

RESOLUTION NO. 21-01040

In the matter of approval of prior meeting) County Commissioners' Office,
minutes from the regular session held on) Wood County, Ohio
August 26, 2021.) August 31, 2021

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, or provided to each commissioner in written form, by the clerk of the board and, if correct, approved and signed by the commissioners”; and

WHEREAS, the Board of County Commissioners met in regular session on the 26th day of August 2021 with the following members present: THEODORE H. BOWLUS, CRAIG LAHOTE and DORIS I. HERRINGSHAW; and

WHEREAS, the Commissioners’ Agenda for August 26, 2021 was as follows:

I. 9:19 a.m. -- Reading of minutes from preceding meeting

Commissioner Herringshaw called the meeting to order and requested reading of the prior meeting minutes. Administrator Andrew Kalmar, Assistant Administrator Carri Stanley and Clerk Sandy Long were present.

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

The personnel actions submitted were from the Commissioners’ Office for a request of personal leave without pay for Risk Coordinator Erica Noel; from Buildings and Grounds to amend resolution 21-00957 to reflect correct start date for Custodian I Nora Hoskay; from Wood Haven for personal leave without pay for STNA Jeremy Hutchinson, recommend new hire full-time Housekeeping Aide Eric Yun, amend resolution 21-00999 to reflect correct start date for Community Relations Director Heather Greeno, amend resolutions 21-00986 and 21-00999 to rescind resignation of Account Clerk II Patricia Slee and change her position to full-time STNA.

Commissioner LaHote moved to approve the resolutions on the attached listing and Commissioner Bowlus seconded the motion. All voted aye and the motion carried.

III. -- Staff Reports

Mr. Kalmar stated that he spoke with Job and Family Services Director Dave Wigent regarding levy collection. Mr. Wigent is considering a 25% reduction in the amount of levy dollars collected for 2022. Mr. Wigent will provide a letter to the Commissioners regarding his intent.

Buildings and Grounds Monthly Update (9:29 a.m.) – Facilities Director Steve Blausey shared the attached information which was referenced throughout the discussion. The meeting concluded at 9:47 a.m. Mr. Blausey exited at this time.

Records Center Quarterly Update (9:47 a.m.) – Records Center Manager Brenda Ransom shared the attached information which was referenced throughout the discussion. The meeting concluded at 9:52 a.m. Ms. Ransom exited at this time.

Mr. Kalmar mentioned the Economic Development Commission Annual Dinner scheduled for September 16th has been postponed and will be rescheduled for a day in April of 2022.

Historical Museum Quarterly Update (9:54 a.m.) – Historical Museum Director Kelli Kling shared the attached information which was referenced throughout the discussion. Ms. Kling stated there has been discussion during the Historical Society Board meetings regarding two privy’s on the Museum grounds. The women’s privy is in relatively good condition, but the men’s has sustained much damage and deterioration over the years. A tree branch dropped onto the roof a few years ago and knocked a hole in it and groundhogs have dug holes around the foundation. Neither building has been in use for many years. They are not original to the grounds, likely being constructed in the 1930’s or 1940’s. Inspection of the men’s privy determined that it cannot be preserved and could cost approximately \$25,000 to rebuild. Ms. Kling stated there are very conflicting opinions among the Board members and staff regarding what to do with the buildings. During the most recent Historical Society Board meeting a motion to restore the women’s privy and demolish the men’s privy carried 13-1. Ms. Kling stated the buildings are county owned and the Commissioners will need to make a decision regarding what to do with them. Ms. Kling shared photos of both buildings. The Commissioners noted their concern for safety regarding the men’s privy. They agreed with the Historical Society’s recommendation to remove the men’s and restore the women’s privy which will represent what has historically been on the grounds. Mr. Kalmar stated there needs to be documentation of the building in case rebuilding is an option in the future. The meeting concluded at 10:23 a.m.

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

No one from the public was present. Commissioner Herringshaw moved to adjourn and Commissioner LaHote seconded the motion. All voted aye and the motion carried at 10:24 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	<u>yes</u>	<u><i>Theodore H. Bowlus</i></u>
CRAIG LAHOTE	<u>yes</u>	<u><i>Craig LaHote</i></u>
DORIS I. HERRINGSHAW, Ed.D.	<u>yes</u>	<u><i>Doris I. Herringshaw</i></u>

*Board of County Commissioners,
Wood County, Ohio*

Attest: *Sandy A. Long*
Clerk of said Board

Resolution	Date	Description	PO	Cost
21-01026	8/26/2021	APPROVAL OF PRIOR MEETING MINUTES FROM THE REGULAR SESSION HELD ON 8/24/2021		
21-01027	8/26/2021	AUTHORIZE PAYMENT OF VOUCHERS		
21-01028	8/26/2021	AUTHORIZE ADVERTISING FOR REQUEST FOR PROPOSALS FOR HEALTH INSURANCE THIRD PARTY ADMINISTRATOR		
21-01029	8/26/2021	AUTHORIZE CHANGE ORDER NO. 2 WITH THE DELVENTHAL COMPANY FOR THE WOOD COUNTY VETERANS MEMORIAL PROJECT.		
21-01030	8/26/2021	AUTHORIZE AGREEMENT WITH COMTE CONSTRUCTION COMPANY TO PROVIDE TWO (2) ADDITIONAL OFFICE SPACES FOR THE WOOD COUNTY ADULT PROBATION OFFICE ON THE FIRST FLOOR OF THE WOOD COUNTY OFFICE BUILDING.		
21-01031	8/26/2021	WINSUPPLY - AUTHORIZING THE PURCHASE OF (2) PRESS TOOL KITS FOR THE WOOD COUNTY BUILDINGS & GROUNDS DEPARTMENT.	134794	\$6,181.94
21-01032	8/26/2021	PAYMENT FOR SERVICES - JULY 2021 TRASH DISPOSAL		
21-01033	8/26/2021	PAYMENT FOR SERVICES - AUGUST 2021 WOOD HAVEN BUS		
21-01034	8/26/2021	PAYMENT FOR SERVICES - JUVENILE RESIDENTIAL CENTER NATURAL GAS FOR THE PERIOD OF 6/14/21- 8/12/21 AND MAINTENANCE STAFF FOR THE MONTHS OF JULY AND AUGUST, 2021		
21-01035	8/26/2021	AUTHORIZE VARIOUS PERSONNEL ACTIONS		
21-01036	8/26/2021	ACKNOWLEDGING ACTION TAKEN BY THE COUNTY ADMINISTRATOR AND INCORPORATING SAID ACTIONS INTO THE JOURNAL OF PROCEEDINGS - WAIVER OF PRIORITY AGREEMENT.		
21-01037	8/26/2021	CDW-G - AUTHORIZING AN AMENDMENT TO ORIGINAL PURCHASE ORDER FOR ADDITIONAL COST TO ADD (1) LAPTOP WITH NEEDED ACCESSORIES FOR JOB & FAMILY SERVICES EMANCIPATING YOUTH.	463316A	\$910.11
21-01038	8/26/2021	AUTHORIZE WOOD COUNTY TO PROVIDE MAINTENANCE SERVICES FOR THE NORTHWEST COMMUNITY CORRECTIONS CENTER FROM 7/5/21 THROUGH 12/31/21.		
21-01039	8/26/2021	AUTHORIZE AGREEMENT WITH DIMECH SERVICES INC. TO REPLACE APPROXIMATELY 40' OF 4" CAST IRON SANITARY PIPING WITH 40' OF PVC PIPING AND FITTINGS IN THE BASEMENT OF WOOD HAVEN HEALTH CARE.		

Buildings & Grounds Monthly Update

August 26, 2021

Completed Projects

Evidence Room cooling work is now finished as a compressor needed replaced along with some other parts.

Two parking lots have been resealed directly east of the Courthouse complex.

Maintenance crews have completed work in the Board of Election's storage area by relocating shelving units, making a hallway door functionable again, and some minor electrical work.

EGLC maintenance crews performed some minor prep work to prepare for an update to the nurse's station at the Health Department.

New vending machines were placed in the snack bar.

Current Projects

Palmer Excavating was on site earlier in the week to repair a sink hole in the northwest parking lot. Just need the asphalt replaced now to complete this.

Tremco has started Phase 2 of the roof work for the Sheriff's Office/JDC project beginning with JDC.

The Delventhal Co. has moved in some material into the walled parking lot in preparation for work to start on the new ramp areas in front of the Atrium. I have been in contact with Brett Harbage, ADA Coordinator for the Secretary of State, to arrange an on site meeting the day work actually begins.

Upcoming Projects

We expect the new overhead door to arrive soon for the Museum's Wash House. Maintenance crews have been working on various items on this building in preparation of this improvement.

Waiting for paperwork to be completed for projects in Adult Probation and also at Public Defender.

Misc.

A new custodian was hired and began work this week.

Courthouse maintenance crews are doing various landscape projects on the grounds in preparation for the rededication.

Veterans Memorial Update

Six monuments have been installed along with 3 benches. The flagpoles are in place. The stone cap may be finished today. They have one more section of city sidewalk to complete. County maintenance crews have been performing various landscaping projects here. I will be meeting with the fence contractor today.

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 24-August 22, 2021:

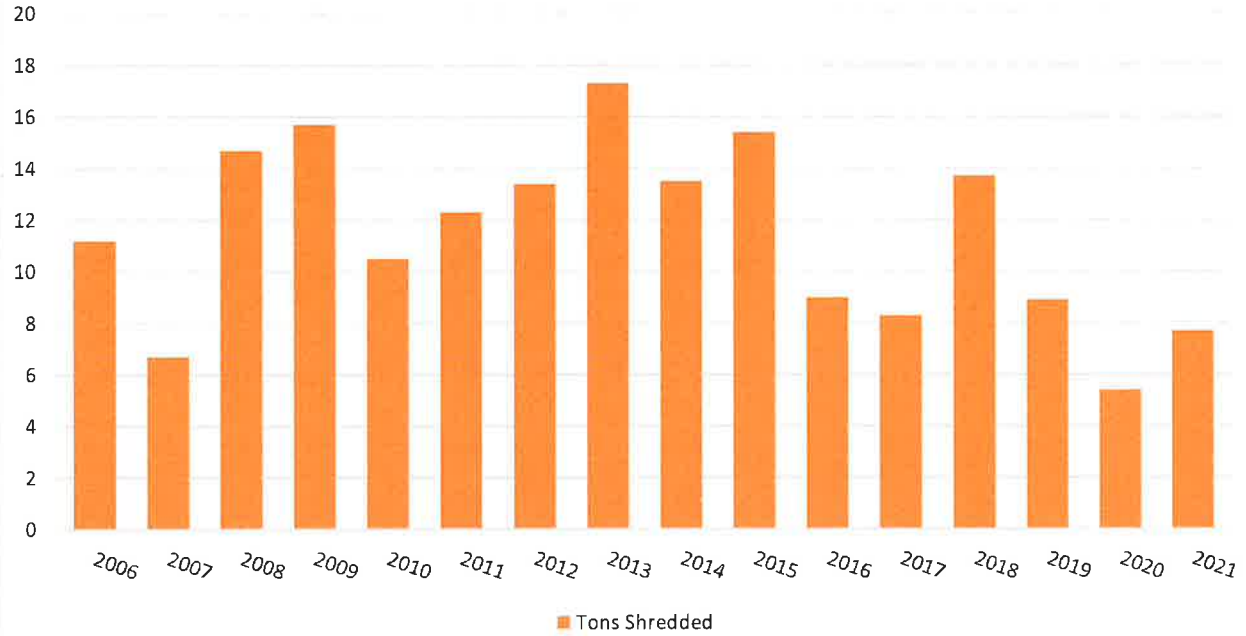
- As of August 22, 2021, there were **9,159.5** cubic feet of space in use – 87% capacity.
- Intake May 24-August 22, 2021 = 88 cubic feet.
- Shredding (inside and outside of Records Center) for the period = 3.58 tons; 203 cubic feet of storage space opened.

Most of Board of Elections (153 spaces from storage plus records shifted directly from office to Records Center for disposal) has been shredded. Off the shelves but still pending include Courtroom 4 and Public Defender (never barcoded but brought in for scanning) case files. Sheriff's Office (211 boxes) will be shredded as soon as room available in basement.

In addition, 37 banker's boxes were brought over from Wood Haven without a certificate of disposal; Annie Makula was planning to come take a look at the records on August 25. Wood Haven is also in need of an updated records retention schedule – the current RC-2 was approved in the mid 1990's.

- Years after scanning records retention schedules into OnBase, additional Records Commission files were added, including all authorization for destructions/certificates of disposal. Some shredding reports were also scanned, with the rest to be added as time allows.
- Brenda assisted Janese Diem in the BCC Office to get started on the long planned-for scanning of active personnel files into OnBase. Eventually, department heads/supervisors will be able to access their employees' files.
- Records Center staff, as well as Clerk of Courts and Recorder employees, have been running microfilm regularly on the Zeutschel OP800 microfilm writer. Since the last quarterly update, 79 rolls of film were created and sent out for processing (this number doesn't include the rolls created by the Recorder, who processes rolls separately).
- As of now, the Fall County Archivists and Records Managers Association meeting is scheduled to be in person at Fairfield County on October 19.

Annual On-site Shredding (2021 through August 22)



With 4 months left in the year, 2021 shredding is closing in on being in line with 2018. At the Spring quarterly update, 4.1 tons of paper had been shredded; by August 22, the total had increased to 7.7 tons.

WOOD COUNTY MUSEUM

MUSEUM DIRECTOR QUARTERLY REPORT to COUNTY COMMISSIONERS June – July - August 2021

SITE AND FACILITIES:

Outdoor Interpretive Signage

Marquee – done

Directional Signage – ordered

Interpretive Panels – ordered

Landscaping & Grounds Clean-up – Removal of dead trees, old construction debris, and beautifying the grounds for visitors. Staff and Board walk-through to identify needs. “Barn Bums” volunteer group to make outdoor garbage can holders from recycled pallettes.

Wash House – garage door install, replaced side door entrance (complete Sept/Oct 2021).

HVAC and Collections Storage – discussions have begun about the future of HVAC and Collections Storage upgrades to the museum.

Water Line – (June September) NW Water & Sewer District to upgrade water line from County Home (gravel driveway) to Kramer Road. With concerns of digging near cemetery, NWWSD will follow existing line so as not disrupt any new ground.



EDUCATIONAL OUTREACH:

- **Adult programs** have been virtual and in-person. Remainder of the year is pending due to possible closures as a result of the untick of COVID and DELTA VARIANT.
- **Student programs and tours** picked up over the summer, but the remainder of the year is also pending.

MARKETING & EVENTS:

- Demonstration Days: Power of Yesteryear Tractor Show (June) – WTOL Coverage
- Tourism Ohio:
 - TikTok Influencer, Sir Yacht, museum footage for a social video to air this Fall.
 - Radio promos on 92.5 Kiss FM and 102.5 The River.
 - Ohio Magazine September issue
 - Professional photo shoot in July for media usage
- Living History (120 attended)
- Drone Drop Fundraiser - 332 tix sold (out of 500)
- Wood County Fair, Pemberville Free Fair & Fire Truck in Parade
- Social Media: Cain's Potato Chip - post most popular to date
41 photos, 528 likes, 300+ shares, 50,000 reach

WOOD COUNTY
MUSEUM

MUSEUM DIRECTOR QUARTERLY REPORT to COUNTY COMMISSIONERS
June – July - August 2021



Upcoming programs:

- SEPT 1** | Behind-the-scenes tour - outside
SEPT 22 | Rum Education & Tasting: The Pirate's Life on the Ohio River
OCT 6 | German-American Day program
OCT 1-9 | Gala Fundraiser - Virtual Auction
OCT 9 | Gala Fundraiser – In-person Event
Kentucky Derby attire encouraged
NOV 4 | Behind-the-scenes tour – inside
NOV 12 | “Ohio Barns” - Robert Kroeger book signing and painting raffle

MUSEUM VISITATION

- Leisure travel visitation is steady – down about 10-15% from 2019.
- Museum continues to serve as a “Harvest Host” and welcomes one-night, overnight RV travellers.
- Museum continues to offer evening hours (until 8 PM) on the third Thursday of each month and Free First Fridays, sponsored by Visit BG.

NEW TO THE COLLECTION:

- Wood County postcards and photographs
- Wedding dresses, clothing, and hats – including those belonging to Laverne Snyder Patten and Frank Brandeberry (Wood County Infirmary)
- Ray D. Avery and family photos (Commander of Company H, BG)
- Glass urinal (unused) belonging to Roy Klever
- Sony 500 Reel, circa 1960
- Bicycle belonging to Abelin Condine
- Rodgers Brothers Drug Store memorabilia

DEACCESSIONED ITEMS:

- Northwest Ohio Railroad Preservation Society (Findlay) – railroad lamp, car mover, hommer, spikes, and other railroad-related objects
- Carter Farm – Allis-Chalmers Tractor

