

Sandusky County Commissioners – 622 Croghan Street, Fremont, OH 43420			2024 MEETING	
Meeting: Board Of Commissioners	Location: Commissioners' Board Room	Date: 6/18/2024	Time: 8:00AM – 11:39AM	
Present: Commissioners: Russ Zimmerman – President; Scott Miller– Vice President; Charles Schwochow				
Present: Theresa Garcia – County Administrator				
Others Present: Steve Shiets, Carlos Baez, Noah Mahler, Pat McColley (see sign in sheet for ODOT staff)				
(*action items)				
AGENDA ITEMS	BRIEF DESCRIPTIONS / ACTION STEPS:	PERSON RESPONSIBLE:	DOLLAR AMOUNT:	MOTION / VOTE
Call to Order Pledge of Allegiance (8:00am)		Russ Zimmerman, President		
*Review & Approval of Commissioner Meeting Minutes, incoming Mail Review & External Meeting Notices	The 6/13/2024 minutes were reviewed/approved by the Board. The Board reviewed incoming mail and external meeting notices.	Russ Zimmerman Scott Miller Charles Schwochow		*Motion: Move to Approve minutes Moved by: Scott Miller 2nd: Charles Schwochow Yes – 3
Review of External board / Meetings Attended by Commissioners	Commissioners did not attend the Chambers after hours last week.			
	Commissioner Schwochow attended the Erie Basin meeting last Friday. Sandusky County hosted the event at the Hayes Center. There were about 25 people in attendance. They were given a tour prior to the meeting. They discussed the loans that have been approved and they are all being paid back except one that was written off. These are low interest loans. They have \$225,000.00 right now to loan and have two applications right now.	Charles Schwochow		
Commissioners and Administrator Discussion	County Administrator reviewed the 2025 budget timeline. The timeline was presented to the Auditor and she is good with the timeline. Wage increases for 2025 were			

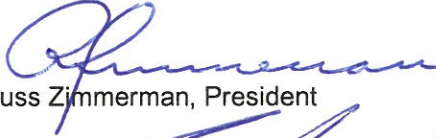
	discussed so it can be built in at the beginning of the process. Health insurance rates were discussed. Premiums will be going up, our loss ratio is very high. Commissioners reviewed wage increases from 2.5% to 4%. Commissioners all agreed to start with a 3.5% for 2025. This should help with any insurance increase. Most likely the insurance plan will have to be changed this year too.			
	Commissioners were informed the HVAC units in Woodville court are installed and complete. Terry Tracht with Facility Management was called to verify and he noted it is running and they did a great job.			
	Commissioners looked at the East State Street lot to talk about the lot line. They would like a notice sent to Bark Creek Pantry to discuss the lot line and the upcoming construction.			
* Then /Now Documents	One certificate was presented by EMA. There was a PO, time elapsed and receipt was washed and no original receipt is available. One invoice makes up this certificate. Croghan Colonial Bank - \$107.16	EMA	\$107.16	*Motion: Move to Approve certificates Moved by: Scott Miller 2nd: Charles Schwochow Yes – 3
* Personnel	None			
* Travel Requests	None			
Facility Management	Ron Hiser was unable to attend his meeting.			
Sanitary Engineer	Steve Shiets – Sanitary Engineer. Steve came in for his regular meeting with the Commissioners. See attachment for agenda items. Steve just finished up his CDBG Audit on Wightmans Grove project, he is hoping it goes well. He will have five days to respond to any notes on the audit. He is working with Sandusky River Company on additional tap agreement. Commissioner Zimmerman talked about a question he was asked about tapping others in to the Wightmans Grove system. That could be Phase III of the project. When discussing the Rice Township water project Commissioners Miller noted he had a casual discussion with City of Fremont and they have no interest in working on the project. Steve believes the EPA will not push the regionalization.	Steve Shiets – Sanitary Engineer		

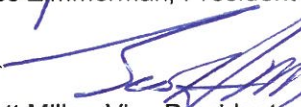
* Resolutions	2024 – 186 APPROVING SUPPLEMENTAL APPROPRIATION TO SOIL & WATER PAYMENT TO OTHER AGENCIES (\$4,000.00) FOR PURCHASE OF VEHICLE	Soil & Water		*Motion: Move to Approve resolution Moved by: Charles Schwochow 2nd: Scott Miller Yes – 3
	2024 – 187 APPROVING THE USE OF REVOLVING LOAN FUND (RLF) FOR PAYMENT TO GLCAP FOR PROFESSIONAL SERVICES IN COMPLETING AN ANALYSIS OF IMPEDIMENTS TO FAIR HOUSING IN SANDUSKY COUNTY	GLCAP		*Motion: Move to Approve resolution Moved by: Scott Miller 2nd: Charles Schwochow Yes – 3
	2024 - 188 APPROVING SUPPLEMENTAL APPROPRIATION TO EMA CONTRACT SERVICES (\$20,000.00) FOR 2024 EXPENSES	EMA	\$20,000.00	*Motion: Move to Approve resolution Moved by: Charles Schwochow 2nd: Scott Miller Yes – 3
	2024 – 189 AWARDING AND AUTHORIZING GREAT LAKES COMMUNITY ACTION PARTNERSHIP (DBA. TRIPS) AS THE CONTRACTOR FOR THE SANDUSKY COUNTY DEPARTMENT OF JOB AND FAMILY SERVICES PURCHASE OF SERVICE CONTRACT FOR TRANSPORTATION SERVICES	JFS		*Motion: Move to Approve resolution Moved by: Scott Miller 2nd: Charles Schwochow Yes – 3
	2024 - 190 ENTERING INTO CONTRACT WITH MARLIN WHITE AND SONS INC. FOR BETTER BUILDING PROJECT BID PACKAGE #6 (\$632,200.00)	Commissioners \$632,200.00		*Motion: Move to Approve resolution Moved by: Charles Schwochow 2nd: Scott Miller Yes – 3
Public Open Session	Citizens Attendees – none Media Attendees – none Elected Officials – Carlos Baez, Engineer			
	*** Commissioners entered recess at 9:53am until the 10:30am ODOT update. At 10:19am Commissioners came back in to session.			

<p>ODOT update</p>	<p>ODOT came in to give their annual update on 2024 projects. (see sign in for ODOT staff) Pat McColley, ODOT District Deputy Director, brought a power point presentation of projects. Staff reviewed each project for the Commissioners and County Engineer, Carlos Baez. Pat noted they completed the project on St. Rt. 53 roundabout's in Ottawa County. There was discussion about the Governors announcement to remove almost 30 traffic lights from Toledo to Columbus on St. Rt. 23. Pat showed a new technology called BAMTEC. It is using a CAD system to cut steel and put it in rolls to place on the bridges by unrolling it on the surface. Mike Leach talked about the main maintenance projects they are working on. They are doing some ditch fill ins On SR 412, SR 510 and SR 600 and working on culvert replacements. Construction projects were reviewed by Tom. They are doing crack sealing and resurfacing throughout the County. They have several resurfacing projects scheduled for 2025. The East State Street bypass project was reviewed. They will add lanes and put a roundabout in for people to head west from State Street. There will be a public meeting in October to provide information to the community. Notices will go out in September. They talked a little about signs on the West end traveling east bound.</p>	<p>Pat McColley- District Deputy Director</p>		
	<p>Barb Bristley, county resident, stopped in with a couple of questions. She had done some research on a cemetery that needed some attention. She reached out to Terry Stanforth to see if they needed help and someone had already gone in and cleaned it up. She talked to Peggy Courtney about the America-250 project and Barb let her know they have volunteers if anyone needs help. She got answers on Solid Waste question. She asked about the Edwards Drive residents and the increase in the sewer rate. Commissioner Zimmerman had sent her a response on the sewer rates from the discussion with Steve Shiets earlier. Barb talked to Mayor Sanchez about the two State Street bridges. She is working on a family project with her Uncle about the construction of the bridges and is looking for documentation on the projects. She reached out to the Historical Society and they had no background on Hispanics coming in to work on the project.</p>			

* Adjournment (11:39am)	With business completed for the day the meeting was adjourned.			* Motion: Move to adjourn Moved by: 2nd: Yes - 3
--	--	--	--	---

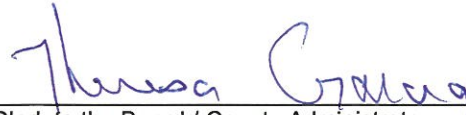
Signature of:


Russ Zimmerman, President


Scott Miller, Vice President


Charles Schwochow

Board of County Commissioners, Sandusky County Ohio

Attest: 
Clerk to the Board / County Administrator

I, the undersigned, Clerk of the Board of Commissioners, Sandusky County, Ohio, do hereby certify that the foregoing is a true and correct copy from the official record of said Board of County Commissioners as recorded in its Journal.

Clerk, Board of County Commissioners, Sandusky County, Ohio

AGENDA
Commissioners' Meeting
June 18, 2024

1. Wightman's Grove
 - CDBG Grant In-house Audit by Department of Development on April 23, 2024
 - Kleinfelder was the initial contact for the audit and attended Audit
 - Audit was from 9:00 a.m. to 4:45 p.m. with no lunch for the Auditor
 - Awaiting the report from Auditor
 - County has 5 day window for response
 - Kleinfelder rounded up items questioned during the audit
 - Kleinfelder has indicated they have most of the items being requested
 - Verified status of the Prevailing Wages for the contractors
 - Interviews were not conducted with workers due to Covid
 - Auditor indicated they just returned to onsite visits for their audits
 - 49 connections completed
 - Health Department is in enforcement process on up to 6 unconnected structures
 - Landbank is removing the structure at 2892 County Road 210 so probably down to 5
 - Establishment of a connection charge for new structures within collection system after:
 - (1) Finish up the Sandusky River Co. Amendment
 - (2) Typically this compounds the enforcement process so we may want to hold off
 - Could also increase penalty of \$150 per month for existing structures if needed
 - Connections outside of Wightman's Grove (would prefer to have Health Enforcement completed)
 - Need to establish a connection charge to the lift station force main
 - Require an e-One grinder connection (prevents gravity construction)
 - County via a third party should tap the force main and bore under road
 - This cost should be paid by the property owner as well
 - Obtain an estimate from a third party to perform that portion of the work
 - Need to update Rules & Regulations and Contractor's Handbook
2. Sandusky River Co. – Additional Taps
 - Agreement was only to be 25 laterals for future taps
 - Nine (9) additional taps for vacant lots
 - Most have a lateral of at least 16' (Cleanouts were excluded from cost)
 - 16' x 9 = 144' of additional 6" pipe at \$94 per Linear Foot
 - \$94 per L.F. x 144' = \$13,536 (Originally offered \$10,000)
 - Amendment was sent to Sandusky River Co. on June 21, 2022
 - Sandusky River Co. should start paying on the 25 laterals on July 1, 2022
 - The amendment should not affect the original 25 laterals
 - Sandusky River Co. requested a meeting with Prosecutors
 - Sandusky River Co. proposed paying for all laterals
 - All connections would then be subject to a Connection Charge
 - Did not figure the cost to construct mainline within their property
 - Determined Sandusky River Co. mainline cost
 - Need to get back with Prosecutor's office to get this finalized

- 3. Rice Township Water Improvements
 - Project construction is estimated at \$8.2 million
 - Design is typically around 10% of construction costs
 - County Water Budget is \$76,000 for 2024
 - ORC does not allow for speculation with County Water Budget
 - Funds collected for existing connections must be utilized for their benefit
 - Unconnected structures are funded by the following:
 - Assessments
 - Connection Charges if the Budget can absorb the upfront costs
 - Debt Components via the monthly billing
 - General Fund via Commissioners
 - At this point, this is going to rely heavily on the General Fund
 - Utilize a 3 Phase Approach
 1. Replacement of the Shorewood Water Plant
 2. Replacement of the Shorewood Distribution System
 3. Expansion of the Distribution System along State Route 53 corridor
 - ms consultants, inc. indicated Preliminary Design costs of \$340,970
 - OEPA is requiring additional items with the General Plan completed in 2022
 - The General Plan for Water Supply will need to be approved by the OEPA
 - DEFA switched Preliminary Design Loan Application to a Planning Loan Application
 - Planning Loan Application was submitted to complete the updated General Plan
 - General Plan is almost completed
 - Met with Ohio EPA on April 18, 2024 on possible sites
 - Met with Ohio EPA & City of Fremont on May 29, 2024
 - Updated City Rates
 - Reviewed 3 scenarios:
 1. County Water Supply & County Water Distribution
 - General Plan needs submitted and approved by Ohio EPA
 2. City Water Supply & County Water Distribution (Master Meter)
 - Does not appear the City is willing to allow a Master Meter
 3. City Water Supply & City Water Distribution
 - General Plan needs submitted (no approval for regionalization)
 - Rate Comparison (City Treatment vs. County Treatment)
 - Wightman's Grove Wastewater Treatment Plant (2021)
 - Current Monthly Bill: \$108.00
 - Estimated Monthly Bill with City Treatment: \$121.30 (City is \$69.30)
 - Westwood Wastewater Treatment Plant (2018)
 - Current Monthly Bill: \$75.00
 - Estimated Monthly Bill with City Treatment: \$111.30 (City is \$69.30)
 - Preliminary Design not affected by water supply was already started
 - Two more loan applications are required: (1) Design Loan & (2) Construction Loan
 - Already included General Fund for repayment with Planning Loan
 - \$38,017.20 per year for 5 years (\$190,086.00)
 - Important to note that we have maxed the utility bills with the Planning Loan
 - Planning Loan indicates a 5% increase for the bills
 - Increase the \$5.00 / 1,000 gallons to \$5.25 / 1,000 gallons
 - ms consultants for \$150,043.20 – Pay Request #1
 - ms consultants for \$16,956.80 – Pay Request #2
 - Ninth invoice from ms consultants for \$10,456.80
 - Tenth invoice from ms consultants for \$6,500.00
 - ms consultants is currently at \$3,000.00
 - Eleventh invoice from ms consultants for \$3,000.00

4. District #1 Agreement – No Changes

- New Agreement had three requests originally from the County
 - Switchover Date for County to take over the billing for County customers with a flat rate
 - Add an Operation & Maintenance charge to the City for pumping Pinewood Village Area
 - This would include the Autumnwoods Subdivision Area
 - Similar to how Grandview Lift Station pumps City sewage from Augusta Drive Area
 - Update the rates to the current rates for both the City and County
- New Agreement had one request originally from the City
 - City I/I Plan was approved via Ohio EPA with the following commitments:
 - County is committing \$50,000 annually for I/I Plan over the 10 year period
 - If \$50,000 is not spent in that year, funding rolls over to the next year
 - Basically committed spending \$500,000 on I/I issues within the next 10 years
 - City requested the following items based on their review:
 - County pays for upgrades to the City's system to connect new properties
 - Removal of County unmetered customers referenced to City unmetered customers
 - City is willing to proceed with the switchover date
 - Modification of the description of the City's charge and update County's charge
 - During the last discussion, City billing office indicated the overhead charge was \$1.88
 - Cost does not support switchover to County performing the billing at \$6.95
 - Still don't think we are comparing apples to apples but we are closer than before
 - John Larson has updated the agreement and I have it to review

5. Field Operations

- Burkett Industries
 - Install new meter base at Muskellunge Lift Station (Backordered)
 - Add above ground box at Muskellunge Lift Station for wires close to wetwell
 - Add above ground box at Grinder Station at 3180 Port Clinton Road
- In-house Pump Repairs
 - Muskellunge Lift Station (Pump #2)
 - Riverfront Lift Station (Pump #2)
 - Fleming Lift Station (Pump #2)
- Various repairs via Mini-Excavator
 - Broken Water Shutoff at 1071 Millbrook (Landbank to tear down structure)
 - Broken Water Shutoff at 1075 Millbrook
 - Water Shutoff filled with mud at 1101 Springwood
 - Leaking inlet at Grinder Station at 3180 Port Clinton Road
- Communication Failures at Muskellunge, Shorewood Sewer & Shorewood Water
 - Muskellunge is acting up again and probably needs a board replaced (\$3,376.80)
- Need to verify all alarm & status points on the Master Terminal Unit (Bergren Co.)
 - Wightman's Grove Lift Station needs work by Bergren Co.
 - Hoch Wastewater Plant needs work by Bergren Co.
- Wightman's Grove Wastewater Plant (Hoch)
 - 5 year Ohio EPA Permit renewal submitted on June 13, 2024 to Ohio EPA
- Still assisting Green Springs on operation and maintenance issues
 - Ohio EPA Inspection of the Water Plant on June 20, 2024
- Misty Meadows / Campfire wastewater plant is being checked by County operators
- Submitted Contract Operator Facility List for 2024 to the Ohio EPA on May 31, 2024
- Consumer Confidence Report (CCR) for 2023 is ready to be sent out to water customers
 - Backflow Prevention & Cross Connection Control Pamphlet is sent with the CCR annually
 - Both will be available via our website as well





6. Office Operations

- New Water meter communications are working well
- One faulty meter endpoint was replaced under warranty
- EMS Life Squad 14 (Gibsonburg) – White Star Sewer & Water Utilities
 - Park and Village Supplemental Agreement completed
 - Updates White Star Service Area to include new EMS parcel
- Signatures being acquired
- Reviewed site plans and submitted to Porter Architects
- Sheetz Truck Stop (Sandusky Township Sewer District)
 - Performed ESFU Calculation (15 ESFU)
 - STSD Connection Charge is \$6,000 per ESFU
 - Approved connection plans and awaiting a permit
- Personnel
 - Advertising for an Engineer In Training
 - Looking into adding another Licensed Operator
- Update for Rules & Regulations and Licensed Contractor's Handbook
 - Include rules on force main connections (Wightman's Grove Force Main)
 - Couple property owners are requesting connections
 - Only allow where gravity sewers don't make sense in the future
 - Specify e-One grinders owned and maintained by the property owner

7. Office Remodel

- Porter Architects provided pricing (\$310,000)
 - Preliminary Design - \$98,000
 - Final Design - \$150,000
 - Construction - \$62,000
- Coordination with the EMS renovation of their building on E. State Street will be crucial
- Sanitary Engineers to take over EMS portion of building and cold storage building
 - Submitted office and site plan layout review to Porter
- Sanitary Engineers will be looking at the following key areas of focus for the work
 - Meeting / Training Areas for both public and staff meetings
 - Customer Drive Through with Drop Box
 - Updating the Lab for Water & Wastewater Testing
 - Updating Parking Lot and Yard Lot for better flow of vehicles
 - Asphalt the majority of the Yard Lot
 - Increasing Maintenance Area for Equipment and Pump Repairs
 - Increasing Garage area for vehicles along with wash & maintenance bays
 - Increasing Storage Building area for equipment storage
 - Provide individual offices for Supervisor positions
 - Separate areas for I.T. equipment, radio equipment, and housekeeping
 - Separate area from work area for employee lunch breaks
- Sanitary Engineer Renovation & Expansion will utilize Bond via the Commissioners
 - Fund requests from the Commissioners
 - Customer Parking Lot
 - Change of the Parking Lot for safety concerns
 - Better flow for pedestrians crossing the street (most don't realize it is a street)
 - Also will allow for a larger parking lot for future County Office structure
 - Separate Electrical Service for Fuel Depot
 - Utilize old EMS Electrical Service or old Sanitary Engineer Electrical Service
 - Sanitary Engineer's electric is maxed out in Storage Building from Fuel Depot
 - Fuel Depot electric has been paid by the Sanitary Engineers since installation
 - EMS old transfer switch will be utilized for Fuel Depot

6/18/2024

Name	Signature	Contact Information
Pat McColley		
Mike Lopez		
Dan Kaseman		
Troy Van Dyke		
Barbara Brister	