

REGULAR SESSION

TUESDAY

JANUARY 5, 2010

The Board of Huron County Commissioners met this date in Regular Session. Roll being called found the following members present: Mike Adelman, Gary W. Bauer, Larry J. Silcox.

Pursuant to Ohio Revised Code Section 305.14 the Record of the Proceedings of the December 29, 2009 meeting(s) were presented to the Board. Larry J. Silcox made the motion to waive the reading of the minutes of the December 29, 2009 meeting(s) and approve as presented. Mike Adelman seconded the motion. Voting was as follows:

Aye – Mike Adelman
Abstain – Gary W. Bauer
Aye – Larry J. Silcox

10-001

IN THE MATTER OF APPROVING AGREEMENT BETWEEN FIRST ENERGY SOLUTIONS CORP AND HURON COUNTY COMMISSIONERS

Mike Adelman moved the adoption of the following resolution:

WHEREAS, the Board of Huron County Commissioners, and First Energy Solutions Corp desire to execute this agreement for competitive energy supply (Electricity Supply effective the 29th day of December 2009 and shall remain in effect until May 2011; now therefore

BE IT RESOLVED, that the Board of Huron County Commissioners approves the agreement with First Energy Solutions Corp as attached hereto and incorporated herein; 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.

Larry J. Silcox seconded the motion. The roll being called upon its adoption, the vote resulted as follows:

Aye – Mike Adelman
Aye – Gary W. Bauer
Aye – Larry J. Silcox

10-002

IN THE MATTER OF REQUEST FOR PROPOSALS FOR THE HURON COUNTY COURTHOUSE CLOCK

Larry J. Silcox moved the adoption of the following resolution:

WHEREAS, the Board of Huron County Commissioners desires to seek Requests for Proposals for the Huron County Courthouse clock replacement; and

WHEREAS, notice of this must be placed in a newspaper of general circulation, pursuant to Section 307.87 of the Ohio Revised Code; now therefore

BE IT RESOLVED, that notice of this will be placed in a newspaper of general circulation on Thursday, January 7, 2010 and notice can be located on the county's internet site on the worldwide web, at <http://www.hccommissioners.com> click on legal notice button, and proposals will be opened on Thursday, January 21, 2010 at 1:00 p.m.; 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.

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Mike Adelman seconded the motion. The roll being called upon its adoption, the vote resulted as follows:

Aye – Mike Adelman
Aye – Gary W. Bauer
Aye – Larry J. Silcox

LEGAL NOTICE

The Huron County Board of Commissioners desires to solicit Proposals for the repair of the clock and bell at the Courthouse Clocktower, located at 2 E Main St, Norwalk.

The Clocktower is masonry. The Clock has four faces, each approximately ten feet diameter, with glass faces, back lighted. The clockwork mechanism is a Seth Thomas Clock Company, Thomaston, Conn, #1829, installed October 7, 1913. The clock suffered damage from an ice storm and the clock hands on two of the four faces were immobilized. Further, some of the clock hands are no longer attached to the clock face. Currently only one of the four faces keeps accurate time. The Bell chime mechanism in the Clocktower was disconnected and has not chimed for at least ten years.

Access inside the Clocktower is narrow and limited. A site visit for those interested in submitting a Proposal shall be held January 13, 2010 at 11:00 a.m.

Specifications may be obtained at the Huron County Commissioners' office 180 Milan Avenue, Norwalk, Ohio 44857 starting January 8, 2009 during business hours 8:00 a.m. – 4:30 p.m. Monday thru Thursday, and 8:00 a.m. – 12:00 p.m. Friday.

Sealed Proposals will be received at the Board Office, 180 Milan Ave, Norwalk, no later than January 21, 2010 at 1:00 p.m.

By Order
Huron County Commissioners
Cheryl Nolan
Administrator/Clerk

Publish: January 7, 2009

10-003

IN THE MATTER OF APPROVING AGREEMENT BETWEEN WILLIS OF OHIO, INC. AND HURON COUNTY COMMISSIONERS

Mike Adelman moved the adoption of the following resolution:

WHEREAS, the Board of Huron County Commissioners, and Willis of Ohio, Inc. desire to execute this agreement for professional services covering the periods January 1, 2010 – December 31, 2010;
now therefore

BE IT RESOLVED, that the Board of Huron County Commissioners approves the agreement with Willis of Ohio Inc. as attached hereto and incorporated herein;
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.

Larry J. Silcox seconded the motion. The roll being called upon its adoption, the vote resulted as follows:

Aye – Mike Adelman
Aye – Gary W. Bauer
Aye – Larry J. Silcox

- Agreement on file commissioners' office.

IN THE MATTER OF APPROVING RENEWAL ADDENDUM I WEEKLY INVOICING TO THE AGREEMENT BETWEEN MEDICAL MUTUAL OF OHIO AND HURON COUNTY COMMISSIONERS

Larry J. Silcox moved the adoption of the following resolution:

WHEREAS, the Board of Huron County Commissioners, and Medical Mutual of Ohio. desire to execute this renewal addendum I weekly invoicing, agreement period beginning March 1, 2009 – July 31, 2009;
now therefore

BE IT RESOLVED, that the Board of Huron County Commissioners approves the renewal addendum I weekly invoicing agreement with Medical Mutual of Ohio. as attached hereto and incorporated herein;

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.

Mike Adelman seconded the motion. The roll being called upon its adoption, the vote resulted as follows:

Aye – Mike Adelman
Aye – Gary W. Bauer
Aye – Larry J. Silcox

- Agreement on file commissioners' office.

10-005

IN THE MATTER OF APPROVING OF THE ADMINISTRATIVE SERVICES AGREEMENT BY AND BETWEEN MEDICAL MUTUAL SERVICES, L.L.C. AND HURON COUNTY COMMISSIONERS

Mike Adelman moved the adoption of the following resolution:

WHEREAS, Huron County offers a self-insured benefit program which provides for payment of certain benefits to eligible employees and their eligible dependents of the county; and

WHEREAS, Huron County has determined that it is advisable to establish an administrative relationship with Medical Mutual Services, located at 2060 East Ninth Street, Cleveland, Ohio 44115 to act as the claims administrator in (1) receiving and processing claims for benefits under the Plan (2) disbursing claims payments under the Plan and (3) performing such additional duties as set forth herein; and

WHEREAS, Huron County and Medical Mutual Services have determined that it is appropriate and necessary to enter into this Agreement to set forth the respective rights and obligations of Huron County and Medical Mutual Services in connection with the administration of the benefits pursuant to the Plan;
now therefore

BE IT RESOLVED, that the Board of Huron County Commissioners hereby approves of the administrative service agreement by and between Medical Mutual Services as attached hereto and incorporated herein; 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.

Larry J. Silcox seconded the motion. The roll being called upon its adoption, the vote resulted as follows:

Aye – Mike Adelman

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Aye – Gary W. Bauer

Aye –Larry J. Silcox

- Agreement on file commissioners' office.

10-006

IN THE MATTER OF APPROVING STOP LOSS CONTRACT BETWEEN MEDICAL MUTUAL OF OHIO AND HURON COUNTY COMMISSIONERS

Larry J. Silcox moved the adoption of the following resolution:

WHEREAS, the Board of Huron County Commissioners, and Medical Mutual of Ohio, desire to execute this Stop Loss contract with an effective date of March 1, 2009; now therefore

BE IT RESOLVED, that the Board of Huron County Commissioners does hereby approve the stop loss contract with Medical Mutual of Ohio as attached hereto and incorporated herein: 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.

Mike Adelman seconded the motion. The roll being called upon its adoption, the vote resulted as follows:

Aye – Mike Adelman

Aye – Gary W. Bauer

Aye –Larry J. Silcox

- * Agreement on file commissioners' office.

10-007

IN THE MATTER APPROVING CONTRACT FOR PROFESSIONAL SERVICES 2009 UNDATE TO HURON COUNTY COMPREHENSIVE ECONOMIC DEVELOPMENT STRATEGY

Mike Adelman moved the adoption of the following resolution:

WHEREAS, it is the desire of the Board of Huron County Commissioners to update the Comprehensive Economic Development Strategy (CEDS) using revolving loan fund program income under the Small Cities Community Development Block Grant (CDBG) program of the U.S. Department of Housing and Urban Development; and

WHEREAS, the Board of Huron County Commissioners desires to contract for professional services with WSOS Community Action Commission, Inc. and HCDC Huron County Development Commission to perform such services; now therefore

BE IT RESOLVED, that the Board of Huron County Commissioners approves the contract for professional services with WSOS and HCDC as attached hereto and attached herein; 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.

Larry J. Silcox seconded the motion. The roll being called upon its adoption, the vote resulted as follows:

Aye – Mike Adelman

Aye – Gary W. Bauer

Aye –Larry J. Silcox

- * Contract on file commissioners' office.

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IN THE MATTER OF AWARDING BID FOR THE PROVISION OF DAILY CATERED MEALS TO THE PRISONERS OF THE HURON COUNTY SHERIFFS DEPARTMENT

Larry J. Silcox moved the adoption of the following resolution:

WHEREAS, per Resolution 09-405 bids were let for the provision of daily catered meals to the prisoners of the Huron County Sheriff's Department; and

WHEREAS, one bid was received from Aramark Correctional Services; and

WHEREAS, the bid was reviewed by the Sheriff, and Jail Administrator, and rated according to bid specification criteria; now therefore

BE IT RESOLVED, that it has been recommended by the jail administrator to award the bid for the provision of daily catered meals to the prisoners of the Huron County Sheriff's Department to Aramark Correctional Services, 2300 Warrenville Road, Downers Grove, IL 60515; and further

BE IT RESOLVED, that the Board of Huron County Commissioners hereby awards the bid for the provision of daily catered meals to the prisoners of the Huron County Sheriff's Department to Aramark Correctional Services, 2300 Warrenville Road, Downers Grove, IL 60515; 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.

Mike Adelman seconded the motion. The roll being called upon its adoption, the vote resulted as follows:

Aye – Mike Adelman
Aye – Gary W. Bauer
Aye –Larry J. Silcox

At 9:30 a.m. no public comment

10-009

IN THE MATTER OF APPROVING REQUESTS FOR EXPENDITURE OF OVER \$500.00 SUBMITTED TO THE BOARD JANUARY 5, 2010

Mike Adelman moved the adoption of the following resolution:

WHEREAS, requests for expenditures of over \$500.00 have been submitted for approval by the Board of Huron County Commissioners as follows:

Huron County Commissioners

Meridian	tape drive for server and tapes + service	\$1,961.89	now therefore
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BE IT RESOLVED, that the Board of Huron County Commissioners hereby approves of the requests for expenditure of over \$500.00 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.

Larry J. Silcox seconded the motion. The roll being called upon its adoption, the vote resulted as follows:

Aye – Mike Adelman

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Aye – Gary W. Bauer
Aye –Larry J. Silcox

10-010

IN THE MATTER OF ACCEPTING THE ANNUAL COUNTY MILEAGE CERTIFICATION

Larry J. Silcox moved the adoption of the following resolution:


WHEREAS, the Huron County Engineer has submitted the annual county highway system mileage certification; now therefore

BE IT RESOLVED, that the Board of Huron County Commissioners approves the annual county highway system mileage certification presented by the Huron County Engineer as attached hereto and incorporated herein; 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.

Mike Adelman seconded the motion. The roll being called upon its adoption, the vote resulted as follows:

Aye – Mike Adelman
Aye – Gary W. Bauer
Aye –Larry J. Silcox



Ohio Department of Transportation
Office of Innovation, Partnerships and Energy

2009 County Highway System Mileage Certification

Note: This form must be submitted to ODOT no later than January 16, 2010, or county mileage will be certified by default based on the best information available.

The total length of county maintained public roads in HURON County was 226.43 miles as of December 31, 2009,

as certified by the Board of County Commissioners and/or reported by the Director of Transportation in accordance with the provisions specified in Section 4501.04 of the Ohio Revised Code.

Consider all mileage changes that occurred in CY 2009 and determine the net increase or decrease in mileage. Add the net change to the 2008 certified mileage above and fill in the new total below.

We the undersigned, hereby certify that as of December 31, 2009,

the county was responsible for maintaining 226.43 miles of public road.

<u>Gary W. Bauer</u> Signature of President of Board of County Commissioners	<u>1/5/10</u> Date
<u>Mike Adelman</u> Commissioner Signature	<u>1-5-10</u> Date
<u>Larry J. Silcox</u> Commissioner Signature	<u>1-5-10</u> Date
<u>James B. Howard</u> County Engineer Signature	<u>1/29/10</u> Date

Comments:

Please return a completed, signed copy of this form along with proper documentation of any changes made to:

Ohio Department of Transportation
Office of Innovation, Partnerships and Energy
1900 West Broad St., 2nd Floor
Columbus, Ohio 43223
Attn: Michael Greenwood (614) 466-2852

10-012

IN THE MATTER APPROVING VOLUNTARY REDUCTION OF HOURS AGREEMENT

Mike Adelman moved the adoption of the following resolution:

WHEREAS, HB 1 authorized counties to implement a mandatory cost savings program allowing mandatory furloughs up to a maximum of 80 hours during the 2010 State fiscal year and up to a maximum of 80 hours during the 2011 State fiscal year; and

WHEREAS, those offices that have been closed four hours per week since September 4, 2009, the maximum number of furlough hours for classified employees will be exhausted effective January 15, 2010; and

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WHEREAS, furloughs for unclassified employees can continue beyond that date, any further reduction in hours for classified employees from January 16, 2010 until July 1, 2010 can only be enacted on a voluntary basis;

WHEREAS, the Board of Huron County Commissioners desires to implement a “Voluntary Reduction of Hours” agreement for classified employees; now therefore

BE IT RESOLVED, that the Board of Huron County Commissioners approves a “Voluntary Reduction of Hours” agreement as attached hereto and incorporated herein: 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.

Larry J. Silcox seconded the motion. The roll being called upon its adoption, the vote resulted as follows:

Aye – Mike Adelman

Aye – Gary W. Bauer

Aye – Larry J. Silcox

HURON COUNTY VOLUNTARY REDUCTION OF HOURS AGREEMENT

Employee Name: _____

County Office/Department: _____

- A. I wish to voluntarily reduce the number of my work hours. A voluntary reduction of hours means that:
1. I will work less hours over the course of a pay period; and
 2. I will work at the same pay rate, but my paycheck will be reduced as a result of the lesser hours.
 - 3.
- B. I understand that if I agree to this voluntary reduction of hours that
1. I will accrue vacation leave at the same annual rate (2 weeks/year, 3 weeks/year, 4 weeks/year, or 5 weeks/year) prorated per pay period; and
 2. I will accrue sick leave at the same annual rate (full-time: 4.6 hours/pay period x 26 pay periods = 119.6 hours sick leave per year) prorated per pay period; and
 3. the voluntary reduction of hours will not affect my eligibility to participate in the Huron County Health Insurance Plan or my contribution rate; and
 4. the voluntary reduction of hours does not make me eligible for unemployment.
- C. Further, I understand that
1. this voluntary reduction of hours does not violate my rights as a classified civil service employee under the law or I waive any violation; and
 2. this reduction of hours will not adversely affect my seniority, longevity, or other benefit to which I am entitled, other than those addressed above; and
 3. I may request how the reduction of hours will be implemented on my work schedule. The Appointing Authority will consider my request, but is not required to honor my request. The decision of how my work schedule is reduced is at the sole discretion of my Appointing Authority; and
 4. the hours may be reinstated earlier than planned at the discretion of my Appointing Authority. If the hours are to be reinstated early, I will be given no less than 20 prior days notice in writing.
- D. I acknowledge that I have had the opportunity to discuss this matter with my direct supervisor, with my family, and with any counsel I choose to consult.

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E. I wish to take a reduction of hours as follows:

From _____ hours per _____ To: _____ hours per _____

During the time period starting _____ and ending _____

Employee's Signature: _____

Print Name: _____

Date: _____

Appointing Authority's Signature: _____ Date: _____

Routing: Accounting – original
Employee's Personnel File – copy
Employee - copy

IN THE MATTER OF PROCLAMATION

WHEREAS, high school athletic programs throughout the Huron County schools do much to promote our youth; and

WHEREAS, such programs have produced championship teams and individuals in which all residents of the county may take much pride; and

WHEREAS, these teams and individual achievements shall not go unheralded in the public eye; and

WHEREAS, the Huron County Commissioners do desire to recognize the St. Paul High School Football Team for their achievements as Undefeated (15-0); Firelands Conference Champions; Division VI Region 21 Champions and Division VI State Champions;

NOW THEREFORE BE IT RESOLVED, that the Board of Huron County Commissioners hereby honors and commends the members listed below:

- | | | | | |
|-------------------|-----------------|--------------------|---------------------|-------------------------------|
| Justin Stoll | Eric Bradt | Dustin Roth | Noah Llewellyn | Allison Stephens |
| Shawn Dankelson | Daniel Tracht | Joe Hemenway | Spencer Byrd | |
| Danny Ross | Adam Smith | Zack Miller | JP Pressly | Coach: John Livengood |
| Alaric Newcomer | Mitchell Gross | Justin Fulton | Devin McFadden | |
| Brian Roberts | Kyle Brake | Ben Jenkins | Alex Rospert | Assistant Coaches: |
| Eric Schwieterman | Anthony Ghazoul | Mike Spettel | Austin Weisenberger | Jeremy Bliss |
| Kurt Walliser | CJ Livengood | Brad Metcalfe | Erik Stanbery | Tom Baker |
| Brad Doughty | Daren Smith | Taylor Schaffer | Justin Wilde | Jim Carper |
| Ian Welch | Alex Foster | Brandon Kraft | Jim Roth | Larry Fisher |
| Tyler Dilger | Brian Griffin | Derek Kraft | | Jay Lukasko |
| Connor Smith | Michael Griffin | Kyle Bundschuh | Managers | Bill Roberts |
| Zach Service | Isaac Livengood | Darren Hainline | Robin Stephens | Dean Shelley |
| Jack Fisher | Joe Schafer | Joel Boose | Kayla Moore | Pete Welch |
| Jason Duffey | Alex Simon | Kevin Cannon | Amber Pressly | Mike Niedzwiecki |
| Andrew Schild | Josh Jaworski | Kevin Rospert | Regina Doss | |
| Jared Fries | Hayden Service | Christopher Morgan | Maddie Graham | Trainer: Brian Siddall |

Cheerleaders: Heather Matso, Bailey Whitehead, Nicole Lieber, Brooke Theisen, Lauren Barron.
Cheerleading Advisor: Jen Bundschuh

for their achievement and wish them the very best of luck in all their future endeavors; and further

BE IT RESOLVED, that the Board would also like to recognize the coaches, cheerleading advisors, band director, cheerleaders, team managers, and band members for a job well done.

IN WITNESS WHEREOF:

we have hereunto subscribed our names this 5th day of January, in the Year of Our Lord Two Thousand and Ten.

HURON COUNTY COMMISSIONERS

Mike Adelman, Gary W. Bauer, Larry J. Silcox

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Proclamation

TUESDAY

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WHEREAS, it shall be the mission of the Boards of Education of Huron County to provide all students with the best possible education; and

WHEREAS, the school board sets the direction for our community's public schools by envisioning the community's education future; and

WHEREAS, the school board sets policies and procedures to govern all aspects of school district operation; and

WHEREAS, the school board keeps attention focused on progress toward the school district's goals and maintains a two-way communications loop with all segments of the community; and

WHEREAS, serving on a school board requires an unselfish devotion of time and service to carry on the mission and business of the school district; and

WHEREAS, the school board must respond on behalf of the community to the educational needs of students;

WHEREAS, the school board voluntarily accepts the above-mentioned responsibilities;

NOW THEREFORE BE IT RESOLVED, that the Board of Huron County Commissioners does hereby proclaim January 2010 as School Board Recognition Month and encourages all residents of Huron County to publicly and privately thank the school board members from all school districts serving this county for their dedicated service to our children.

IN WITNESS WHEREOF

We have hereunto subscribed our names this 5th day of January in the year of our Lord, Two Thousand Ten.

HURON COUNTY COMMISSIONERS

Mike Adelman, Gary W. Bauer, Larry J. Silcox

IN THE MATTER OF TRAVEL

Larry J. Silcox moved to approve the following travel requests this day. Mike Adelman seconded the motion. The roll being called upon its adoption, the vote resulted as follows:

Aye – Mike Adelman
Aye – Gary W. Bauer
Aye – Larry J. Silcox

IN THE MATTER OF REQUEST FOR LEAVE

Bill Duncan/Dog Warden/Compensatory Time/8:30 a.m. – 12:00 noon December 30, 2009.

At 9:49 a.m. Larry J. Silcox moved to enter into **Executive Session ORC 121.22 (G) (4)** preparation for, conducting, or reviewing negotiations or bargaining sessions for public employees, concerning employee compensation or other terms and conditions of employment. Mike Adelman seconded the motion. The roll being called upon its adoption, the vote resulted as follows:

Aye – Mike Adelman
Aye – Gary W. Bauer
Aye – Larry J. Silcox

At 9:55 a.m. Larry J. Silcox moved to end executive session ORC 121.22 (G) (4). Mike Adelman seconded the motion. The roll being called upon its adoption, the vote resulted as follows:

Aye – Mike Adelman
Aye – Gary W. Bauer
Aye – Larry J. Silcox

OTHER BUSINESS

Larry Silcox referred to the article in the paper in regards to the pay outs in Erie County and the accrual of sick and vacation times.

Mike Adelman discussed the emails from Jason Roblin, EMA Director in regards to fines collected from the railroad and how it should be used. Mr. Adelman felt that the fines should be used in the township in which the fine was imposed. The board agreed.

At 10:00 a.m. Andy McDowell, Western Reserve Land Conservancy, field director, Firelands Office stated that the big swamp project in Fitchville Township is still moving forward and has received a resolution from the township trustees in favor of the project. Mr. McDowell stated that they are still negotiating with the owners on the price of the land, but plans are still in place to get the application in by January 13th. Mr. McDowell stated that he will keep the commissioners up to date on the status of the project.

10-011

IN THE MATTER OF SUPPORTING THE CLEVELAND MUSEUM OF NATURAL HISTORY'S CLEAN OHIO GRANT APPLICATION FOR THE BIG SWAMP PRESERVATION PROJECT

Mike Adelman moved the adoption of the following resolution:

WHEREAS, the Board of Huron County Board of Commissioners recognizes the wishes to preserve open space, protect water quality, and create opportunities for passive outdoor recreation; and

WHEREAS, the proposed project site, located entirely in Huron County, provides important natural habitat for plant and animal species, including several State-listed rare species and

WHEREAS, preservation of the wetlands on site will help protect and maintain ground water supplies and water quality within the Vermillion River Watershed; and

WHEREAS, the proposed Big Swamp project site will help maintain the amount of greenspace in Huron County; and

WHEREAS, the Huron County Board of Commissioners concurs with the goals of the Cleveland Museum of Natural History to preserve, conserve, and protect the natural features of Huron County and to provide the opportunity for enjoyment and appreciation of those natural resources; now therefore

BE IT RESOLVED, that the Huron County Board of Commissioners supports the Cleveland Museum of Natural History's application to the Clean Ohio Conservation Fund for the Big Swamp Preservation Project; 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.

Larry J. Silcox seconded the motion. The roll being called upon its adoption, the vote resulted as follows:

Aye – Mike Adelman

Aye – Gary W. Bauer

Aye –Larry J. Silcox

SIGNING

RE: REQUEST FOR QUALIFICATIONS/PROPOSALS

To Whom It May Concern:

Huron County is requesting qualifications from qualified Consultants to provide Engineering and Planning Services for various State and Federal Programs including the CDBG Community Development

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Program and the Community Housing Improvement Program from January 1, 2010 through February 28, 2013.

Huron County may need the services of more than one Consulting Firm for various State, Federal and Local Projects.

Interested firms and individuals can obtain the required scope of services at the offices of the Huron County Commissioners, 180 Milan Ave., Norwalk, Ohio 44857, Monday through Thursday between the hours of 8:00 a.m. and 4:30 p.m., Friday 8:00 a.m. – 12:00 p.m.

Statements shall be submitted no later than January 19, 2010 at 10:00 a.m.

Huron County reserves the right to reject any or all proposals and to accept more than one proposal if deemed most favorable to the specific project.

Huron County is an Equal Opportunity Employer.

Respectfully,
Gary W. Bauer, President
Huron County Commissioners

HURON COUNTY
RFQ/RFP – CHIP including PRE-APPLICATION PLANNING
CDBG COMMUNITY DEVELOPMENT PROGRAM
SPECIFICATIONS FOR
REQUEST FOR CONSULTANT QUALIFICATIONS/PROPOSAL

Consultant qualifications/proposal shall be received at the office of the Huron County Commissioners, Gary W. Bauer, President, 180 Milan Ave., Norwalk, Ohio 44857, no later than 10:00 a.m. on Tuesday, January 19, 2010.

I. GENERAL SCOPE OF SERVICES

A. PLANNING AND GRANTSMANSHIP

1. Assist in preparation of grant applications for various State, and Federal Programs including Community Development Block Grant (“CDBG”) Community Development Programs and Community Housing Improvement Program (“CHIP”); preparation of CHIP Pre-Application Planning Committee documents as required by ODOT.

2. Administration duties required by CHIP and CDBG Programs including environmental assessment files; performance reports; grant amendments if necessary; project closeouts; implementation of housing rehab programs.

II. SPECIFIC ITEMS TO ADDRESS

Qualification and Experience Statements must address the following factors, which will be used as evaluation criteria for selection:

1. Experience in the Administration of CDBG and CHIP Programs and other Federal Programs; experience in preparation of CHIS and CHIS update documents as well as CHIP Pre-application Planning process.

2. Professional Architectural/Engineering Qualifications of the Firm, Resumes and training certificates of Key Personnel including hourly rate of staff involved, and typical fees for CHIP administration and implementation and/or CDBG Economic Development administration and implementation, and CDBG Formula programs.

3. Familiarity of the Firm with the type of services to be performed.

4. Experience working with projects involving the Administration and implementation of Federal and/or State Funds.

5. Past Record of Performance on Contracts related to Federal or State Grants or similar Services.

6. Past Record of Performance in Relation to Architectural and Engineering Services on Federal, State and Local Programs.

7. Ability or capacity of the Firm to perform work within the time limitation as defined by the specific grant, taking into consideration the current and planned work load of the Firm.

Furnish list of CDBG and CHIP Projects and/or other Federal, State and Local Programs that your Firm has been involved.

Furnish lead licenses of staff involved in lead risk assessment, lead rehabilitation specifications and lead

clearance.

Huron County has the Right to interview any or all Consultants and select the firm based upon review and analysis of the qualification statement. Huron County will enter into a contract with the responsible offeror or offerors whose qualifications will be most advantageous to the specific project and subject to negotiations at fair and reasonable compensation with the responsible offeror. The most qualified consultant for each project will be selected.

It must be noted that certain services requested will be paid with CDBG and/or HOME funds. The maximum amount of any contract with the consultant will be limited to the amounts governed by CDBG and HOME requirements. Contracts awarded for administration and implementation of CHIP grants will be for one grant only. Multi-year contracts will not be possible for CHIP grants.

III. PRELIMINARY PROJECT SCOPES

The following is an example of the scope of work.

SCOPE OF SERVICES FOR CHIP

1. Preparation of Environmental Reviews in compliance with the requirements of 24 CFR Part 58.
 2. Provide assistance to Huron County staff, as needed, with housing inspections, cost estimates, work write-ups and bidding procedures.
 3. Program Management including determination of applicant eligibility, ranking of eligible applicants, change orders, work quality, file maintenance and record keeping requirements, compliance and reporting requirements.
 4. Meet with local lenders and market the Homebuyer Acquisition Assistance Program.
 5. Resolve Owner/Contractor issues.
 6. Provide the County with Homeowner Acquisition Assistance Program Manual and program guidelines, which develop implementation procedures, policies, and criteria for lenders to follow in making down payment assistance.
 7. Provide the County with Housing Rehabilitation Program Manual and program guidelines, which include program design, implementation procedures, forms and specifications to meet OHCP Program requirements.
 9. Meet with program participants on a regular basis and attend public meetings.
- Implementation of Lead Based Paint Hazard Reduction Requirements.
Preparation of CHIS document, Update or Pre-application Planning documents.

SCOPE OF SERVICES FOR CDBG PROJECT

1. Preparation of Environmental Reviews in compliance with the requirements of 24 CFR Part 58.
2. Provide assistance to County staff, as needed, with inspections, cost estimates, work write-ups and bidding procedures.
3. Provide on-going day-to-day technical assistance to County staff, as required, on change orders, work quality, file maintenance and record keeping requirements, compliance and reporting requirements, and program management.
4. Assist in resolving Contractor issues.
5. Provide the County with program guidelines, which include program design, implementation procedures, forms and specifications to meet OHCP Program requirements.
6. Meet with program participants on a regular basis and attend public meetings.
7. Provide design services (Architectural, Civil, Electrical, Mechanical, and Structural); Construction Procurement Services (Bidding, pre-bid meeting, questions, bid opening, review of Bids, and Recommendation of Award); and Contract administration (Contract preparation, pre-construction meeting, assistance with submittal and pay request review, periodic site visitation, and project close out) for the specific project.

CONSULTANT: _____ DATE: _____

REQUEST FOR CONSULTANT QUALIFICATION STATEMENT/PROPOSAL RATING SHEET

<u>ITEM</u>	POSSIBLE POINTS	POINTS GIVEN	COMMENTS
1. Experience in the Administration of CDBG and CHIP Programs and other Federal Programs.	20		
2. Professional Qualifications of the Firm and Resumes of Key Personnel including hourly rate of staff involved, and typical fees for CHIP			

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administration and implementation and/or CDBG Community Development and Economic Development administration and implementation.	10		
3. Familiarity of the Firm with the type of services to be performed.	10		
4. Experience working with projects involving the Administration and implementation of Federal and/or State Funds.	10		
5. Past Record of Performance on Contracts related to Federal or State Grants or similar Services.	10		
6. Past Record of Performance in Relation to Architecture and Engineering Services on Federal and State Programs.	10		
7. Ability or capacity of the Firm to perform work within the time limitation as defined by the specific grant, taking into consideration the current and planned work load of the Firm.	20		
8. Furnish list of CDBG and CHIP Projects, and/or other Federal, State and Local Programs that your Firm has been involved.	10		
9. Bonus Points			

Ranked by: _____

At 10:08 a.m. Larry J. Silcox moved to adjourn. Mike Adelman seconded the motion. The meeting stood adjourned.

IN THE MATTER OF OPEN SESSION

The Huron County Commissioners hereby attest that all actions and deliberations of the Board legally required to be public were conducted in an open session on this date and that the foregoing minutes represent the official action of the Board.

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, 2010.

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 10:08 a.m.

Signatures on File