

The Board of Huron County Commissioners met this date in Regular Session. Roll being called found the following members present: Terry Boose, Joe Hintz, Bruce Wilde.

Pursuant to Ohio Revised Code Section 305.14 the Record of the Proceedings of the May 7, 2019 meeting(s) were presented to the Board. Terry Boose made the motion to waive the reading of the minutes of the May 7, 2019 meeting(s) and approve as presented. Joe Hintz seconded the motion. Voting was as follows:

Aye – Terry Boose

Aye – Joe Hintz

Aye – Bruce Wilde

19-159

IN THE MATTER OF CERTIFYING CLAIMS SCHEDULES TO THE HURON COUNTY AUDITOR FOR PAYMENT

Terry Boose moved the adoption of the following resolution:

**WHEREAS**, as per Ohio Revised Code 305.10, a resolution must be made by the Board of Huron County Commissioners to accompany the Claims Schedule to the Huron County Auditor’s Office for payment; now therefore

**BE IT RESOLVED**, that the Board of Huron County Commissioners does hereby approve Claim Schedule 05/28/19 and authorizes the Huron County Auditor to make the necessary warrants; and further

**BE IT RESOLVED**, that the foregoing resolution was adopted and all actions and deliberations of the Board of Commissioners of the County of Huron, Ohio relating thereto were conducted in meetings open to the public, in compliance with all applicable legal requirements, including Section 121.22 of the Ohio Revised Code.

Joe Hintz seconded the motion. The roll being called upon its adoption, the vote resulted as follows:

Aye – Terry Boose

Aye – Joe Hintz

Aye – Bruce Wilde

# Huron County Claims Register for Payment Batches

Payment Type: All  
Warrant Numbers: All  
Fund: 001 to 960  
Warrant Date: 5/30/2019 to 5/30/2019  
Payment Batches: 27861 to 27861

Warrant Date	Claimant	Batch ID	PO #/Line #	Line Description	Amount	Warrant #
05/30/2019	Regional Income Tax Agency	27861	2019-00061	Form 174, Corbett	\$31.69	
	Account 001.003.00475 (Other Expenses) Total:				\$31.69	
	Department Data Processing					
	Account 001.006.00275 (Contract Repairs) Total:					
	Department: Probate					
	Account 001.013.00275 (Supplies) Total:					
	Department: Probate					
	Account 001.016.00475 (Other Expenses) Total:					
	Department: Probate					
	Account 001.017.00775 (Supplies) Total:					
	Department: Clerk of Courts					
	Account 001.017.00275 (Contract Repairs) Total:					
	Department: Clerk of Courts					
	Account 001.018.00504 (Norwalk) Total:					
	Department: Police Muni Court					
	Account 001.018.00504 (Norwalk) Total:					
	Department: Capital Improvements					
	Account 001.021.00200 (Equipment) Total:					
	Department: Capital Improvements					
	Account 001.021.00200 (Equipment) Total:					
	Department: Building and Grounds					
	Account 001.021.00200 (Equipment) Total:					
	Department: Building and Grounds					
	Account 001.022.00175 (Supplies) Total:					
	Department: Finance					
	Account 001.022.00200 (Contract Services) Total:					
	Department: Finance					
	Account 001.022.00200 (Contract Services) Total:					
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	Account 001.022.00200 (Contract Services) Total:					
	Department: Finance					
	Account 001.022.00200 (Contract Services) Total:					
	Department: Finance					

## REGULAR SESSION

## TUESDAY

**MAY 28, 2019**

Warrant Date	Client	Batch ID	PO #Line #	Line Description	Amount	Warrant #
06/05/2019	Columbia Gas of Ohio Inc	278981	Gas - 722 Main Ave	\$1,022.08		520-2019-228 PM
06/05/2019	City of Columbus	278981	Gas - 722 Main Ave	\$446.61		
06/05/2019	Columbus Gas of Ohio Inc	278981	Gas - Jail	\$170.09		
06/05/2019	Centralization Neoflynn Gas Division LLC	278981	Gas - Jail	\$662.26		
<b>Account 001.022.0027 (Gas) Total:</b>					<b>\$2,002.08</b>	
<b>Department Building and Grounds Total:</b>					<b>\$2,002.08</b>	
Department: Sheriff						
06/05/2019	Gale's LLC	278981	2018-001611	14.22 Jakes + Murry	\$62.69	
06/05/2019	Russell & Russell Inc	278981	2018-001611	Sig Color Blank	\$15.00	
06/05/2019	Centralization Neoflynn Gas Division LLC	278981	2018-001611	Sig Color Blank + Vogel	\$307.86	
<b>Department Sheriff Total:</b>					<b>\$307.86</b>	
Department: Recorder						
06/05/2019	Postal Service	278981	2018-000291	Postage	\$45.00	
<b>Department Recorder Total:</b>					<b>\$45.00</b>	
Department: Disaster Service						
06/05/2019	Bleak Creek Park	278981	2018-001221	Floor Mat Tiles, Under Pava	\$163.89	
06/05/2019	Firestar	278981	2018-001251	Monthly Telephone Bill EMA	\$172.39	
<b>Account 001.026.00475 (Other Expenses) Total:</b>					<b>\$336.28</b>	
<b>Department Disaster Service Total:</b>					<b>\$336.28</b>	
Department: Jail Operations						
06/05/2019	Walnet CommunitySVCsB	278981	2018-001691	Boone	\$27.76	
06/05/2019	Walnet CommunitySVCsB	278981	2018-001691	St Augustin Pits	\$254.70	
06/05/2019	Emergency Professional Services Inc	278981	2018-001671	Irrmte Medical Treatment-A Blue	\$99.35	
06/05/2019	Emergency Professional Services Inc	278981	2018-001671	Irrmte Medical Treatment-O Use	\$25.95	
<b>Account 001.036.00117 (Medical/Hygiene) Total:</b>					<b>\$350.00</b>	
06/05/2019	Walnet CommunitySVCsB	278981	2018-001691	Microwave for Kitchens	\$74.90	
06/05/2019	Gale's LLC	278981	2018-001691	Uniform Printout -K Court	\$14.00	
06/05/2019	Gale's LLC	278981	2018-001691	Uniform Shirts -Jail	\$155.88	
06/05/2019	Gale's LLC	278981	2018-001691	Uniform Socks -Jail	\$62.57	
<b>Account 001.036.00205 (Equipment) Total:</b>					<b>\$429.40</b>	

Warrant Date	Client	Batch ID	PO #	Line #	Description	Amount	Warrant #
06/06/2019	Wall Street Supply Inc	278881	2018-007107		Utility Account for a Control Temp	\$1,353.37	278881
06/06/2019	Wall Street Supply Inc	278881	2018-007107		Gray Matter Patch for Jail Repair	\$1,815.32	278881
06/06/2019	Beverly Williams Corp	278881	2018-007107		Gray Matter Patch for Jail Repair	\$1,815.32	278881
06/06/2019	Verizon Wireless Supply Inc	278881	2018-007107		Land Mobile for Jail Tools	\$1,145.19	278881
06/06/2019	ID Networks	278881	2018-007107		Annual Maintenance for FingerPrint Liveness System	\$1,060.00	278881
Account 001-036-000275 (Contract Repairs) Total:						\$3,141.38	
06/06/2019	California State of Ohio Inc	278881	2018-007107		Gas - Jail	\$6,312.98	278881
06/06/2019	California State of Ohio Inc	278881	2018-007107		Gas - Jail	\$6,312.98	278881
Account 001-036-000267 (Gas) Total:						\$6,312.98	
Department: Jail Operations Total:						\$6,944.88	
Department: Insurance and Taxes						\$150.00	
06/06/2019	Rose & Aulin	278881	2018-009181		Power Yogi Sessions	\$150.00	278881
Account 001-038-000570 (CEBCO Wellness Grant) Total:						\$150.00	
Department: Insurance and Taxes Total:						\$150.00	
Department: Miscellaneous						\$2,368.00	
06/06/2019	Norwalk City Schools	278881	2018-009261		Firm Rent Reimbursement	\$2,368.00	278881
Account 001-040-000588 (Other Expenses) Total:						\$2,368.00	
06/06/2019	Baylen Lamb	278881	2018-009261		Applied Counsel Fees	\$440.00	278881
06/06/2019	Baylen Lamb	278881	2018-009261		Applied Counsel Fees	\$130.00	278881
06/06/2019	Baylen Lamb	278881	2018-009261		Applied Counsel Fees	\$130.00	278881
06/06/2019	Baylen Lamb	278881	2018-009261		Applied Counsel Fees	\$250.00	278881
Account 001-040-000570 (Attorney Fees) Total:						\$1,000.00	
Department: Miscellaneous Total:						\$3,960.00	
Fund 031 - General Fund Total:						\$65,376.77	
Fund: 104 - Indigent Guardianship							
Department: Indigent Guardianship							
06/06/2019	Indigent Guardianship	278881	2018-000718		Indigent Guardianship	\$106.26	278881
06/06/2019	Linda R Van The Co LPA	278881	2018-000718		Indigent Guardianship	\$8.71	278881
06/06/2019	Linda R Van The Co LPA	278881	2018-000718		Indigent Guardianship	\$131.82	278881
Account 104-104-000255 (Guardianships) Total:						\$313.96	
Department: Indigent Guardianship Total:						\$313.96	
Fund 104 - Indigent Guardianship Total:						\$313.96	
Fund: 105 - Dog & Kennel							

Warrant Date	Client	Batch ID	PO #/Line #	Line Description	Amount	Warrant #	
Department Dog & Kennel 09/05/2019	Department Asset/Care Program 09/05/2019	278581	2019-002591	Call for vehicles	\$90.54	1107-17	
		278581	2019-002591	Phone Service	\$197.71		
					\$197.71		
Department Dog & Kennel Total:						\$197.71	
Fund 105 - Dog & Kennel Total:						\$197.71	
Fund 115 - Public Assistance							
09/05/2019	City of El Paso 09/05/2019	278581	2019-002561	PRC-Michale Pooch, Utilities	\$90.54	\$1510.32	
		278581	2019-002561	PRC-Tony Peral, Utilities	\$610.00		
		278581	2019-002561	PRC-Angela Hahn, Call Repair	\$809.78		
09/05/2019 Ramon, Kestana						\$66.47	
09/05/2019	Aster Ibarra	278581	2019-000431	Non Taxable Travel	\$93.00	\$86.40	
		278581	2019-000431	Non Taxable Travel	\$93.40		
		278581	2019-000431	Non Taxable Travel	\$108.49		
09/05/2019	Kelly O'Neil	278581	2019-000431	Non Taxable Travel	\$93.00	\$487.32	
		278581	2019-000431	Non Taxable Travel	\$93.40		
		278581	2019-000431	Non Taxable Travel	\$108.49		
09/05/2019 Marlene Langer						\$419.40	
Account 115.115.00000 (Travel) Total:						\$27.28	
09/05/2019	Verizon Wireless	278581	2019-002361	Cell Phone(Pass-Verizon)-April	\$27.28	\$751.29	
		278581	2019-002361	Phone Service-April 2019	\$751.29		
					\$40.00		
Account 115.115.00002 (Utilities) Total:						\$10.00	
09/05/2019	AMN/Capgem-Smith	278581	2019-000491	Call Phone Standby-May 2019	\$90.00	\$1,100.00	
		278581	2019-000491	Call Phone Standby-May 2019	\$90.00		
		278581	2019-000491	Tuition Reimbursement	\$910.00		
09/05/2019	Army Habitat	278581	2019-000491	Call Phone Standby-May 2019	\$90.00	\$120.00	
		278581	2019-000491	Call Phone Standby-May 2019	\$90.00		
		278581	2019-000491	Leaseback Imaging July-2022	\$90.00		
09/05/2019	MNU Technologies Direct Inc	278581	2019-000491	Call Phone Standby-May 2019	\$90.00	\$179.28	
		278581	2019-000491	Call Phone Standby-May 2019	\$90.00		
		278581	2019-000491	Leaseback Imaging July-2022	\$90.00		
09/05/2019	Donald Stuart	278581	2019-002461	Call Phone Standby-May 2019	\$90.00	\$540.00	
		278581	2019-002461	Call Phone Standby-May 2019	\$90.00		
		278581	2019-002461	Leaseback Imaging July-2022	\$90.00		
Account 115.115.00475 (Other Expense) Total:						\$60,000.00	
Department Public Assistance Total:						\$60,000.00	

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V.0.2

Claims Register for Payment Batches						
Warrant Date	Client	Batch ID	PO #/Line #	Description	Amount	Warrant #
03/03/2019	Verizon Wireless	27881	2019-000461	Cell Phone/Batch-A491	\$891.55	
Account 115-110.00350 (Utilities) Total:					\$891.55	
03/03/2019	Verizon Wireless	27881	2019-000461	Auto Wireless (Home Rent)	\$601.55	
03/03/2019	Verizon Wireless	27881	2019-000461	Home Stamp M Havel	\$60.00	
Account 115-110.00475 (Other Expenses) Total:					\$2,005.00	
Department Public Assistance Total:					\$2,686.55	
Fund 115 - Public Assistance Total:					\$10,758.63	
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Fund 134 - Special Funds-JPC						
Department Special Funds-JPC						
03/03/2019	University System	27881	2019-000721	Family Dependency Court Graduation Materials	\$59.58	
Account 124-124.00075 (Other Expenses) Total:					\$59.58	
Department Special Funds-JPC Total:					\$59.58	
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Fund 134 - Special Funds-JPC Total:						
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Fund 135 - Auto Tax						
Department Auto Tax						
03/03/2019	County Personnel Association of Ohio	27881	2019-000511	Land Records Conference Registration	\$160.00	
Account 125-125.00301 (Expenses) Total:					\$160.00	
03/03/2019	Columbus Gas	27881	2019-000561	Natural Gas Charges	\$443.37	
03/03/2019	County Community/ONCB	27881	2019-000561	Electric Charges	\$271.14	
Account 125-125.00475 (Other Expenses) Total:					\$714.47	
Department Auto Tax Administrative Total:					\$877.82	
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Department Auto Tax Road						
03/03/2019	Coregon Steel Co Inc	27881	2019-000771	VF Dual Beam-Supplies Rd	\$4,086.48	
03/03/2019	Coregon Steel Co	27881	2019-000771	Grass & Sodd Pipe	\$1,497.00	
Account 125-125.00210 (Materials) Total:					\$5,583.48	
03/03/2019	Robert Engineers	27881	2019-000901	Designing Rd Reloc Imp 08/18	\$2,366.45	
03/03/2019	Robert Engineers	27881	2019-000901	Final Design Contract-F-00021	\$19,000.41	
Account 125-125.00625 (Contract Services) Total:					\$16,242.51	
Department Auto Tax Road Total:					\$23,835.96	
Fund 135 - Auto Tax Total:					\$24,713.78	
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Fund 131 - Recreation Technology						
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03/03/2019 2:29 PM

V.3.3

## TUESDAY

### W.3.2

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HURON COUNTY  
BOARD OF COMMISSIONERS

Terry Boose \* Joe Hintz \* Bruce "Skip" Wilde

Vickie Ziemba, Administrator/Clerk

Huron County Claims Schedule

Approval/Holds

To The Huron County Auditor's Accounting Department

☒ Everything on the claims schedule has been approved by the Huron County Commissioners and all warrants are to be released.

The following have NOT been approved by the Huron County Commissioners and should be held until further advised.

AMOUNT	VENDOR	DISPOSITION & DATE
7,603.05	FTMC	Released for payment 05/28/19
312.90	FTMC	Released for payment 05/28/19

Submitted by:

Vickie Ziemba

Vickie Ziemba

Date:

05/21/19

05/28/19

180 Milan Avenue, Suite 7, Norwalk, Ohio 44857-1195  
419-668-3092 • 800-808-5092 • Fax: 419-663-3370  
Email: [mail@hccommissioners.com](mailto:mail@hccommissioners.com)  
[www.hccommissioners.com](http://www.hccommissioners.com)

*Terry Boose moved to approve payment to Fisher Titus Medical Center in the amounts of \$7,603.05 and \$312.90. Joe Hintz seconded the motion. The roll being called upon its adoption, the vote resulted as follows:*

*Aye – Terry Boose*  
*Aye – Joe Hintz*  
*Aye – Bruce Wilde*

19-160

**IN THE MATTER OF AWARDING THE BID AND ENTERING INTO CONTRACT FOR THE CHENANGO ROAD BRIDGE DESIGN/BUILD PROJECT IN CLARKSFIELD TOWNSHIP, HURON COUNTY, OHIO (HUR-TR183-07.80; FY2020, PID 98718);**

Terry Boose moved to adopt the following resolution:

**WHEREAS**, Pursuant to Resolution 19-140 the County Engineer requested authorization to seek bids for the Chenango Road Bridge Design/Build Project; and

**WHEREAS**, notices was given in accord with Section 307.87 of the Ohio Revised Code; and

**WHEREAS**, this bridge project will be partially funded by Federal Funds in cooperation with the Ohio Department of Transportation and the County Engineer's Association of Ohio; and

**WHEREAS**, bids were received Friday, May 24, 2019 at 10:01 A.M (see Attachment A):

**BE IT RESOLVED**, the Board of Huron County Commissioners does hereby award the bid to and enter into contract with R&I Construction, 2931 S. St. Rt. 67, Tiffin, OH 44883 for the Chenango Road Bridge Design/Build Project; and further

**BE IT RESOLVED**, that all further matters relative to this award be coordinated through and with the Huron County Engineer's Office; and further

**BE IT RESOLVED**, that the foregoing resolution was adopted and all actions and deliberations of the Board of Commissioners of the County of Huron, Ohio relating thereto were conducted in meetings open to the public, in compliance with all applicable legal requirements, including Section 121.22 of the Ohio Revised Code.

Joe Hintz seconded the motion.

**\*Discussion:** Mr. Boose wanted to be sure everyone had a chance to review the documents since they had only recently been received. Mr. Tansey explained it was the standard bid package, there was nothing unique about the project.

The roll being called upon its adoption, the vote resulted as follows:

Aye – Terry Boose  
Aye – Joe Hintz  
Aye – Bruce Wilde

*\* Contract on file*

**At 9:10 a.m. Public comment – none**

19-161

**IN THE MATTER OF APPROVING REQUESTS FOR EXPENDITURE OF OVER \$1,000.00  
SUBMITTED TO THE BOARD MAY 28, 2019**

Terry Boose moved the adoption of the following resolution:

**WHEREAS**, requests for expenditures of over \$1,000.00 have been submitted for approval by the Board of Huron County Commissioners as follows:

**Commissioners contract service (001-00525-001)**

Sterling PC Maintenance Solutions	backup & maintenance	\$6,190.00	now therefore
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**BE IT RESOLVED**, that the Board of Huron County Commissioners hereby approves of the requests for expenditure of over \$1,000.00 as listed above; and further

**BE IT RESOLVED**, that the foregoing resolution was adopted and all actions and deliberations of the Board of Commissioners of the County of Huron, Ohio relating thereto were conducted in meetings open to the public, in compliance with all applicable legal requirements, including Section 121.22 of the Ohio Revised Code.

Joe Hintz seconded the motion.

**\*Discussion:** Ms. Ziemba explained they had discussed this last week and was for the computers and servers in our office. The backup system is the hourly backup of the server to an appliance furnished by Sterling Maintenance, which is then replicated off sight nightly to their office in case of a disaster where the server and the appliance were lost. Mr. Wilde asked how long we have been using them. Ms. Ziemba since 2011 and noted the cost had actually gone down this year.

The roll being called upon its adoption, the vote resulted as follows:

Aye – Terry Boose  
Aye – Joe Hintz  
Aye – Bruce Wilde

19-162

**IN THE MATTER OF AWARDING THE BID FOR THE HURON COUNTY COURTHOUSE  
RE-ROOF PROJECT**

Terry Boose moved to adopt the following resolution:

**WHEREAS**, Pursuant to Resolution 19-126 the Board of Huron County Commissioners authorized seeking bids for the Huron County Courthouse Re-Roof Project; and

**WHEREAS**, notice was given in accord with Section 307.87 of the Ohio Revised Code; and

**REGULAR SESSION**

**TUESDAY**

**MAY 28, 2019**

**WHEREAS**, bids were received Friday, May 10, 2019 at 11:00 a.m. from the following:

<b>Damschroder Roofing Inc.</b>	<b>\$254,354.00</b>	
E. Lee Construction	\$269,960.00	and

**WHEREAS**, Garmann/Miller & Associates, Inc. reviewed the bids and recommends awarding the bid to Damschroder Roofing, Inc.; now therefore

**BE IT RESOLVED**, the Board of Huron County Commissioners does hereby award the bid for the Huron County Courthouse Re-Roof Project to Damschroder Roofing, Inc. 2228 Hayes Avenue, Fremont, Ohio 43420; and further

**BE IT RESOLVED**, that the foregoing resolution was adopted and all actions and deliberations of the Board of Commissioners of the County of Huron, Ohio relating thereto were conducted in meetings open to the public, in compliance with all applicable legal requirements, including Section 121.22 of the Ohio Revised Code.

Joe Hintz seconded the motion.

**\*Discussion:** Mr. Hintz was happy the bids came in where they did but was surprised they were considerably lower than the architect's estimate.

The roll being called upon its adoption, the vote resulted as follows:

Aye – Terry Boose  
Aye – Joe Hintz  
Aye – Bruce Wilde

**Assistant Prosecutor report**

Mr. Strickler requests an executive session to discuss pending or imminent court action.

*At 9:14 a.m. Terry Boose moved to enter into Executive Session ORC 121.22 (G)(3) a conference with an attorney for the public body concerning disputes involving the public body that are the subject of pending or imminent court action. Joe Hintz seconded the motion. The roll being called upon its adoption, the vote resulted as follows:*

*Aye – Terry Boose  
Aye – Joe Hintz  
Aye – Bruce Wilde*

*At 9:49 a.m. Terry Boose moved to end executive session ORC 121.22 (G)(3). Joe Hintz seconded the motion. The roll being called upon its adoption, the vote resulted as follows:*

*Aye – Terry Boose  
Aye – Joe Hintz  
Aye – Bruce Wilde*

***\*No action taken from executive session.***

**At 9:50 a.m.** the board recessed.

**At 10:00 a.m.** the board resumed regular session. **Jan Tkach, Recorder**, to discuss records storage.

Ms. Tkach passed out proposed diagrams of storage options utilizing the basement of the old antique mall. Option 4 was the closest to what she was presenting today.

OPTION 4

ROOM 3		ROOM 2				ROOM 1			
NO SHELVES			420 boxes	WALKWAY	PROBATE	PROSECUTOR	420 boxes	WALKWAY	
	PROBATE	PROBATE			PROSECUTOR	PROSECUTOR			
	PROBATE	PROBATE			PROSECUTOR	PROSECUTOR			
	PROBATE	PROBATE			PROSECUTOR	PROSECUTOR			
	PROBATE	PROBATE			PROSECUTOR	PROSECUTOR			
WALKWAY – Fence on both sides w/entrances for each room									
NO SHELVES			720 boxes	WALKWAY	NEEDS RELOCATED		720 boxes	WALKWAY	NEEDS RELOCATED
	PROBATE	PROBATE			PROSECUTOR	PROSECUTOR			
	PROBATE	PROBATE			PROSECUTOR	PROSECUTOR			
	PROBATE	PROBATE			PROSECUTOR	PROSECUTOR			
	PROBATE	PROBATE			PROSECUTOR	PROSECUTOR			
	PROBATE	PROBATE			PROSECUTOR	PROSECUTOR			
	PROBATE	PROBATE			PROSECUTOR	PROSECUTOR			
	PROBATE	PROBATE			PROSECUTOR	PROSECUTOR			
WALKWAY – Fence on one side – partial fence from end of enclosed room to the far wall in Room 1									
NO SHELVES  CLERK OF COURTS CABINETS	PROBATE  ENCLOSED ROOM				PROSECUTOR	480 boxes	WALKWAY	PROSECUTOR ½ shelf	
					PROSECUTOR			PROSECUTOR ½ shelf	
					PROSECUTOR			PROSECUTOR	
					PROSECUTOR			PROSECUTOR	
						PROSECUTOR			

Ms. Tkach observed that all the Commissioners had attended the records tour several weeks ago and were aware of the abundance of records they are dealing with. Both the Prosecutor and Probate offices have more records than can possibly fit into their assigned spaces. The goal is to buy those offices about seven years of time as they develop a plan for the next storage area.

Common Pleas, Probate and the Prosecutor’s offices have requested that their records be stored in a manner that limits access from other offices. After talking to the various offices, Ms. Tkach determined the most efficient way to achieve this would be to add chain link fencing in the walkways and gates for security. She has obtained a quote, but since then has made revisions which she is hoping will bring the cost down.

Ms. Tkach went on to explain the Prosecutor’s office has consolidated most of their boxes into Room 1. However, they still have some records in the Public Defender’s office and have indicated they will continue to need space there for overflow. Her suggestion would be to give the Prosecutor’s office all of Room 1 as outlined in Option 4 of the diagram. This would eliminate the need to put additional fencing in, and would only require gates at the two walkway entrances. It may require additional shelving.

Ms. Tkach said Common Pleas will be storing evidence, and was very clear their storage area must be inaccessible from the outside. She felt the best space to put their records would be the enclosed room located inside Room 2. However, Common Pleas is still exploring the option of storing their records at the Law Library. This would free up space for additional Probate records. The Law Library is supposed to give them an answer by the end of the week. If Common Pleas must use the enclosed room, Ms. Tkach thought an additional caged area could be installed to hold Probate records. If Probate is able to use all of Room 2, Ms. Tkach has estimated they will be able to store records there for approximately the next seven years.

Ms. Tkach said the Clerk of Courts records do not require an extra layer of security, so she thought they could go to the back of Room 3. Some of the existing shelving could be utilized, but there still needs to be some added. Also, Ms. Hazel has indicated she will need additional storage area added to her space in the Treasurer's basement. The Clerk of Courts adds about 60 boxes of records to storage each year due to case load. This equals to one entire shelving unit. Ms. Hazel thought the room furthest from the stairs in the Treasurer's basement would be the most cost effective use of space. She noted they are able to eliminate files after time, with the exception of cases involving transfer of property or death penalty. Mr. Wilde asked if she would be self-sustaining, with the ability to eliminate records as they are added. She said that was not the case.

Mr. Wilde asked if this accounted for all the records currently at the old jail. Ms. Tkach believed it did. The Clerk of Courts records from the old jail would go to the back of Room 3. The middle section of Room 3 would house the old landfill records, although she thought a lot of those could be disposed of according to their RC-2 schedule. She thought there could be shelving installed in the center section for the Commissioner records, as well as the remaining boxes from her small vault. She also wanted to move the Auditor's pallet of records to that space. The old docket books from the jail would have to go in Room 3 as well, but she was not sure where. Ms. Tkach said that would leave the front part of Room 3 open for more storage in the event it was needed for Probate records. Fencing could be added later.

Ms. Tkach noted that we know we have continuing records and thought the next logical step may be to consider using part of the first floor. She suggested we may want to have it tested for stability.

Mr. Boose would like to implement a policy that no records would be moved until we are sure they are permanent records that must be retained. He thought they should all be sorted prior to being placed in storage. Mr. Stephens suggested the boxes be labeled with their destroy date. Mr. Boose verified he wanted all the boxes gone through and labeled in this manner prior to putting them in storage. Mr. Wilde thought this would be time consuming at first, but if they do this going forward it will save time in the future.

Mr. Boose indicated the records at Shady Lane are a bigger concern to him than the ones at the jail, as that building will be torn down before the jail. After discussion it was decided Shady Lane probably housed additional records from the Prosecutor's office and Probate. Mr. Stephens thought they should be sorted through in the hopes most of them could be eliminated. However, it was noted that Probate and Adult Felony cases must be kept forever. Mr. Strickler indicated the Prosecutor's office would get out there before September to go through their records.

Mr. Boose did not like the idea that we are required to keep old records, yet no one would be able to locate them if they were needed. Ms. Tkach told him that some of her original records are stored in bubble wrap, but they have been reproduced. She can't get rid of the originals because they are now historical copies. She explained the Historical Society doesn't have room for them. Mr. Boose asked what it meant for a record to be a historical record. Ms. Tkach told him records that are 50 years old or older are considered historical. Mr. Boose thought if the Historical Society wanted us to keep those records, but they don't have room for them, then they could at least assist us in cleaning them up and finding storage. Ms. Hazel informed him this falls under the State Historical Society. Mr. Boose asked if there was anything that dictated the records have to be organized and stored in a specific way. If not, he thought we should just store them somewhere "as is" rather than investing time and money in them. He suggested they be relocated to the old jail.

Ms. Tkach clarified that Mr. Boose wanted her to contact the State Historical Society to determine if the Shady Lane records could be disposed of. If they can be disposed of, she will check with the local Genealogical Society to see if they want them. If so, they will have to move them on our terms. If not, they will dispose of them. If they must be kept, they will be relocated to the old jail.



**REGULAR SESSION**

**TUESDAY**

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Ms. Tkach also indicated she will work on the Policy Statement. The Records Commission will meet June 27 so they can put that policy into place and inform everyone in the County. She will also work with Mr. Welch and Mr. Minor to prepare a budget.

Discussion regarding evaluating the first floor and if it was going to be used to store records. Mr. Boose asked Mr. Welch if we have a contract with someone that could test the floor. Mr. Welch will check. Mr. Welch said the only red flag he saw was the lack of sprinkler system, which he believes will be required. Mr. Boose said he didn't want to spend thousands of dollars to find out we can't do anything. Ms. Hazel asked about getting air quality tested. Mr. Welch said it could be done, but asked why she wanted to do it. Ms. Hazel said when she is at the storage area in the Treasurer's basement for a while she gets a metallic taste in her mouth. Mr. Welch said there was a company in Huron they have used in the past that may be able to do that testing.

**Commissioner Hintz report –none**

**Commissioner Wilde report**

Break in the Silence- MHAS tomorrow night at 5:30 p.m. He thought this was similar to what they had attended last Friday.

Muck breakfast Thursday 9:00 a.m.

Friday Mr. Wilde will attend Land Bank at 1:00. Mr. Boose and Mr. Hintz will attend the Christie Lane , Board of Revision was an all-day meeting.

911 Planning Committee. Mr. Wilde and Mr. Strickler met with Mr. Duncan, Mr. Ludban and Ms. Bond. They want to clean up bylaws and take the Planning Committee back to ORC specifications. They would also like to take the bond millage down to 7.25. Mr. Boose asked if it's appropriate to be campaigning for a levy that hasn't been approved yet. Mr. Strickler didn't think it should be done, and thought he might have to have a discussion with certain individuals. Mr. Boose asked Mr. Wilde to continue to keep the Board updated.

Planning Commission was last Thursday.

Veterans BBQ. Mr. Boose noted there seemed to be fewer people in attendance. However, it was a larger venue so maybe that had something to do with it.

Norwalk Memorial Day flag ceremony.

Mr. Wilde had information from Ken Rospert regarding wind turbines and House Bill 6 – Clean Air Bill. This bill would allow any energy project to get referendum by the local government by 8% of the voters. Mr. Boose feels this is wrong for the State of Ohio regardless of what energy they are discussing. No company would be willing to invest money in a project to have local governments shut it down.

Firelands Electric – June 22<sup>nd</sup> Annual meeting and breakfast – calendar and RSVP Mr. Boose.

4-H Camp Conger will be June 4 - 7 and June 10 – 13.

June 5<sup>th</sup> Wellness event at JFS.

**Commissioner Boose report**

Permissive tax maps and New London's request. Mr. Boose would like to know what is the Board's responsibility and authority. Mr. Tansey is on the schedule for June 4<sup>th</sup>.

Family & Children First Council is asking everyone on the Board to contribute \$2,000. This is an annual request. Mr. Boose's recommendation was not to make a contribution until we know what direction they are going.

Results Ohio program through the Treasurer's office. Mr. Wilde thought they were paying for outcomes instead of paying for inputs.

Sales tax report – came in higher. Mr. Boose believes it's a timing thing because the month before was low and this month is high so feels its timing.

**REGULAR SESSION**

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**At 11:26 a.m.** Terry Boose moved to adjourn. Bruce Wilde seconded the motion. The meeting is adjourned.

**IN THE MATTER OF CERTIFICATION**

The Clerk to the Board does hereby attest that the foregoing is a true and correct record of all actions taken by the Board of Huron County Commissioners on May 28, 2019.

**IN THE MATTER OF ADJOURNING**

The meeting was called to order at 9:00 a.m. With no further business to come before the Board, the meeting was adjourned at 11:26 a. m.

_____	_____
	Terry Boose
_____	_____
	Joe Hintz
_____	_____
	Bruce Wilde

**ATTEST**

\_\_\_\_\_  
Clerk to the Board