestic water supply for the Administration building.  
and be it further

**RESOLVED**, The bidding documents may be purchased at a cost of \$2.00 for printed copies. Requests for bid packages shall be directed to Technicon Design Group, 1800 N. Perry St. Ste 102, Ottawa, Ohio 45875, phone 419-523-5323.  
and be it further

**RESOLVED**, All bids must be submitted on the form bound in the bidding documents and must be accompanied by a bid guaranty and contract bond in accordance with Section 153.54 of the Ohio Revised Code. Bid security furnished in bond form shall be issued by a surety company or corporation licensed in the State of Ohio to provide said surety.  
and be it further

**RESOLVED**, Each proposal must contain the full name of the party or parties submitting the proposal and all persons interested therein. Each bidder must submit evidence of its experiences on projects of similar size and complexity. Bids shall be sealed and marked as – Bid for the **PUTNAM COUNTY BOARD OF DD-BROOKHILL CENTER-DOMESTIC WATER REPLACEMENT-PUTNAM COUNTY, OHIO** and hand delivered or mailed to: PUTNAM COUNTY COMMISSIONERS, 245 EAST MAIN STREET, SUITE 101, OTTAWA, OHIO 45875.  
and be it further

**RESOLVED** All contractors and subcontractors involved with the project will, to the extent practicable, use Ohio products, materials, services, and labor in the implementation of their project. Additionally, contractor compliance with the equal employment opportunity requirements of the Ohio Administrative Code Chapter 123, the Governor's Executive Order of 1972, and Governor's Executive Order 84-9 shall be required.  
and be it further

**RESOLVED**, Domestic steel use requirements as specified in Section 153.011 of the revised code apply to this project. Copies of Section 153.011 of the revised code can be obtained from any of the offices of the Department of Administrative Services.  
and be it further

**RESOLVED**, Bidders must comply with the prevailing wage rates on public

improvements in Putnam County, Ohio as determined by the Ohio Bureau of Employment Services, Wage and Hour Division, (614) 644-2239.  
and be it further

**RESOLVED**, The Putnam County Commissioners and the Putnam County Board of DD reserves the right to reject any or all bids, and to waive all informalities not involving price, time, or changes in the work.

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 119-120

### **Now and Then Purchase orders**

**County General.....**Purchase order 40830, 40833

**Solid Waste Dist Disp Fees.....**purchase order 40831

**Auto License & Gas.....**purchase order 40908, 40912

**Airport Construction Grant.....**purchase orders 40834, 40835, 40837, 40838

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

Mr. Lammers 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 121

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

**County General.....**Purchase order to PCS for new firewall equipment for \$5,000.00.

**Airport Operations...**Purchase order to Dean Scarborough for hangar rent refund for June \$140.00.

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. Schlumbohm none      Mr. Lammers none

Mr. Lammers called the meeting to order with Mr. Schroeder and Mr. Schlumbohm.

Tim Schnipke stopped into give Commissioners an update on maintenance issues and the sewer districts. Sewer district 2 project is ready to go, sewer district 1 pump station needs some attention pumps is running but not processing.

Adam Schimmoeller stopped in to talk to the Commissioners about the Recycling program and how it is currently running. It was discussed to have a police officer present to help with the contamination. Some additional help was discussed.

Adam Cupp, Deanna Aversch of UIS Insurance, Jonathan Fortman, Laurie Basinger of Fortman Insurance called in to talk to Commissioners Schroeder, Schlumbohm and Lammers and Kim Nordhaus regarding the insurance eligibility for employees with reduced hours due to COVID-19. The Library employees are working from home when possible. The Insurance agents are not aware of the hours that are currently worked. The Commissioners do not control the Library payroll. The Commissioners have called all employees back to work on May 13 unless the employee has other underlying conditions. Adam asked about the County having the guidelines for all the County offices. Since the Library is under the County for insurance purposes they must be included under the same guidelines. The Library may not be operating under the same guidelines as the other County offices. CEBCO just needs a letter or document from the County stating how they are handling the limited work hours. Commissioners think there should be a set limit for the minimum hours. This is still an ever-changing situation. The Commissioners need to choose which option they would be following, of the options that were given by Adam. The options need to be kept generic to apply to all the departments across the board. The Commissioners should contact the Library also. There should be verbage included about employees being furloughed. Adam gave a scenario where an employer furloughed the employees but kept paying their insurance. Employees can be furloughed and the county can continue to pay their insurance. All employees must be treated the same.

Commissioners Schroeder, Schlumbohm and Lammers called Nancy Stauffer at the Library to discuss the insurance issues. Nancy said the hours of the staff are being cut most of the full-time employees hours will be cut to less than 30 hours per week. The guidance given states that they must still maintain the retirement for the employees. A budget shortage of 25% is expected. The full-time employee hours were reduced in 2009 from 40 to 36. Sharework Ohio will cover 20% of the reduction in staff hours in unemployment. 12 employees would be furloughed or eliminated and losing those employees there would not be enough staff to open all the Library locations. They are hoping to open to curbside service next week. There are supervisors working limited hours currently. No one is getting furloughed at this time just reducing hours. The insurance continuation has not been discussed by the Library yet. They were hoping to keep everyone and hold their positions but they cannot continue to pay the insurance. Commissioner Lammers explained that the courthouse is going back to full staffing levels starting tomorrow but the administrative leave would continue until May 29 is medically necessary. The Commissioners have to decide what the limit will be on the hours worked to keep them on insurance. Will the Library open when the Stay at Home order is released? They will still have reduced hours and staffing.

Tim Schnipke stopped in again and said the courthouse project could be completed by Friday. A construction meeting will be set up with contractor and consultant.

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

The minutes from Thursday May 7, 2020 were reviewed and approved.

Mr. Schlumbohm moved to adjourn for the day.

Mr. Schroeder seconded the motion.

Vote: Schroeder yes Lammers yes Schlumbohm yes

Mr. Lammers moved to approve the minutes as read from Tuesday, May 12, 2020.  
Mr. Schroeder seconded the motion.  
Vote: Mr. Schroeder yes Mr. Lammers yes Mr. Schlumbohm yes