

Minutes  
May 11, 2021

Commissioners Present: Timothy Bechtol, Michael Pepple, and William Bateson

Also Present: Sarah Mutchler, Lucinda Land, Philip Johnson, Steve Wilson, Lizzy Essinger, Charity Rauschenberg, Adam Witteman and Maryann LaRoche.

Commissioner Bechtol opened the meeting at 9:30 a.m. in the Commissioners' 1st floor conference room. The Pledge of Allegiance was recited. Minutes from May 6, 2021 were read with William Bateson making the motion to approve, Michael Pepple seconded. Motion passed 3-0.

The Clerk presented the following resolutions for consideration:

Resolution #274-21 – Authorizing payment of the listed and/or attached purchase orders. William Bateson made the motion to approve, Michael Pepple seconded. Motion passed 3-0.

Resolution #275-21 – Transfer of funds from Job & Family-General Office to Children's Services. William Bateson made the motion to approve, Michael Pepple seconded. Motion passed 3-0.

Resolution #276-21 – Transfer of funds from Job & Family-General Office to Children's Services. William Bateson made the motion to approve, Michael Pepple seconded. Motion passed 3-0.

Resolution #277-21 – Transfer of funds from Job & Family-General Office to Children's Services. William Bateson made the motion to approve, Michael Pepple seconded. Motion passed 3-0.

Resolution #278-21 – Advance of funds from the General Fund to Water Pollution Control. William Bateson made the motion to approve, Michael Pepple seconded. Motion passed 3-0.

Resolution #279-21 – Transfer of funds from ADAMHS to ADAMHS Bond Retirement. William Bateson made the motion to approve, Michael Pepple seconded. Motion passed 3-0.

The Commissioners approved the Maumee Watershed Conservancy District invoice for April, 2021 expenses in the amount of \$2,763.20. They also approved a travel request from the Recorder's office. Timothy Bechtol and William Bateson approved a travel request for Michael Pepple to attend the CCAO New Member Training. Timothy Bechtol and Michael Pepple approved a travel request for William Bateson to attend the CCAO New Member Training.

The Clerk requested an executive session to discuss pending litigation.

Lucinda Land presented the following resolutions for consideration:

Resolution #280-21 – Authorizing a contract with A&D Excavating, LLC for the design and installation of a new home sewage treatment system as part of the Hancock County WPCLF Grant Project #HS390032-003-2020-13. This project is 50/50 with the homeowner and the

homeowner has paid their portion. Total contract is \$10,857.00. William Bateson made the motion to approve, Michael Pepple seconded. Motion passed 3-0.

Resolution #281-21 – Adoption of Anti-displacement and Relocation Assistance Plan. This is a requirement of the CDBG COVID Program. William Bateson made the motion to approve, Michael Pepple seconded. Motion passed 3-0.

The next resolution listed on the agenda regarding the indigent defense fee schedule will be presented at a later date.

Resolution #282-21 – Establishment of a new fund entitled “Local Fiscal Recovery Fund.” William Bateson made the motion to approve, Michael Pepple seconded. Motion passed 3-0.

Resolution #283-21 – Submission of Fiscal Year 2021 Community Development Block Grant (CDBG) Allocation Program Application. Hancock County is eligible for \$150,000 and HRPC has identified Jenera and Mount Blanchard as the recipients. They will use the grant money for various road improvements. William Bateson made the motion to approve, Michael Pepple seconded. Motion passed 3-0.

Resolution #284-21 – Authorizing a contract with the Beaverdam Contracting Inc. for the county Road 172 Road Improvement Project. Total cost is \$401,104.00 and will be paid from MV&GT Funds. William Bateson made the motion to approve, Michael Pepple seconded. Motion passed 3-0.

Lucinda requested an executive session to discuss threatened litigation.

Philip Johnson presented the following resolutions for consideration:

Resolution #285-21 – Authorizing a 2021 contract for lawn mowing ground maintenance services for properties owned or overseen by the Board of Hancock County Commissioners in Findlay, Hancock County, Ohio. The contract is with the Feasel Group. They provided a quote of \$3,020 per service event. William Bateson said he would like to look at getting rid of some of these properties. Timothy said he would entertain that as well. Steve Wilson will prepare a report of the flood properties and possible deed restrictions on each for the Commissioners to review. They also discussed the benefits and disadvantages of offering the properties to the City. William Bateson made the motion to approve, Michael Pepple seconded. Motion passed 3-0.

Resolution #286-21 – Authorizing the entry into contract with R.A. Bores Excavating, Inc. for execution and completion of the Rawson Waterline Project. This will complete the waterline project. The cost is \$17,859.00. William Bateson made the motion to approve, Michael Pepple seconded. Motion passed 3-0.

Philip requested an executive session to discuss potential real estate acquisition.

Steve Wilson had nothing to report.

Charity Rauschenberg clarified the establishment of the new fund was necessary to receive the anticipated next round of COVID money. She also stated audit has requested a policy regarding Federal Grants. She requested HRPC work with the Auditor’s office on creating a general

policy, especially with the large grant dollars that have been coming into Hancock County. Lucinda requested the policy be general and broad. Also, for the American Rescue Plan money coming into the County, the US Treasury needs the county to reconfirm information. The Clerk will work with the Auditor's office on completing this task.

Lizzy Essinger had nothing to report.

### **Meetings/Reports**

William Bateson was in the office yesterday and spoke to a resident regarding flooding.

Michael Pepple attended the Ag Council zoom meeting. He also attended the Opioid Addictions Taskforce and Legislative Committee meeting, Revolving Loan Fund meeting and the Home Builders Association meeting.

Timothy Bechtol met with Records Commission.

At 10:03 a.m. Timothy Bechtol made the motion to enter into executive session to discuss pending litigation, threatened litigation, and potential real estate acquisition. Michael Pepple seconded. A roll call vote resulted as follows: Timothy Bechtol, yes; Michael Pepple, yes; William Bateson, yes. At 11:06 a.m. Timothy Bechtol made the motion to come out of executive session with no action taken. Michael Pepple seconded. Motion passed 3-0.

At 11:06 a.m. the Commissioners met with Charity Rauschenberg to discuss the possibility of moving her office. Sarah Mutchler, Diane Rowland, Adam Witteman, and Tim Stuart were also present. The Commissioners asked Charity about her needs and/or wants if her office would be relocated to the Mall property. She requested a separate entrance for staff and public and requested the public come through a security point. They asked her to consider what her future growth and storage needs will be. The Commissioners would like to incorporate several multi-use conference rooms that could be utilized for Board of Revisions and/or Budget Commission. They discussed extensively the needs for IT and keeping the servers elevated and climate controlled along with the fire suppression system needed. The timing of a move will be extremely important for the Auditor's office as well. The Commissioners asked her to continue thinking about her wish list.

At 1:15 p.m. the Commissioners met with Paul Maekask and Barb Richardson from the Public Defender's office to discuss the possibility of moving their office. Sarah Mutchler was also present. They discussed the attached moving requirements. They also spoke about the possibility of digitizing files so that their storage needs would not be as great. Barb mentioned that their copier needs to be updated, and if that is approved they could work on scanning files. The Commissioners asked to review the proposal submitted with the Public Defender's budget request.

At 2:15 p.m. the Commissioners met with J. Steve Welton to discuss the possibility of his office moving to the Mall property. Sarah Mutchler and Melody Inbody were also present. J. Steve Welton said his office doesn't have a problem where they are at currently and is not overly motivated to move. He said they could always use more storage, but they are making good use of what they have. If his office were to move, the Commissioners would need to make sure there is good air circulation to keep the staff safe. He also stated he would prefer just an emergency exit. His employees will enter the office through the same entrance as the public. He also said,

if his office were to move, he would like an internal break room and rest room for the employees along with a separate storage space. The Commissioners asked him to consider a vestibule that would be specified for the Auditor, Treasurer, and Recorder offices behind the security entrance.

At 2:52 p.m. Timothy Bechtol made the motion to enter into executive session to discuss security, Michael Pepple seconded. A roll call vote resulted as follows: Timothy Bechtol, yes; Michael Pepple, yes; William Bateson, yes. At 3:04 p.m. Timothy Bechtol made the motion to come out of executive session with no action taken, Michael Pepple seconded. Motion passed 3-0.

Respectfully submitted,



Sarah Mutchler, Clerk

Reviewed and approved by:

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Timothy K. Bechtol

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Michael W. Pepple

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William L. Bateson

## **Vision Statement**

Relocate Public Defenders office to mall

### **Goal:**

To continue to provide effective legal representation to indigent clients while relocating office to the Findlay Mall.

### **Objectives:**

To provide an efficient workspace that is attractive and functional to both staff and clients.

Clear signage to direct clients to our office— many times clients can't find us.

Private and separate entrance, with secure keyless entry— no connection to court or prosecutors

Reception area – waiting area (approximately 400 square feet) with tables and chairs for clients to fill out affidavit and arrive for meeting with attorney. After filling out financial form, client will be escorted by attorney or investigator back to individual office for meeting.

Individual offices – essential to confidential conference with clients. We request adequate space to meet with clients and family for discussion regarding case. We estimate an average office space (approximately 200 square feet each) for each of six attorneys, two investigators and office manager who all require private office space.

Administrative area adjacent to each attorney area (approximately 150 square feet each) with space for each of two administrative assistants and also an area (approximately 150 square feet) for interns from area colleges. This area could house current open files.

Conference room large enough to host staff meetings and allow ample space for trial preparation with a TV and projection capabilities.

Kitchen area with refrigerator, water cooler, 2 microwaves, counter space, sink and running water for sanitation purposes.

Janitorial area separate from kitchen area and cleaning personnel

Non public restrooms for both male and female employees

Storage area for office supplies, long term storage of required retained files that must be maintained for life.

Networked printing capability, copiers and wifi access for clients and staff.

Adequate space for potential future growth

Respectfully submitted,



Minutes  
May 12, 2021-Special Meeting

Commissioners Present: Timothy Bechtol, Michael Pepple, and William Bateson

Also Present: Sarah Mutchler.

Commissioner Bechtol opened the special meeting at 3:00 p.m. in the Commissioners' first floor conference room.

At 3:00 p.m. Timothy Bechtol made the motion to enter into executive session to discuss personnel in regards to hiring. Michael Pepple seconded. A roll call vote resulted as follows: Timothy Bechtol, yes; Michael Pepple, yes; William Bateson, yes. At 3:55 p.m. Timothy Bechtol made the motion to come out of executive session with no action taken, Michael Pepple seconded. Motion passed 3-0.

Respectfully submitted,

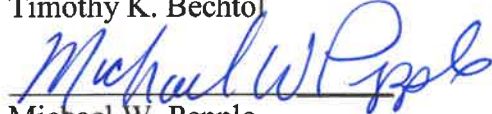


Sarah Mutchler, Clerk

Reviewed and approved by:



Timothy K. Bechtol



Michael W. Pepple



William L. Bateson