

**REGULAR SESSION**

**THURSDAY**

**AUGUST 2, 2018**

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 July 17, 2018 and July 19, 2018 meeting(s) were presented to the Board. Joe Hintz made the motion to waive the reading of the minutes of the July 17, 2018 and July 19, 2018 meeting(s) and approve as presented. Bruce Wilde seconded the motion. Voting was as follows:

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

18-239

**IN THE MATTER OF PROMOTION OF KATHRYN LONG TO DEPUTY DOG WARDEN I – FULL TIME**

Joe Hintz moved the adoption of the following resolution:

**WHEREAS**, Gary Ousley, Dog Warden, expressed the need for a classified, full-time, employee for the Huron County Dog Warden’s Office; and

**WHEREAS**, Mr. Ousley recommends promoting Kathryn Long from Deputy Dog Warden I, Part-time, to the Deputy Dog Warden I, Full-time, with a \$.25 hourly increase; now therefore

**BE IT RESOLVED**, that the Board of Huron County Commissioners hereby approves the promotion of Kathryn Long to the position of Deputy Dog Warden I, Full-time, effective August 1, 2018, with a \$.25 hourly increase; 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.

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

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

18-240

**IN THE MATTER OF TRANSFERRING FUNDS FROM ACCOUNT #099 IN THE GENERAL FUND TO FUND #020**

Joe Hintz moved the adoption of the following resolution:

**WHEREAS**, a transfer of funds is needed for the #020 Board of Election’s fund; now therefore

**BE IT RESOLVED**, that the Board of Huron County Commissioners hereby approves of the transfer of moneys from 099-00600-001 transfer out in the amount of \$65,000.00 to the Board of Election’s fund #020-00525-001 contract services for the yearly payment on voting equipment; and further

**BE IT RESOLVED**, that a certified copy of this resolution be sent to the Department requesting transfer, and the Huron County Auditor, and the Auditor’s office will make the journal entry to the # 020 account; 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.

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

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

**At 9:05 a.m. Public Comment** - No Comment

18-241

**IN THE MATTER OF AUTHORIZING JENNIFER REED, JOB AND FAMILY SERVICE DIRECTOR, TO BE ON-CALL AND TO RECEIVE AN ON-CALL STIPEND**

Joe Hintz moved the adoption of the following resolution:

**WHEREAS**, Jennifer Reed, Job & Family Services Director, has requested permission to occasionally relieve Children Services Supervisors who are on-call after hours for emergency calls; and

**WHEREAS**, Ms. Reed requests permission to receive an on-call stipend at the rate of \$35 per weekday and \$40 per day for weekends; now therefore

**BE IT RESOLVED**, that the Board of Huron County Commissioners hereby approves Ms. Reed's request, effective until December 31, 2018, and hereby allows Ms. Reed to occasionally relieve staff of afterhours on-call status, thereby, responding to afterhours emergency calls and to be compensated at \$35 per weekday and \$40 per weekend; 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.

Bruce Wilde seconded the motion.

*\*Discussion: Mr. Boose explained that Ms. Reed came before the board to relieve them of the overburden. Ms. Reed is not doing this because she wants more hours, she's doing this because her staff is really being pushed. In order for Ms. Reed to be able to be on call, this resolution needs to be approved.*

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

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

18-242

**IN THE MATTER OF APPROVING THE HURON COUNTY HOUSING SEMI-ANNUAL PROGRAM INCOME REPORT**

Joe Hintz moved the adoption of the following resolution:

**WHEREAS**, the Huron County Housing Semi-Annual Program Income Report for the year 2018 has been submitted to the Board of Huron County Commissioners for their approval; and

**WHEREAS**, the Board of Huron County Commissioners has reviewed the Huron County Housing Semi-Annual Program Income Report for the year 2018, and has found that to the best of their knowledge the data in the report as attached herein has been verified to be true and correct as of the date of this report; now therefore

**BE IT RESOLVED**, that the Board of Huron County Commissioners hereby approves of the Huron County Housing Semi-Annual Program Income Report for the year 2018; and further

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**BE IT RESOLVED**, that the Huron County Housing Semi-Annual Program Income Report for 2018 be made a part of this resolution hereof the same as if fully written herein; 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.

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

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

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**Housing Semi-Annual Program Income Report**

1. Housing Program Income Status:	Receipts/Disbursements	
	CDBG Funds (Balance on record: \$0)	HOME Funds (Balance on record: \$10462.6)
Balance as of 12/31/2017	\$ 0.00	\$ 35,462.60
Program Income Received	\$ 0.00	\$ 3,996.75
Bank Interest Received	\$ 0.00	\$ 19.56
Program Costs (Must Match Total in Section 2)	\$ 0.00	\$ 0.00
Administrative Costs	\$ 0.00	\$ 0.00
Balance Reserved for CHIP Prog.	\$ 0.00	\$ 7,697.00
Balance as of 6/30/2018	\$ 0.00	\$ 31,781.91

  

2. Detailed Activity Information for Housing Program Income:				
Program Activity	CDBG Funds	Outcomes *	HOME Funds	Outcomes *
Downpayment Assistance (DPA)	\$ 0.00	0	\$ 0.00	0
DPA / Private Rehabilitation	\$ 0.00	0	\$ 0.00	0
Private Rehabilitation	\$ 0.00	0	\$ 0.00	0
Home Repair	\$ 0.00	0	\$ 0.00	0
Private Rental Rehab	\$ 0.00	0	\$ 0.00	0
New Construction	\$ 0.00	0	\$ 0.00	0
Tenant Based Rental Assist	\$ 0.00	0	\$ 0.00	0
Other Program Costs	\$ 0.00	0	\$ 0.00	0
(Other costs description)				
Total Program Costs	\$ 0.00		\$ 0.00	

On an additional sheet, identify any issues or concerns with the above listed program costs and outcomes. Include all costs but only list as an outcome if the unit/project has been completed and reviewed by local program staff.

\* Outcomes should be Reported in Total Units Completed in this Reporting Period.

I certify that to the best of my knowledge the data in this report has been verified to be true and correct as of the date of this report. (Click to certify)

Type Certifier Name: *Terry Boose*

**Huron County  
Account Transaction Ledger**

Accounts: 196.000.20000 to 196.196.10300 Journal Dates: 12/31/2017 to 6/30/2018  
Account Type: All Exclude Budget and Encumbrance: Yes

Journal ID	Date	Line Description	Source Document Reference	Debit	Credit	Balance
<b>Fund 196 - Program Income</b>						
<b>Cash</b>						
196.000.20000		Program Income				
		Opening Balance				\$0.00
0201801001	01/01/18	GL YE 2017, Bal brought fwd.		\$35,462.60	\$0.00	\$35,462.60
TR201801003	01/04/18	4th Quarter 2017 Revolving Loan Interest	Transfer: 4th Quarter 2017 Revolving Loan Inte	\$11.42	\$0.00	\$35,474.02
TR201804001	04/09/18	1st Quarter 2018 Revolving Loan Interest	Transfer: 1st Quarter 2018 Revolving Loan Inter	\$8.14	\$0.00	\$35,482.16
R201809002	08/01/18	Other: First American Title Company-Program Income F	MR 2018-1258-01 From-Huron County Comm	\$3,996.75	\$0.00	\$39,478.91
		Total for 196.000.20000:				\$39,478.91
		Cash Total:				\$39,478.91
<b>Program Income</b>						
196.196.10200		Program Income				
		Opening Balance				\$0.00
R201808002	08/01/18	First American Title Company-Program Income From Hu	MR 2018-1258-01 From-Huron County Comm	\$0.00	\$3,996.75	\$3,996.75
		Total for 196.196.10200:				\$3,996.75
<b>Interest</b>						
196.196.10300		Interest				
		Opening Balance				\$0.00
TR201801003	01/04/18	4th Quarter 2017 Revolving Loan Interest	Transfer: 4th Quarter 2017 Revolving Loan Inte	\$0.00	\$11.42	\$11.42
TR201804001	04/09/18	1st Quarter 2018 Revolving Loan Interest	Transfer: 1st Quarter 2018 Revolving Loan Inter	\$0.00	\$8.14	\$19.56
		Total for 196.196.10300:				\$19.56
		Program Income Total:				\$4,016.31
		Fund 196 - Program Income Total:				\$41,495.22

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**IN THE MATTER OF TRAVEL**

Joe Hintz moved to approve the following travel request this day. Bruce Wilde seconded the motion. The roll being called upon its adoption, the vote resulted as follows:

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

Randal Strickler and Marques Binette, Prosecutor’s to Blacklick, Ohio on August 10, 2018 for Ohio Township Association Law Director’s Seminar.

**Administrator/Clerk report**

Ms. Ziemba discussed an email received from Amy Liebold, JFS regarding a request for one resolution that would allow any transfers that are needed. The board would like the process to stay the same.

Ms. Ziemba reported on a call from a production company that will be doing a reality tv show in Holiday Lakes called Lake Front Bargain Hunters. This was a courtesy notification, no action is needed by the board. Ms. Ziemba asked that they also contact the township trustees.

Ms. Ziemba stated Ms. Beck met with MT Business Technologies regarding the copier lease. Ms. Beck reported that MT Business stated that another one of their clients had gotten a new copier when their lease was up, there was a mistake and they received two copiers. They are currently looking for someone who could use this copier, they are offering to the Commissioners at a discounted rate. At this

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time we pay monthly \$317.65, the new one would be \$249.63 a month. This is a monthly savings of \$68.00. This copier originally came with just 2 drawers, Ms. Beck asked if they could add more drawers and MT will add 2 more drawers for a total of 4 like we currently have. MT is waiving the \$99.00 filing fee. Ms. Beck stated there is no upfront costs for this new copier, installation is included along with the training. Ms. Beck stated that there are 5-6 generations of newer models than the one we currently have. Ms. Beck asked about a color printer, it would cost us \$28 more per month. Ms. Ziemba stated that the \$28 is on top of what we are paying now. The board agreed to let Ms. Beck to move forward with MT.

Ms. Ziemba stated the board was invited to the “*Remembering our Fallen*” exhibit Aug. 17 – 19<sup>th</sup> in Monroeville. All Commissioners will attend the opening ceremony. Will not participate in the parade or closing ceremony.

Ms. Ziemba asked if the board reviewed the draft agenda for the elected officials and department heads meeting. Ms. Ziemba stated the current topics are IT, fair buyers group, and budget. The Board would like to add records storage update and parking lot update. Mr. Boose stated that they will need to decide who is going to be talking about which topics. Mr. Boose would like Mr. Welch to have a parking lot schedule for this meeting, along with a complete plan for the courthouse parking lot as well.

Ms. Ziemba asked the board if they reviewed the spreadsheet of the architect and engineer rankings. Ms. Ziemba stated they will be interviewing the top four ranked, which are Poggemeyer, Garmann Miller, the JDI Group, Bodner & Kerik. The board agreed to interview in executive session. The Board agreed to schedule interviews in 45 minute blocks, with a ½ hour for interviews and ¼ will be a board discussion. The commissioners will each come up with 3 questions and give to Ms. Ziemba to prepare for the interviews. Ms. Ziemba will schedule interviews for August 14<sup>th</sup> and 16<sup>th</sup>.

Commissioner Hintz update on veterans move, Mr. Hintz was unable to speak to Mr. Raymond, he left a message with the secretary stating that we are in the process of hiring an architect and moving forward. Mr. Boose would like the Veteran’s Board to be contacted and updated. Mr. Hintz will contact Jerry Huffman with an update.

Mr. Welch sent an email to the person who is interested in the antique mall, letting her know the board needs a decision. Mr. Boose would like to put a timeline on this, this needs to move forward. Ms. Ziemba asked is August 17, 2018 long enough, the board is in agreement to give her to August 17, 2018 to let the board know what her plans are.

Ms. Ziemba spoke with Mr. Boose regarding the Farm leases coming up. Ms. Ziemba sent a letter to the Airport Board regarding theirs, however she has not heard anything back at this time. Ms. Ziemba stated she will contact the Airport board again next week, if she doesn’t hear anything, then they move forward and bid this as is.

**At 10:00 a.m. Carol Knapp, HCDC report**

The HCDC office continues to be extremely busy since I last reported in May.

**Projects & Business Assistance:**

- We assisted Bellevue with a confidential expansion project
  - Direct contact from the business.
  - Bellevue did not have an economic development director at the time.
  - Project involved working with RGP (not Team NEO)
  - \$23 million project
  - 70-100 new jobs
  - Competing with Kentucky for the project
- We are working on a potential expansion project in Willard.
- We are working on a potential revitalization project in Willard.
- Senior Enrichment Services
  - Working with Roxanne on renovation project for Willard facility.
  - Have contacted USDA Rural Development regarding their community facilities grant and loan program. Project is being reviewed by USDA team.
  - Reached out to Warren Brown regarding other potential grant opportunities to assist with the project.
  - Connected Roxanne with contractors that may be able to assist with the project.

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- Oma's
  - Business has opened in Greenwich
  - Prepared business plan.
  - Connected owners with Erie Basin RC&D for gap financing.
- Assisted a new business in Wakeman with legal filings.
- Assisting a client in Wakeman with development of a business plan.
- Assisting a client in Western Reserve area with development of a business plan for a new facility.
- Assisting a client in Norwalk Township with a potential new business venture.
- Assisting a client in Willard with a small business relocation.
- Prepared a business plan for a client in Willard; however, the desired property went into contract over the weekend. The client is regrouping.
- Working with Family Life Counselling on a potential new facility.
- Assisted a Norwalk business with development of a business plan for an expansion.
- Provided Fisher Titus Medical Center with business information for a project they have going.
- Provided information to the new management company for Blossom Center in Willard (the Center was recently sold).
- Assisted North Fairfield with trying to find someone interested in the general store.

**Workforce Development Efforts**

- Business Advisory Council
  - Partnering with NEDC for a more active B-A-C
- Jail Re-Entry Program
  - Working with NEDC to develop a program to assist recently incarcerated become successfully employed upon release.
- Future Makers Manufacturing Showcase Event
  - Huron County Development Council, Erie County Economic Development Corporation, and EHOVE collaboration.
  - Planning is underway for October's event.
  - Additional schools are participating this year.
- Regional Workforce Partnership
  - Huron, Sandusky, Seneca, Erie, and Ottawa Counties are collaborating to develop a regional workforce strategy
- Western Reserve Partnership
  - Working with Western Reserve to develop internship opportunities.
  - Career Fair will take place in 2018-2019 school year
  - Manufacturing tours will take place in 2018-2019 school year.

**Erie Basin RC&D**

- HCDC assisted with preparing a \$100,000.00 grant to replenish the Revolving Loan Fund.
- Received notification that we were awarded the grant.
- Participated in a visit with USDA project manager.

**Transportation Improvement District**

- New London Project
  - Received grant in 2017.
  - Project received an extension.
  - Project has been completed.
  - Paperwork for reimbursement has been submitted to ODOT Jobs & Commerce.
- Norwalk/Huron County Project
  - Received grant in 2017
  - Project received an extension.
  - Project was recently completed.
  - Waiting for final paperwork from Norwalk to submit for reimbursement from ODOT Jobs & Commerce.

**Community Reinvestment Areas**

- New London
  - CRA originally designated for commercial and industrial projects only.
  - Village has decided they would like to expand CRA for residential projects as well.
  - Working with village to accomplish this goal.
- Willard
  - Willard CRA has significantly increased new housing construction in Willard.
- Wakeman
  - Village has received several applications for new housing.

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- Commercial CRA application was received; however, withdrawn by the property owner due to construction starting prior to approval of the CRA.
- Greenwich
  - Village is interested in creating a CRA.
  - Presently do not have the staff to work on this for the village.

**New London Annexation**

- The Mayor has received authorization from Village Council to proceed with an annexation.
- I have provided the Mayor with the property information on the affected properties.
- I have advised the Mayor of the first step in the annexation.

**Land Bank**

- I am working with the Land Bank Board to prepare for the organizational meeting scheduled for Friday, August 3, 2018.
- Contract between HCDC and the Commissioners ends after the organizational meeting.

**Willard Comprehensive Plan**

- Plan is in the process of being approved by City Council.
- City has asked for multiple copies of the plan (for library, law director, etc).

**Wil-PAC**

- Although the levy for the Performing Arts Center did not pass, the committee is continuing its efforts.
- HCDC is serving as the fiscal agent for the Committee.
- Focused efforts will continue after the first of the year (2019).

**Team NEO**

- HCDC and Team NEO did not enter into a contract this year.
- Team NEO has requested direct involvement with business retention and expansion efforts in Huron County.
  - Pre-visit conference calls and planning with the Team NEO team.
  - Business visit participation.
  - Post-visit conference calls with the Team NEO team.
- I am working to schedule business visits with Pepperidge Farm and Star of the West for the Jobs Ohio Managing Director of Food Processing & Agriculture.

**HCDC Revenue Enhancement Committee**

- The HCDC Board of Directors approved an increase in our investment levels at the last full board meeting.
- Investment brochures have been updated and are at the printer.
- I've developed a plan for Phase I membership recruitment.
- Committee has not met due to workload at HCDC office.
- Meeting will be scheduled for later in August or early September.
- Golf Outing will be held next Wednesday.

**HCDC Golf Outing**

- Will be held next Wednesday (August 8) at Willard Golf Club
- Nine teams are registered
- Hole/Course sponsorship is fairly strong.
- Next year's outing will be at Millstone Hills Golf Club in New London on August 21.

**Commissioner Hintz report**

Mr. Hintz wanted to discuss the architect and engineer proposals, Mr. Boose and Mr. Wilde would like to wait to discuss this in executive session prior to the interviews.

**Commissioner Wilde report**

Mr. Wilde discussed his Board of Revision's he had yesterday, stated always some crazy stuff.

Ag meeting today at 7 p.m.

Land bank meeting Friday at 1 p.m.

NEDC meeting, Mr. Wilde is not sure what this is about.

HCDC meeting cancelled.

County fair gathering Aug 11<sup>th</sup>

**Commissioner Boose report**

Mr. Boose has a meeting with Congressmen Jordan.

Mr. Boose meeting with Warren Brown Friday at 8 a.m.

Mr. Boose discussed the CCAO counties current review.

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Mr. Boose stated that the sales tax holiday is this coming weekend.

Mr. Boose stated that Ms. Reed continues to get calls at JFS for Back to School money. This isn't because they didn't want to do it, just the funds are not available to do the program.

Mr. Boose stated that on August 24<sup>th</sup> – Mr. Brown and Ms. Armstrong will split and attend Fact Finding conference & CORSA annual meeting.

Mr. Boose stated there is a request from MHAS to move them. Mr. Boose asked that Ms. Ziembra contact them and let them know the county will not move them.

Mr. Hintz stated that the Peer Support had called about the air conditioning being down. Mr. Hintz stated that at that time Mr. Bettac was gone, Mr. Minor was gone as well as Mr. Welch, he got ahold of Mr. Armstrong to have him look at this. Mr. Hintz stated they need to have an understanding with them about what the county does. Mr. Boose stated that the first call should be to Mr. Welch's office and if they can't get ahold of them, then the 2<sup>nd</sup> contact is the Commissioner's office.

Mr. Boose discussed needing a schedule from Mr. Welch of every project they have going on. Mr. Wilde would like Mr. Welch to come before the board on Tuesdays to give an update on things that are going on.

Mr. Boose stated an MOU or lease with HCDC needs to be done. Everyone else in the building is taken care of.

Mr. Boose feels that we need to update who we charge indirect cost too. Mr. Boose feels that they should be able to charge indirect costs to the Veterans. Mr. Strickler asked indirect cost for what, Mr. Boose stated Human Resources, Payroll Services. Mr. Strickler stated that they are a county agency and we are required to give them office space. Mr. Boose asked are we required to besides the money the Commissioners give them, are they required to give them Human Resources, Payroll Services. Mr. Strickler stated he thinks so, because they are county employees. Mr. Boose would like Ms. Ziembra to find out which departments are paying indirect costs.

Mr. Boose asked if there was an update on the showers at the jail, Ms. Ziembra stated they have not heard anything.

**At 11:25 a.m.** Bruce Wilde moved to adjourn. Joe Hintz seconded the motion. The meeting stood 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 August 2, 2018.

**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 11:25 a. m.

\_\_\_\_\_  
Terry Boose

\_\_\_\_\_  
Joe Hintz

\_\_\_\_\_  
Bruce Wilde

**ATTEST**

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