

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.

The following also were in attendance: Vickie Ziemba, Administrator/Clerk; Cherise Webb, Clerical Assistant; Randal Strickler, Assistant Prosecutor; Joel Riedy, Network Administrator; Sheila Poffenbaugh, Citizen; Heath Feichtner, Citizen; Shylee Greszler, Norwalk Ohio News; Joe Centers, Norwalk Reflector; Dick Wiles, Fair Board; James Sitterly, Prosecutor

Pursuant to Ohio Revised Code Section 305.14 the Record of the Proceedings of the December 20, 2022 meeting(s) were presented to the Board. Bruce Wilde made the motion to waive the reading of the minutes of the December 20, 2022 meeting(s) and approve as presented. Terry Boose seconded the motion. Voting was as follows:

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

23-016

**IN THE MATTER OF RE-APPOINTING TERRY BOOSE TO THE ERIE BASIN RC&D COUNCIL**

Bruce Wilde moved the adoption of the following resolution:

**WHEREAS**, Terry Boose’s term on the Erie Basin RC&D Council expired December 31, 2022; and

**WHEREAS**, Mr. Boose wishes to be re-appointed and it is the desire of the Board of Huron County Commissioners to re-appoint Terry Boose to a three-year term; now therefore

**BE IT RESOLVED**, that the Board of Huron County Commissioners hereby re-appoints Terry Boose to the Erie Basin RC&D Council to a term effective January 1, 2023 – December 31, 2025; 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.

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

23-017

**IN THE MATTER OF APPROVING REQUESTS FOR EXPENDITURE OF OVER \$1,000.00 SUBMITTED TO THE BOARD JANUARY 5, 2023**

Bruce Wilde moved the adoption of the following resolution:

**WHEREAS**, requests for expenditures of over \$1,000.00 have been submitted for approval by the Board of Huron County Commissioners as follows:

<b>JFS</b>		
BPS Technologies	RightFax standard support – 1 year	\$1,589.40
		now therefore

**BE IT RESOLVED**, that the Board of Huron County Commissioners hereby approves of the requests for expenditure of over \$1,000.00 as listed above; 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.

Terry Boose seconded the motion.

**\*Discussion:** Mr. Riedy stated they have an e-fax system at JFS and this is for the system. Mr. Riedy explained the system is on their phone server and he helps with this.

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

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

**At 9:06 a.m. Public comment - none**

**IN THE MATTER OF TRAVEL**

Bruce Wilde moved to approve the following travel request this day. 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

- Terry Boose – Commissioner – Columbus, Ohio – Alternative Revenue EAC Outreach meeting – March 09 & June 08, 2023
- Harry Brady – Commissioner - Orlando, Florida – CEBCO Board of Directors AGRiP Conference – March 05 – 08, 2023
- Lara Hozalski – HR – Lewis Center, Ohio – OHPELRA – February 06-07, 2023
- Art Mead – EMA – Columbus, Ohio – EMA Winter Symposium – March 07, 2023

**SIGNINGS**

Ms. Ziemba stated they have read and reviewed the 2022 Central Service Cost Allocation Plan (Indirect Cost Allocation Plan) and to the best of their knowledge everything is correct. Mr. Boose stated we hadn't added any departments this year. Ms. Ziemba asked if we would need to for the upcoming year because of the building department. The commissioners thought we might have too.

***Bruce Wilde made a motion to sign the Indirect Cost Allocation Plan. 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***

HURON COUNTY, OHIO  
 COUNTY-WIDE COST ALLOCATION PLAN  
 CERTIFICATE OF COST ALLOCATION PLAN

This is to certify that I have reviewed the costs allocation plan submitted herewith and to the best of my knowledge and belief

1. All costs included in this proposal for the year ended December 31, 2021 to establish cost allocations or billings for the year 2023 are allowable in accordance with the requirements of the OMB Super Circular, "Cost Principles for State and Local Governments," and the Federal awards to which they apply. Unallowable costs have been adjusted for in allocating costs indicated in the cost allocation plan.
2. All costs included in this proposal are properly allocable to Federal awards on the basis of a beneficial or causal relationship between the expenses incurred and the awards to which they are allocated in accordance with applicable requirements. Further, the same costs that have been treated as indirect costs have not been claimed as direct costs. Similar types of costs have been accounted for consistently.

I declare that the foregoing is true and correct.

Signature: Harry Brady  
 Name of Official: Harry Brady  
 Title: Commissioner President  
 Date of Execution: 1/5/23

**Administrator/Clerk updates:**

- Ms. Ziemba stated Ms. Wheeler had resubmitted the annexation for the property on Plank Road. It has been sent to the engineer, tax map and EMA for review and will be on the agenda for Tuesday. Ms. Ziemba has received one response already. Mr. Wilde asked if there were changes made. Ms. Ziemba replied yes. Mr. Boose questioned if the changes were based on the other people and was told they were.

**Assistant Prosecutor updates:**

- Mr. Strickler asked Mr. Boose if they had any idea what was going on with Region 19. Mr. Boose told him no and stated they were going to have a meeting in Columbus during conference, but he never heard anything about it. Mr. Boose said at the end of January he would be setting up a meeting with the Attorney General's regional person because she said she would be in town on a certain day and he would like to bring up some of the issues we are having. Mr. Strickler had previously talked with Mike Lyons, who is his counterpart in Medina County, and was going to call him about this. Mr. Strickler stated our representative had to bow out because he is no longer a commissioner and is now a judge. Mr. Strickler thought we would need to appoint another representative for region 19. Mr. Boose noted if he received anything about this he would forward the information to Mr. Strickler. Mr. Strickler will try to get this sorted out with Mr. Lyons and may call John Lancione to see if he knows anything about this topic. Mr. Boose thought he had a CCAO Board meeting at the end of January and would try to get an update then.
- Mr. Strickler stated he had been in Erie County and learned it is a 4<sup>th</sup> degree misdemeanor if you are driving 50 miles an hour in a municipal corporation. If the speed limit is 50 and you get pulled over for driving 52, it is an M4 instead of a minor misdemeanor. Mr. Strickler noted that it has always been a minor misdemeanor unless you were going 30 mph over the speed limit or have had several prior speeding tickets. What this does is, instead of being a \$150 and no jail, it would go up to \$250 max and the possibility of 30 days jail time.
- Mr. Strickler will review the updates to the Cell Phone Policy & Personnel Policy Manual -.

**At 9:22 a.m. County Project Updates - Joel Riedy, Network Administrator:**

- Mr. Riedy said the licenses were in for the new email system and he expected the correct spam filters to arrive soon.
- Mr. Boose forwarded some information about a cyber security grant to Mr. Riedy.
- Mr. Brady asked Mr. Riedy what needed to be done before they switch the mail system over to the new one. Mr. Riedy said the first thing he would have to do is create an MX (mail exchange) record. This means any e-mail for [huroncounty.gov](mailto:huroncounty.gov) has to go to this IP address. Then it is filtered and passed on to the appropriate person. After that they will go around to every department who is switching to us, such as the commissioners, recorder's and prosecutor's office. They also have their own mail exchange records and we will need to edit those records to point this way. They would create an alias, which is a secondary e-mail address. An example is that Mr. Brady would have both [hbrady@huroncounty.gov](mailto:hbrady@huroncounty.gov) and [hbrady@hccommissioners.com](mailto:hbrady@hccommissioners.com). Mr. Wilde asked if anyone would be able to tell the difference between the two. Mr. Riedy said employees would not be able to tell the difference, but this way both the addresses will be able to function. Mr. Riedy noted that it would take a while for everyone to get all of their e-mail contacts updated with the new e-mail addresses and he will leave the alias address in place for about a year or so. Mr. Brady asked how Mr. Riedy would bring over all of the old e-mails. Mr. Riedy said they would import the old e-mails into the new box.
- Juvenile Court – The last server will be switched over this weekend, then they will be 100% on the data center. Mr. Riedy is coordinating this with their vendor.
- Parts arrived for EMA, will coordinate with Tacy Bond to get that installed.
- Prosecutor's office is going to switch to County IT. Mr. Riedy stated he would need to go through several steps to get them prepared to be on our network. He will set up VP accounts and will eventually bring their server into the data center and will do some IP range changes for them. It will probably take a couple of months to complete the switchover. Mr. Strickler commented the prosecutor's office was working with the LEADS people on this as well.
- Mr. Riedy stated they have been doing a lot of work on backups for the data center lately and trying to get it optimized. It was taking quite a bit of time to complete the backups, so he switched the product we were using for it. They are now using a product from Synology, which takes a base image, and it is taking a lot less time.
- Mr. Wilde commented he was in a technology seminar about hacking and similar things. The person who put the seminar on said one of the worst things that could happen is if you are hacked and you go to recover and you have not checked your back-up, then find out it doesn't work. Mr. Riedy told him we have tested our back-ups and said they have put a lot of focus on that aspect, especially since there are a lot more people on the data center. We have their live data, so are focusing a lot on the backups to make sure they run reliably and efficiently. We get reports every night from each server and they are detailed. They have tested the backups and have done a full restore to another location. They turned the restored server on and it came right back up.
- Mr. Riedy said the recorder's office had donated the Synology device to us. It was very new and was under-utilized, so he brought it over to the data center. Mr. Riedy will be expanding its capabilities and thought they would have the ability to create logins for certain department heads which would give them the ability to login through a web browser and restore a file on their own.
- Board of Elections has asked them to do maintenance on the voting machines. They are working on a couple each week. They are cleaning and testing them. If they need new rollers, they will replace them.

- Amanda Gordon, McDonald Hopkins, LLC/ARPA Consultant, joined the meeting for the broadband discussion.
  - Mr. Riedy stated they had gone out to bid for broadband infrastructure for the county. We received 2 bids, unfortunately one arrived after the bid opening, so we were not able to consider it.
  - They discussed the circumstances with the late bid. Mr. Strickler stated that FedEx had not shipped the package from their facilities. The bidder had called to talk with Mr. Strickler about this. Mr. Strickler told them the packet needed to be originals and they could either retrieve their package from FedEx, if possible, and get it here or recreate the bid package. Mr. Strickler had also talked with this bidder about a couple of other items like; they did not want to sign the contract. Mr. Strickler told them they would still need to submit it with the package, he also told them to make sure they signed the other document which says their bid will be the price of the project. Mr. Boose said the real problem was they had sent it in plenty of time, but due to the bad weather it got stuck in Pennsylvania and did not get here on time. Mr. Wilde added it got here at approximately 10:16 a.m. and the bid opening had already taken place. Mr. Strickler stated they could not open it if it was received after 10:00 a.m. They did not open this bid packet since it was late.
  - Mr. Strickler said the legislature does not have it in the statute or case law about bad weather. Mr. Strickler stated there were some issues with the bid packet they did open. Mr. Riedy told Mr. Strickler it didn't meet his bid specifications and there were also some technical issues with the bid package itself. Certain documents were not signed.
  - Mr. Strickler felt we should reject all bids and rebid it.
  - Ms. Ziemba noted we need to revise our specifications.
  - Mr. Riedy said when he was reviewing one of the proposals, the bidders would have trouble covering all of the required areas. Mr. Riedy was led to believe we would be able to reach beyond the 12 miles needed. In certain locations there will definitely be trouble doing that and he thought part of the issue was the terrain. They were able to meet the speed. Mr. Riedy said in the proposal they received the bidder was capable of going 800 by 800 and maybe even going farther. They did a good job in getting speeds to everyone, but there were 3 locations which were under performing, Mr. Riedy thought we may need to add more towers to those locations or give them the ability to do some repeaters in those areas.
  - Mr. Boose thought this would increase the cost of project. Mr. Riedy agreed. Mr. Boose stated this was a big deal because when we get the bids, they need to be within a certain percentage of the cost and hoped we would discuss updating that figure as well. Mr. Riedy agreed.
  - Mr. Riedy stated if we went to add 3 additional towers, which would be the ideal set up based on the predicted coverages which he saw, we are looking at around \$1M. Mr. Wilde asked what cost we were at previously. Mr. Riedy told him \$575,000.00. Mr. Wilde reminded them they had originally talked about doing a phase one, then seeing what coverage was still needed. But with this, everything would hopefully be covered. Mr. Riedy said this would now be a lot more inclusive since we were now able to see a simulated coverage area.
  - Mr. Boose noted we are doing all of this and not changing the purpose of what we are doing. Mr. Riedy stated we are not changing the purpose or the coverage areas. Mr. Riedy thought we need to get a little more detailed on the map and specify. Mr. Boose thought that would be key and said everything we do for ARPA, we are looking at the purpose and making sure it fits. We don't want to throw other things in which don't fit the purpose.
  - Mr. Strickler mentioned we are refining the specs to achieve the goals we want to achieve. Mr. Riedy told them when we selected the locations of the towers he did so based on radiuses. Part of the areas were covered, but there was a chunk southwest of Monroeville, North Fairfield and the Fitchville/New London area which he didn't get the overall hopping which he was hoping to achieve in the tower coverages. So, he is going to add those locations to the bid packet and will increase the cost of the project, if the commissioners are okay with that.
  - Mr. Brady said he thought if an ARPA project went over the \$1M mark there would need to be a lot more documentation and asked if we stayed at \$1M or less would be easier to document.
  - Ms. Gordon stated if we stayed within the water/sewer/broadband bucket, we would not have the written justification requirement for the \$1M. That requirement would only be if we were in the bucket for negative public health and economic impacts.
  - Mr. Brady clarified with Ms. Ziemba we will need a resolution to reject all bids, then another resolution to rebid once we have the new specs. Mr. Brady asked Mr. Riedy how long it would take to prepare the new specs. Mr. Riedy told him he thought he should be able to have them ready by Tuesday.
  - Commissioner Brady stated an email had come out notifying them Mr. Burch's term on the Airport Authority Board had expired. Mr. Brady contacted Mr. Sparks and asked him to contact Mr. Burch to see if he would like to be reappointed. Mr. Brady stated Mr. Sparks had responded to say that Mr. Burch would like to continue on the board.

- The Board would like to discuss the proposed building at the fairgrounds while Ms. Gordon was present. Heath Feichtner, Willard, Ohio and Dick Wiles, Fair Board were also present.
  - Mr. Brady stated a request was made of the Commissioners for ARPA money for part of the proposed building at the fairgrounds. Mr. Boose provided some background information for Ms. Gordon.
  - Mr. Brady stated there was money that was going to be contributed by the Commissioners, about \$50,000 right now, and then the State, in their capital budget, allotted \$450,000 for this project. Plus, they have raised money from private individuals. So, there is a combination of money already there, but the project is now into the \$2 – 2.5M range, so there is going to be a need for additional funding. That is why they originally came and asked about using ARPA funds. So, we are talking about using that building for fair, for tourism, for health clinics potentially, the ADA for disabilities for people to be able to use the restrooms.
  - Mr. Boose stated we had asked Mr. Feichtner and Mr. Wiles to be here in case Ms. Gordon had questions.
  - Funds would flow through the Fair Board. They have a committee doing fund raising for the building. The commissioners own the buildings and the land at the fairgrounds and the fair board; aka Agricultural Society, does all of the management of the grounds. We would give all the money for the project to the fair board, but the commissioners would eventually end up owning the building. Mr. Wiles agreed.
  - Mr. Wilde stated it seems like there are two pieces to it. There is the hog barn and then there is the more office type. Mr. Boose told him it was not really office space, but somewhere for them to hold animal shows. All year around in Ohio there are animal shows that go on. Currently we can't do any of those, we don't have space to do those. You are making it sound like there are two different spaces. It is all one big space that during the fair, part of it is used for hogs. But not during the fair there are no hogs in there and it is a wide-open building to be used.
  - Mr. Brady stated the commissioners wanted to use money out of the revenue replacement bucket unless there was money left over from the other bucket after the broadband project. Mr. Brady asked Ms. Gordon what the next step is.
  - Ms. Gordon clarified, with the description they gave, the fairgrounds is an attraction for the county and brings people in and encourages tourism. The use of the building, not only for the fair, but for other shows and other things which can attract people to Huron County. Ms. Gordon thought we had a good basis to put this in the travel, tourism and hospitality bucket, which is part of the public health and negative economic impact. That particular industry is a presumed negatively impacted industry and that is how we are able to get over that particular hurdle. Ms. Gordon stated that would be beyond the revenue loss bucket.
  - Ms. Gordon told the commissioner if they were looking at over \$1M from ARPA under that bucket it will trigger written justification. She thought it was not a foreboding thing, but would be an additional thing which would need to be done and they will need to get more information about the number of people who come to the fair.
  - Mr. Boose asked if we use the \$10M bucket what would need to be done. Ms. Gordon stated that is why she asked about the ownership of the building and went on to say she would still want to use the eligibility memo to indicate it is a governmental service which is being used or provided. She felt we wouldn't need the written justification presuming eligibility which she thought we could get.
  - Ms. Gordon said if we wanted to use the Fair Board/Agricultural Society entity, we would set up what is called a subrecipient agreement relationship. Ms. Gordon commented she did not think we had done one of these yet, then went on to say we would set it up where the Agricultural Society is acting as the county's agent and would need to follow all of the rules and procedures which we have to follow. She thought that would be fine because we have it set up and can provide guidance to them.
  - Mr. Boose stated the fair board is currently using an architect to put together a bid package and have not used the process which we are about to go through with the senior center. Mr. Boose asked where we stood in this. Ms. Gordon answered by suggesting, since there are other pots of money which are being contributed to this project, that we pay them out of the other pots.
  - Mr. Brady noted we were upping the amount of money we are spending on broadband now, but if we don't expend it all on broadband that is above that \$10M, can we mix some of that? Would we still the written justification? Ms. Gordon told Mr. Brady we could do that and also said if we were pulling for Health Department purposes as well, that would fall into the public health and negative economic impacts bucket, which also includes travel and tourism. The eligibility memo may look a little different because we can include that purpose as well. If we are not using more than \$1M out of the non-revenue loss bucket than we probably would not need the written justification.

- Mr. Boose did not want to pull from two buckets. Ms. Ziemba stated since learning today about the broadband project costs increasing so much, you would not have much money left in the non-revenue loss bucket anyway. There would be around \$170,000 left in that bucket.
- Mr. Brady thought it would be easier to use the money in the revenue loss bucket. But, also doesn't want to end up with a small amount left in the bucket, above the revenue loss bucket, that the county would end up not having a qualifying project for.
- Mr. Boose commented just so you know, with what Joel is doing for the internet infrastructure, that does not include everything in Huron County. There is more money needed in Huron County to keep doing expanded infrastructure. The hope is that we can get other grants for this because we can't do much with \$170,000.
- Mr. Gordon stated she understands Mr. Brady's concerns about having remaining money left in the non-revenue bucket and no additional qualifying projects. She stated that can be applied to and be a part of something else going forward if you need to. We want to make sure you use every last nickel for something. Even if we got down the road with another project, whether it is the senior center or something else, and for example we need \$170,000 for a sewer line or something like that, we will still have the justification to qualify it.
- Mr. Brady stated we are all on the same page, we are trying to get this allocated and/or spent, within the next two years before we run out of that time. Mr. Boose stated we need to start figuring out what goes in what area and what is going in the buckets. Mr. Brady agreed. Mr. Wilde said the senior center will be a big chunk of it. Ms. Ziemba stated once the architect has been selected (for the senior center) and you go out to bid, that will determine how much money you have available in the revenue loss bucket. Mr. Boose stated funds have already been set aside for that.
- Mr. Brady stated once we establish what we can actually give and where it is coming from, I think we know where it is coming from. How much we can give is the question still. Asked if some of the money for the fair building is from the state and part is from ARPA, how do you separate it out? Ms. Gordon was unsure what he meant. Mr. Boose interjected and said bottom line is, just so we are talking dollars, there is no confusion here, it is \$1.5M. Before they can go out to bid, they have to say we have the money. It is not like it could be this or it could be whatever. They need to know, before they go out to bid, that they have enough to cover the bid specs, whatever that is. And as far as moving forward, I think what you are getting at, we need to make sure we abide by all federal and state rules because it is well over \$50,000 or \$100,000 or whatever that number is going to be. Mr. Brady stated he doesn't disagree. The reason he didn't throw an amount out is because they haven't actually established that as a board. He is not willing to give a number and then not back it up.
- Mr. Brady stated the reason he had asked about separating it out was in construction they could separate site work from the building portion and demolition from site work. Mr. Brady then asked if it would be easier for them to do it in packages; so the ARPA money is not commingled with some of the other money. Ms. Gordon thought what Mr. Brady was trying to say is different pieces of work need to be done for the project. So, if the demolition guy did not need to follow all the ARPA requirements, that is probably better, so you could bid demolition separately. Ms. Gordon suggested they take a look at what those bid packages would be and if they can split some of those out and we can focus on one, even if it's the actual building itself, and you are only paying a portion of the building, at least we know the building would be bid out and we can be sure the ARPA guidelines are followed.
- Mr. Boose asked if what Mr. Brady was saying is they may want different bids within the same bid packet. Ms. Gordon thought it may get a little complicated that way because in the bid packet it specifies which certifications are needed. Mr. Brady asked if that was something she could work with the fair board on. Ms. Gordon said she could.
- Ms. Ziemba stated if it is one big bid, they still will have to follow ARPA for the demo. If the demo is bid separately and they do not use ARPA funds for it, they would not need to follow ARPA guidelines. Ms. Gordon agreed. Mr. Brady said that is why he thought they should bid out the site work separately. He also said that site work is often bid out separately in construction projects.
- Ms. Gordon asked Mr. Wiles when he thought things would come back from the architect. Mr. Feichtner thought the middle of this month. Mr. Wiles said they had a Fair Board meeting tonight. They would have to do a motion to proceed with this. They would then need another motion to ask the commissioners to use ARPA money. Mr. Wiles thought that would be handled tonight. Mr. Strickler asked if they were going to submit a formal request? Mr. Wiles agreed. He said they will request the Commissioners to use ARPA money for this project. Mr. Wiles said then it will be up to the commissioners to yay or nay whatever they want to do on it. Mr. Wiles stated as of right now, from what he has heard, he feels that the commissioners are favorable, but you also have an opportunity, when you see the formal request, to say yes or no.

- Mr. Boose asked Mr. Wiles and Mr. Feichtner if they were comfortable with where they were at? Mr. Wiles said, with what the plan is, they would probably ask for the total amount and then you can adjust if from there. Mr. Boose said he just wanted to make sure they didn't misrepresent anything.
- Ms. Ziemba stated she had a question that she thought everyone in the room would need to know the answer to. If the board does a subrecipient agreement, which we have never done, that means the fair board has to follow the ARPA rules. Who does the reporting? Who reports on that and how is it handled? Once they cut the check to the fair board, what happens? Ms. Gordon said it will still be the County, but they are essentially acting in your stead. Ms. Gordon said she could guide everyone through it. Ms. Ziemba verified they would need to follow everything and get her the information quarterly for the reporting. Ms. Gordon agreed.
- Mr. Boose stated he would not expect the fair board to know how to do all of the ARPA stuff. They will need some help. Ms. Ziemba said along with everyone in this room. Ms. Ziemba stated she just wanted everyone to understand that once they received the money, it doesn't mean they are done. Ms. Gordon agreed. She stated that it is quite the opposite.
- Mr. Brady clarified that Ms. Gordon, as consultant for the county, would also help them. Ms. Gordon agreed.

**At 10:20 a.m. the board recessed.**

**At 10:36 a.m. the board resumed regular session**

**10:36 a.m. Amanda Gordon, McDonald Hopkins, LLC - Review Architect RFQs for Senior Center**

Mr. Brady explained they all received booklets for each architect and ranking sheets. They will discuss how they ranked them and come up with the top one or two.

Each Commissioner had scored each firm individually. Mr. Boose explained how he did his ranking. He thought there were several categories which were hard to score based on the information they are given, so he gave them all an 8 unless he knew them. So, they were all even in that category. He said Mr. Wilde gave all of them a zero unless he knew them. Mr. Brady did similar, then asked if they all wanted to zero out those ranks, since it would be hard to judge them in those areas unless you knew them. They decided to leave what they had and thought it would even out.

Ms. Ziemba took over the discussion. Ms. Ziemba started with Garmann Miller.

**Garmann Miller**

Mr. Strickler said they are our current Architect

(1) Design of substantially similar projects. Mr. Boose noted they had 27 projects listed.

All three commissioners scored 20

(2) Familiarity – All three commissioners scored 20

(3) Past record of performance – Brady/9, Boose/9, Wilde/10

(4) Ability to complete project within timeline proposed – Brady/9, Boose/9, Wilde/10

(5) Demonstrated success working within budgets & completed projects on time and with minimal change orders. Brady/9, Boose/9, Wilde/9

(6) Education, technical training and experience of owners and key personnel – Brady/10, Boose/10, Wilde/9

(7) Information regarding the firm's history – Brady/10, Boose/10, Wilde/9

(8) Firms past experience with Huron County – Brady/10, Boose/9, Wilde/10

Individual Totals: 97/Brady, 96/Boose, 97/Wilde

Bonus points – None

Total – 97

**DSA**

(1) Brady/20, Boose/10, Wilde/15

(2) Brady/18, Boose/5, Wilde/15

Mr. Boose left the meeting. Mr. Welch took over and read Mr. Boose's scores.

(3) Brady/8, Boose/8, Wilde/8

(4) Brady/8, Boose/8, Wilde/0

(5) Brady/8, Boose/8, Wilde/10

(6) Brady/10, Boose/10, Wilde/10

(7) Brady/8, Boose/10, Wilde/5

(8) Brady/0, Boose/0, Wilde/0

Individual Totals: 80/Brady, 63/Wilde, 59/Boose

Bonus points – None

Comments – Mr. Brady did not like the fact that they are two entities.

Total – 69

**Schmid**

- (1) Brady/20, Boose/20, Wilde/15
- (2) Brady/20, Boose/20, Wilde/20
- (3) Brady/9, Boose/10, Wilde/5
- (4) Brady/9, Boose/8, Wilde/0
- (5) Brady/8, Boose/8, Wilde/10 (discussed what the average should be, Ms. Ziemba stated if it was 2 to 1, she would use the score the 2 people gave. Ms. Gordon stated you could do it that way as long as you did it consistently)
- (6) Brady/10, Boose/10, Wilde/10
- (7) Brady/10, Boose/10, Wilde/10
- (8) Brady/8, Boose/5, Wilde/10

Individual Totals: 94/Brady, 91/Boose, 80/Wilde

Bonus points – None

Total – 90

**TDA**

- (1) Brady/20, Boose/15, Wilde/10
- (2) Brady/20, Boose/10, Wilde/10
- (3) Brady/8, Boose/8, Wilde/5
- (4) Brady/8, Boose/8, Wilde/0
- (5) Brady/8, Boose/8, Wilde/5
- (6) Brady/10, Boose/10, Wilde/10
- (7) Brady/8, Boose/10, Wilde/10
- (8) Brady/0, Boose/0, Wilde/0

Individual Totals: 82/Brady, 69/Boose, 50/Wilde

Bonus points – None

Total – 69

**RCM**

- (1) Brady/20, Boose/10, Wilde/15
- (2) Brady/20, Boose/20, Wilde/20
- (3) Brady/8, Boose/8, Wilde/5
- (4) Brady/8, Boose/8, Wilde/10
- (5) Brady/8, Boose/8, Wilde/10
- (6) Brady/10, Boose/10, Wilde/5
- (7) Brady/8, Boose/10, Wilde/10
- (8) Brady/0, Boose/0, Wilde/0

Individual Totals: 82/Brady, 74/Boose, 75/Wilde

Bonus points – None

Total – 79

**Ducat**

- (1) Brady/20, Boose/15, Wilde/20
- (2) Brady/20, Boose/15, Wilde/20
- (3) Brady/8, Boose/8, Wilde/5
- (4) Brady/9, Boose/8, Wilde/8
- (5) Brady/8, Boose/8, Wilde/10
- (6) Brady/10, Boose/10, Wilde/10
- (7) Brady/10, Boose/10, Wilde/5
- (8) Brady/0, Boose/0, Wilde/0

Individual Totals: 90/Brady(includes bonus), 74/Boose, 78/Wilde

Bonus points – 5/Brady

Total – 89

Mr. Brady stated he had given a bonus of 5 points because he knows Andy Miley, who owns the Miley Law firm, which they did the design build on. Mr. Brady called Mr. Miley and asked him what he thought about Ducat. Mr. Miley told Mr. Brady that Ducat was great to work with and had given some cost cutting ideas and were very responsive.

Ms. Ziemba asked Ms. Gordon if the bonus should be added to the total. Ms. Gordon thought the bonus points should be added to this total.



Mr. Brady said on several of these he had looked through their projects and has bid on several of them as an independent contractor. He has been to the buildings. His son was a foreman for Interior Systems on a couple of them and never had a problem with the architects. Mr. Wilde noted the last group had done the Wood County project which was 35,900 square feet in 2021 and the price was \$8M.

Ms. Ziemba reviewed the final totals for each firm:

Garmann Miller – 97

DSA – 69

Schmid – 90

TDA – 69

RCM – 79

Ducat – 89

Mr. Welch asked when we would be going out for RFQ for a general architect. Ms. Ziemba told him as soon as we get through this.

Garmann Miller, Schmid and Ducat were the top three. Ms. Ziemba asked Ms. Gordon if the next step would be to have Garmann Miller come in to speak and asked if Ms. Gordon wanted to be a part of that conversation. Ms. Gordon said she could be. Ms. Ziemba stated we would need to get them on the schedule and asked what date would work for the commissioners. Ms. Gordon stated if they found a date, she could probably make it work.

**At 11:06 a.m. the board recessed**

**At 11:10 a.m. the board resumed regular session**

*At 11:10 a.m. Bruce Wilde moved to enter into Executive Session 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; and 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. Terry Boose seconded the motion.*

*Aye – Terry Boose*

*Aye – Harry Brady*

*Aye – Bruce Wilde*

*At 12:15 p.m. Bruce Wilde moved to end Executive Sessions ORC 121.22 (G)(1) and (2). 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*

**\*No action taken**

Mr. Boose noted Ms. Gordon had left when they went into executive session, but wanted to thank her for her advice and for being here today. She tells us what the rules are and that is what we hired her to do. Mr. Wilde commented we have built a relationship with her and he thinks she understands our personalities.

#### **SIGNINGS – continued**

Ms. Ziemba told the commissioners she had something come through from Angie McConnell. Each year when the board changes the president and vice president the Ohio Department of Development/Office of Community Development Organization Contacts Form, Users & Roles Form, and Confidentially Agreement Form needed to be updated with the new president and vice president, then signed.

*Terry Boose moved to approve signing the updated Ohio Department of Development/Office of Community Development Organization Contacts Form, Users & Roles Form, and Confidentially Agreement Form. Bruce Wilde seconded the motion. The roll being called upon its adoption, the vote resulted as follows:*

*Aye – Terry Boose*

*Aye – Harry Brady*

*Aye – Bruce Wilde*

**Ohio** Department of Development  
Ohio Department of Development / Office of Community Development  
Organization Contacts Form

Organization Name: Huron County  
Organization Number: 1BJ

Personal Information	Designation (if applicable)	User Status (select only one)
Name <u>Harry Brady</u>	<input checked="" type="checkbox"/> Chief Executive Officer	<input checked="" type="checkbox"/> Contact Only (No roles form required)
Title <u>President, BOC</u>	<input type="checkbox"/> Rehabilitation Specialist	
Phone <u>419-668-3092</u>	<input type="checkbox"/> Financial Contact	
Email <u>hbrady@hocommissioners.com</u>	<input type="checkbox"/> Fair Housing Contact	<input type="checkbox"/> User Account (MUST be included on the Roles form)
Address <u>180 Milan Ave., Suite 7</u>	<input type="checkbox"/> Labor Standards Officer	
Address	<input type="checkbox"/> Remove Contact	
City <u>Norwalk</u>	State <u>OH</u>	ZIP Code <u>44857</u>
For third-party administrators only: Vendor organization		

Personal Information	Designation (if applicable)	User Status (select only one)
Name <u>Terry Boose</u>	<input checked="" type="checkbox"/> Vice President	<input checked="" type="checkbox"/> Contact Only (No roles form required)
Title <u>Vice President, BOC</u>	<input type="checkbox"/> Rehabilitation Specialist	
Phone <u>419-668-3092</u>	<input type="checkbox"/> Financial Contact	
Email <u>tboose@hocommissioners.com</u>	<input type="checkbox"/> Fair Housing Contact	<input type="checkbox"/> User Account (MUST be included on the Roles form)
Address <u>180 Milan Ave., Suite 7</u>	<input type="checkbox"/> Labor Standards Officer	
Address	<input type="checkbox"/> Remove Contact	
City <u>Norwalk</u>	State <u>OH</u>	ZIP Code <u>44857</u>
For third-party administrators only: Vendor organization		

Personal Information	Designation (if applicable)	User Status (select only one)
Name	<input type="checkbox"/> Chief Executive Officer	<input type="checkbox"/> Contact Only (No roles form required)
Title	<input type="checkbox"/> Rehabilitation Specialist	
Phone	<input type="checkbox"/> Financial Contact	
Email	<input type="checkbox"/> Fair Housing Contact	<input type="checkbox"/> User Account (MUST be included on the Roles form)
Address	<input type="checkbox"/> Labor Standards Officer	
Address	<input type="checkbox"/> Remove Contact	
City	State	ZIP Code
For third-party administrators only: Vendor organization		

**Ohio** Department of Development  
Ohio Department of Development / Office of Community Development  
Users & Roles Form

Organization Name: Huron County  
Organization Number: 1BJ

Each user on this form must be assigned at least one security role for at least one OCD program. Multiple roles may be selected when appropriate. If a User already has a User Name, enter it next to User Name.

User Information	View Only	Organization Edit	Application Preparer	OCD File Upload/Download	Application Approver	Report Preparer	Report Approver	Amendment Preparer	Amendment Approver	Draw/Address Preparer	Draw/Address Approver	Notes
Name: _____ Phone: _____ Email: _____ User Name, if applicable: _____												
Name: _____ Phone: _____ Email: _____ User Name, if applicable: _____												
Name: _____ Phone: _____ Email: _____ User Name, if applicable: _____												
Name: _____ Phone: _____ Email: _____ User Name, if applicable: _____												
Name: _____ Phone: _____ Email: _____ User Name, if applicable: _____												
Name: _____ Phone: _____ Email: _____ User Name, if applicable: _____												
Name: _____ Phone: _____ Email: _____ User Name, if applicable: _____												
Name: _____ Phone: _____ Email: _____ User Name, if applicable: _____												
Name: _____ Phone: _____ Email: _____ User Name, if applicable: _____												
Name: _____ Phone: _____ Email: _____ User Name, if applicable: _____												

It is the responsibility of every user to know and understand the following rules:

- Accessing and using Development information systems is allowed only to perform job duties. Do not use, or permit any other person to use, any Development information system for any other purpose.
- Do not knowingly include or cause to be included in any record or report created for Development any false, inaccurate, or misleading entry.
- Do not disclose or share any security codes, such as login information, used to access any Development information system maintained by the agency.
- Certify the above User email addresses are work accounts only and assigned to one individual only, not shared accounts.

I hereby authorize the individuals listed above to access the OCEAN information system, as needed to perform their job duties, on behalf of my organization.

Authorized Official (Print) Harry Brady  
Authorized Official Signature [Signature]  
Date 1/5/23

**Ohio** Department of Development  
State of Ohio  
Ohio Department of Development  
Data Confidentiality Agreement – Agency Staff

Security and confidentiality are matters of concern of all users of the Ohio Department of Development (Development) information systems, including all agency staff who have access to Development's confidential electronic data and in files of individuals who receive benefits administered by Development. Each person entrusted with an authorized ID to access any Development information system holds a position of trust relative to the information it contains and must recognize and accept the responsibilities entrusted to him/her in preserving the security and confidentiality of that information. Development information is subject to various state and federal confidentiality laws, including, but not limited to, section 1347.15 of the Ohio Revised Code.

An authorized user's conduct, either on or off the job, may threaten the security and confidentiality of information. It is the responsibility of every user to know and understand the following:

- You are given access to Development's information systems and client files only for the purposes of performing your job duties. You must not use, or permit any other person to use, any Development information system or any information in client files (paper or electronic) for any other purpose.
- You must not seek to benefit personally, or permit others to benefit personally, from any confidential information to which you have access by virtue of your work assignment.
- You must not disclose the contents of any record you may access through any Development information system or in any client file to any person except as necessary for you to perform your work assignment in accordance with the policies of Development and your agency.
- You must not knowingly include or cause to be included in any record or report you create for Development any false, inaccurate, or misleading entry.
- You must not remove or cause to be removed any record, report, or file from the location where it is kept except as necessary for you to perform your duties in accordance with the policies of Development and your agency.
- You must not disclose or share any security codes, i.e., logins, passwords, etc., used to access any Development information system or any client files maintained by your agency.
- If you become aware of any violation of confidentiality rules, you must report the violation to your supervisor immediately.
- You must not assist or act in cooperation with any other person to violate any part of these confidentiality rules.
- Certain income and/or tax information to which you have access may be subject to protection by federal law Internal Revenue Code Sections 7213 and 7431 provide civil and criminal penalties for unauthorized inspection or disclosure. These penalties include a fine of up to \$5,000 and/or imprisonment of up to five (5) years.
- You must not create or modify your own benefit application or applications for household members, relatives, friends, neighbors, acquaintances, significant others, spouses, and/or former spouses. You must give applications for anyone you know to a manager for processing.
- User accounts that are not used for 90 days will be disabled. If your user account is disabled, you will be required to sign a new confidentiality agreement to re-establish a user account (except an account disabled due to invalid password entered).
- You certify to Development that the email address below is your work account, and it is not shared or accessed by anyone except you.

Any violation of this policy may result in disciplinary action including immediate dismissal or other appropriate action.

I have read and understand this Data Confidentiality Agreement:  
Authorized Official Signature [Signature] Date 1/5/2023  
Name (Print) Harry Brady  
Email Address hbrady@hocommissioners.com  
Organization Name Huron County

Email all completed forms to [ocd@development.ohio.gov](mailto:ocd@development.ohio.gov)

**Ohio** Department of Development  
State of Ohio  
Ohio Department of Development  
Data Confidentiality Agreement – Agency Staff

Security and confidentiality are matters of concern of all users of the Ohio Department of Development (Development) information systems, including all agency staff who have access to Development's confidential electronic data and in files of individuals who receive benefits administered by Development. Each person entrusted with an authorized ID to access any Development information system holds a position of trust relative to the information it contains and must recognize and accept the responsibilities entrusted to him/her in preserving the security and confidentiality of that information. Development information is subject to various state and federal confidentiality laws, including, but not limited to, section 1347.15 of the Ohio Revised Code.

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- You must not seek to benefit personally, or permit others to benefit personally, from any confidential information to which you have access by virtue of your work assignment.
- You must not disclose the contents of any record you may access through any Development information system or in any client file to any person except as necessary for you to perform your work assignment in accordance with the policies of Development and your agency.
- You must not knowingly include or cause to be included in any record or report you create for Development any false, inaccurate, or misleading entry.
- You must not remove or cause to be removed any record, report, or file from the location where it is kept except as necessary for you to perform your duties in accordance with the policies of Development and your agency.
- You must not disclose or share any security codes, i.e., logins, passwords, etc., used to access any Development information system or any client files maintained by your agency.
- If you become aware of any violation of confidentiality rules, you must report the violation to your supervisor immediately.
- You must not assist or act in cooperation with any other person to violate any part of these confidentiality rules.
- Certain income and/or tax information to which you have access may be subject to protection by federal law Internal Revenue Code Sections 7213 and 7431 provide civil and criminal penalties for unauthorized inspection or disclosure. These penalties include a fine of up to \$5,000 and/or imprisonment of up to five (5) years.
- You must not create or modify your own benefit application or applications for household members, relatives, friends, neighbors, acquaintances, significant others, spouses, and/or former spouses. You must give applications for anyone you know to a manager for processing.
- User accounts that are not used for 90 days will be disabled. If your user account is disabled, you will be required to sign a new confidentiality agreement to re-establish a user account (except an account disabled due to invalid password entered).
- You certify to Development that the email address below is your work account, and it is not shared or accessed by anyone except you.

Any violation of this policy may result in disciplinary action including immediate dismissal or other appropriate action.

I have read and understand this Data Confidentiality Agreement:  
Authorized Official Signature [Signature] Date 1/5/23  
Name (Print) Terry Boose  
Email Address tboose@hocommissioners.com  
Organization Name Huron County

Email all completed forms to [ocd@development.ohio.gov](mailto:ocd@development.ohio.gov)

Mr. Boose attended a Firelands Forward board meeting yesterday. They are spending a majority of their board meeting working on the strategic plan. When they started the conversation, they brought up the old documents from the very first survey. The group likes to base things on data. They pointed out the number one issue is there is going to be a larger demand for employees than we could supply. They received a \$100,000 grant from Jobs Ohio, which is the first for this area. It is for tourism and downtown revitalization. Part of the money will be used for research, but some will be used for working with BGSU Firelands to help them set up classes which students need to be successful and to help design programs. They will also use it for Goodwill to build a place to train people on specific skills.

Mr. Strickler asked where they would construct the building. Mr. Boose said somewhere in Sandusky and also said their headquarters are in Sandusky.

Ms. Ziemba said SAFEbuilt asked if they could use our county logo on their forms and asked if there were any objections to this. Mr. Strickler said if it is for the Huron County Commercial Building Department then it should not be a problem.

**REGULAR SESSION**

**THURSDAY**

**JANUARY 5, 2023**

Mr. Boose asked about giving building access to the SAFEbuilt employees. Mr. Wilde said they did not have a key for the office so Mr. Minor is going to get them one. In the meantime, he talked with Judy Lykins at HCDC, she told him she had a key for that door and offered to give it to them. Yesterday the SAFEbuilt employee had Mike Sweet let him into the office. Mr. Wilde also said they had talked about the key fob as well, but he needs to talk to Bob Kurtz first because we need to know if they will need to come in after hours. If so, then we would need 2 key fobs, one for Mr. Kurtz and one for the employee who will be here.

Mr. Wilde did a recording for the phone system. If you call in to the commissioner's main number, you can choose 1 to go to the commissioner's office or 2 to go to the building department.

SAFEbuilt has an inspector in the office right now, while some one is being trained, then he will no longer be here. Mr. Boose asked Mr. Wilde to tell them to park in the back of the building.

**At 12:28 p.m.** Bruce Wilde moved to adjourn. Terry Boose 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 January 5, 2023.

**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 12:28 p.m.

Signatures on file