

RESOLUTION NO. 22-01521

In the matter of approval of prior meeting) County Commissioners’ Office,
minutes from the regular session held on) Wood County, Ohio
November 22, 2022.) November 29, 2022

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 22nd day of November 2022 with the following members present: THEODORE H. BOWLUS, CRAIG LAHOTE and DORIS I. HERRINGSHAW; and

WHEREAS, the Commissioners’ Agenda for November 22, 2022, was as follows:

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

Commissioner Herringshaw called the meeting to order and requested the reading of the prior meeting minutes. Administrator Carri Stanley, Assistant Administrator Dan Scherger, Clerk Sandy Long and Facilities Director Steve Blausey were also present.

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

No out of state travel requests were submitted. The personnel actions submitted were from Job and Family Services for the retirement of Protective Services Worker 2 Nicole Ray, appointment of Paige Utrup and Jackson Carlisle as Student Help; from Wood Haven for the resignation of STNA Morgan Squire and Dietary Aide Rebekah Binion, voluntary resignation of STNA Leah Schoenlein, appointment of full-time STNA Jaida Stone; from Information Technology for medical leave without pay for IT Support Technician II Derek Zavela.

Commissioner LaHote moved to approve the resolutions on the attached listing with the exception of resolutions 22-01500 (reappointment to Historical Society Board) which will be considered later in today’s session and 22-01501 (payment for services) which will be tabled. Commissioner Bowlus seconded the motion. All voted aye and the motion carried.

III. -- Staff Reports

Buildings and Grounds Monthly Update (9:28 a.m.) – Mr. Blausey shared the attached information which was referenced throughout the discussion. There was discussion regarding the delayed start of the jail project and the need for construction of a stormwater retention pond. The meeting concluded at 9:44 a.m. Mr. Blausey exited at this time.

Records Center Quarterly Update (9:45 a.m.) – Records Center Manager Brenda Ransom shared the attached information which was referenced throughout the discussion. The meeting concluded at 10:00 a.m. Ms. Ransom exited at this time.

Historical Museum Quarterly Update and Reappointment of Gordon Bowman to the Wood County Historical Society Board (10:00 a.m.) – Historical Museum Director Annette Wells was present for the reappointment of Mr. Bowman to the Historical Society Board. Mr. Bowman thanked the Commissioners for his initial appointment and informed them that he is the incoming president for

2023. He stated that he has enjoyed the last three years on the Board and is looking forward to being more involved. The Commissioners thanked him for his willingness to be reappointed. Commissioner LaHote moved to approve resolution 22-01500 (reappointment to Historical Society Board) and Commissioner Bowlus seconded the motion. All voted aye and the motion carried. Photos were taken of Mr. Bowman and the Commissioners.

Ms. Wells shared the attached information which was referenced throughout the discussion. The meeting concluded at 10:37 a.m. Mr. Bowman and Ms. Wells exited at this time.

Ms. Stanley mentioned that a response is needed for the Center Township Trustees regarding their request for the Commissioners to restrict the construction of economically significant wind farms and solar facilities within the township. She reminded the Commissioners that a similar request was received from the Henry Township Trustees in the spring. At that time the Commissioners declined to restrict the construction for the entirety of the township instead stating they would consider projects on a case-by-case basis. Ms. Stanley asked if they would like a similar letter drafted for the Center Township Trustees. The Commissioners all agreed to a similar letter.

Ms. Stanley asked the Commissioners if they would like to send a letter in support of the renewal of the State Route 23 Corridor Connect Study to the Governor and Director of ODOT. Commissioner Herringshaw stated this is a sensitive subject. The initial stages of the study suggested cutting into farmland near Delaware. More discussion will be needed on this topic.

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 10:43 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 times to public inspection.

Commissioner Bowlus moved and Commissioner LaHote 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

ye

Craig LaHote

DORIS I. HERRINGSHAW, Ed.D.

ABSENT

Board of County Commissioners,
Wood County, Ohio

Attest:

Sandy A. Long
Clerk of said Board

Resolution	Date	Description	PO	Cost
22-01498	11/22/2022	APPROVAL OF PRIOR MEETING MINUTES FROM THE REGULAR SESSION HELD ON 11/17/2022		
22-01499	11/22/2022	AUTHORIZE PAYMENT OF VOUCHERS		
22-01500	11/22/2022	REAPPOINT GORDON BOWMAN TO THE WOOD COUNTY HISTORICAL SOCIETY BOARD (TERM EXP. 12/31/2025)		
22-01502	11/22/2022	AUTHORIZE CHANGE ORDER NO. 1 - FINAL FOR THE RESURFACING OF KELLOGG ROAD, GRAND RAPIDS AND WASHIGTON TOWNSHIPS, WOOD COUNTY, OHIO.		
22-01503	11/22/2022	AUTHORIZE CONTRACT WITH SUMMIT INFORMATION RESOURCES TO RENEW HARDWARE SUPPORT FOR THE TINTRI (FORMERLY KNOWN AS WESTERN DIGITAL) - INTELLIFLASH 4760 HYBRID FLASH EQUIPMENT LOCATED IN THE COURTHOUSE SERVER ROOM, SERVING ALL COUNTY OFFICES.		
22-01504	11/22/2022	RECEIVE BIDS AND AWARD CONTRACT FOR THE LUCKEY ROAD BRIDGE NO. 4-11B REPLACEMENT OVER DITCH 2250, TROY TOWNSHIP, WOOD COUNTY, OHIO.		
22-01505	11/22/2022	APPROVAL OF REQUESTS FOR TRAVEL AND REIMBURSEMENT FOR WOOD COUNTY EMPLOYEES		
22-01506	11/22/2022	ADJUSTMENT TO APPROPRIATIONS - VARIOUS FUNDS		
22-01507	11/22/2022	SUPPLEMENTAL APPROPRIATIONS - VARIOUS FUNDS		
22-01508	11/22/2022	AUTHORIZE CONTRACT WITH VESTIGE GROUP, LLC TO PURCHASE PERSA DURESS/GPS TRACKING FOR THE WOOD COUNTY DEPARTMENT OF JOB AND FAMILY SERVICES.		
22-01509	11/22/2022	REIMBURSEMENT OF FUNDS - JOB AND FAMILY SERVICES		
22-01510	11/22/2022	AUTHORIZE MEMORANDUM OF UNDERSTANDING WITH SHARING KITCHEN ON BEHALF OF WOOD COUNTY DEPARTMENT OF JOB AND FAMILY SERVICES FOR WORK SITE PLACEMENTS FOR THE WORK EXPERIENCE PROGRAM.		
22-01511	11/22/2022	PAYMENT FOR SERVICES - OCTOBER 2022 FUEL FACILITY		
22-01512	11/22/2022	RETURN ADVANCE OF FUNDS - VARIOUS FUNDS		
22-01513	11/22/2022	AUTHORIZE CONTRACT WITH THE VILLAGE OF JERRY CITY FOR PARTICIPATION IN WOOD COUNTY'S EMERGENCY MANAGEMENT PROGRAM.		
22-01514	11/22/2022	AUTHORIZE CONTRACT WITH THE VILLAGE OF LUCKEY FOR PARTICIPATION IN WOOD COUNTY'S EMERGENCY MANAGEMENT PROGRAM.		
22-01515	11/22/2022	AUTHORIZE CONTRACT WITH PORTAGE TOWNSHIP FOR PARTICIPATION IN WOOD COUNTY'S EMERGENCY MANAGEMENT PROGRAM.		
22-01516	11/22/2022	AUTHORIZE CONTRACT WITH WESTON TOWNSHIP FOR PARTICIPATION IN WOOD COUNTY'S EMERGENCY MANAGEMENT PROGRAM.		
22-01517	11/22/2022	ACKNOWLEDGING ACTIONS TAKEN BY THE COUNTY ADMINISTRATOR AND INCORPORATING SAID ACTIONS INTO THE JOURNAL OF PROCEEDINGS AUTHORIZING DROP-OFF RECYCLING QUALITY IMPROVEMENT GRANT APPLICATION FOR THE SOLID WASTE MANAGEMENT DISTRICT.		
22-01518	11/22/2022	AUTHORIZE CHANGE ORDER NO. 1 WITH QUINN CONCRETE CONSTRUCTION, INC. FOR THE PY20 COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) CITY OF NORTHWOOD - SIDEWALK REPAIR AND INSTALLATION PROJECT.		
22-01519	11/22/2022	AUTHORIZE VARIOUS PERSONNEL ACTIONS		
22-01520	11/22/2022	AUTHORIZING REIMBURSEMENT OF SALARIES AND BENEFITS FOR ADMINISTRATIVE SERVICES PERFORMED BY COMMISSIONERS' DEPARTMENT PERSONNEL IN 2022 TO MAINTAIN WORKERS' COMPENSATION AND SAFETY PROGRAMS.		

Buildings & Grounds Monthly Update

November 22, 2022

Completed Projects

Courthouse Administration painting and carpeting is now complete as far as the contract part is concerned. Maintenance crews will be doing a few incidentals to wrap this up.

The Office Building “skylight” has been re-roofed by Technique Roofing.

A new water heater was installed for the Office Building and during this procedure, some other components were found to be defective. We are in the process of replacing them.

Courthouse maintenance crews installed new electric fixtures in the gas lamps on the front of the Courthouse. Bulbs were used that simulate a “flickering effect”.

Two new water heaters were installed at JDC by JL Mechanical. This was an emergency repair replacing one large unit that was currently serving this building.

Current Projects

The Health Department Renovation is underway. Demo work is complete in phase one of this project now.

Roof replacement at JRC started last week. Damschoder Roofing is the contractor for this project, and they are about 60% complete at this time.

Maintenance crews will be repairing a leak in the heating system at the Highway Garage soon.

Jail Expansion Update

Work has finally begun at the jail site. Silt rolls have been placed around the perimeter of this project and the removal of dirt in the new parking area started yesterday. Trees should be removed this week along with other site work required.

Upcoming Projects

We are trying to get the Hearing Room carpet replacement work scheduled for starting the last week of the year.

The prints are complete for NWCCC addition. They are hoping to put this project out for bid in January.

Sound Solutions are scheduled to start the first week of December to install hearing assistance systems in the courtrooms.

We have been working with the Museum staff in securing a contractor for a couple of projects there. One project is to repair the foundation on one of the out buildings, and another is to replace the floor in the Power House along with a few other improvements to this structure.

MISC.

The two stone columns on the west end of the back drive at the Museum were repaired by maintenance crews.

Getting equipment ready for winter.

Decorating for Christmas will begin next week.

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*

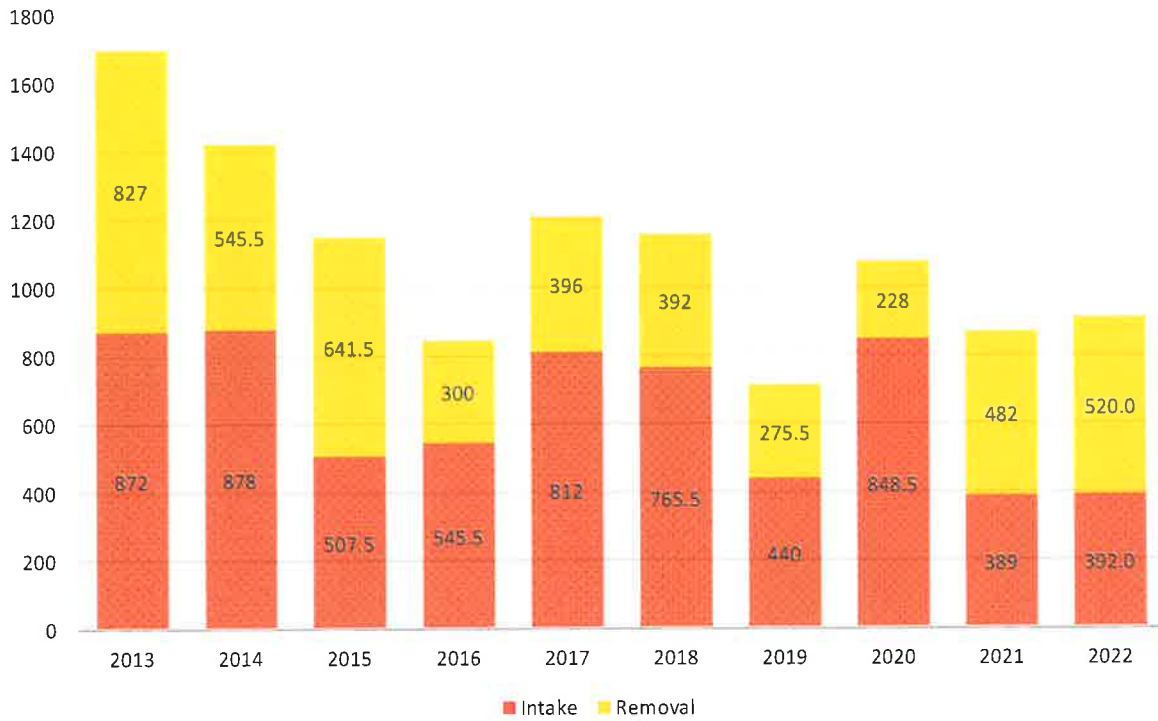


Records Center Quarterly Report

August 23-November 18, 2022:

- As of November 18, 2022, there were **9,013** cubic feet of space in use – 86% capacity.
- Intake August 23-November 18, 2022, = 55 cubic feet.
- Shredding (inside and outside of Records Center) August 23-November 18, 2022, = 1.8 tons; 111 cubic feet of storage space opened. Only Prosecuting Attorney (93 of 173 cubic feet approved for December), Commissioners (27 insurance boxes waiting to be shredded, 5 more to be reviewed), and Help Me Grow (JFS/Health Department/Wood County DD – 52 boxes with no mechanism for disposal) have records in storage past eligible destruction date.
- First floor renovation is final – countertop for four lateral file cabinets installed week of November 14, damaged desk piece previously replaced.
- OP800 microfilm writer has been idle since air compressor failed in late July. Former records manager's office in basement has been set up and ready for moving equipment. Crowley Company has been regularly contacted, waiting on shipping notification from Germany.
- WLI scanner operators continuing with Auditor budget (other jurisdictions) and Public Defender misdemeanor/juvenile case projects.
- Auditor's tax duplicates from 1978-1982 and 1988-2021 are accessible by Real Estate division staff via OnBase. Scanning project continues with 1983-1987 under way and 1952-1977 next up.
- Records Center staff have access to all Records Commission files and shredding reports in OnBase.
- Public Defender is interested in expanding OnBase use to include personnel files.
- Retention schedules in greatest need of update in 2023: Family and Children First Council (JFS), Prosecuting Attorney, Sheriff's Office, Wood Haven Healthcare.

INTAKE VS. REMOVAL 2013-2022



Notes: 2013-2021 full year, 2022 through November 18. This is second year in a row and 5th ever where removal has outpaced intake (2009, 2010, 2015, 2021, and 2022). Thus far, 2022 is 7th highest volume shredded in a year (2003-present). May move up to 5th or 6th by end of December.



MUSEUM DIRECTOR QUARTERLY REPORT to COUNTY COMMISSIONERS
September ❖ October ❖ November 2022

MUSEUM UPDATES

Welcome to the new Events Assistant –Alex Hutchings.

- Museum will be the host site for Ohio Local History Alliance Region 1 Meeting in March 2023.
- Storage Units for Collections all successfully built. Just recently, new units in 4 Archival Rooms and the Alumni Room installed. Now we will begin the long process of putting everything into the new units! ***See photos of Archives.***
- Online GALA Auction was successful and brought in \$14,500+
- Landscaping had made some nice improvements such as the brick work below the blue yard signs



FACILITY & PROPERTY UPDATES –

- Grounds were frequently used by visitors (and photographers).
- OSU Extension Office delivered hops to Arlynn's Good Beer for brewing and now have 'Wood County IPA'. We will develop a contract for next year's crop now that we know they are viable.
- Women's Privy concrete base will be repaired and an exhibit installed by Spring 2023.
- Brandeberry Wall repaired after several lawn incidents.
- Plans to pour a new floor in Powerhouse & install a secure garage door to make it useable space for events—Winter 22-23 project.
- Museum's 1950s Chevy Pump Firetruck returned to museum after repairs and will be used in parades in future.

EDUCATION OUTREACH:

~ Completed the 100th educational program, tour, traveling trunk, etc. for 2022.
~ 18 programs are scheduled for the rest of this year. Right now, a bit over 3,400 total people have been served, which is better than 2020 and 2021 combined, but not as well as 2019.
~The total number of people served for 2022 will be about 4,000 (or a bit less), which will be better than 2018, 2020, and 2021. The goal was 120 programs for this year so very close.

CURATOR UPDATE:

~Items from Glass Factory owned by Myron Case. *Accepted by Collections Committee via email.*

~Met with BGSU Archival Collections about the future project of digitization & storage of Infirmary Records

~ Museum's 2nd floor is closed currently due to the new installation of the storage units in the Archival Rooms. The 2nd floor's exhibit area is where the archives are being sorted before they return to their new storage units.



WOOD COUNTY
MUSEUM

MUSEUM DIRECTOR QUARTERLY REPORT to COUNTY COMMISSIONERS
September ❖ October ❖ November 2022

MARKETING & EVENTS UPDATE:

- ~ Teas: August, September, October, November, and 2 teas in December.
- ~ Museum's Board of Elections was held in November
- ~ North Baltimore – Trunk or Treat

Upcoming Events/ Programs:

- ~Museum 2nd Floor still closed. Pictures emailed to board of the progress.
- ~November 19—BG HOLIDAY PARADE. Be there 9:20am, step off 9:50am
- ~November 25th – PEMBERVILLE HOLIDAY PARADE. Registration. 4-6pm. Starts 6:30pm
- ~December 1st – Tea Series ~ Wedding Dress Trends
- ~December 8th -- Tea Series ~ Jane Austen on Relationships
- ~December 10th – Christmas Tea & Cookie Tour 10am-5pm
- ~December 15th, Call Me Old Fashioned- Whiskey Tasting 7-9pm (rescheduled from Sept.)



ARCHIVES & COLLECTIONS --- STORAGE SNEEK PEAK



WOOD COUNTY
MUSEUM

MUSEUM DIRECTOR QUARTERLY REPORT to COUNTY COMMISSIONERS
September ❖ October ❖ November 2022

