

Minutes

March 16, 2023

Commissioners present: William Bateson, Timothy Bechtol and Michael Pepple.

Also Present: Alec Helms, Phil Johnson, Steve Wilson, Engineer Doug Cade, Kyle Parker and Lou Wilin from the Courier

Commissioner Bateson opened the meeting at 9:30 a.m. in the Commissioner's 1st floor conference room. The Pledge of Allegiance was recited. Minutes from the March 9th, 2023 meeting was read with Michael Pepple making a motion to approve, Timothy Bechtol seconded. Motion passed 3-0.

Michael Pepple made a motion to approve two warrant journals. Timothy Bechtol seconded. Motion passed 3-0. The Commissioners approved the January and February 2023 expense reimbursement for the Maumee Watershed Conservancy District.

The Assistant Clerk presented the following resolutions for consideration:

Resolution #173-23 – Authorizing the payment of the listed and/or attached purchase orders. Michael Pepple made a motion to approve, Timothy Bechtol seconded. Motion passed 3-0.

Resolution #174-23 – Additional appropriation within the Auditor's certification – Commissioner's to appropriate to the General Fund 1001. Michael Pepple made a motion to approve, Timothy Bechtol seconded. Motion passed 3-0.

Resolution #175-23 – Additional appropriation – within the Auditor's certification – Commissioner's to appropriate to MVGT Fund 2002. Michael Pepple made a motion to approve, Timothy Bechtol seconded. Motion passed 3-0.

Resolution #176-23 – Additional appropriation – within the Auditor's certification – Commissioner's to appropriate to MVGT Fund 2002. Michael Pepple made a motion to approve, Timothy Bechtol seconded. Motion passed 3-0.

Resolution #177-23 – Transfer of funds within the appropriation – Treasurer #1001. Michael Pepple made a motion to approve, Timothy Bechtol seconded. Motion passed 3-0.

Resolution #178-23 – Repayment of advanced from the Ditch Maintenance Fund #2004 to the General Fund #1001. Michael Pepple made a motion to approve, Timothy Bechtol seconded. Motion passed 3-0.

Resolution #179-23 – Transfer of funds within the appropriation – General Fund – Sheriff 1001. Michael Pepple made a motion to approve, Timothy Bechtol seconded. Motion passed 3-0.

Resolution #180-23 – Transfer of funds within the appropriation – General Fund – Prosecutor 1001. Michael Pepple made a motion to approve, Timothy Bechtol seconded. Motion passed 3-0.

Resolution #181-23 – Transfer of funds within the appropriation – Sanitary Landfill Fund #5042. Michael Pepple made a motion to approve, Timothy Bechtol seconded. Motion passed 3-0.

Resolution #182-23 – Additional appropriation – within the Auditor’s certification – Commissioner’s to appropriate to Job & Family Services Capital Project Fund #4072. Michael Pepple made a motion to approve, Timothy Bechtol seconded. Motion passed 3-0.

Resolution #183-23 – Advance of funds from the General Fund to the JFS Capital Fund #4072. Michael Pepple made a motion to approve, Timothy Bechtol seconded. Motion passed 3-0.

Resolution #184-23 – Repayment of advanced from the Special Improvement Fund #4005 to the General Fund #1001. Michael Pepple made a motion to approve, Timothy Bechtol seconded. Motion passed 3-0.

Resolution #185-23 – Advance of funds from the General Fund #1001 to Special Improvement Fund #4005. Michael Pepple made a motion to approve, Timothy Bechtol seconded. Motion passed 3-0.

Resolution #186-23 – Additional appropriation – within the Auditor’s certification – Commissioner’s to appropriate to HAVA Fund 2177. Michael Pepple made a motion to approve, Timothy Bechtol seconded. Motion passed 3-0.

Resolution #187-23 – Transfer of funds from Indigent Defense #8180 to General Fund February 2023 \$1,396.05. Michael Pepple made a motion to approve, Timothy Bechtol seconded. Motion passed 3-0.

Phil Johnson presented the following resolutions:

Resolution #188-23 – Authorizing a contract with All Excavating & Demolition, LTD., for salvage and removal of a 160 foot radio tower and utility building located next to the Hancock County Justice Center, Findlay, Hancock County, Ohio. Phil Johnson stated this is for demolition of a tower that is currently where the new Judicial Center will go. Bids were submitted on March 7th and All Excavating was the lowest of the 6 bids. This contract is for \$6,900.00. Michael Pepple made a motion to approve, Timothy Bechtol seconded. Motion passed 3-0.

Resolution #189-23 – Addendum No. 3 to the lease of office space located at 8210 County Road 140, Suite A, Findlay, Hancock County, Ohio to the Ohio Department of Public Safety Bureau of Motor Vehicles/Ohio State Highway Patrol. Phil Johnson stated the next 5 resolutions all have common background and relate to the BMV building on County Road 140. There are 5 separate leases for the different spaces in the building. Phil provided a list of the suites referenced and what they are used for. These are all amendments to leases originally done in 2017 and will extend the lease from July 1, 2023 to June 30, 2025. The only changes were changing the acceptable temperature range and adding an additional 50 cents per sq. ft. for a common area

maintenance provision. This resolution is for Suite A housing the Licenses Bureau and is for a yearly total of \$46,701.50. Michael Pepple made a motion to approve, Timothy Bechtol seconded. Motion passed 3-0.

Resolution #190-23 – Lease of office space located at 8210 County Road 140, CDL-Suite C, Findlay, Hancock County, Ohio to the Ohio Department of Public Safety Bureau of Motor Vehicles/Ohio State Highway Patrol. Phil Johnson stated this is for the Commercial Drivers License testing suite and has a yearly total \$27,218.00. Michael Pepple made a motion to approve, Timothy Bechtol seconded. Motion passed 3-0.

Resolution #191-23 – Addendum to the lease of office space located at 8210 County Road 140, Suite C – Drivers Exam, Findlay, Hancock County, Ohio to the Ohio Department of Public Safety/Ohio State Highway Patrol. Phil Johnson stated this is for the Drivers Exam Station and has a yearly total \$25,869.50. Michael Pepple made a motion to approve, Timothy Bechtol seconded. Motion passed 3-0.

Resolution #192-23 – Addendum No. 3 to the lease of office space located at 8210 County Road 140, Suite D, Findlay, Ohio to the Ohio Department of Public Safety Bureau of Motor Vehicles/Ohio State Highway Patrol. Phil Johnson stated this is for the Salvage Inspection Facility and has a yearly total \$31,155.00. Michael Pepple made a motion to approve, Timothy Bechtol seconded. Motion passed 3-0.

Resolution #193-23 – Addendum No. 3 to the lease of office space located at 8210 County Road 140, Suite F, Hancock County, Ohio to the Ohio Department of Public Safety/State Highway Patrol. Phil Johnson stated this is for the storage area in the front of the building and has a yearly total \$53,025.50. Michael Pepple made a motion to approve, Timothy Bechtol seconded. Motion passed 3-0.

Resolution #194-23 – Resolution authorizing the 2023 annual payment to the Financial Assurance Trust Fund for the Hancock County Sanitary Landfill. Phil Johnson stated this annual payment is calculated each year. These are funds put away to ensure if the landfill is closed there will be enough money to make sure everything is done properly. Michael Pepple made a motion to approve, Timothy Bechtol seconded. Motion passed 3-0.

Resolution #195-23 – Authorizing the 2023 Hancock Cooperative Resurfacing Program contract with M&B Asphalt Co., Inc. for Hancock County 2023 Road Resurfacing Program. Phil Johnson stated this is 1 of at least 2 resurfacing programs. The total of this contract is \$595,184.00 with the county portion of that being \$105,614.00. Michael Pepple made a motion to approve, Timothy Bechtol seconded. Motion passed 3-0. Doug Cade stated they will only be doing one road this year with this contract as the cost per ton has significantly gone up.

Resolution #196-23 – Authorization regarding an offer for purchase and sale of vacant real property located at 0 Meeks Court in Findlay, Hancock County, Ohio. Phil Johnson stated this is for purchase of a small vacant lot from Charles and Deborah David. The price is \$10,000.00 with up to \$3,000.00 for closing costs. Michael Pepple made a motion to approve, Timothy Bechtol seconded. Motion passed 3-0.

Steve Wilson stated that earlier this week Dick Ricker passed away. Dick was a previous director of the Maumee Watershed. Steve stated he's been in contact with Norfolk Southern every two weeks. They are hoping to finish the final review in a month.

Meetings/Reports

Michael Pepple attended the Beef Banquet on Sunday along with Commissioner Bechtol and Commissioner Bateson's family. The event was well attended. On Monday Commissioner Pepple attended the Hancock County Community Coalition on Addition meeting. On Tuesday he attended the hearing at the Court of Appeals with the other Commissioners in regards to the new Judicial Center. The Commissioners were given an extension until May. On Wednesday he attended the CAC meeting with the other Commissioners. There was a good discussion on the potential new jail. This morning he attended the Convention and Visitors Bureau meeting. The numbers for January were higher then pre-pandemic numbers.

Timothy Bechtol also attended the Cattleman's Banquet on Sunday and the Court of Appeals hearing on Tuesday. He has been in contact with ACI and they will have the guaranteed maximum price to us on April 17th and the drawings to us by the end of the month. He would like to schedule the meeting with the committee of seven for the week of the 17th to ensure the vote is done in time. Commissioner Bechtol also attended the CAC meeting last night and he feels this jail project is tremendous cost and would like to look for options for help paying for this that would not fall on the taxpayers. Yesterday he met with Mrs. Keith's 4th grade gift class at Liberty Benton School. They are working on a flood mitigation project. Last night he attended the Regional Planning Commission Advisory Board meeting where they approved the 3rd addition to the Glenmar Subdivision. On Monday he attended the Hancock Home Builder Association meeting.

William Bateson has nothing more to report then what the other Commissioner have already said.

At 10:16 a.m., the Commissioners met with Doug Cade. Also present was Alec Helms, Kyle Parker, Steve Wilson and Phil Johnson. Doug and Kyle provided the Commissioners with a pamphlet they created show an overview of the petition ditch process. Doug provided the Commissioners with an update of where they are with the currently in process petition ditches. They are looking to submit the Liberty Reed final report next week and will need to look to get the 2nd hearing scheduled. Doug stated that since Commissioners Bateson and Pepple were not on the board during the view and first hearing for this ditch they can schedule a meeting to go over the information from those meetings. There a was a discussion on the priority order of the current ditches. Doug stated that the Conrad Hilshafer ditch was petitioned quiet a while ago but he does not believe a there was ever a view or first hearing done. There has not been many people reaching out about the ditch but he will need to speak with the prosecutor's office to see how to proceed with that. Steve Wilson provided some background information on this ditch petition, as it was during his time as County Engineer. Doug provided an updated on the County Road 180/State Route 15 overpass. There was a discussion on the crossovers and where overpasses can be installed for safety purposes. Commissioner Pepple stated that both solar field projects were approved by the Ohio Power Siting Board and inquired if the Engineer's office has received the Road Use Plan yet? Doug stated that it is currently in the appeal stage but once that

is over we should start to receive for information. There was a discussion on what could be added to the RUMA agreements for these types of solar projects and the impact the equipment of building them is having on the roads. Commissioner Bechtol asked how much of ditches like Howard Run and Dalzell fall within the city limits. Doug stated that a lot of both of them are in the city limits and for Howard Run it is at least 80% of the ditch.

At 11:00 a.m., the Commissioners held a bid opening for a WPCLF projects for regional planning. Also present was Alec Helms, Steve Wilson and Jessica Sells. There were two WPCLF projects for this bid opening. The assistant clerk confirmed the mailroom had been checked and there are no more bids. For the WPCLF Brandeberry project there were 3 bids received as follows:

- Rocky Edge Excavating - \$4,450.00
- Kershner Excavating - \$5,450.00
- Gary Luginihl Excavating - \$5,000.00

For the WPCLF Omlor project there was one bid received from Kershner Excavating for \$34,880.00. All bidders provided bid bonds. The bids will be reviewed and decision will be made next week.

At 11:30 a.m., the Commissioners met with Joe Sokol from Palmer Conservation Consulting. Also present was Alec Helms and Phil Johnson. Joe Sokol provided some background information on both Palmer Conservation Consulting and Palmer Energy. Joe stated that he has been involved with other counties that have large projects going on to help ensure the projects are done properly and completely. They will bill based on hours worked. The CCAO has chosen to bring in Palmer due to the larger number of construction projects currently in process. Commissioner Bechtol explained we have two large projects in process right now that there would be a possibility of commissioning Palmer to consult on. The new Judicial Center will be starting this spring and the HVAC project is progressing as well. There was a discussion on using the ARPA funds for projects as well. Joe stated he will reach out in April about the status of the Judicial Center project. The assistant clerk will send Joe the maintenance supervisor's contact information to follow up on the status of the HVAC project.

At 1:00 p.m., the Commissioners met with Bryan Leonard and Gail Hay from Paychex. Also present was Alec Helms. Jessica Harless and Laura Eichhorn joined via Webex. Commissioner Bechtol stated we have been finding some inconsistencies within the paycheck and started to feel like maybe there was a different route to go. Gail Hay stated they met with the team a couple weeks ago and want to focus on the payroll piece. They would like to show us how things go and what everything would look like. Gail, Bryan, Jess and Laura provided background information. Bryan provided information gathered during the informational call that was previously had. Commissioner Bechtol stated what he is hoping to get out of all of this. Every client within the Paychex system will be provided a dedicated account specialist for business hours. There are other options for questions and problems outside of regular hours. Jessica provided the options for onboarding new employees. Gail stated the positive aspects of using the online onboarding system. There was a discussion on the tax tables and the updating process to provide accurate deductions for employees. Jessica provided the remaining information on the procedures of entering new employees and the options for employees submitting their timesheets and time off requests. There was a discussion on how the hours are currently input. Jessica provided an

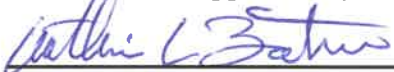
overview of how entering payroll for payroll administrators will work. Gail provided more information about what Paychex will do for reporting and other things that will no longer fall on the payroll administrator. Commissioner Bechtol provided the concerns he is seeing on his paystub from the beginning of 2023. Jessica provided a presentation on the clock in/out options and other features that could be helpful to us. Gail stated this would remove all of the hand-key entering of data and flipping through lots of paper. There was a discussion on how Paychex would handle benefit enrollment. Gail provided two separate proposals for solutions that Paychex and provide us. The implementation process should take around 8 weeks. After the implementation process is complete the account will be assigned a dedicated account specialist for any questions. Commissioner Pepple stated that he likes what has been presented. We will just need to get the Auditor onboard and speak with the Prosecutor's office about the bidding process. Gail stated they have no problem coming in to meet with the Auditor to show her the presentation and how they can help. Bryan will send the recording of the presentation from today for the Commissioners to share with the other elected officials. Commissioner Pepple told Gail and Bryan to reach out to the Commissioners toward the end of the month to give them time to speak with the Auditor.

Respectfully submitted,



Alec Helms, Assistant Clerk

Reviewed and approved by:



William L. Bateson



Timothy K. Bechtol



Michael W. Pepple



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Palmer Conservation Consulting (PCC) is a qualified independent 3rd party Consulting firm that has acted as an **owner advocate** throughout Ohio. Our staff is comprised of Professional Engineers and a wide variety of experienced **facilities professionals**, who have industry experience in supporting Facility Retrofits and New Facility Construction, including HVAC, Lighting, Building Controls, Commissioning and Energy Projects. Our knowledge sits on the owner's side of the table during evaluation, development, procurement, and implementation of facility projects and improvements.

A background image showing an industrial facility with various pipes, tanks, and equipment. A person wearing a yellow hard hat is visible in the foreground, looking towards the facility.

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