

The Board of Huron County Commissioners met this date in Regular Session. Roll being called found the following members present: Terry Boose, Harry Brady and Bruce Wilde.

Aye – Terry Boose  
Aye – Harry Brady  
Aye – Bruce Wilde

At 9:05 a.m. Public comment – *None*

IN THE MATTER OF TRAVEL – *None*

SIGNINGS

*Harry Brady moved to approve signing the FAA Airport, AIP Grant Oversight Risk Assessment. Terry Boose seconded the motion. The roll being called upon its adoption, the vote resulted as follows:*

*Aye – Terry Boose  
Aye – Harry Brady  
Aye – Bruce Wilde*



AIP Grant Oversight Risk Assessment  
Sponsor Certification Checklist

**Scope**  
This checklist is for use by airport sponsors, who should review and complete all form sections below.

**Purpose**  
This checklist helps the FAA decide if an airport sponsor has policies, procedures, and information technology infrastructure supporting the internal controls below. Once you complete the checklist, sign it and return a copy to the relevant FAA Field Office.

**Airport sponsor's full name:**  
Huron County Commissioners-Huron County Airport Authority

**Airports owned or operated by the sponsor:**  
Norwalk, Huron County Airport 5A1

**Checklist**  
**Section 1 – Sponsor Policies and Procedures**  
Check any box below that applies to your internal controls environment.

- ☒ **Procurement.** The sponsor has a documented Procurement Process.
  - ☒ Procurement process document outlines the roles and responsibilities of each individual involved in processing procurement transactions. This section should also include specific segregation of duties of individuals' responsibilities and necessary authorizations and approvals.
  - ☒ Procurement process document specifies which individuals have been authorized to approve procurement transactions.
  - ☒ Procurement process document outlines data retention requirements.
  - ☒ Procurement process document outlines purchase card usage and authorizations (if applicable).
  - ☒ Procurement process document outlines processes for goods and services receipt and acknowledgement.

- ☒ **Business Continuity.** The sponsor has a documented Business Continuity Process.
  - ☒ Business Continuity process document outlines contingency plans in the case of disaster.
  - ☒ Business Continuity process document outlines contingency plans in the event of resource turnover. This includes the loss of 2 or more key resources heavily involved in normal business operations, including leading teams, approving expenditures and procurement, and overseeing Sponsor projects.
  - ☒ Business Continuity process document outlines a list of emergency contacts in the case of disaster.
  - ☒ Business Continuity process document outlines data retention requirements (i.e. data backup requirements, storage requirements, etc.).
  - ☒ Business Continuity process document specifies instructions for resuming operations in the case of disaster.
  - ☒ Business Continuity process document has been reviewed and updated within the last 3 years.

**Section 2 – Sponsor Information Technology Infrastructure**  
Check the one response below that best describes the current status of the Information Technology environment at the sponsor's airports named at the top of this form.

- ☐ **Sponsor uses only manual methods to conduct business** (Some examples follow)
  - ☐ Sponsor communicates with contractors via phone call or manual hand-written letters.
  - ☐ Sponsor keeps documentation by manual paper trail and uses storage cabinets.
- ☒ **Sponsor uses a mix of manual and electronic methods to conduct business** (An example follows)
  - ☒ Sponsor keeps some documentation in printed form and some as electronic files.
- ☐ **Sponsor uses only electronic methods to conduct business** (Some examples follow)
  - ☐ Sponsor keeps all documentation as electronic files.
  - ☐ Sponsor makes maximum use of electronic email and attachments.
  - ☐ Sponsor uses web conferencing software for online meetings.

- ☐ Procurement process document outlines processes for invoice reconciliations and exception handling.
- ☐ Procurement process document has been reviewed and updated within the last 3 years.
- ☒ **Grants Oversight.** The sponsor has a documented Grants Oversight Process.
  - ☒ Grants Oversight process document outlines specific steps for gathering documents requested for grant applications. This includes the scope of project, cost estimates, projected timelines of completion, and necessary internal approvals. Process document also includes steps for validating the accuracy of requested documentation and process for submission to the grantor.
  - ☒ Grants Oversight process document outlines roles and responsibilities for managing grant funds. This includes coordination and communication of progress reports and completion schedules with the grantor in accordance with grant specifications. Process document also includes detailed steps regarding the oversight, management, and proper usage of funds toward the awarded project.
  - ☒ Grants Oversight process document outlines specific steps for grant closeout. This includes the preparation and submission of required FAA forms, progress reports, and other documents required by grant award. Process document also includes steps for validating the accuracy of required forms prior to submission to the grantor.
  - ☒ Grants Oversight process document outlines specific steps for grant records management. This includes invoice and receipt retention, maintenance of all progress reports, time schedules, and any additional documentation in accordance with grant specifications.
  - ☒ Grants Oversight process document has been reviewed and updated within the last 3 years.
- ☒ **Disbursement.** The sponsor has a documented Disbursement Process.
  - ☒ Disbursement process document outlines the specific steps involved in the disbursement process. Steps should document the support required in order to make a disbursement. Example items include purchase order, invoice, and other necessary authorizations.
  - ☒ Disbursement process document outlines which individuals have been authorized to release disbursements. This section should also include specific segregation of duties of individuals' responsibilities and necessary authorizations and approvals for disbursing funds.
  - ☒ Disbursement process document outlines procedures for reconciliations.
  - ☒ Disbursement process document has been reviewed and updated within the last 3 years.

**Sponsor Certification & FAA Acceptance**  
I certify that the above information regarding the sponsor named above is accurate and represents the airport sponsor's existing internal controls.  
**Airport sponsor's signature:** Bruce Wilde **Date:** \_\_\_\_\_  
I accept the certification submitted by the airport sponsor and believe it to be accurate based on my professional expertise.  
**Responsible FAA staff signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

At 9:17 a.m. County project updates.

Joel Reidy, IT, updates:

Department	Project	Status
Common Pleas	Install new switch, install new Wi-fi	equipment on order
Common Pleas	Install new wireless phones in courtrooms	equipment on order
Juvenile Court	Install new network switches	equipment on order
Juvenile Court	Server upgrades for courtview system	50% complete, work needs to be completed after hours.
JFS	Install new router,firewall and router	System is Opartional
Office Building	New Fiber Switch install	equipment on order
MHAS	Server grant	75% complete. Xerox is installing Portal on server.
MHAS	Technology grant	Approved Funds to be received in Febuary
Fairgrounds	Wi-Fi install	Reviewing bids
Admin building	Data center	Waiting on approval
Admin building	Router, firewall upgrade	equipment on order
Admin building	Wi-Fi upgrade	Gathering quotes for materails
Law Library	Switch upgrade	equipment on order
IT	Configure Intrusion Prevention System	Complete, gathering data to review performance
IT	NTIA Broadband Grant	Application is submitted, NTIA is reviewing challenge data
Recorder	Staff PC Upgrades and repurpose computers	75% complete, 1 pc is on backorder
IT	Syslog Server	Operational reviewing performance.

All of the new switches for different departments will be from Cisco; with a lifetime warranty and support fiber.

The new server for the Juvenile court has to be completed by June or their software will not be supported.

Mr. Wilde asked if adding extra access points was expensive. Mr. Riedy told him they were about \$600.00 but no cost after the initial purchase price.

Discussed the addition of the fiber cable to replace CAT5 and that it could handle speeds of up to 10 GB, so that should keep us updated for a while.

Mental Health (MHAS) received a renewal of their grant for this year and allowed them to purchase new computers for adult probation and public defender offices, also 6 new laptops for the sheriff’s office. Touch screens will be installed in the court room. This allows for better communication and interaction between these departments and helps their clients.

Discussed Fairgrounds project, Mr. Strickland is reviewing bids. Mr. Strickland confirmed that this does not need to go before the data board.

Data Center meeting at Treasurers office, tomorrow at 10:00 a.m.

Mr. Riedy showed graphs of Syslog server for system security. This system uses Linux. An old server was repurposed for this application.

Pete Welch, Director of Operations.

Mr. Boose asked about radiators at JFS. Do not need to replace all radiators. Just one is bad in the Veterans Services area; replace both radiators in that area.

PROJECTS February 17, 2022						
	Architect/Eng.	Contractor	Est. Cost	Award/ Start Date	Completion Date	Comments
Ad Building Roof	Garmin Miller					Proposal to design and prepare bid specs submitted to Board on 1/27 for review. Also, researching TIPS Program.
Downtown Office Complex	Garmin Miller					Proposal to design and prepare bid specs submitted to Board on 1/27 for review. Also, researching TIPS Program.
Recorder's Bathroom		In House	<\$2000	1/3/2022		Completed except for flooring. Steffanni installing floor this Saturday. Project completed once the floor installed.
JFS Roof	Garmin Miller	Advance Const.	\$390,369	6/8/2021		Advance started construction this week. Will work as weather permits.
EMA Ceiling Tile		In House	<\$700			Completed
Jail Sewer/Grinder	Garmin Miller					Meeting held with Architect, Jail Personel, and City on 1/20. Researching options and what other jails have implemented. Contacted J&H for help.
Courthouse Lighting	Garmin Miller					Archtiect assessed the lighting on 1/10 and 1/20. Soliciting proposals from All Phase and Firelands Electric.
Administration Elevator	Garmin Miller					Proposal to design and prepare bid specs submitted to Board on 1/27 for review.
UST Shady Lane	BJAAM		\$33,980	5/20/2021		Remediation Plan submitted on 12/2/21. Waiting for BUSTR'd approval.
UST Airport	BJAAM				Summer 2021	Completed. NFA issued
Admin Bathrooms		Legends	\$46,463			Contracts are signed and waiting for start date from Legends.
Courthouse Ramp		RMH Const.	\$22,401			PreConstrution mtg held 2/16. Work to start mid April. Potential Change Orders for deck and stairs

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	Architect/Eng.	Contractor	Est. Cost	Award/ Start Date	Completion Date	Comments
Jail Roof	Garmin Miller	Chaney Roofing	\$366,140	6/8/2021		Contractor's waiting for materials. Some materials have been delivered. Hoping for a start date in mid-April.
Building Assessment	Garmin Miller		\$24K - \$48K			Proposal provided to Commissioners mid-December.
Courthouse Security			\$47,500			Ohio Supreme Court Technolgy grant submittted on 2/14/22 for \$123,000. State awards grants in June.
Courthouse Floor		Midstate				Midstate (Doug) assessed floor on 1/22. SOQs submitted to county for review. We need to decide if we are requesting advertise for SOQs.
Law Library Doors		Koch	\$7,112			Mike Clark is asking for approval from his Board. Doors will be finished in-house.
Old Jail						
	Garmin Miller					
		In house				Soliciting quotes from Koch.
	New Projects					
	Project Changes					

There are two options for the courthouse lighting. We can purchase the lights ourselves, then have the contractor do the electrical and hookup; or we can have the contractor purchase the lights and do everything else. The contractor may be able to get the lights at a better price. Talked with judge about light choices.

Still need to pick out flooring for bathrooms at Administration Building.

The courthouse ramp project may need to be expanded depending on what is below the deck; When the deck comes up part of the concrete stairs below will probably be destroyed because they are one piece. Ms. Ziemba stated that Angie is going back to the State to ask if we can include the stairs in the ADA project because they are one piece. The State does not usually include stairs. Even if they can be added on; we will have to pay the extra costs. Will not need to rebid the job if the scope changes. Grant may change after next week due to other entities not being able to use their money.

Mr. Boose asked if we were doing anything about the building assessment. Mr. Welch said the commissioners needed to decide and approve or not approve. The commissioners concurred that they would like a resolution to approve the assessment.

Mr. Brady asked if we had any idea of our chances of being awarded the grant for courthouse security and do they award partial amounts. Mr. Welch said that we do not know our chances and he is not sure about partial amounts.

Mr. Welch would like to use the Statement of Qualifications (SOQ) process to complete the courthouse floor project. The contractors can submit a quote using different materials. Need to decide on the scope of the work to include. Per Ohio Revised Code (ORC); we would need to have a Criteria Engineer with a PE or an architect involved on our behalf. Could potentially have County Engineer do this. Had previously chosen several architects specializing in different scopes of work. Next step will be to advertise for design/build firms. Will put an Ad out next week. Mr. Strickler will look at the requirements.

Discussed flooring in the different offices of the courthouse. Will need to decide what to include in this scope of work. Could ask for quotes on several different scopes of work.

Mr. Welch discussed projects on his radar. Records ceiling-new tiles, replace the back door of the Performing Arts Center, JFS carpet- everything but the hallways and conference room. Fix toilets pulling away from the walls at JFS.

Mr. Welch stated the Rumpke contract is for 3 years with 2 one-year renewals. It is currently due for the 1<sup>st</sup> one-year renewal. The renewal price is.36 cents per pound more. The Commissioners agreed to renew. Mr. Strickler said that they could approve the renewal through a motion and second vote. Mr. Welch stated that he would need to notify Rumpke of the renewal 30 days in advance.

*Harry Brady moved to authorize renewing the Rumpke contract for one additional year. Terry Boose seconded the motion. The roll being called upon its adoption, the vote resulted as follows:*

*Aye – Terry Boose  
Aye – Harry Brady  
Aye – Bruce Wilde*

Ms. Ziemba told Mr. Welch that one of the judges had asked about painting the trim around the Courthouse door. Mr. Boose commented that if they were going to have any part on the outside of the Courthouse painted, then they should have it done professionally.

**At 10:20 a.m. the board recessed.**  
**At 10:50 a.m. the board resumed regular session.**

*Harry Brady moved to enter into executive sessions ORC 121.22 (G)(1) to consider the appointment, employment, dismissal, discipline, promotion, demotion, or compensation of a public employee or official, or the investigation of charges or complaints against a public employee, official, licensee, or regulated individual; ORC 121.22 (G) (2) To consider the purchase of property for public purposes, or for the sale of property at competitive bidding, if premature disclosure of information would give an unfair competitive or bargaining advantage to a person whose personal, private interest is adverse to the general public interest and ORC 121.22 (G) (5) Matters required to be kept confidential by federal law or rules or state statutes. Terry Boose seconded the motion. The roll being called upon its adoption, the vote resulted as follows:*

*Aye – Terry Boose  
Aye – Harry Brady  
Aye – Bruce Wilde*

*At 11:30 a.m. Harry Brady moved to End Executive Sessions ORC 121.22 (G)(1), (G)(2), (G)(5). Terry Boose seconded the motion. The roll being called upon its adoption, the vote resulted as follows:*

*Aye – Terry Boose  
Aye – Harry Brady  
Aye – Bruce Wilde*

**\*Action taken**

*Terry Boose moved to send a reply letter to Norwalk City Schools regarding a confidential letter they sent. No offer. Just response for further negotiation relative to the possible purchase or sale of property. Harry Brady seconded the motion. The roll being called upon its adoption, the vote resulted as follows:*

*Aye – Terry Boose  
Aye – Harry Brady  
Aye – Bruce Wilde*

**OLD BUSINESS / NEW BUSINESS**

NASA – still trying to get an airstrip, take time to review the information sent. They are asking us to send a letter of support. Have until April 9. Will review again next Tuesday.

Monday brunch for Farm Bureau in Wellington. Mr. Boose stated that the Farm Bureau likes each group attending to talk about agricultural related topics that might affect them.

Workforce development meeting – talked with North Point about getting on their agenda at the superintendents meeting. Would like to talk about child care availability. Childcare facilities have a problem finding workers. Cost of childcare can be an issue for workers.

Firelands Forward in Erie County sent out a survey about childcare. They have received results and are willing to share those with us. New London is working on setting up a program. Need options for 2<sup>nd</sup> and 3<sup>rd</sup> shift worker. Senior care is another issue. Senior Day Care.

Erie County mediation cancelled

Next Thursday – 1:00p.m. Planning Commission; 2:00p.m. Land Bank, will have to be moved to Room D.

Mr. Wilde requested a time limit be put on the budget discussion and suggested 3:00 p.m.

Mr. Brady attended the Veterans meeting for a short period. Mr. Boose asked if it was just the board members that attended. Mr. Brady said it was.

**At 12:08 p.m. the board recessed.**

**At 1:18 p.m. the board resumed regular session.**

Ms. Ziemba discussed RFQ applicants for (ARPA) consulting. They were opened at Noon today. Received applications from: Bricker & Eckler, Rea & Associates, Montrose Group, McDonald Hopkins and Julian & Grube. Per timetable, on Tuesday, February 22, the board will need to short list firms to 3 for interviews.

Mr. Wilde asked Ms. Ziemba for any updates she received since the last board meeting. She stated she was not able to look thru auditors records to find the half % difference between estimate to actual. Did contact Auditor about 004 Account. Was told the zero line items were correct because he had zeroed them out and paid them out of a different account.

Mr. Tkach replied to e-mail stating: 004 is a all salary accept advertising.

The advertising we spend out of 004 we bill back to the political subdivisions mostly for the delinquent tax list published in the newspaper.

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003 is where all the supplies and other items we need for the general fund operations is paid from.

Mr. Brady and Mr. Boose discussed the travel expenditures should be taken out of the department’s account that the employee is paid from. Mr. Boose feels that they are paying items out of the data processing account that should be paid from other accounts.

Ms. Ziemba was previously asked to contact Susan Hazel about training that she had put in her interim budget. Ms. Ziemba received an e-mail reply from Ms. Hazel: I am not sure if the training of a new person will happen at the end of this year or not. No firm retirement date has been determined. The training would be for a new hire that would move into that roll.  
With that in mind budgeting would allow for 80 hours at \$15/hour plus OPERS, etc. (Admittedly, two weeks is not much training time but would certainly help with the potential transition.)

This training is not included in her budget. Will add this training amount to line 017.

**Budget work session**

004 Auditor:	\$271,296.00
017 Clerk of Courts:	\$484,818.00
012 HR:	\$36,760.00
039 Health insurance: Ms. Stebel spoke with Ms. Horvatich whom stated we pay this up front and then after payroll is posted each month, the employee’s premiums and the employers portion gets paid back into Fund 560.	
039 Workers Comp: Ms. Stebel spoke with Ms. Bursley whom stated we pay it twice in a year. At the end of the year we pay their estimated premium for the upcoming year and then by February of the upcoming year a true up is due with the previous year’s YTD payroll totals and we pay the difference or receive the refund if we over paid.	
036 Jail Operations:	\$3,805,017.00
037 Soil and Water:	\$180,000.00
038 Fair Board:	\$173,000.00
039 Insurance and Taxes:	\$2,140,590.00
040 Miscellaneous:	\$574,000.00
041 Contingencies:	\$508,419.40
042 Bureau of Inspection:	\$120,000.00
043 Ditch Maintenance:	\$850.00
044 Airport:	\$10,000.00
045 Planning Commission:	\$0.00
046 IT Department:	\$283,635.00
051 Tax Map:	\$99,878.00
052 Jail Housing:	\$20,000.00

At 2:45 p.m. Harry Brady moved to adjourn. Bruce Wilde 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 February 17, 2022.

**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 2:45 p.m.

Signatures on File

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\* The following RFQ’s were opened for the American Rescue Act Technical Assistant Professional Consultant on Thursday, February 17, 2022 at noon.

BOARD OF HURON COUNTY COMMISSIONERS

RFQ Opening – February 17, 2022

Legal/Technical Professional Services relating to the  
American Rescue Pan Act of 2021 (ARPA)

Firm Name	Address
Brickler & Eckler, LLP	100 South Third Street Columbus, OH 43215
Rea & Associates	600 Rockside Rd. Independence, OH 44131
Montrose Group, LLC	100 East Broad Street, Suite1340 Columbus, OH 43215
McDonald Hopkins LLC	600 Superior Avenue East, Suite 2100 Cleveland, OH 44114
Julian & Grube	333 County Line Road, West Westerville, OH 43082