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

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:

| Payment Type AII | Warrant Description | Payment Batches | Warrant Description | Payment Batches | Payment Type AII | Warrant Description | Payment Desc

Warrant Date Claimant	Batch ID	PO #/Line #	Line Description	Amount	Warrant #
05/30/2019 Francotyp Postalis Inc Account 001.013.00275 (Contract Repairs) Total:	278681	2019-00056/1	Postage Meter Rental	\$179.85	
Department Juvenile Total:				\$2,083.87	
Department Processe 08/30/2019 Norwalk Police Department Account 001.016.00475 (Other Expenses) Total:	278581	2019-00070/1	Mental liness Transport	\$10.00	
Department Probate Total:				\$10.00	
Department: Clerk of Courts 06202019 Will Mason Coline 06302019 Will Will Wason Coline 06302019 Will Will Will Will Will Will Will Wil	278581 278581 278581	2019-0007911 2019-0007911 2019-0007911	Staples Credit for Staples Staple Sharp/Shar Cloff-Node	\$12.30 (\$25.38) \$98.06	
05/20/2019 Firefands Local LLC Account 001.017.00275 (Contract Repairs) Total:	278581	2019-00060/1	Document Destruction	\$30.00	
Department Clerk of Courts Total:				\$114.98	
Department Police Muni Court obsozoris Novemb Nunique Court Account 001 019,00554 (Novemb) Total: Department Police Muni Court Total:	278581	2019-00268/1	Withesseal Lurons Fees	\$187.82	
Department. Capital Improvements osnozors PNC Equipment France LLC Account 001.021.00200 (Equipment) Total: Department Capital Improvements Total:	278581	2019-00270/1	Sheriffs Vehicle issue - 2018 Explorers	\$35,838.51 \$35,838.51	
t Bu					
800000019 Sheel Dhenkhing LLC 80000019 ShVICEMembors 80000019 ShVICEMembors 80000019 ShVICEMembors 80000019 ShVICEMembors 80000019 ShVICEMembors 80000019 ShVICEMembors Account 001,022,00715 (Supplies) Total:	278581 278581 278581 278581 278581 278581	2019-00272/1 2019-00272/1 2019-00272/1 2019-00272/1 2019-00272/1 2019-00272/1	Balthroom Claims, Urfuel Screens, Paper Towels and Handlego Syns Handlego Syns (9) (19) Handlego Syns (19) (19) Handlego Syns (19) (19) Handlego Syns (19) (19) Peper Towels Syns (19) (19) Handlego Syns (19) (19) Handlego Syns (19)	\$12.72 \$82.08 \$230.08 \$130.22 \$10.02 \$13.61 \$1.553.73	
06/30/2019 Franter Account 001.022.00525 (Contract Services) Total:	278581		Phone - Commissioners	\$4,232.89	
5/24/2019 2:25 PM		Page	Page 2 of 10		V.3.2

277261   219-200291   Three beneates   277261   279-200291   Three beneates   277261   2772	Wornerd #					
Table 1 (2014) (		Warrant Date Claimant	Batch ID P	PO #/Line # Line Description	ion	Amount
Comparison   Com		OKROPORTO Colimbia Cas of Ohio Inc.	278581	Gas - 22 E Main		\$1,281.42
Tactar Tragatal (1996-190228) Invaria Bendon (1996-1902) (1996-190238) Invariant Reviews (1996			278531	Gee - 180 Milan Ave	Ave	\$488.61
### Chargeding   Code   277851   277852   778752			orace.	Cas Inl.		\$170.69
### date   Regular)   Clark				1		10 0000
## Coperative to 277(2) 2019-20200 File Culture Proced Utilities		05/30/2019 Constellation Newchergy Gas Division		1005 - 20E		6
## 250   Copyright		711				
Companies to 277561   2018-002069   Sci. Adomace Process Lillianes   Sti. Adomace Process   St		Account 001.022.00527 (Gas) Total:				\$2,602.98
Cooperative to 277881 2019-022591 FOC-Addrside Procest Utiliness Processes to 277881 2019-022591 FOC-Addrside Procest Utiliness Processes 277881 2019-022591 FOC-Addrside Processes 277881 2019-027591 FOC-Addrside Processes 277881 2019-027591 FOC-Addrside Processes 277881 2019-027591 FOC-Addrside Processes 277881 2019-027591 FOC-Addrside Processes 277881 FOC-Addrside Processes 277881 FOC-Addrside Processes 277881 FOC-Addrside Processes 277881 FOC-A						00 000 00
20 COORDINA NO. 271881 2010-002201 PRIC-Assista Processis Processi		Department Building and Grounds Total:				or on
Comparison		Denartment: Sheriff				
Color   Colo		organical contraction	٠	anno anno 114 7to Indicate Murray	Marray	862.00
17.50   17.5			27000		Section 2	\$119.88
Figure   Exercise   Figure			•		# 17 County	6134 00
Hard Decorate Service   77,000   100,000   1		OSIGNICOLS CHIEF TO	•		1000	900700
15,116,00020 PR-CSS)  Totals		Account 001.023.00200 (Equipment) Total:				2
Particular   Par		Department Sheriff Total:				\$307.86
Particular   Par						
72551 2019-000-01 (hor make from the first of the first o		Department: Recorder				
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77991 27992 1						928
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27/1051   2019-022301   Cali Prove/Picha-Aderin/D-A-Aderi   27/1051   2019-022301   Cali Prove/Picha-Aderin/D-A-Aderi   27/1051   2019-022301   Cali Prove/Picha-Aderin/D-A-Aderi   27/1051   2019-023301   Cali Prove/Picha-Aderin/D-A-Aderin   27/1051   2019-023301   Cali Prove/Picha-Aderin/D-A-Ad						
27/061		Department Disaster Service				
27091 27191 1719-17202 of the Prophility of the		05/30/2019 Staples Credit Plan	278581	2019-00122/1 Floor Mat, Map	Floor Mat, Map Tubes, Binder, Pens	\$183.08
27/2011 1071-047/2011 Than Strongeries (17) 107-047/2011 Than Strongeries (17) 107-047		Account 001,026,00175 (Supplies) Total:				\$183.89
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Mark Laborates   Mark		Account 001,026,00475 (Other Expenses) Total:	tal:			87.6116
Weight Execution   2798   Street September		Total Control of the				\$357 19
Mail Tenhoospal Dark Inc.  Mail Tenhoospal Dark		Department Disaster Service Total:				
Analy Control-Form 1994 1995 1995 1995 1995 1995 1995 1995		Constitute to I Occupant				
Any Lebesd 27818 17819 1		Department: vali Operations				
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Leaves Minor 278691 2019-0004071 Call Priore Signated May 2019  Ann Deer Finencial 278691 2019-0004071 Laws & Wool Care NAVI Technologies Dived from 277891 2019-0004071 Learnark Town-SETH		The second of th				000
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MMJ Technologies Direct Inc. 278591 2019-0024011 Lexmank Toner-521H		05/30/2019 Emergency Professional Services Inc		2019-00167/1 Irmate Medical	Irmate Medical Treatment-G Lee	\$35.55
		Account 001.036.00177 (Medical/Hydiene) Total:	otal:			\$94.90
						00 000
Account 115.115.00475 (Other Expense) Total:			27858		Control	\$80.00
SA 062 DB			27858		K Moore	0/4/94
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Denartment: Dublic Assistance			278581	2019-00169r1 Duty bells & Irouser Bert	Duty Bells & Irouser Bells-Hopims & Price	18796
		06/30/2019 Gails LLC	2/2081		18 rooses	07 007 4
		Account 001.036.00200 (Equipment) Total:				ň
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Warrant Date Claimant	Batch ID	PO #/Line #	PO #/Line # Line Description	Amount	Warrant #	Warrant Date Claimant
06/30/2019 Verizon Wireless	278581	2019-00248/1	Cell Phono/pads-April	\$691.55		06/30/2019
Account 115.116.00350 (Utilities) Total:				\$691.55		05/30/2019
	278581	2019-00249/1	APS-William Hooten-Rent	\$2,000.00		05/30/2019
05/30/2019 V/B Mason Co Inc	278581	2019-00249/1	Name Stamp M Newell	\$5.00		05/20/2019
Account 115.116.00475 (Other Expenses) Total:				92,000,00		05/30/2019
Department Public Assistance Total:				\$2,696.55		Account 001.036.0027
Fund 115 - Public Assistance Total:				\$10,758.63		06/30/2019
Fund: 124 - Special Funds-JPC						Account 001 036 0052
Department: Special Funds-JPC						
05/30/2019 Lindsey Ingram	278581	2019-00072/1	2019-0007211 Family Dependency Court Graduation Materials	\$59.56		Department Jali Operatio
Account 124, 124,00470 (Ottler LAperises) 10tal.						Organian
Department Special Funds-JPC Total:				\$58.56		Account 001.039.00571
Fund 124 - Special Funds-JPC Total:				\$58,56		Department Insurance at
Fund: 125 - Auto Tax						December 18 configuration
Department: Auto Tax Administrative						Department
05/30/2019 County Engineers Association of Ohio	278581	2019-00351/1	Land Records Conference Registration	\$169.00		Account OD 100 DODGE
Account 125,125,00301 (Expenses) Total:				\$169.00		DOCUMENT OF THE PROPERTY OF TH
O5/30/2019 Columbia Gas	278581	2019-00358/1	Natural Gas Charges	\$453.57		05/30/2019
	278581	2019-00352/1	Flash Drive & Santizer	\$17.44		06/30/2019
05/20/2019 Ohio Edison	278581	2019-00356/1	Electric Charges SI	923/191		05/30/2019
Account 125.125.00475 (Other Expenses) Total:				\$108.82		Account 001.040.0057
Department Auto Tax Administrative Total:				\$877.82		Department Miscellaneo
Department: Auto Tax Road						Fund 001 - General Fund
06/30/2019 Benjamin Steel Co Inc	278581	2019-00377/1	WF Dual Beam-Baseline Rd	\$4,089.45		Fund: 104 - Indigent Guar
į	1000/7	1000		\$5,586,45		2 transfer transfer
Account 125,126,002 to (Materials) total.				2		Department
	278581	2019-00375/1	Chanango Rd Bridge PID 98718	\$2,248.10		05/30/2019
05/30/2019 Richland Engineering	278581	2018-004891	Final Design Contract-FI-060-01	\$16,001.41		06/30/2019
Account 125.126.00525 (Contract Services) Total:				\$10,248.01		Account 104.104.0025
Department Auto Tax Road Total:				\$23,835.96		Department Indigent Gu
Fund 125 - Auto Tax Total:				\$24,713.78		Find 104 - Indicent Guar
Fund: 131 - Recorders Technology						
						Fund: 105 - Dog & Kenne
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	Claims Register for Payment Batches			Claims	Register for	Claims Register for Payment Batches	
Warrant Date Claimant	Batch ID PO #/Line # Line Description	Amount Warrant #	Warrant Date Claimant	Batch ID P	O #/Line #	PO #/Line # Line Description	Amount Warrant#
Department: 911 05/30/2019 Froetler	278591 2019-0014271 Monthly Elhernet Bandwidth for 811 System	\$2,567.00	Department: Recorders Technology 05/30/2019 MT Business Technologies Inc	278581 2	2019-00025/1	Ricoh 4002 Lesse CRA Summar CE	\$236.18
Account 185.185.00260 (Operations) Foreit. 06/302019 Tekex.L.C.	278581 2019-00148/1 50 Block Hours 9-1-1 Maintenance	\$3,250.00	Account 424 424 DOOD (Engineers) Total				\$671.18
Account 185,185,00525 (Maintenance) Total:		55,200.00	Department Recorders Technology Total:				\$671.18
Eline 185 - 041 Total:		\$5,807.00	Fund 131 - Recorders Technology Total:				\$671.18
Fund: 197 - EMA Hazmat			Fund: 132 - Clerk of Courts-Title				
Department: EMA Hazmat			Department: Clerk of Courts-Title	278581 2	2019-00085/1	Pecket Felders/End Tab	\$976.00
06/30/2016 Guerrieri Enterprises	278581 2019-001541 Pop Up Pool, Oil Boom, Nature Sorb, Speed Stack Ha 278681 2019-001547 Hazmat Sensi Meter Training	Ha \$7,112.05 \$200.00	32.1				\$976.00
97.			05/30/2019 Firelands Local LLC	278581	2019-00087/1	Document Destruction	00'06\$
06/30/2019 Vasu Communications Inc	278581 2019-00414/1 Magnetic Mic Mounts for Suburban	274.97	Account 132.132.00275 (Contract Repairs) 10t8	978581	2019-0008911	Meethly Charges 5/13-6/12/2019	\$105.29
Account 197.197.00200 (Equipment) Total:		\$1.387.52	32.1				\$105.29
Press and Than Demont Total		\$1,387.52	Department Clerk of Courts-Title Total:				\$1,111.29
TUIN 197 - ENNY NAZITAL TURB.			Fund 132 - Clerk of Courts-Title Total:				\$1,111.29
Fund: 320 - County Capital Projects			Fund: 134 - Clerk of Court Computer				
Department: County Capital Project 05/30/2019 Germann Miller & Associates Inc	278581 2019-00318/1 Courthouse Renof	\$2,632.04	Department: Clerk of Courts Computer				200
o.	vrovement Bond) Total:	\$2,632.04	05/30/2019 MT Business Technologies Inc	278581	2019-00063/1	Copier F3175 5/24-8/23/2019 credit for overage on F2271	(\$8.70)
Department County Capital Project Total:		\$2,632.04	Account 134,134,00260 (Expenditures) Total:				\$446.26
Fund 320 - County Capital Projects Total:		\$2,632.04	Department Clerk of Courts Computer Total:				\$446.26
Fund: 635 - Commissary Trust			Fund 134 - Clerk of Court Computer Total:				\$446.26
Department Commissary Trust			200 S S S S S S S S S S S S S S S S S S				
05/20/2019 Volument Community/SYNCB	278581 2019-00190/1 Caffee for inmates	\$29.58	Department DVS Subsidy				
Account 635.635.00260 (Expenditures) Total:		85 82 83 83 83 83 83 83 83 83 83 83 83 83 83	06/30/2019 Carrie Bischoff	278581	2019-0007711	2019-00077/1 CASA Travel Expense Reimbursement	\$151.38
Department Commissary Trust Total:		00.626	Account 137,137,00475 (Other Expenses) Total:	44			\$151.38
Fund 635 - Commissary Trust Total:		00:070	Department DYS Subsidy Total:				\$151.38
Fund: 640 - Canine Trust Fund			Fund 137 - DYS Subsidy Total:				\$151.38
Ö	Anna Anna Anna Market Market Tendent & Medication for Justice	\$544.24	Fund: 160 - Ditch Maintenance				
OUTSTOOD WITH A MANAGEM ALD THE CONTROL OF THE CONT		. 2.8.7	AND THE PARTY OF T		Pane	Days 7 of 10	V.3.2
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	Claims Register for Payment Batches			Claims	Register for	Claims Register for Payment Batches	
Warrant Date Claimant	Batch ID PO #Line # Line Description	Amount Warrant #	Warrant Date, Claimant	Batch ID Po	O#/Line#	PO #/Line # Line Description	Amount Warrant#
06/30/2019 Countryside Veterinary Clinic	278581 2019-00191/1 Food for JoaJoe	\$60.59	Department Ditch Maintenance				
Account 640.640.00260 (Expenditures) Total:		\$605.23	06/20209 Huren SWCD	278581 20 278581 20	2019-0020011 G 2019-0020011 n	GSP reimburse spray supplies reimburse for chemical	\$179.88
Freed 649 Control Trans Cond Later		C-2009	8				\$189.86
rund 640 - Canine Trust Fund Local:		22002.23	05/30/2019 David Cassidy	278581 21	2019-00201/1 E	BCO #120	\$3,430.00
Grand Total:	7	\$119,983.27	S	2/8981		Fundance	\$3,705.00
7	~ C		D6/30/2019 Huron SWCD	278581	2019-00203/1	reimburse equipment use	\$1,221.74
Sign 1 1000 11000	Sign 2 Jaco Ach	Sign 3	Account 160.160.00475 (Other Expenses) Total:				51,221.74
		$\mathbb{C}$	Department Ditch Maintenance Total:				55,115,60
			Fund 160 - Ditch Maintenance Total:				0001100
			Fund: 177 - Emergency Management				
			ш		019-0013171	Re-code/Service Door Lock Fire Building	\$120.00
			08/30/2019 Bestantian Security Inc. 08/30/2019 Nobils Sports & Trophles	278581	2019-00131/1	Shirts for CERT Volunteers	\$347.00
			Account 177,177,00475 (Other Expenses) Total:				\$467.00
			Department Emergency Management 1 otal:				\$467.00
			Fund 177 - Emergency Management Total:				
			Fund: 181 - SVAA				
			Department: SVAA 05/302019   Minberly Jones	278581	2019-00111/1	ReimbursementMeats	629,70
			05/30/2019 Unda Border Account 181 181 00:300 (Training/Travel) Total:	27858	1/11/00-6102	NEITHDU SETTING MANAGER LEAVE	\$168.82
			Department SVAA Total:				\$168.82
			Fund 181 - SVAA Total:				\$168.82
			Fund: 182 - Prosecutor Diversion				
			Department: Prosecutor Diversion				00 0778
			06/30/2019 SYNCB/Amazon	278581	2019-00389/1	2019-00399/1 Desk Starage Drawers	\$149.00

ВС	HURON C DARD OF COM Terry Boose * Joe Hintz Victice Zientea, Admir	MISSIONERS  * Bruce "Skip" Wilde				
	Huron County Cl Approval					
X E	To The Huron County Auditor's Accounting Department  XBeverything on the claims schedule has been approved by the Huron County Commissioners and all warrants are to be released.					
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 Zien Vickie Zien						
	10 Main Armous, faile 7, No. 19-648-3092 - 800-903-505 Crait, Inself/Incomm www.hocomissio	• Fax: 419-663-3370 issioners.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

**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

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

**Damschroder Roofing Inc.** \$254,354.00 E. Lee Construction \$269,960.00

50.00 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

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

At 10:00 a.m. the board resumed regular session. <u>Jan Tkach, Recorder</u>, 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.

<sup>\*</sup>No action taken from executive session.

**TUESDAY** 

MAY 28, 2019

ENTRANCE DOOR Each shelving unit holds 60 regular size banker boxes

**OPTION 4** 

ROOM 3		RC	OM 2	2		F	ROOM	1		
NO SHELVES	PROBATE PROBATE	420 boxes	WALKWAY	PROBATE  PROBATE  PROBATE	PROSECUTOR  PROSECUTOR  PROSECUTOR	420 boxes	WALKWAY	PROSECUTOR  PROSECUTOR  PROSECUTOR		
WALKWA		both	n side:	s w/entrances				TROSECTOR		
				NEEDS		-		NEEDS RELOCATED		
				RELOCATED						
	PROBATE			PROBATE	PROSECUTOR			PROSECUTOR		
NO SHELVES										
NO SHELVES	PROBATE			PROBATE	PROSECUTOR			PROSECUTOR		
LANDFILL COMMISSIONERS										
AUDITOR	PROBATE		/AY	PROBATE	PROSECUTOR	_	ΙΑΥ	PROSECUTOR		
		oxes		xes	WALKWAY			Kes	WALKWAY	
	PROBATE			PROBATE	PROSECUTOR	720 boxes	WAI	PROSECUTOR		
	LINDBATE 027		720			72				
	PROBATE			PROBATE	PROSECUTOR	_		PROSECUTOR		
	PROBATE			PROBATE	PROSECUTOR			PROSECUTOR		
WALKWAY – Fence on on	e side – part	ial fe	nce fr	om end of end	osed room to the far wall in Room 1			Room 1		
	part			2.3.2.3.0.	PROSECUTOR	e far wall in		PROSECUTOR		
		DD	OBATE		PROSECUTOR	.,		½ shelf PROSECUTOR		
		PK	OBAT		- NOSECOTON	480 boxes	¥	½ shelf		
NO SHELVES	EN	ICLO	SED R	ООМ	PROSECUTOR	180 k	WALKWAY	PROSECUTOR		
CLERK OF COURTS CABINETS					PROSECUTOR		WA	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.

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 5th 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 TUESDAY MAY 28, 2019

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. meeting was adjourned at 11:26 a. m.	m. With no further b	business to come before the Board, the
		Terry Boose
		Joe Hintz
ATTEST		Bruce Wilde
Clerk to the Board		