

RESOLUTION NO. 20-00995

In the matter of approval of prior meeting) County Commissioners' Office,
minutes from the regular session held on) Wood County, Ohio
August 27, 2020.) September 1, 2020

WHEREAS, in accordance with §121.22 (“Sunshine Law”), and §305.11, Revised Code of Ohio, “immediately upon the opening of each day’s session of the board of county commissioners, the records of the proceedings of the session of the previous day shall be read by the clerk of the board, or provided to each commissioner in written form, and, if correct, approved and signed by the commissioners”; and

WHEREAS, the Board of County Commissioners met in regular session on the 27th day of August 2020 with the following members present: THEODORE H. BOWLUS, CRAIG LAHOTE, and DORIS I. HERRINGSHAW; and

WHEREAS, the Commissioners’ Agenda for August 27, 2020 was as follows:

I. 9:22 a.m. -- Reading of minutes from preceding meeting

Commissioner Herringshaw called the meeting to order and waived the reading of the prior meeting minutes. Administrator Andrew Kalmar, Assistant Administrator Carri Stanley, Clerk Sandy Long, Planning Commission Director Dave Steiner and Planner Jamie Stanley were present.

*II. -- Consider Approval of Resolutions immediately following item I
See Resolution Listing*

The personnel actions submitted were from Wood Haven to recommend new hire intermittent LPN Sarah Collins and request change of status from full-time to intermittent for LPN Lindsay Birkenkamp; from Buildings and Grounds to recommend 3-day suspension without pay for Maintenance Worker I Evan Rosendale; from Building Inspection to authorize a new position description of Trio Inspector and to recommend a change of position from Dou Inspector to Trio Inspector for David Cunningham, Stephen O’Regan and Thomas Zimmerman.

Facilities Director Steve Blausey entered at 9:27 a.m. Clerk Long read the prior meeting minutes.

III. -- Staff Reports

Brian Swope re: Planning Commission Appointment (9:30 a.m.) – Mr. Swope stated that he is the Director of Planning, Construction and Design at BGSU. He has over 30 years of construction management experience. The Commissioners thanked him for his willingness to serve on the Planning Commission.

Commissioner LaHote moved to approve the resolutions on the attached listing with the exception of resolution 20-00994 (authorization to sign application for credit) which will be voided and included resolution 20-00972 (appointment of Mr. Swope to the Wood County Planning Commission). Commissioner Bowlus seconded the motion. All voted aye and the motion carried. Photos were taken of Mr. Swope and the Commissioners. The meeting concluded at 9:39 a.m. Mr. Swope, Mr. Steiner and Mrs. Stanley exited at this time.

Buildings and Grounds Monthly Update (9:40 a.m.) – Records Center Manager Brenda Ransom was also present. Mr. Blausey shared the attached information which was referenced throughout the discussion. The meeting concluded at 9:53 a.m. Mr. Blausey exited at this time.

Records Center Quarterly Update (9:53 a.m.) – Mrs. Ransom shared the attached information which was referenced throughout the discussion. The meeting concluded at 10:12 a.m. Mrs. Ransom exited at this time.

Historical Museum Quarterly Update (10:13 a.m.) – Historical Museum Director Kelli Kling was joined by Marketing and Events Coordinator Marissa Muniz and Historical Society Board President Mike Sibbersen to share the attached information which was referenced throughout the discussion. The meeting concluded at 10:45 a.m.

IV. -- *Open Forum Citizens Comments/Concerns*

No one from the public was present. Commissioner Herringshaw moved to adjourn and Commissioner Bowlus seconded the motion. All voted aye and the motion carried at 10:45 a.m.

The Board of County Commissioners will attempt to provide reasonable accommodations for any disabled person. Requests for special accommodations shall be made to the Office of the County Commissioners twenty-four (24) hours prior to the time such accommodations are required; now therefore, be it

RESOLVED, by the Board of County Commissioners of Wood County, Ohio, that the foregoing minutes be and are hereby approved; and be it further

RESOLVED, that these proceedings shall be kept on file in the office of the County Commissioners and open at all time to public inspection.

Commissioner Lahote moved and Commissioner Bowlus seconded the approval of the resolution, and the roll being called on its adoption, the vote resulted as follows:

DR. THEODORE H. BOWLUS

yes

Theodore H. Bowlus

CRAIG LAHOTE

yes

Craig Lahote

DORIS I. HERRINGSHAW, Ed.D.

yes

Doris I. Herringshaw

Board of County Commissioners,
Wood County, Ohio

Attest:

Sandy A. Long
Clerk of said Board

RESOLUTION INDEX

AUD - AUDITOR

20-00984 08/27/2020 PO#283640 - DELL MARKETING - AUTHORIZING THE PURCHASE OF A REPLACEMENT DELL OPTIPLEX 3070 PC FOR THE AUDITORS REAL ESTATE DIVISION. \$745.37

BG - BLDGS & GROUNDS EFF. 6/1/13

20-00994 08/27/2020 AUTHORIZE ANDREW S. KALMAR, COUNTY ADMINISTRATOR, TO SIGN APPLICATION FOR CREDIT WITH BALTIMORE AIRCOIL COMPANY.

BUD - BUDGET/APPROPRIATIONS -ALL

20-00982 08/27/2020 TRANSFER OF FUNDS - VARIOUS FUNDS
20-00985 08/27/2020 ADJUSTMENT TO APPROPRIATIONS - VARIOUS FUNDS
20-00986 08/27/2020 SUPPLEMENTAL APPROPRIATION - VARIOUS FUNDS
20-00990 08/27/2020 PAYMENT FOR SERVICES - AUGUST, 2020 WOOD HAVEN BUS

COMM - COMMISSIONERS

20-00978 08/27/2020 APPROVE PRIOR MEETING MINUTES FROM THE REGULAR SESSION HELD ON 8/25/2020
20-00979 08/27/2020 AUTHORIZE PAYMENT OF VOUCHERS
20-00981 08/27/2020 APPOINTING BRIAN SWOPE TO SERVE ON THE WOOD COUNTY PLANNING COMMISSION (TERM EXP. 12/31/2023)
20-00987 08/27/2020 AUTHORIZE VARIOUS PERSONNEL ACTIONS

ENGR - ENGINEER AND HIGHWAY GARAGE

20-00992 08/27/2020 PO#032032 AMENDED - R.G. ZACHRICH CONSTRUCTION, INC. - AUTHORIZING AN AMENDMENT TO THE ORIGINAL PURCHASE ORDER TO INCLUDE ADDITIONAL FUNDS INCURRED FOR HULL PRAIRIE ROAD BRIDGE NO. 2-97C REPLACEMENT OVER PLAIN TOWNSHIP TRUSTEE DITCH, PERRYSBURG TOWNSHIP, WOOD COUNTY, OHIO. \$14,605.43

IT - INFORMATION TECHNOLOGY

20-00980 08/27/2020 AUTHORIZE AGREEMENT WITH PRESIDIO NETWORKED SOLUTIONS GROUP, LLC FOR THE PURCHASE OF 40 MERAKI INDOOR ACCESS POINTS, LICENSES AND 24 POWER INJECTOR FOR AIRONET ACCESS POINTS AND AIR LINE CORD NORTH AMERICA FOR VARIOUS LOCATIONS AT THE COURTHOUSE AND EAST GYPSY LANE COMPLEXES TO ADAPT TO MOBILITY AND SOCIAL DISTANCING RESTRICTIONS DUE TO COVID-19.

JFS - JOB & FAMILY SERVICES (Eff. 7/1/2000)

20-00988 08/27/2020 AUTHORIZE ON-THE-JOB TRAINING AGREEMENT BETWEEN OHIOMEANSJOBS WOOD COUNTY AND NSG GROUP - PILKINGTON GLASS.
20-00989 08/27/2020 AUTHORIZE ON-THE-JOB TRAINING AGREEMENT BETWEEN OHIOMEANSJOBS WOOD COUNTY AND SPANN JOHNSON INSURANCE & FINANCIAL SERVICES.

RESOLUTION INDEX

20-00993 08/27/2020 AUTHORIZE SUPPLEMENTAL POLICIES TO THE WOOD COUNTY
EMPLOYEE HANDBOOK FOR EMPLOYEES AT THE WOOD COUNTY
DEPARTMENT OF JOB AND FAMILY SERVICES

SHER - SHERIFF

20-00991 08/27/2020 PO#134662 - FRONTIER - AUTHORIZING THE PURCHASE,
INSTALLATION AND MAINTENANCE OF INCREASED BANDWIDTH
SERVICES FOR WOOD COUNTY'S 911 SYSTEM DUE TO
INCREASED INTERNET USAGE DURING THE COVID-19
PANDEMIC. \$28,783.65

SWMD - SOLID WASTE MANAGEMENT DISTRICT

20-00983 08/27/2020 AUTHORIZING ANDREW S. KALMAR, COUNTY ADMINISTRATOR
TO SIGN THE OHIO CAT SERVICE AND MAINTENANCE
AGREEMENTS FOR WOOD COUNTY LANDFILL CATERPILLAR
EQUIPMENT.

Buildings & Grounds Monthly Update

August 27, 2020

Completed Projects

A new roll-up door has been installed at the Dog Shelter's "drive through". This was placed on the north end. If you'll recall we replaced the south end last year so both doors should give us years of trouble free service.

Patching and painting is finished in the Asylum Building on the Museum grounds. This work was done by Comte Construction. Our maintenance crews just need to re-install the radiators as they were removed to gain access to problem wall areas.

New water shut-off valves have been installed in the Health Depts. clinic restroom. This is so they have control of the water in this room so tests cannot be manipulated.

Current Projects

The Clerk of Courts project is moving along ahead of schedule. Carpeting for Phase 2 has started today and work on Phase 3 should begin on Sept. 14th.

We have started helping WIC move into the Health Dept. building. Maintenance crews have been doing quite a few projects related to this move and there will be more to come.

Our Project Coordinator and Facilities Director have been teaming up with the Directors at NWCCC to have conference type meetings, via the internet, with K2M to continue the designing phase of the new addition to the Correctional Facility. Basic design is pretty much complete and our focus now is on HVAC systems.

Waiting on Building Inspection for approvals for wall relocation work in the Office Building and Courthouse. Our maintenance crews will be performing these projects.

Expect engineering work to be done soon for the new boilers at JDC plus a new RTU and MAU at Wood Haven.

Upcoming Projects

An agreement has been made with Deemer Roofing to install new gutters on the Power House at the Museum grounds. In preparation for that, maintenance crews will install new tile around the building and direct this water into an existing catch basin nearby.

There are a few improvements on tap for the Dog Shelter. Marleau Hercules will be doing some work to the outside kennels. Maintenance crews will be painting the EIFS on the building. Once the painting is complete, a local landscaping company will come in to install various plantings along the front of the building. This agreement with the landscaper is being processed right now.

Boiler Inspections are scheduled for Sept. 3rd. in various county buildings.

Misc.

Still making sneeze guards for various offices when requested.

Almost complete with the retrofitting of the voting ballot stands.

Wood County Records Center

Brenda Ransom, Records Manager

*A department under the Board of County Commissioners
Doris I. Herringshaw, Ed.D • Craig LaHote • Dr. Theodore H. Bowlus*



Highlights May 27-August 25, 2020:

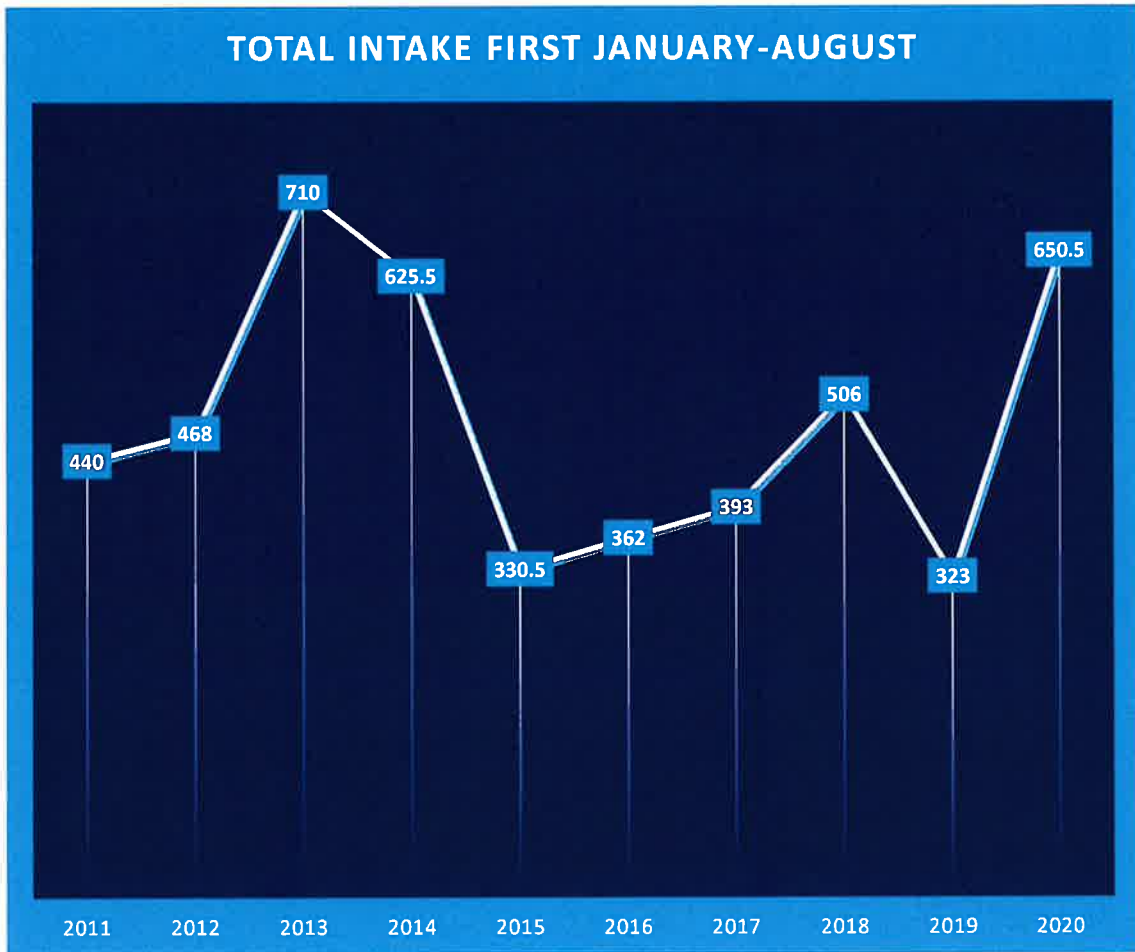
- As of August 25, 2020, there were **9,206.0** cubic feet of space in use – 87% capacity.
- Intake May 27-August 25 = 210 cubic feet.
- Shredding (inside and outside of Records Center) May 27-August 25 = 2.2 tons; 16 cubic feet of storage space opened during this period.
- On June 1 the Records Center's three WLI scanner operators returned to work a half-time schedule. Andrew, our full-time worker, has been coming in daily from 8:30 a.m.-12:30 p.m., while part-time workers Paige and Joe are alternating weeks working Monday-Friday 12:30-4:30 p.m. This has worked very well, with all able to work on their projects while ensuring social distancing and keeping up with sanitation of spaces and equipment. The schedule is updated monthly, with September continuing at half-time.
- After finishing 2019 with the lowest new records intake since the Records Center opened in 2002, this year is shaping up to be much higher. In 2019, 440 cubic feet were added, while there has been 650.5 cubic feet added this year. In the past 10 years, only 2013 had more cubic feet added in the first 8 months.

Even with higher numbers, it's interesting to note that the current capacity is nearly half the total of 17,335 cubic feet of records that have been brought into the Records Center for storage. The other 8,129 cubic feet came off the shelves either by being shredded after reaching the end of retention periods or being reformatted. Right now 76 percent of records in storage have permanent retention, but about 1,500 cubic feet (16 percent) have been or are in the process of being reformatted with eventual disposal of the paper. There are several other records that could potentially be reformatted that account for another 320 cubic feet.

- Plans to fill open records technician position open since July 2019 were put on hold before interviews could be scheduled in March. Hoping to fill before end of 2020.
- Regarding other 2020 plans, there remains the question of whether or not to move forward with purchase of a new microfilm writer. The current machine is working well, but has been in operation for 9 years. A replacement costs between \$90,000.00 and \$100,000.00 and the

appropriation was to be split between the general fund and the special funds of the Recorder, Clerk of Courts, and Probate Court.

- Goals for remainder of 2020 include catching up on annual disposals and getting a couple offices back on track with developing new records retention schedules.



MUSEUM DIRECTOR QUARTERLY REPORT to COUNTY COMMISSIONERS 2020 June-July-August Highlights



COVID-19 IMPACT

The museum resumed public operations on Monday, July 6 with health and safety measures in place. Visitation is steady, but not overwhelming, and all visitors have complied with new regulations regarding masks and distancing.

- Masks are required inside and outside
- 6-foot social distancing should be observed
- Plexi barrier added to gift shop/admissions area
- Additional cleaning measures daily on high-touch surfaces

All 2020 events and program were canceled with the exception of:

- Living History Program (outside, seated event, masks and distancing required)
- Whiskey Tasting Program (Corn Barn w doors open, seated event, distancing required, under 35 people)
- German-American Day Program (same)
- Bach exhibit opening (Oct. 1) – (outside ribbon cutting)
- The Gala Fundraiser (December) will be formatted as an online auction only (no physical event)

2021 events and programs are currently being evaluated.

All school and adult tours and talks have been canceled. Education talks will resume this fall in virtual format only. Educational trunks for the classroom will be available with new cleaning procedures in place between each location.

FINANCIAL SUPPORT for the Historical Society

- PPP (\$4700 to cover WCHS salaries)
- Ohio History Connection (\$1,000 to cover WCHS salaries)
- OHCARES – Ohio Humanities (\$10,000 operating budget)
- Memberships - steady
- Annual Campaign and Sponsorships
- Other grants pending or have been declined



MEDIA, PROMOTIONS, & ACCOLADES

- Poor Farm exhibit - Gavarone commendation for OMA Award
- Huge surge in social media reach and interactivity with "People, Places, & Things" exhibit photographs
- Media coverage: Sentinel & Perrysburg Bicentennial editions, Sentinel-Tribune, WBGU-PBS "The Journal," WTOL "Your Day."
- Rotating porch exhibits will continue
- Animal Crossing (Nintendo video game and museum scavenger hunt)
- Summer Chanticleer newsletter

FACILITY & PROPERTY

- Asylum Rising Damp – re-plaster and paint near completion
- Power house – improving drainage and impeding bat entry
- Attic windows – two custom windows replaced by October
- Brandeberry Wall – structural fixes and sealant, evaluate arches
- Oil Derrick – sealing pending
- Porch repair and repaint - done
- Grounds improvements – ODOT and WC Parks manicuring north grounds at County Home and Rt. 6
- Raccoons and skunks more active



