

MINUTES OF APRIL 10, 2008 AGENDA MEETING

Commissioner Reiff opened the meeting at 9:15 a.m. on the 10th day of April, 2008 with the following members present: Commissioner Greg Sneary, Commissioner Dan Reiff, Commissioner Sam Bassitt, County Administrator Becky Saine and Administrative Assistant Kelli Singhaus.

Douglass Degen led the Pledge of Allegiance.

Commissioner Sneary moved for the approval of the April 8, 2008 Agenda Meeting minutes. Commissioner Bassitt seconded the motion. The minutes were approved as submitted with Commissioner Reiff abstaining from the vote.

Action Items:

Resolution #234-08. *Authorize training, seminar and travel related expenses for various departments.*

Commissioner Reiff moved to adopt the Resolution. Commissioner Sneary seconded the motion. The roll was called and the Resolution was approved unanimously.

Resolution #235-08. *Authorize an amendment to the travel policy for Allen County employees.*

Becky Saine, County Administrator, submitted a request to the Board for the increase in the mileage reimbursement rate from \$.40 per mile to \$.50 per mile.

Commissioner Bassitt moved to adopt the Resolution. Commissioner Sneary seconded the motion. The roll was called and the Resolution was approved unanimously.

Resolution #236-08. *Authorize Addendum No. 2 with Kohli & Kaliher Associates, Inc. to provide professional services for the Eastown Road Improvement Phase 4.*

Timothy Piper, Allen County Engineer, submitted a request to the Board for the approval of Addendum No. 2 with Kohli & Kaliher Associates, Inc. in an amount not to exceed \$24,200. Said addendum includes the revision of plans for the Buckeye Pipeline relocation, redesign of Eastown Road at SR 117 and the renewal of the Nationwide Permit.

Commissioner Bassitt moved to adopt the Resolution. Commissioner Reiff seconded the motion. The roll was called and the Resolution was approved unanimously.

Resolution #237-08. *Approval of an intradepartmental transfer.*

Martha Nance, MR/DD, requested the transfer of \$4,500 from MR/DD Help Me Grow Salary Employees to MR/DD Help Me Grow Temp Employees. This is necessary so the department can hire a temporary employee while a full-time employee is on leave.

Commissioner Reiff moved to adopt the Resolution. Commissioner Sneary seconded the motion. The roll was called and the Resolution was approved unanimously.

Resolution #238-08. *Accept payment from HCC Insurance Company for damages to a 2007 Ford Crown Victoria automobile operated by the Allen County Sheriff's Office.*

Payment was received in the amount of \$2,500 which is the county's deductible portion.

Commissioner Sneary moved to adopt the Resolution. Commissioner Bassitt seconded the motion. The roll was called and the Resolution was approved unanimously.

Resolution #239-08. Authorize the Allen County Engineer's Office to enter into contract with Kohli & Kaliher Associates, Inc. for engineering services for the Eastown Road Improvement Project – Phases 1 and 2.

Timothy Piper, Allen County Engineer, submitted a request to enter into contract with Kohli & Kaliher Associates, Inc. in an amount not to exceed \$21,000. Said services include the revision of plans for the railroad preemption circuitry and raised pavement markers; renewal of the Nationwide Permit, utility and railroad coordination and ongoing services during the construction of Phase 2.

Commissioner Bassitt moved to adopt the Resolution. Commissioner Reiff seconded the motion. The roll was called and the Resolution was approved unanimously.

Resolution #240-08. Authorize the Allen County Engineer's Office to enter into contract with Kohli & Kaliher Associates, Inc. for engineering services.

Timothy Piper, Allen County Engineer, requested the Board to enter into contract for a ditch study through the Kelly property and Culvert Design under Seriff Road in an amount not to exceed \$24,500.

Commissioner Reiff moved to adopt the Resolution. Commissioner Sneary seconded the motion. The roll was called and the Resolution was approved unanimously.

Resolution #241-08. Adoption of a travel procedure policy for the Allen County Commissioner's Office and the Building and Grounds Department.

Kelli Singhaus, Administrative Assistant, requested the approval of the policy effective April 14, 2008.

Commissioner Sneary moved to adopt the Resolution. Commissioner Bassitt seconded the motion. The roll was called and the Resolution was approved unanimously.

Resolution #242-08. Authorize the Sanitary Engineering Department to enter into contract with Spherion to provide temporary clerical help.

Steve Kayatin, Sanitary Engineer, requested the approval to hire temporary clerical assistance retroactive to April 8, 2008 at the rate of \$13.50 per hour for a period not to exceed six (6) weeks.

Commissioner Bassitt moved to adopt the Resolution. Commissioner Reiff seconded the motion. The roll was called and the Resolution was approved unanimously.

Discussion Items:

A. Dana Sterling, Building and Grounds Department – presented the following:

1. Request to adopt **Resolution #243-08**, authorize an agreement with United Telephone Company of Ohio (Embarq) for enhanced Ethernet service. Through this agreement, Embarq will provide to the Allen County Courthouse and the Allen County Juvenile Court 100M Enhanced Ethernet service at a cost of \$850.00 per month for each location. This service will be installed approximately the end of July. Embarq supplied two (2) additional T1 lines and equipment at no cost to the county as a temporary measure until installation takes place. Sterling stated that he will be presenting another contract within a couple of weeks for the Sanitary Engineer's Office for Ethernet service.

Commissioner Reiff moved to adopt the Resolution. Commissioner Sneary seconded the motion. The roll was called and the Resolution was approved unanimously.

2. Request to accept bids and enter into contracts for the Allen County Title and License Services Building. The preliminary estimate for said project was \$1.8 million dollars. The contracts being requested to enter into total \$1,593,695.00 which is approximately \$200,000 under the

engineer's estimate. The original estimate 4-1/2 years ago was \$1.4 million dollars. Garman Miller Architects-Engineers has reviewed the bids and has recommended the following for approval:

<u>General Contractor</u> – Westerheide Developers; Sidney, Ohio	\$1,152,840.00
<u>Plumbing</u> – Lochard, Inc.; Sidney, Ohio	\$ 53,055.00
<u>HVAC</u> - Gast Plumbing and Heating; Lima, Ohio	\$ 103,000.00
<u>Fire Protection</u> – Armor Fire Protection; Lima, Ohio	\$ 62,000.00
<u>Electrical</u> – Sidney Electric; Sidney, Ohio	\$ 222,800.00

3. Request to enter into contract with CTL Engineering, Inc. for Construction Materials Testing and Observation Services for the Allen County Title and License Services Building. Garman Miller Architects-Engineers, has recommended that the county enter into a separate contract for construction materials/engineering testing and observation services. Two (2) quotes were received with CTL Engineering, Inc. being recommended to perform said services in an amount not to exceed \$27,940. Said services will include concrete analysis, compaction tests and environmental site assessments. Sterling raised one (1) concern as it relates to water retention. There is a 4' pipe under the parking area which extends to where the old service station was located. There may be a problem that contaminated soil will be detected and there will be additional cost incurred.

B. Douglass Degen, Allen County Engineer's Office – presented the following:

1. Request to adopt **Resolution #244-08**, enter into contract with LJB, Inc. for consulting services as it relates to the Jeffrey L. Steinke Petitioned Ditch #1253 at a cost not to exceed \$7,500. Said services will include any surveying and fieldwork required to supplement the LiDAR Data; calculations to size the conduit, re-grade the waterway and reconstruction of the open ditch; and plan preparation. Plans are to be finalized by the end of April and a second hearing will be established. Degen believes this to be a good project as the project was well received at the first hearing.

Commissioner Bassitt moved to adopt the Resolution. Commissioner Sneary seconded the motion. The roll was called and the Resolution was approved unanimously.

2. Request to enter into contract with Kohli & Kaliher Associates, Inc. for professional consulting services as it relates to the Lost Creek Petitioned Ditch #1251. Kohli & Kaliher will provide engineering, surveying and plan preparation for the project at a cost not to exceed \$62,300. Documents will include any and all amendments filed for said project. The project is 15.27 miles in length which includes the amendments.

With no further business to come before the Board, Commissioner Sneary moved to adjourn. Commissioner Bassitt seconded the motion. Meeting was adjourned.

Submitted by:

Kelli A. Singhaus
Administrative Assistant

Approved by:

Greg Sneary

W. Dan Reiff

Sam Bassitt