

MINUTES OF DECEMBER 6, 2007 AGENDA MEETING

Commissioner Bassitt opened the meeting at 9:15 a.m. on the 11th day of December, 2007 with the following members present: Commissioner Greg Sneary, Commissioner W. Dan Reiff, Commissioner Sam Bassitt and Clerk of the Board Kelli Singhaus.

Jim Wingate led the Pledge of Allegiance.

Commissioner Reiff moved for the approval of the December 6, 2007 Agenda Meeting minutes. Commissioner Sneary seconded the motion. The minutes were approved as submitted.

Action Items:

Resolution #869-07. *Authorize training, seminar and travel related expenses for various departments.*

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

Resolution #870-07. *Authorize intradepartmental transfers.*

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

Resolution #871-07. *Authorize a warrant of transfer from the Sanitary Engineering Department Operations Fund 5034 to the Surplus Fund 5035.*

Bruce Wells, Business Manager, requested a transfer of \$500,000 to move revenue from operations to the Surplus fund to fund various departmental projects and cover debt service.

Commissioner Reiff moved to adopt the Resolution. Commissioner Bassitt seconded the motion. The roll was called and the Resolution was approved unanimously with Commissioner Sneary abstaining from the vote.

Resolution #872-07. *Authorize warrants of transfer from the Sanitary Engineering Department Surplus Fund 5035 to the Bond Reserve Fund 5303 and OWDA Debt Service Fund 5308.*

Bruce Wells, Business Manager, requested transfers in the amount of \$100,000 and \$25,000 from the Surplus Fund to debt service funds for debt payment coverage for 2008.

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

Resolution #873-07. *Establish Purchase Order Issuance Policy for calendar year 2008.*

This policy outlines the procedure and limitations on how purchase orders are issued.

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

Resolution #874-07. *Authorize the amount of the "Then and Now" purchase order approval for various departments.*

The Allen County Auditor has submitted a recommendation that the "Then and Now" limitation be \$1,000 and apply to all purchases that did not originally have a purchase order.

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

Resolution #875-07. *Authorize membership dues for the West Central Ohio Safety Council for 2008.*

Nicole Ward, Benefits Coordinator, requested to renew membership for 2008 in the amount of \$50.

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

Resolution #876-07. *Approval of "Then and Now" purchase orders for various departments.*

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

Resolution #877-07. *Accept payment from County Risk Sharing Authority for the prevailing wage adjustment for fire damage repairs to the Allen County Fairgrounds maintenance building.*

Said payment was in the amount of \$7,289.12.

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

Resolution #878-07. *Accept bid and enter into contract with Neibert Enterprises, Inc. for the Veteran's Memorial Civic & Convention Center Roof Replacement & Repairs Project.*

Seven (7) bids were received for the above referenced project. Dana Sterling, Building and Grounds Superintendent, recommended to the Board that a contract be entered into with Neibert Enterprises, Inc. in the amount of \$447,500.00.

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

Discussion Items:

A. Douglass Degen, Drainage Engineer, presented the following:

1. Request to advertise to receive bids for the construction of the Flat Fork Creek Petitioned Ditch #1224. This is Joint County project with Putnam and Van Wert counties. This project consists of approximately 53,100 linear feet (10.06 miles) of open ditch reconstruction. An additional section includes 900 linear feet of Storm Sewer reconstruction. The project includes a watershed of 5,368 acres and 2,026 parcels. The engineer's estimate for the project is \$326,964.00 for the section of open ditch reconstruction and \$15,900 for the conduit lateral. The bid opening is schedule for January 4, 2008 at 10:30 a.m. Construction is anticipated to begin in mid January 2008.

Degen further stated that the Allen County Regional Airport Ditch Project is currently under construction. Contract documents are being finalized for the bidding of Pike Run Ditch Project and the Edwin "Rink" Warrington Ditch Project.

B. Dana Sterling, Building and Grounds, presented the following:

1. Request to advertise to receive bids for services to elevators within various county buildings. Sterling stated that he has a total of 16 elevators located at nine (9) different sites. Bid opening is scheduled for January 15, 2008 at 10:30 a.m. This will be an annual contract renewable for two (2) years.

C. Jim Wingate, Adult Probation, presented the following:

1. Request to adopt **Resolution #879-07**, enter into a grant agreement with the Office of Criminal Justice Services for the A-SORRC Grant. Wingate requested the approval of 25% of match monies for the A-SORRC grant for CY'08. The original request was for \$164,000 and the

department has received a preliminary award of \$133,333.33 upon approval of the 25% match monies totaling \$33,333.33.

D. Bruce Wells, Community Development Coordinator, presented the following:

1. Request to authorize the release of two (2) CDBG mortgages. Two (2) homeowners have received down payment and or rehabilitation assistance for their homes under the housing assistance programs. Both homeowners entered into declining term notes for which the County filed mortgages. Both notes are about to be satisfied through residency and are due to be released.

Announcements, Proclamations, Recognition and Commendations

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

Submitted by:

Approved by:

Kelli A. Singhaus
Clerk of the Board

Greg Sneary

W. Dan Reiff

Sam Bassitt