

**RESOLUTION NO. 23-01461**

In the matter of approval of prior meeting ) County Commissioners’ Office,  
minutes from the regular session held on ) Wood County, Ohio  
November 21, 2023. ) November 28, 2023

*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 21<sup>st</sup> day of November 2023 with the following members present: DORIS I. HERRINGSHAW, THEODORE H. BOWLUS and CRAIG LAHOTE; and

*WHEREAS*, the Commissioners’ Agenda for November 21, 2023, was as follows:

*I. 9:23 a.m. -- Consider Resolutions – See Resolution Listing*

Commissioner LaHote called the meeting to order with County Administrator Carri Stanley, Assistant County Administrator Dan Scherger and Clerk of the Board Sandy Long also present. Commissioner LaHote noted the receipt of the minutes of the previous session with no corrections necessary.

There were no out-of-state travel requests submitted. There was one personnel action submitted from Wood Haven to extend the temporary pay rate increase for Personnel Clerk Sara Fletcher while performing payroll services during the vacancy of the HR Coordinator position.

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

*II. -- Staff Reports*

Ms. Stanley stated Huntington Bank has been the custodian, trustee, and financial advisor for the Wood County Employees Health Benefits Trust Fund for many years. Huntington notified the county in the spring that it was selling its retirement/benefit services division to OneDigital Investment Advisors. Huntington indicated the change would be seamless and service fees would be unchanged. Recently, the county was notified that three new separate agreements must be approved. They include an agreement with OneDigital to serve as financial advisor, an agreement with Alta Trust Company to serve as trustee, and an agreement with Charles Schwab Trust Bank to serve as custodian of the funds. Ms. Stanley stated that Huntington is requesting the agreements be approved in a short period of time. In consultation with the Prosecutor’s Office, Ms. Stanley contacted Bricker Graydon to review the agreements and recommend any necessary changes. A conference call was held on Monday to discuss various issues with the documents. Ms. Stanley stated if certain changes can be incorporated, the agreements will likely be on the resolution listing next Tuesday for the Commissioners’ consideration.

Ms. Stanley mentioned that CCAO is offering a webinar regarding State Issue 2 in the employment setting. She stated it is her understanding that employers may still prohibit drugs in the workplace and drug-free workplace policies can remain in place. Ms. Stanley said she is also working with the Prosecutor’s Office on this issue.

Ms. Stanley stated that Chief Dog Warden Jodi Harding has asked if the Shelter could participate in an adoption event with the Wood County Humane Society. The event would be at a local business in the City of Maumee. Ms. Stanley stated this would be a good way to show collaboration with the Humane Society. The Commissioners agreed. Ms. Stanley mentioned that Ms. Harding is also partnering with the Wood County Park District to hand out fliers monthly at parks regarding the Dog Shelter and available dogs.

Ms. Stanley mentioned that she and Commissioner LaHote will be meeting with Heather Saylor, Bowling Green Historical Preservation, following today's session to discuss the placement of interpretive historical signs around the courthouse.

Buildings and Grounds Monthly Update (9:36 a.m.) – Facilities Director Steve Blausey shared the attached information which was referenced throughout the discussion. The meeting concluded at 9:50 a.m. Mr. Blausey exited at this time.

Records Center Quarterly Update (9:50 a.m.) – Records Center Manager Brenda Ransom shared the attached information which was referenced throughout the discussion. The meeting concluded at 10:03 a.m. Ms. Ransom exited at this time.

Historical Museum Quarterly Update (10:04 a.m.) – Historical Museum Director Annette Wells was joined by Marketing and Events Coordinator Marissa Muniz to share the attached information. Ms. Wells also discussed some proposed Historical Society employee changes. She said over the years, the Historical Society has employed several part-time employees. The Historical Society would like to shift the part-time work to two full-time positions. Ms. Wells indicated that since 2015, the Historical Society has been reimbursed \$5200 from county tax appropriated funds to cover a portion of the cost of one Historical Society part-time employee. The Historical Society is now requesting the amount be increased to \$14,000 to cover 40% of a full-time Registrar position. The Historical Society would also provide a stipend for the employee's health insurance benefits. The Registrar position would help catalog the collection items electronically. Ms. Stanley stated that it is her understanding that the original intent of the tax appropriated funds was to cover the costs of Museum building and grounds maintenance and improvements. Ms. Wells stated that the \$5200 was used to supplement maintenance activities at the Museum, but the need has now shifted to collection related activities. Due to time constraints, the Commissioners agree to discuss the matter further at a later date. The meeting concluded at 10:37 a.m. Ms. Wells and Ms. Muniz exited at this time.

Wood County Agricultural Society re: 2024 Funding (10:38 a.m.) – Wood County Fair Manager Laura Westgate was joined by Agricultural Society Treasurer Kathy Thomas to review the Agricultural Society 2024 funding requests. Ms. Westgate stated the most important priority is continued financial support of the Junior Fair Coordinator. The Commissioners provide funding for this position annually. The Agricultural Society is also requesting funding for six additional projects in 2024 including replacing asphalt in front of the Home and Garden Building, electrical maintenance and upgrades, handicap accessibility, surveillance cameras, and a keyless entry lock system. The Commissioners thanked them for the information. The meeting concluded at 10:57 a.m.

### *III. -- 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 10:57 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 Herringshaw seconded the approval of the resolution, and the roll being called on its adoption, the vote resulted as follows:

DORIS I. HERRINGSHAW, Ed.D.	<u>yes</u>	<u>Doris I Herringshaw</u>
DR. THEODORE H. BOWLUS	<u>yes</u>	<u>Theodore H Bowlus</u>
CRAIG LAHOTE	<u>yes</u>	<u>Craig LaHote</u>

Board of County Commissioners,  
Wood County, Ohio

Attest: Sandy A. Long  
Clerk of said Board

Resolution	Date	Description	PO	Cost
23-01446	11/21/2023	APPROVAL OF PRIOR MEETING MINUTES FROM THE REGULAR SESSION HELD ON 11/16/2023		
23-01447	11/21/2023	AUTHORIZE PAYMENT OF VOUCHERS		
23-01448	11/21/2023	SUPPLEMENTAL APPROPRIATIONS - VARIOUS FUNDS		
23-01449	11/21/2023	RECEIVE AND AWARD BIDS FOR THE PY2022 CRITICAL INFRASTRUCTURE COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) - VILLAGE OF BLOOMDALE - STORM SEWER REPLACEMENT PROJECT.		
23-01450	11/21/2023	AUTHORIZE AGREEMENT WITH BATANIAN TREE SERVICE FOR TREE TRIMMING AND DEAD WOOD REMOVAL AT THE WOOD COUNTY HISTORICAL MUSEUM		
23-01451	11/21/2023	AUTHORIZE AGREEMENT WITH VIAQUEST PSYCHIATRIC & BEHAVIORIAL SOLUTIONS, LLC TO PROVIDE BEHAVIORIAL HEALTH AND SUPPORT SERVICES TO PATIENTS AT WOOD HAVEN HEALTH CARE.		
23-01452	11/21/2023	LAKESIDE INTERIOR CONTRACTORS - AUTHORIZING LABOR AND MATERIALS FOR CARPET REPLACEMENT IN THE WOOD COUNTY COMMON PLEAS COURTROOM #2 SUPPORT STAFF AREA, PURSUANT TO BCC APPROVED CONTRACT #23-1443, DATED 11/16/2023.	135044	\$10,100.00
23-01453	11/21/2023	ADJUSTMENT TO APPROPRIATIONS - VARIOUS FUNDS		
23-01454	11/21/2023	AUTHORIZING AN AGREEMENT WITH PERRY PROTECH FOR THE PURCHASE AND MAINTENANCE OF (2) EPSON DS-870 SCANNERS FOR WOOD COUNTY CLERK OF COURTS.		
23-01455	11/21/2023	PERRY PRO TECH - AUTHORIZE THE PURCHASE OF (2) EPSON DS870 SCANNERS FOR WOOD COUNTY CLERK OF COURTS.	104539	\$2,390.00
23-01456	11/21/2023	CDW-G GOVERNMENT INC - AUTHORIZE THE PURCHASE OF A CYBERPOWER SMART APP PR1500RT2U NETWORK SWITCH FOR THE WOOD COUNTY TITLE OFFICE.	104540	\$737.23
23-01457	11/21/2023	PAYMENT FOR SERVICES - 2023 HEALTH DISTRICT HVAC/BOILER BOND PAYMENT		
23-01458	11/21/2023	DIRECT SUPPLY INC - AUTHORIZING THE PURCHASE OF A REPLACEMENT ARCTIC AIR REFRIGERATOR AR49 FOR WOOD HAVEN HEALTHCARE.	554382	\$2,818.16
23-01459	11/21/2023	APPROVE REQUESTS FOR TRAVEL AND REIMBURSEMENT FOR WOOD COUNTY EMPLOYEES		
23-01460	11/21/2023	AUTHORIZE VARIOUS PERSONNEL ACTIONS		

Buildings & Grounds Monthly Update  
November 21, 2023

Completed Projects

VM Systems is done with the duct cleaning at JRC and JDC.

A leak in the restroom heating lines at the Highway Garage was recently repaired. This involved removal of insulation and the replacement of about 75 ft. of cast iron line. Dimech was the contractor for this work.

A small paving project is now finished at the Museum grounds. This should help keep people from driving through grassy areas.

Current Projects

Chair rail work is on-going at the Health Department.

The Judge has requested some extra trim work be performed in Court 2. This will be performed by Courthouse maintenance crews.

We have a small issue with the high-speed door on the exit side of the parking garage. A technician should be out today to repair.

We have an emergency repair happening today on a heating line at the jail. Dimech is handling this work.

Jail Expansion Update

Intake: Site exterior has been fine graded, and paving was completed last week, sidewalks are finished, and some preliminary landscaping work has begun. Inside, ceiling tile and floor work continues and should be completed this month. Control work will be starting soon, and the punch list will begin in early December. A completion date for the Intake area has been set for January 9, 2024. Renovation work of some areas in the existing jail will begin in January as well.

Housing: The 2<sup>nd</sup> floor precast has been set, topping slabs have been poured, and stairs are complete. Expecting to have roof on structure before December.

NWCCC Addition

Exterior walls should be enclosed soon, shingled roof areas are complete, and rubber roof areas should be done next week. Rough-in work for plumbing and electrical continues and window frames and glass were started this week.

### Upcoming Projects

Generator PMs will start soon.

Tree trimming at the Museum should happen soon.

Expecting the 4<sup>th</sup> floor carpet work to happen in December.

Board of Elections carpet and painting work should begin in December too.

### Misc.

Courthouse crews have started doing some exterior decorating for the holidays.

EGLC crews are making a building on the Museum grounds weather tight in the hopes of preserving this structure for the future.

# Wood County Records Center

Brenda Ransom, Records Manager

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



## Records Center Quarterly Report Highlights August 28-November 17, 2023:

- As of November 17, 2023, there were **8,620** cubic feet of space in use – 82% capacity.
- Intake for August 28-November 17, 2023, = 182 cubic feet.
- Shredding (inside and outside of Records Center) from August 28-November 17, 2023, = .97 of a ton; 78 cubic feet of storage space opened.

Still holding 20 cubic feet of records eligible for destruction in 2022 or prior, and four boxes eligible as of January 1, 2023. Hope is to tackle these when sending out the 2024 disposal reports in December. Annual disposal in 2024 totals 243 cubic feet, along with ongoing destruction of records reformatted to digital and microfilm versions.

- Email 101 and 201 trainings were completed this fall; plan is to continue offering a session or each level to employees annually.
- Over the period of this report, 127 rolls of microfilm were produced. The total for the year is 452 rolls. As of November 17, there are 204 rolls awaiting shipment to Iron Mountain. Wood County currently stores more than 11,000 rolls of 16mm and 35mm microfilm at the Iron Mountain underground storage facility in western Pennsylvania.
- Brenda Ransom will participate in a four-day online training by the Hyland company regarding the OnBase workflow module.
- Looking to 2024, in addition to the annual disposal and intake of records for storage, staff will focus on a complete storage box inventory, which was last done in 2012.
- Three Offices/Departments are still in need of an updated records retention schedule – Prosecuting Attorney (2011), Sheriff (2005), and Wood Haven Healthcare (1996).

<b>Total cubic footage in use by year:</b>		2016	7,693.5	(November 21, 2016)
2009	7,982.0	2017	8,257.5	
2010	7,858.0	2018	8,516.0	
2011	7,880.0	2019	8,659.5	
2012	7,800.0	(September 30, 2012)	2020	9,238.5
2013	7,379.5	(November 24, 2013)	2021	9,090.0
2014	7,586.0		2022	9,102.0
2015	7,578.0		2023	8,620.0
				(November 17, 2023)



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## Storage Utilization 2009-2023



**NOTES:**

1. Others = 13 to 18 departments with less than 4% utilization, varying by year (15 departments 2009-2011, 2013; 13 departments 2012; 14 departments 2014-2015; 16 departments 2016; 17 departments 2017; 18 departments 2018-2023)
2. All as of December 31 of year, except November 17, 2023; August 24, 2015; September 2014
3. Trends
  - a. Clerk of Courts cut back from 16% utilization to low of 8% due to aggressive reformatting projects, has climbed back to 12%
  - b. Sheriff was at 3% due to success of inmate file reformatting project, but has since climbed to 11% from combination of drop off in microfilming and addition of records such as offense reports and detectives' investigation files
  - c. JFS dropped from high of 5% to 2% due to reformatting project began in 2023





**MUSEUM DIRECTOR QUARTERLY REPORT to COUNTY COMMISSIONERS  
SEPTEMBER ❖ OCTOBER ❖ NOVEMBER 2023**

**MUSEUM RECAP --> by the numbers**

**FAMILY-FOCUSED EVENTS: 1000 People**

Easter Egg Hunt (300+), Safety Event (700+),

**COMMUNITY-WELCOMING EVENTS: 1040 people**

June Music (150), BBQ Bash (120), August Music (300), September Music (350),  
Ribbon Cutting/ Reopening (120)

**EDUCATIONAL PROGRAMS: 1215 people**

Early Ohio Living History Weekend (500), Teas & Talks (325+), German American Day (20),  
Living History Day in August (120), Tea Classes (100), Blacksmith Demos (50),  
Power of Yesteryear Spring Showcase (100),

**OUTREACH (NOT INCLUDED TRAVELING PROGRAMS): 1750 people**

Ohio Tourism Day- May (300+), Grand Rapids Antique Car Show –May (400),  
Bowling Green Farmers Market (100), Perrysburg Market (200), Wood County Air Fair-August (400),  
Farmfest – Oct (150), North Baltimore Trunk or Treat (200)

**GRANTS:**

- ~Ohio Humanities – Tea Speakers **\$800** (received \$600 now and \$200 post-report)
- ~From Students 4 Community -- Sensory Bags for museum visitor use **\$1000** (awarded full amount June)
- ~Ohio Arts Council – Concert Series **\$4035** (receiving ½ in September and ½ in June '24)
- ~Wood County Cultural Arts – *asked \$5000* for Music @ Museum, decision/payment moved to 2024.
- ~VisitBG Grant –**\$3900** for 2024 Early Ohio on Portage event co-hosted by Maumee Valley Heritage Corridor

**TOTAL GRANTS AWARDED: \$9735 MONIES RECEIVED: \$3,617.50**

**FACILITY & PROPERTY RECAP –**

- ~ HOG BARN IMPROVEMENTS: Concrete Pad behind Hog Barn – Landscaping cleaned up. Collection items removed. Many went into Awning of Pole Barn and Inside Pole Barn. Hog Barn cleaned out inside and animal holes will be made secure with metal sheeting.
- ~ POLE BARN: Awning: County Maintenance brought in a load of stone for the woodchuck holes and filled everything. Farming Equipment that was dragged out of Pole Barn 2 years ago and in Weeds in front of Barn: Relocated under Pole Barn Awning.
  - Used heavy equipment to shuffle collections pieces in here for better storage.
  - Several Pieces went to Carter Farm for use.
- ~ Completed Powerhouse project!!
- ~ Rented an additional 10 yard dumpster and cleaned & reordered garage.
- ~ Cleaned up materials dumped on concrete pad.
- ~ Repaired front concrete gate
- ~ Redid driving gate
- ~ Helped with landscaping powerhouse
- ~ Chicken Coop totally empty and cleaned up by Church of Christ volunteer group
- ~ Front *stone* driveway and driveways in East lawn redone



**MUSEUM DIRECTOR QUARTERLY REPORT to COUNTY COMMISSIONERS  
SEPTEMBER ❖ OCTOBER ❖ NOVEMBER 2023**

- ~ Added stone to the area around Boomtown's oil barrels
- ~ Repainted Pest House and Chicken Coop
- ~ Trimmed trees around the shelter house on West lawn AND across County Home Road. Yippee!
- ~ Installed electric outlet at Marque sign
- ~ Plastered 'kitchen exhibit room' and repainted
- ~ Powerwashed awning, ramp, front porch
- ~ Replaced fuel pump in Gator; keep it running for us. Big help!
- ~ replace outdoor East porch lights and parking lot lights
- ~ locks on 2<sup>nd</sup> floor office doors, made gift shop chalkboard,

**Major Contractor work completed:**

- ~ Electrical in exhibit rooms and Powerhouse – Tucker
- ~ Museum roof repaired – Technique
- ~ 14 Trees removed- Batanians
- ~ Water damage repairs back in March – Comte
- ~ New Flooring - Kierians

**UPCOMING EVENTS:**

- Thursday Dec. 14 – Tea & Talk – 2pm Fashion After Dark: How the electric light changed clothing

**ATTENDANCE ROSTER**

The following persons were in attendance at a public meeting/hearing of the Board of County

Commissioners on the 21<sup>st</sup> day of November, 2023.

**PLEASE PRINT**

**NAME**

**DEPARTMENT/ADDRESS**

Laura Westgate

Wood Co. Ag Society

Kelly Thomas

Wood City Ag. Society

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