

**BOARD OF COUNTY COMMISSIONERS
AUGLAIZE COUNTY, OHIO
-- August 1, 2017 --**

The Board of County Commissioners convened in regular session at 8:00 a.m. on Tuesday, August 1, 2017 in the Commissioners' Chambers with the following members present: John N. Bergman, Douglas A. Spencer and Don Regula. The meeting of the Board was called to order by President Bergman.

AGENDA

- 8:00 a.m. Commissioners sign resolutions/documents (Chambers)
- 8:15 a.m. Staff Meeting (Chambers)
- 3:30 p.m. Present and discuss upcoming resolutions (Chambers)

PROCEEDINGS OF THE DAY

- 8:00 a.m. Commissioner Regula moved to approve the resolutions. Commissioner Spencer seconded the motion. The resolutions were then distributed for each Commissioner's vote and execution.
- 8:50 a.m. Clerk Leffel read the minutes of the July 27th and July 31st, 2017 meetings. These minutes were approved as read.
- 8:55 a.m. Clerk Leffel reported the following:
 - Confirmed the attendees for the 10-County luncheon for this Friday.
 - Stated a letter of interest from Bob Warren was received for the Mental Health & Recovery Services Board. Bob is the Council on Aging Director.
 - Reviewed the office calendar for the next several weeks.
- 9:00 a.m. Administrator Preston conveyed the following:
 - She received correspondence from the County Prosecutor wanting to know if the Board would be interested in joining with Mercer County to participate in supervisory training as it relates to discrimination law.
 - We are still awaiting background check information on a potential employee.
 - T-CAP grant training is available. Erica will be attending the training on the 8th of August.
 - She attended a meeting yesterday with some Economic development individuals including AMBE representatives to discuss high school senior career seminar for Auglaize, Darke, Mercer and Shelby counties.
 - Erica updated the Board that she had conversation with Peyton Stanforth, Mark Myers and Paul Lange about keeping the storage building at the Acres as a part of the bid package.
- 9:42 a.m. Commissioner Spencer moved to go into executive session for the purpose of the discussion of the potential purchase of real estate and invited County Administrator Preston to attend. Commissioner Regula seconded the motion. Chairman Bergman called the roll: Regula-yes; Spencer-yes and Bergman-yes.
- 9:52 a.m. Commissioner Regula moved to return to regular session. Commissioner Spencer seconded the motion. Chairman Bergman called the roll: Spencer-yes; Regula-yes and Bergman-yes. No action taken.
- 10:10 a.m. Commissioner Bergman asked about the clay tile no longer needed and how the Board wanted to handle the disposal. It will be put up for sale on the county online auction website.

Commissioner Bergman has received several questions pertaining to adding sidewalks to an unincorporated portion of the Village of Minster. He returned a call to Dan Thobe to address his concerns and could not reach Don Bollheimer. He also noted the e-mail sent to the commissioners from Brad Eshleman.

Commissioner Bergman also presented a list of items/questions to be discussed related to the process of filling the Fairgrounds Caretaker position and Airport Services position. See attached sheets. These items were discussed at length.

1. What is the BOCC stance (position) on retire/rehire? This was discussed several times. Doug stated several times retire/rehire is having the same person fill the same position, which is acceptable only if there are no other interested/qualified candidates vying for the position. The hiring of the airport services position is no different than the hiring of the dog warden position in 2008. Doug also stated if a retired person from the private sector applied and was the most qualified candidate and hired, he does not consider this retire/rehire, either.
2. Why couldn't the Assistant Fair Manager be allowed to participate in the interview process for the Fairground Caretaker position when the Airport Manager was allowed to participate in the Airport Services position interview? Doug asked that Pat Hire of Clemans and Nelson be called for consultation. Mr. Hire was called and his position was that since the Assistant Fair Manager provides general supervision to the Caretaker it is similar to the Airport Manager providing direction to the Support Services employee. This would allow for the Assistant Fair Manager to participate in the interview process.
3. John asked why the position for the Airport Services position was only advertised on Hometown Opportunities and the county's website and not the newspapers like done in the past? Doug replied that was his suggestion since we also had a recent pool of applicants to draw from related to a recently posted position and the county would not have the expense for a printed ad.
4. John noted that the County Administrator worked with the Clerk of Courts recently and the Clerk of Courts posted the ad for a vacancy in her office on Hometown Opportunities, the county's website and The Wapakoneta Daily News and The Evening Leader newspapers.

11:50 a.m. The resolutions for consideration at the August 3, 2017 meeting were presented electronically.

The following Resolutions were presented to the Board, for its consideration (the entire texts of same are documented in the Board's Journal by the Clerk of the Board):

#17-314 Matter of authorizing budget adjustments.

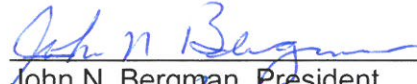
#17-315 Matter of certifying delinquent sewer bill to the County Auditor for placement on the proper real state tax duplicate; ratifying the execution of sewer delinquency listing as submitted by the Sanitary Engineer's Dept.

#17-316 Matter of authorizing the payment of the county's mandated share of public assistance for August.

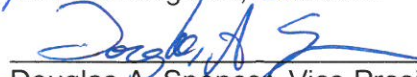
12:00 p.m. With no further business to bring before the Board, President Bergman adjourned the meeting the day.

Minutes – continued
August 1, 2017
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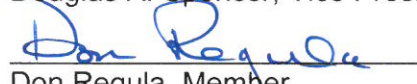
The MINUTES constitute a synopsis on matters brought to the attention of the Board of County Commissioners of Auglaize County, Ohio on this 1st day of August, 2017.



John N. Bergman, President



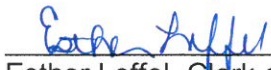
Douglas A. Spencer, Vice President




Don Regula, Member



Erica L. Preston, County Administrator



Esther Leffel, Clerk of the Board



Dated

August 1, 2017

NOTES/QUESTIONS PERTAINING TO INTERVIEWS

1. Before making a selection to fill the fairgrounds caretaker position (1st round) John stated to Don, Doug and Erica that every one of the five applicants interviewed could do the job. No one disagreed. SEE RANKING SHEET. (One candidate is retired from the City of Saint Marys and see item 5 below). What is the Board's stance (policy) on retire/rehire?
2. John asked that assistant fair manager Jack Hayzlett be allowed to participate in the interview process for the fairgrounds caretaker position (2nd round) since the airport manager was invited to participate in the recent interview process for the airport services position. Doug said no and that the two positions are not the same. John disagreed in not allowing Mr. Hayzlett to participate because in practicality the two positions are the same. Don agreed with Doug on participation but offered to allow Mr. Hayzlett to observe, which he did. NOTE: SEE JOB DESCRIPTIONS.
3. During the interview of David Robey for the caretaker position (2nd round) he asked who he should contact if he could not be available for a scheduled event at the fairgrounds. Erica responded that he should contact Mr. Hayzlett. NOTE: SEE JOB DESCRIPTION.
4. When interviewing for the caretaker position (2nd round) John asked applicants Steinke and Klaus how they found out about the open position when they interviewed during the 1st round. Both responded that they saw it in the newspaper.
5. Before filling the airport services position John brought up the issue of the Boards stance (policy) on retire/rehire as one of the two candidates is considered a retire/rehire (OPERS). Doug said this is not the same since the one candidate did not retire from the county. (Retired from the City of Saint Marys). This person recently was hired to fill the above mentioned groundskeeper position. NOTE: SEE ITEM #1. Doug reminded John that Russ Bailey is a retire/rehire employee. (He retired from the City of Saint Marys and was hired by the county as dog warden). John responded that he could easily justify this selection based on his qualifications.
6. QUESTION: Whose idea was it to only advertise on Hometown Opportunities and the county website and not the newspaper as we have done in the past for the airport services position? NOTE: SURE LIMITS THE NUMBER OF POTENTIAL CANDIDATES. See June 8, 2017 minutes.
7. Clerk of Courts Jean Meckstroh recently worked with County Administrator Erica Preston on advertising for a vacancy she had in the Clerk's office. An ad was put in the Evening Leader and Wapakoneta Daily News newspapers, Hometown Opportunities and the county website. Jean received 50 applications and interviewed six. Ten (10) applicants specifically mentioned seeing the ad in the newspaper while seven (7) mentioned seeing on a website. NOTE: See attached spreadsheet and note time of advertisement for the Clerk of Court's vacancy and the airport services vacancy. Same time frame!
8. Ted Bergstrom's application was trapped in the county's spam filter causing it to be delayed past the due date. He was granted an interview because he inquired on the status of his application. What is the county doing to make sure none are missed? Could other applications have been missed since Ted's?

Respectfully
John Bergman

POSITION	# of APPLICANTS	EL	WDN	DS	H/O	C/W	DAYS ADVERTISED	DATES ADVERTISED
Fair caretaker 1st round	8	yes	yes	yes	yes	yes	3	4/14/17 thru 4/17/17
Airport Support	8	yes	yes	yes	yes	yes	6	9/15/14 thru 9/20/14
Airport Manager	7	yes	yes	yes	yes	yes	3	2/24/17 thru 2/27/17
Airport Support	3	no	no	no	yes	yes	7	6/8/17 thru 6/15/17
Asst. dog warden	9	yes	yes	yes	yes	yes	3	4/14/17 thru 4/17/17
Clerk of Court vacancy	50	yes	yes	no	yes	yes	4	6/9/17 thru 6/13/17

EL= EVENING LEADER
WDN= WAPAKONETA DAILY NEWS
DS= DAILY STANDARD
H/O= HOMETOWN OPPORTUNITIES
C/W= AUGLAIZE COUNTY WEBSITE

Fairgrounds

John
Marvin
Sean
Kevin
Tom
Matt

Don
Kevin
Tom
Marvin
Sean
Matt

Doug
Kevin
Matt
Marvin
Sean
Tom

Erica
Kevin
Matt
Sean
Tom
Marvin

MOST
Recent X

AUGLAIZE COUNTY

An Equal Opportunity Employer

POSITION DESCRIPTION

Cover Page 1 of 2

Agency:	Board of Commissioners/ Air. Ath.	Employee Name:	Kevin Schwartz
Class Title:	Airport Support Services	Position Title:	Airport Support Services
Class Number:	24941BC	Position Number:	01:500101.5
Dept./Div.:	Neil Armstrong Airport	Civil Service Status:	Classified
Unit:	N/A	Employment Status:	Full-time
Reports To:	Airport Manager	FLSA Status:	Nonexempt
EEO Status:	(08) Service/Maintenance	DOT/O*Net Code:	912.364-010
		Normal Work Hours:	Weekdays 7 a.m. – 4 p.m.

GENERAL DESCRIPTION:

Under direction of the airport manager, performs grounds, equipment, and facility maintenance and repair duties at airport; assists pilots, crew and passengers in courteous and efficient manner with customer service functions.

QUALIFICATIONS: An example of acceptable qualifications:

Completion of secondary education (high school or GED) with vocational training in carpentry, plumbing, electrical, and mechanical repairs, plus one (1) year experience in building and grounds maintenance and repair work or one (1) year experience in the aviation field; or any equivalent combination of education, experience, and training which provides the required knowledge, skills, and abilities.

LICENSURE OR CERTIFICATION REQUIREMENTS:

Possession of a valid State of Ohio Motor Vehicle License; forklift operator license; State of Ohio Class B CDL License preferred; CPR and Automated External Defibrillator (AED) Certification; must successfully complete Transportation Security Administration (TSA) required ten (10) year criminal history background check; may be required to pass a preemployment drug testing in accordance with applicable law.

EQUIPMENT OPERATED: The following are examples only and are not intended to be all inclusive.

Various equipment used in the maintenance of the airport (e.g. fork lift, mowers, tractors, snow removal equipment, etc.), telephone, two-way radios, computer.

INHERENTLY HAZARDOUS OR PHYSICALLY DEMANDING WORKING CONDITIONS:

The employee has exposure to and works in the vicinity of airport runways; is exposed to possible injury from hazardous gases, chemicals, waste, flammables, or air contaminants, electrical shock, fire, moving mechanical parts of equipment or machines; ascends and/or descends ladders, stairs, or scaffolds and works at heights of up to 20 feet; is exposed to possible injury from extremely noisy conditions above 85 db from aircraft; has exposure to hot, cold, wet, humid or windy weather conditions; performs bending, sitting, squatting, kneeling, walking, climbing and reaching to both ground level and overhead; lifts, carries and pushes or pulls up to 5 pounds; may be required to sit or stand for long periods of time; works in an area in which the means of egress is or can be obstructed; works on and around powered platforms and/or vehicle mounted platforms (e.g., man lifts, fire trucks); is exposed to possible injury due to unclean or unsanitary conditions; is exposed to possible injury as a result of electrical shock; is

Developed by:

Date Adopted:

Clemans, Nelson & Associates, Inc.

Date Revised: 7/20/2016

Dublin, OH 43017

{8/22/2014 PDAUGBC 00121229.DOCX }

MOST RECENT X

AUGLAIZE COUNTY

An Equal Opportunity Employer

POSITION DESCRIPTION

Cover Page 1 of 2

Agency:	Board of Commissioners	Employee Name:	Kevin Schwartz
Class Title:	Fairgrounds Caretaker	Position Title:	Fairgrounds Caretaker
Class Number:	53121BC	Position Number:	01:100201.0
Dept./Div.:	Fairgrounds Facility Maintenance	Civil Service Status:	Classified
Unit:	N/A	Employment Status:	Full-time
Reports To:	Fair Board/BOC	FLSA Status:	Nonexempt
EEO Status:	(08) Service/Maintenance	DOT/O*Net Code:	406.684-014
		Normal Work Hours:	Weekdays 8 a.m. – 4:30 p.m.

GENERAL DESCRIPTION:

Under general supervision of the fair board secretary, coordinates and performs grounds and facility maintenance of the Auglaize County Fairgrounds.

QUALIFICATIONS: An example of acceptable qualifications:

Completion of secondary education (high school or GED), plus four (4) years experience in building and grounds maintenance and repair work; or any equivalent combination of education, experience, and training which provides the required knowledge, skills, and abilities.

LICENSURE OR CERTIFICATION REQUIREMENTS:

Must possess a valid Ohio driver's license and maintain insurability under the county's vehicle insurance policy; forklift operator certification; pesticide applicator license.

EQUIPMENT OPERATED: The following are examples only and are not intended to be all inclusive.

Motor vehicle, tractor, skid loader, weed eater, forklift, golf cart.

INHERENTLY HAZARDOUS OR PHYSICALLY DEMANDING WORKING CONDITIONS:

The employee ascends and/or descends ladders or stairs; works in a confined space; works on and around powered platforms and/or vehicle mounted platforms (e.g., manlifts, etc.); is exposed to environmental conditions which may result in injury from fumes, odors, dusts, mists, gases, and/or poorly ventilated work areas; is exposed to possible injury from extremely noisy conditions above 85db; is exposed to possible injury due to unclean or unsanitary conditions; is exposed to possible injury from hazardous gases, chemicals, flammables, or air contaminants; is exposed to possible injury as a result of working with moving mechanical parts of equipment or machines; is exposed to possible injury as a result of falling from high places; works in or around crowds; has exposure to potentially vicious animals; has exposure to hot, cold, wet, humid, or windy weather conditions; has exposure to second-hand smoke.

Note: In accordance with the U.S. Department of Labor physical demands strength ratings, this is considered medium work.

In cases of emergency, unpredictable situations, and/or department needs, the employee may be required to lift, push, pull, and/or carry objects heavier than D.O.L. strength ratings recommend.

**BOARD OF COUNTY COMMISSIONERS
AUGLAIZE COUNTY, OHIO**

-- August 3, 2017 --

The Board of County Commissioners convened in regular session at 8:00 a.m. on Thursday, August 3, 2017 in the Commissioners' Chambers with the following members present: John N. Bergman, Douglas A. Spencer and Don Regula. The meeting of the Board was called to order by President Bergman.

AGENDA

- 8:00 a.m. Commissioners sign resolutions/documents (Chambers)
- 8:15 a.m. Staff Meeting (Chambers)
- 9:00 a.m. Kim Sudhoff – Meeting to discuss employee incentives (Chambers)
- 10:00 a.m. Bid Opening – 2017 CDBG ADA Accessible Entry Door Moulton Township Building (Chambers)
- 12:15 p.m. John – Kevin Sandler – WCSM Spectrum – Interview (Fairgrounds)
- 3:30 p.m. Present and discuss upcoming resolutions (Chambers)

PROCEEDINGS OF THE DAY

- 8:00 a.m. Commissioner Spencer moved to approve the resolutions. Commissioner Regula seconded the motion. The resolutions were then distributed for each Commissioner's vote and execution.
- 8:05 a.m. The Commissioners received and signed the check register as presented by the County Auditor's Office.
- 8:15 a.m. Clerk Leffel read the minutes of the August 1st, 2017 meeting. The Board will further review and discuss the meeting minutes.
- 8:25 a.m. Clerk Leffel reported the following:
 - She wanted to know if the Board had any questions on the most recent reports showing the BOCC expenses and PI expenses through July. The Board had no questions.
- 8:35 a.m. Administrator Preston conveyed the following:
 - She spoke with Steve Potoczak about funding for projects at the Airport. He has spoken with Mary Jagiello from the FAA about this and has recommended that the Board follow Ms. Jagiello's recommendation that the Board request a carry forward of \$450,000 of its entitlement funds and agree to transfer \$150,000 of its entitlement funds back to the FAA. It was explained that if the county took such approach, the FAA would be willing to fund the entire apron drainage project (with an approximate cost of \$400,000) with state apportionment dollars in 2018. Administrator Preston noted that there is some risk in the FAA's financial position changing in the next 12 months but Mr. Potoczak was comfortable moving forward with the FAA's proposed approach. The Board determined and voted to move forward with the proposed approach of carrying over \$450,000 of entitlement funds to be used at a later date and transferring \$150,000 of entitlement funds. The Board authorized the President of the Board to sign the transfer of the \$150,000 entitlement funds.
 - Kevin Fink responded to the question about offering discrimination training.
 - Mike Burkholder called the office and had some questions about the notation in previous minutes regarding an inquiry from a Midwest Electric representative about an annexation petition by the City of St. Marys.
 - She spoke with Kendall Krites and he said he would not be interested at this time to sit on the Mental Health and Recovery Services Board.
 - She discussed with Mike Watt from the Wapakoneta City Schools about holding a joint health fair with the county. The tentative date will be November 20, 2017 and the event will be located at the school facility.
 - She discussed the plan for replacement of chillers at the Administration building.
- 8:55 a.m. Don wanted to invite the Mercer County Commissioners to ride with us to the meeting in Greenville tomorrow.

8:57 a.m. Doug inquired about the increase in costs on the detail expense sheet. Asked if there are any updates on the property in New Hampshire. Erica responded that CTL Engineering had revised their proposals at the request of the county and the next step would be confirming that the proposed testing would meet the qualification for grant eligibility with the State.

9:05 a.m. Commissioner Bergman reported that the sidewalk issue along St. Rt. 119 did not pass on the second reading for the Village of Minster. The hydraulic pump on the baler at the Recycle Center is not working.

9:10 a.m. The Board and County Administrator met with Auglaize Acres Administrator to discuss the incentive program for existing employees.

10:00 a.m. The Board opened the bid the 2017 CDBG ADA Accessible Entry Door Moulton Township Building Project and this will be rejected since it is in excess of ten percent above the estimate of \$3800.00.

11:00 a.m. Commissioners Bergman and Regula went to the fairgrounds and Commissioner Bergman was interviewed by Kevin Sandler from WCSM radio.

3:15 p.m. Commissioner Bergman left the office for the day.

3:30 p.m. The resolutions for consideration at the August 8, 2017 meeting were presented.

The following Resolutions were presented to the Board, for its consideration (the entire texts of same are documented in the Board's Journal by the Clerk of the Board):

#17-317 Matter of authorizing the county auditor to draw warrants for then and now certificate payments.

#17-318 Matter of accepting the retirement of Kim Weiler as the Wastewater Treatment Plant Operator I employee for the Sanitary Department.

#17-319 Matter of approving the contract with Prestress Services Industries, LLC for the box beams for the bridge renovation project AUG-090-04.95.

#17-320 Matter of approving the contract with U.S. Bridge for the construction for the bridge construction for the bridge renovation project AUG-160-03.23.

#17-321 Designating these individuals willing to serve on the county's Local Emergency Planning Committee and petitioning the State's Emergency Response Commission to appoint these individuals pursuant to Ohio Revised Code Section 3750.03.

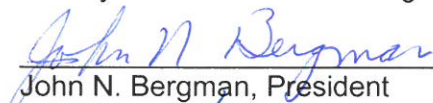
#17-322 Matter of authorizing a transfer of funds from Ditch Debt Service Fund to appropriate maintenance funds as requested by County Auditor.

#17-323 Matter of setting date, time and location at which to convene special session of the Auglaize County Board of Commissioners.

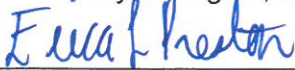
#17-324 Matter of authorizing a transfer of funds from Auglaize Acres Capital Improvement Fund to the County Home Fund for the potential privatization costs of the facility.

4:30 p.m. With no further business to bring before the Board, Vice President Spencer adjourned the meeting for the day.

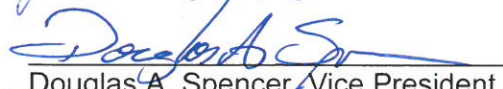
The MINUTES constitute a synopsis on matters brought to the attention of the Board of County Commissioners of Auglaize County, Ohio on this 3rd day of August, 2017.




John N. Bergman, President



Erica L. Preston, County Administrator



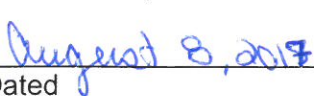
Douglas A. Spencer, Vice President



Esther Leffel, Clerk of the Board



Don Regula, Member



Dated

BOARD OF COUNTY COMMISSIONERS
AUGLAIZE COUNTY, OHIO
-- August 4, 2017 --

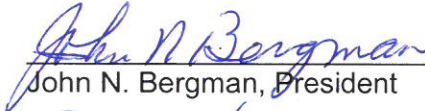
The Board of County Commissioners convened in special session on Friday, August 4, 2017 at 12:00 p.m. with the following members present: John N. Bergman and Don Regula. This session was called for the purpose of attending the 10-county Luncheon.

PROCEEDINGS


12:00 p.m. The Commissioners Bergman and Regula traveled to Greenville, Ohio and attended the 10-County Luncheon held at the Bistro Off Broadway.

3:30 p.m. The special session for the 10-County Luncheon meeting was concluded for the day.

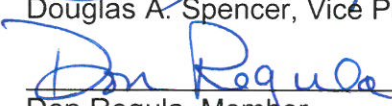
The MINUTES constitute an accurate synopsis to the best of the Clerk's knowledge, on matters brought to the attention of the Board of County Commissioners of Auglaize County, Ohio on this 4th day of August, 2017.



John N. Bergman, President




Douglas A. Spencer, Vice President

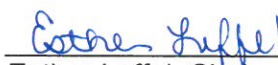


Don Regula, Member

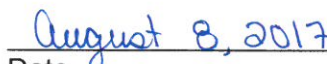
ATTEST:



Erica L. Preston, County Administrator



Esther Leffel, Clerk



Date