

Minutes

March 24, 2020

Commissioners Present: Brian Robertson and Timothy Bechtol.

Also Present: Lynn Taylor, Charity Rauschenberg, Phil Johnson, Jim Maurer, Bill Bateson, Mandy Lobdell and Mike Recker.

Commissioner Robertson opened the meeting at 9:30 a.m. in the Commissioners' 1st floor conference room. The Pledge of Allegiance was recited. Minutes from the March 19, 2020 meeting were read with Brian Robertson making the motion to approve, Timothy Bechtol seconded. Motion passed 2-0.

The Assistant Clerk presented the following resolutions for consideration:

Resolution #164-20 – Authorizing the payment of the listed and/or attached Purchase Orders. Brian Robertson made the motion to approve, Timothy Bechtol seconded. Motion passed 2-0.

Resolution #165-20 – Additional appropriation within the Auditor's certification – Commissioners to appropriate to Severance (Sheriff). Brian Robertson made the motion to approve, Timothy Bechtol seconded. Motion passed 2-0.

Resolution #166-20 – Transfer of funds from Indigent Defense to General Fund (February 2020) \$2,540.60. Brian Robertson made the motion to approve, Timothy Bechtol seconded. Motion passed 2-0.

Resolution #167-20 – Additional appropriation within the Auditor's certification – Commissioners to appropriate to Real Estate. Brian Robertson made the motion to approve, Timothy Bechtol seconded. Motion passed 2-0.

Resolution #168-20 – Additional appropriation within the Auditor's certification – Commissioners to appropriate to Severance (Recorder). Brian Robertson made the motion to approve, Timothy Bechtol seconded. Motion passed 2-0.

Resolution #169-20 – Additional appropriation within the Auditor's certification – Commissioners to appropriate to Severance (Prosecutor). Brian Robertson made the motion to approve, Timothy Bechtol seconded. Motion passed 2-0.

Resolution #170-20 – Amendments to the MEBC- Hancock County UMR Administrative Services Agreement. Brian Robertson made the motion to approve, Timothy Bechtol seconded. Motion passed 2-0.

Resolution # 171-20 – Additional appropriation within the Auditor's certification – Commissioners to appropriate to Prosecutors. Brian Robertson made the motion to approve, Timothy Bechtol seconded. Motion passed 2-0.

The Commissioners approved payroll for the Commissioner's Office and JFS. The Commissioners also approved the proposal from Don Moses regarding rotating staff at the Landfill. The Landfill will be open Monday-Friday from 7:00 am until 3:00 pm. Saturday hours

will remain unchanged. In addition, the Commissioners approved the Maintenance Department rotation of staff to limit the exposure of COVID-19. Brian Robertson stated that this will reduce the risk of the virus to our employees. Timothy Bechtol stated that the buildings on CR 140 will still be serviced in addition to the Courthouse and all other County offices.

The Assistant Clerk requested an executive session to discuss personnel in regards to dismissal. Brian Robertson requested an executive session to discuss potential real estate acquisition.

Phil Johnson presented the following resolutions for consideration:

Resolution #172-20 – Declaring a County Emergency for Hancock County Due to the restrictions and burdens placed upon the citizens and the community of Hancock County as a result of the COVID-19 Pandemic impacting Hancock County as the State of Ohio. Brian Robertson stated that due to President Trump declaring a National State of Emergency and Governor DeWine issuance of a State of Ohio Emergency, it makes sense to declare a County Emergency to access every resource available. The first case in Hancock County was announced on Sunday therefore, it's wise to tap into any additional financial pipeline resources. Timothy Bechtol stated that the EOC is open and operating and this is unlike any disaster we have experienced. Tim did state that this action should not induce panic, that this is just a procedural move. Brian Robertson made the motion to approve, Timothy Bechtol seconded. Motion passed 2-0.

Brian Robertson signed the Water Pollution Control Loan Fund Assistance Agreement as Phil Johnson referenced the prior Resolution 90-20 in which Hancock County was authorized to apply, accept and enter into a Water Pollution Control Loan Fund Agreement.

Resolution #173-20 – Approving Change Order #1 to the Contract with Mel Lanzer Co., for the Hancock County Courthouse Justice Center Security Door Replacement Project. This Change Order is for \$4,374.00. Timothy Bechtol stated that some doors needed new relays for the inside doors. Brian Robertson made the motion to approve, Timothy Bechtol seconded. Motion passed 2-0.

Charity Rauschenberg stated that Section 5502 of the ORC states that a competitive process exists for the bidding once a county declares a State of Emergency. She will need the assistance of the Prosecutor's Office for this process. Also, Charity is waiting on the Department of Labor to provide notices to display in light of the recent Stay In Home order. Charity also expressed her appreciation to the public for observing the order to stay home and practice social distancing. Brian Robertson stated that driving through Downtown Findlay is an eerie feeling. Brian also stated that with the help of the Auditor's Office, expenses will be tracked for the next 3-6 months in relation to the COVID-19. Also, revenue numbers will be down and the impact on 2020 will be heavy. This will affect the community, families and business. Charity stated that she has also emailed Townships and Villages to expect a delay in the sales tax receipt numbers due to work arrangements being adjusted in almost every department. Brian stated that the County must be mentally prepared for a heavy financial impact in the remaining quarter and possibly the next quarter.

Meetings/Reports

Timothy Bechtol stated that he had the following meetings:

- Met with Don Moses and James Sammet to discuss staffing alternatives in relation to the COVID-19
- Reviewed the Dalzell Ditch site
- Listened to 2 CCAO teleconferences
- Participated in 2 joint information conference calls with representatives from the City, County Health Department, and Hospital
- Auditor's Office and Regional Planning Tax Incentive meeting
- Reviewed the Change Order for the Justice Center
- Worked with the Treasurer and the Auditor for the implementation of the reception shield
- Attended the Elected Officials Meeting
- Reported on the State of Ohio COVID-19 cases and trends
- Continues to work with the Auditor's Office on 2020 revenue projections. Tim did encourage the caution of miscellaneous spending to preserve money for salaries

Brian Robertson stated that he attended the following meetings:

- Met with the Data Board to discuss remote access for Hancock County Employees
- Elected Officials meeting
- Attended the press conference regarding the announcement of the 1st COVID-19 Hancock County resident
- Participated on a call with the Emergency Management Team

At 10:06 a.m., Brian Robertson made a motion to enter into executive session to discuss personnel in regards to dismissal and potential real estate acquisition. Timothy Bechtol seconded. A roll call vote resulted as follows: Brian Robertson; yes, Timothy Bechtol; yes. At 10:27 a.m., Brian Robertson made the motion to come out of executive session with action taken on dismissal, no action taken on potential real estate acquisition, Timothy Bechtol seconded. Motion passed 2-0.

At 10:27 a.m., the Commissioners met with Judge Johnson regarding the JRC Contract. Lynn Taylor, Cindy Land, Phil Johnson, Charity Rauschenberg, Jim Maurer, Mandy Lobdell and Bill Bateson were also in attendance. Judge Johnson stated that the JRC stands for the Juvenile Resource Center located in Wood County. The JRC does a great job in counseling and services and the Judge is pleased with the results of children receiving their assistance. Twenty years ago this agreement began with Judge Davis. This was last updated in 2006 and Judge Johnson thinks it's time to update the MOU. Currently, there are 10 area counties that form the joint JRC with a representative of each county on the board. In the event of audit findings, Wood County takes administrative responsibility. Judge Johnson indicated that she is not expecting a decision today, and Cindy Land stated that she will be able to review the document and provide a recommendation at the next meeting. Timothy Bechtol asked for clarification as to why the Family First dues were higher than normal. Judge Johnson stated that 2 years ago Mayor Mihalik and the Commissioners met and discussed her taking over Family First. The extra ½ of the salary of the coordinator would be absorbed between the City and the County. The first year, Judge Johnson did not invoice the County because she had extra money in her budget. However, she did invoice the City for the past 2 years and did receive funds in 2019 and is awaiting on the receipt of 2020's funds. Therefore, she invoiced the County for 2020 funds. The first year the

amount was \$1,000 and this year it's \$15,000.00. Charity Rauschenberg did request further information from Judge Johnson regarding the liability insurance of the JRC. Judge Johnson will follow up with Charity. Brian Robertson inquired about the status of the Probate/Juvenile staff in the midst of the COVID-19 issue. Judge Johnson indicated that she is working with about ½ of the staff and foot traffic has been low. She is making an effort to reduce hearings when necessary. Otherwise, she feels the staff is doing ok.


At 11:00 a.m., the Commissioners met with Sheriff Heldman regarding the Camera Project at the jail. Also in attendance were Lynn Taylor, Cindy Land, Charity Rauschenberg, Tim Stuart, Mandy Lobdell, Bill Bateson, and Jim Maurer. Tim Stuart reported that Vaughn Industries who provided the 1st quote is not operating due to the COVID-19 issue. Sheriff Heldman provided an additional quote from Vaughn Industries to add to the quote that was provided a few months ago. This quote is an additional cost of \$31,935.00. This brings the total quote to \$316,935.00 for the project. The Sheriff indicated that an additional walk through was held and some necessary items were overlooked on the prior reviews. For example, the TV monitor located at the West entrance of the Courthouse needs updated. Tim Stuart stated that the quote provided does include prevailing wages. Brian Robertson stated his appreciation for all of the work done by Tim and his IT staff during the past few weeks.

Sheriff Heldman requested an executive session to discuss labor negotiations. At 11:07 a.m., Brian Roberson made the motion to enter into executive session to discuss labor negotiations. Timothy Bechtol seconded. A roll call vote resulted as follows: Brian Robertson; yes, Timothy Bechtol; yes. At 11:52 a.m., Brian Robertson made the motion to come out of executive session with no action taken. Motion passed 2-0.

At 1:23 p.m., the Commissioners met with staff from the Board of Elections. Please see the attached attendance sheet. Phil Johnson was also in attendance. Dave Spahr apologized to Timothy Bechtol for a conversation that was held earlier. However, the subject has not changed much; the new lease contract needs to be signed or the voting machines will need to be located elsewhere. The current lease agreement ends on March 31, 2020 and the Board of Elections do not have any money in their budget to pay the monthly rent of \$2,884.00 plus utilities for the remainder of the year. In addition, Dave stated that it is the Commissioners responsibility to take care of the facilities for the Board of Elections. Furthermore, Dave stated that in the near future, some action will need to be taken on finding a permanent location for the Board of Elections and it would be wise to include space for the voting machines. Brian Robertson stated that in 2019, the Commissioners paid for new voting machines at a cost of \$160,000 and at that time it was not determined that the size of the new machines would be larger and storage accommodations would need to change. Brian stated that in 2019 \$626,350 was appropriated to the Board of Elections. In preparation for the 2020 budget, the Commissioners requested County departments to submit a 2% increase. The Board of Elections received an appropriation in 2020 of \$650,000.00 which is an increase of 3.8%. Brian stated that all departments must learn to live within their means, especially now as the COVID-19 will affect revenues going forward. Nancy Stephani stated that it's not uncommon that the Board of Elections gives back money to the General Fund at the end of each calendar year. For example, last year \$80,000 was returned to the General Fund. Dave Spahr stated that we can't live in the past and it is a different world today, however, the Board of Elections is still trying to do a good job with what they have. Brian stated he meant no disrespect, but that we must look back at weak points from past decisions. In addition, Brian stated that since January 1, 2020, many other County departments have requested additional funds and the Commissioners have not granted their requests. Brian suggested the

Board of Elections review their budget and make cuts to expenses where needed. Jodi O'Brien stated that the utilities are about \$200.00 per month and soon a dehumidifier will need to be purchased for use at the current site to preserve the machines. Jodi also stated that recently \$1,000.00 was spent on filling the propane tank at the site. Brian Robertson inquired if it's possible that the Board of Elections could cover the rental expense every other year based on a presidential year/gubernatorial year. Dave Spahr stated that it could be possible and Nancy Stepahni stated that she felt some deductions to expenses could be made. Dave indicated he wanted a decision today because time is of the essence. Phil Johnson inquired if anyone has contacted the current landlord to determine if a short term extension can be established until June 1, 2020. Dave replied that he wanted a commitment today of funds or an alternative location to house the machines. Jeff Stephani stated that the current location is relatively cheap and well suits their needs and would prefer to remain at that location. Timothy Bechtol asked if any other locations were reviewed and Dave replied that nothing of this caliber was located. The current space is 6,000 square feet and they could use a 5,000 square foot building. Brian appreciated the discussion and informed the audience that when County departments return excess money from their budget at the end of the year, it is a matter of trust that the Board of Commissioners use that money to improve the infrastructure of County buildings. Brian stated that he would like to get Commissioner Gazarek's input on this subject matter. Commissioner Gazarek is president of the Board and Brian would like to have him involved in this discussion. Commissioner Gazarek is expected to attend Thursday's meeting and a decision will be made at that time. Jodi O'Brien referenced code section 3501.17 and Phil Johnson stated that the Commissioners are to appropriate the budget and if the recipients are unsatisfied, the Common Pleas Court would decide on what's proper. Hence is the reason Phil Johnson would like to determine if a short term lease extension is possible. Betsy Candler stated the she fears the landlord may change the terms. Betsy also stated that the version of the machines they have now is the final version and the salesman didn't know that there would be size difference either. Brian stated his appreciation for this dialogue and a decision will be made at Thursday's meeting.


Respectfully submitted,


Lynn Taylor, Assistant Clerk

Reviewed and approved by:

Absent

Mark D. Gazarek


Brian J. Robertson


Timothy K. Bechtol

Board of Elections

3/24/2020

1:15 PM

David Szabo
Nancy Stepani
Jim Mauer
Jeff Stepani
Lori Miller
Roxey Candler
Mark Reiter
Jodi Osburn