

RESOLUTION NO. 21-01405

In the matter of approval of prior meeting) County Commissioners’ Office,
minutes from the regular session held on) Wood County, Ohio
November 23, 2021.) November 30, 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 23rd day of November 2021 with the following members present: THEODORE H. BOWLUS, CRAIG LAHOTE and DORIS I. HERRINGSHAW; and

WHEREAS, the Commissioners’ Agenda for November 23, 2021 was as follows:

I. 9:18 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, Clerk Sandy Long and Chief Dog Warden Jodi Harding were present.

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

There were no out of state travel requests submitted. The personnel actions submitted were from the Solid Waste Management District for the resignation of Recycling Outreach Coordinator Hannah Bumb as a full-time employee and to change her status to intermittent effective 12/4/21 to 6/30/22; from Building Inspection for new hire full-time Clerical Specialist Michelle Holmes; from Wood Haven new hire emergency full-time temporary Account Clerk II Karen Keller and retirement of LPN Marlene Kramp, new hire part-time STNA Chenee Holt; from Job and Family Services request to post full-time Income Maintenance Worker position, abolish Referral Specialist position, create new Employment Services Representative and request to post the new position, change of position for Referral Specialist Jennifer Genson to Employment Services Representative, change of position for Clerk Typist II Bonnie DeFiesta to Protective Services Worker 2, request to post full-time Clerk Typist II position, personal leave without pay for Protective Services Worker 3 Falyn VanDyke, new hire full-time Employment Services Representative Rachel Froman.

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

III. -- Staff Reports

Mr. Kalmar introduced new Chief Dog Warden Jodi Harding. Ms. Harding is a graduate of the University of Toledo and previously worked at Lucas County Canine Care and Control, the Toledo Humane Society, and as a dispatcher for the Maumee Police Department. The Commissioners welcomed her to the team of Wood County employees. Photos were taken. Ms. Harding exited at 9:30 a.m.

Commissioner Bowlus moved to enter into executive session to discuss collective bargaining and compensation of a public employee. Commissioner LaHote seconded the motion. All voted aye and the motion carried at 9:31 a.m. The Commissioners left executive session at 9:53 a.m.

Records Center Quarterly Update (9:53 a.m.) – Records Center Manager Brenda Ransom shared the attached information which was referenced throughout the discussion. The meeting concluded at 10:06 a.m. Ms. Ransom exited at this time.

Historical Museum Quarterly Update (10:07 a.m.) – Historical Museum Director Kelli Kling was joined by Historical Society President Mike Sibbersen to share the attached information.

Discussion was held regarding the request by the Historical Society Board asking the Commissioners to consider granting the Museum a loan to purchase a Spacesaver Storage System currently quoted at \$288,032.28. The cost includes the expense to transport and install the units. The loan would be paid back over 10 years using endowment funds. Ms. Stanley stated there is statute allowing the Commissioners to appropriate funds to the Museum, but has not found anything to specifically address whether money can be loaned to them. Mr. Kalmar stated that a request has been made to the Prosecutor's Office for guidance. He asked the Commissioners if a loan was permissible would they consider loaning the money to the Museum for this project. Mr. Sibbersen stated that the Museum applied for grant funding for the project but was not successful. They have also considered doing the project in stages, but the cost would be substantially more. Commissioner LaHote stated that the storage system seems like it would address some of the needs of the Museum and that he is in support of loaning the funds needed if allowable. Commissioners Herringshaw and Bowlus agreed. Ms. Kling thanked the Commissioners for their support. Ms. Stanley will follow-up with the Prosecutor's Office.

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 10:42 a.m.

V. 10:45 a.m. -- Quarterly Financial Review Committee Meeting

Minutes for this meeting are maintained separately by this office. Commissioners Herringshaw and Bowlus, along with Mr. Kalmar, Ms. Stanley, Fiscal Manager Dee Stewart, Auditor Matt Oestreich, and CAFRA Coordinator Stephanie Abke were present. Andy Brosart, Bradley Payne Advisors, LLC, and Abbot Thayer, bond counsel from Dinsmore, joined the conversation via teleconference. The meeting concluded at 11:30 a.m.

The Commissioners reconvened at 11:32 a.m. with Commissioners Herringshaw, LaHote and Bowlus, Mr. Kalmar and Ms. Stanley present. Mr. Kalmar stated that Great Lakes Community Action Partnership (GLCAP) has requested the Commissioners adopt the Wood County Coordinated Public and Human Services Transportation Plan for 2022. The plan is required for local entities to be eligible to apply for grant funding. Representatives from GLCAP have been scheduled to meet with the Commissioners on Tuesday, November 30th to review the plan.

Mr. Kalmar mentioned that he received the survey for the proposed addition to the archery range at the museum. He reviewed the survey with Jeff Baney, Assistant Director of the Park District, and they both agreed the survey is acceptable. Wood County Engineer John Musteric will provide the legal description and prepare the deed. The plan is to present these documents to the Park District Board during their meeting on December 14th.

Mr. Kalmar mentioned that he received another email from Peggy and Ron Dyal regarding flooding issues on their property. Mr. Kalmar spoke with Drainage Construction Coordinator Duane Abke in the Engineer's Office regarding the issue. Mr. Abke will follow-up with Mr. and Mrs. Dyal.

Commissioner Herringshaw moved to adjourn and Commissioner Bowlus seconded the motion. All voted aye and the motion carried at 11:39 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>Theodore H. Bowlus</u>
CRAIG LAHOTE	<u>aye</u>	<u>Craig Lahote</u>
DORIS I. HERRINGSHAW, Ed.D.	<u>yes</u>	<u>Doris I. Herringshaw</u>

Board of County Commissioners,
Wood County, Ohio

Attest: Sandy A. Long
Clerk of said Board

Resolution	Date	Description	PO	Cost
21-01388	11/23/2021	APPROVAL OF PRIOR MEETING MINUTES FROM THE REGULAR SESSION HELD ON 11/18/2021		
21-01389	11/23/2021	AUTHORIZE PAYMENT OF VOUCHERS		
21-01390	11/23/2021	AUTHORIZE PROJECT GRANT AGREEMENT WITH OHIO PUBLIC WORKS COMMISSION (OPWC) FOR THE LEMOYNE ROAD BRIDGE NO. 4-111E REPLACEMENT PROJECT, OVER DRY CREEK IN LAKE TOWNSHIP, WOOD COUNTY, OHIO.		
21-01391	11/23/2021	AUTHORIZE AGREEMENT WITH THE CRIMINAL JUSTICE COORDINATING COUNCIL (CJCC) ON BEHALF OF WOOD COUNTY ADULT PROBATION FOR CRIMINAL JUSTICE INFORMATION SERVICES THROUGH THE NORTHWEST OHIO REGIONAL INFORMATION SYSTEM (NORIS).		
21-01392	11/23/2021	APPROVE REQUESTS FOR TRAVEL AND REIMBURSEMENT FOR WOOD COUNTY EMPLOYEES.		
21-01393	11/23/2021	PAYMENT FOR SERVICES - OCTOBER 2021 TRASH DISPOSAL		
21-01394	11/23/2021	AUTHORIZING THE PUBLICATION OF NOTICE CONCERNING PY2021 COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) COMBINED NOTICE OF FINDING OF NO SIGNIFICANT IMPACT (FONSI) AND NOTICE OF INTENT TO REQUEST RELEASE OF FUNDS (NOI/RRDF)		
21-01395	11/23/2021	ADJUSTMENT TO APPROPRIATIONS - VARIOUS FUNDS		
21-01396	11/23/2021	AUTHORIZE MEMORANDUM OF UNDERSTANDING WITH SHARING KITCHEN ON BEHALF OF WOOD COUNTY DEPARTMENT OF JOB AND FAMILY SERVICES FOR WORK EXPERIENCE PROGRAM WORK SITE SERVICES.		
21-01397	11/23/2021	AUTHORIZE ADVERTISING FOR STATEMENT OF QUALIFICATIONS FOR ARCHITECTURAL AND ENGINEERING SERVICES FOR PROJECTS THROUGHOUT THE 2022 CALENDAR YEAR, PER OHIO REVISED CODE SECTION 153.71.		
21-01398	11/23/2021	AUTHORIZE MEMORANDUM OF UNDERSTANDING WITH WOOD COUNTY COMMITTEE ON AGING ON BEHALF OF THE WOOD COUNTY DEPARTMENT OF JOB AND FAMILY SERVICES FOR WORK EXPERIENCE PROGRAM WORK SITE SERVICES.		
21-01399	11/23/2021	AUTHORIZING REIMBURSEMENT OF SALARIES AND BENEFITS FOR ADMINISTRATIVE SERVICES PERFORMED BY COMMISSIONERS' DEPARTMENT PERSONNEL IN 2021 TO MAINTAIN WORKERS' COMPENSATION AND SAFETY PROGRAMS.		
21-01400	11/23/2021	PAYMENT FOR SERVICES - 10/21 CENTRAL SERVICES		
21-01401	11/23/2021	PAYMENT FOR SERVICES - NOVEMBER 2021 WOOD HAVEN BUS REIMBURSEMENT		
21-01402	11/23/2021	PAYMENT FOR SERVICES - JUVENILE RESIDENTIAL CENTER NATURAL GAS FOR THE PERIOD OF 10/12/21-11/10/21 AND MAINTENANCE STAFF FOR NOVEMBER, 2021.		
21-01403	11/23/2021	AUTHORIZE VARIOUS PERSONNEL ACTIONS		
21-01404	11/23/2021	AUTHORIZE DESIGNATION AGREEMENT BETWEEN THE BOARD OF DIRECTORS OF THE OTTAWA, SANDUSKY AND SENECA JOINT SOLID WASTE MANAGEMENT DISTRICT AND THE BOARD OF WOOD COUNTY COMMISSIONERS ON BEHALF OF THE WOOD COUNTY LANDFILL.		

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 August 23-November 19, 2021:

- As of November 19, 2021, there were **9,159** cubic feet of space in use – 87% capacity.
- Intake August 23-November 19, 2021, = 79 cubic feet.
- Shredding (inside and outside of Records Center) for the period = 2.4 tons; 174 cubic feet of storage space opened. That includes most of the 215 Sheriff's boxes that were approved for destruction this year.

As we near the end of 2021, the Records Center is on track to have the highest shredding year since 2015. However, there are still 389 cubic feet of records that have reached their retention period but have not yet been approved by the originating offices for destruction. That figure includes 52 boxes of Help Me Grow program records that have no clear custodian – Health Department, Job and Family Services, and Wood Lane were one or is currently running the program.

Looking to 2022, another 227 cubic feet of records will be eligible for disposal after January 1. If we can move all 616 cubic feet off the shelves, there would probably be a notable gain of space even factoring in the anticipated intake of new records for storage.

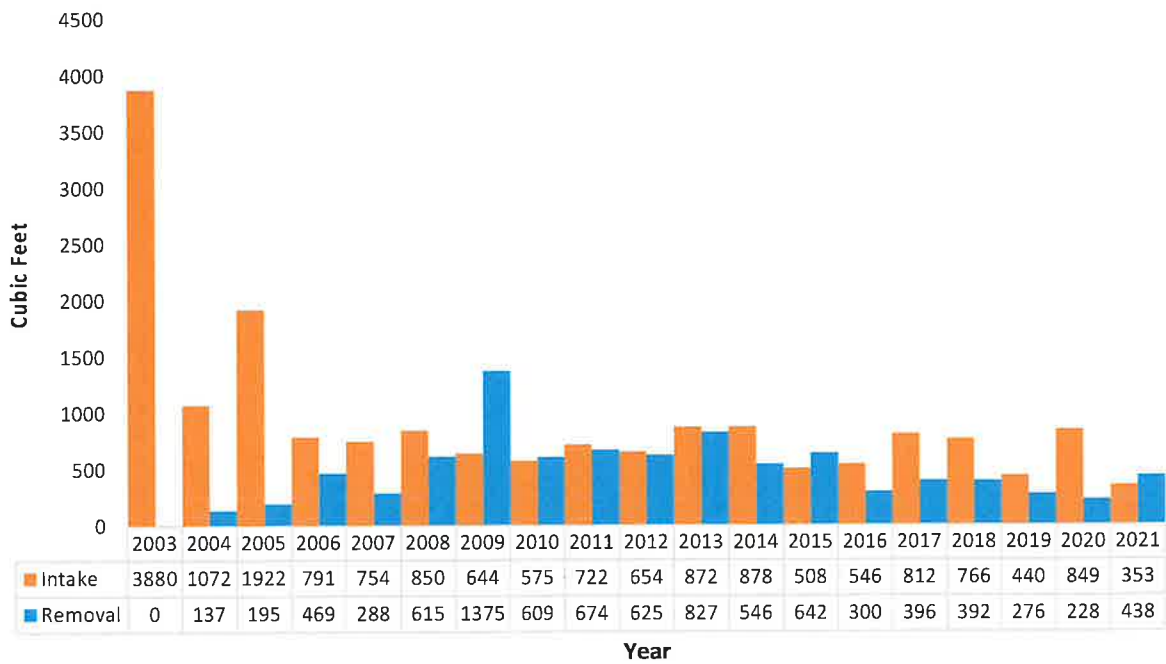
Year-to-date intake as of November 19 stands at 353 cubic feet, versus removal of 438 cubic feet. Historical totals are 17,886 cubic feet stored and 9,030 cubic feet removed or condensed. Since 2006, when the Records Center added onsite shredding, 183 tons of paper has been sent to the Recycling Center.

- Brenda completed a weeklong online training on Supporting OnBase in early November.
- Staff duty rotation – every month one person is responsible for either records retrieval, shredding, or focusing on projects – has gone very well since it was implemented in February.
- The OP800 microfilm writer has been a workhorse since installation in the spring. A total of 179 rolls have been created since May 26. In that figure are 90 rolls completed for Hancock County Probate Court. The large project has accounted for \$7,509.30 in revenue for Wood County, basically covering the 2022 maintenance agreement for the machine.

- WLI staff continue to contribute, with Andrew (full time) working on Public Defender juvenile and misdemeanor files and Joe (part time) going back and forth between Sheriff inmate files and Auditor township/municipality/school budgets. The Public Defender project is keeping that office's storage spaces under control without moving boxes for long term storage at the Records Center. The Sheriff's project is down to boxes as they are sent over by the Jail and the Auditor's project will eventually clear 70 cubic feet of space.

Intake vs. Removal 2003-2021

(2021 through November 19)



WOOD COUNTY
MUSEUM

MUSEUM DIRECTOR QUARTERLY REPORT to COUNTY COMMISSIONERS
September – October - November 2021

SITE AND FACILITIES

Outdoor Interpretive Signage - INSTALLED!

Marquee, Directional Signage, & Interpretive Panels

Rover Pipeline Community Historic Preservation Fund received (\$53,335.00) to cover signage expenses in addition to Asylum Rising Damp mitigation improvements and annual preservation of the Brandeberry Wall.



Landscaping & Grounds Clean-up

Park District and County Maintenance cleaned up dead trees and debris from around the site, allowing us the opportunity to address building preservation and future opportunities for the public. Harkness Gardenscapes beautified additional public areas and is encouraging regrowth of heirloom plants.



NEW! Electronic garage door on Wash House, front screen door on museum, track lighting in three exhibit spaces.

PENDING: Roof and leak issues, Collections Storage, site structure improvements to include Pest House, Power House, Privy, and Shelter House area (former Cattle Barn).

Opens April 2022:



- Wedding Dresses and Attire (1850-2000)
- Harlequin Romance Cover Art Exhibit
- Wedding Preparations: Consumerism and the Bridal Registry
- Ceremonial Origins and the Reception Evolution
- The American Dream: Roles Inside and Outside of the Home
- Tea & Talk Series and other events



MUSEUM DIRECTOR QUARTERLY REPORT to COUNTY COMMISSIONERS September – October - November 2021

EDUCATIONAL OUTREACH

(September - November 8, 2021) **671** students and adults served. All programs were given In-Person.

- 13 In-person adult programs
- 2 In-person school programs
- 2 Trunks went to area schools
- 2 student tours

PUBLIC SERVED

- Exceeded 2020 public served with attendance trending upwards. Museum visitation approx. 12% of overall public served; 88% outdoor usage, events, and programs.
- Museum continues to serve as a “Harvest Host” and welcomes one-night, overnight RV travellers. This produces additional revenue and PR for Wood County.
- Free First Fridays – well attended, sponsored by Visit BG.
- Rentals: Doll Club, bridal showers, family reunions.
- Tours: Home Schoolers, BGSU students, antique car club.

HISTORICAL SOCIETY

- 2022 Budget – society and tax appropriation budgets approved by board November 15.
- Met 2021 income goals due to annual campaign, consistent memberships, and grant funding.
- Members elected Michael Gianetti and Erika Miklovic to the board. Awaiting BCC appointee.
- **NEW TO THE COLLECTION:**
 - Eastlake Furniture set (chairs and loveseat)
 - School Memorabilia - Bowling Green High School class of 1939 and Liberty Hi 1927
 - Bowling Green photographs
 - Bromo Quinine bottle for medical collection
 - Textiles: wedding dresses, infant clothing, Wood County Fair tie, accessories
 - Korean War uniform and accoutrements

MARKETING & EVENTS

- Gala Virtual Auction and Fundraiser - \$18,000 income exceeded goal.
- Ohio Barns - author meet & greet, book signing, and painting raffle with Robert Kroeger
- Behind-the-scenes tours
- 1951 Chevy Firetruck in BG Holiday Parade
- Demonstration Days – Blacksmithing
- “German Gravestone Inscriptions in Northwest Ohio” presentation followed by an open discussion on “Your German Ancestors”
- Virtual History Series: (Oct) Rolling with Jesus, (Nov) Whimsies & Whirligigs: Movin’ through the Archives, (Dec 9) Female Athletes of Wood County (presented by Hal Brown).
- Rum Education Program & Tasting: The Pirate’s Life on the Ohio River
- Active marketing: social media Influencer, Ohio Tourism, Chanticleer newsletter, diverse media

