



Portage County Board of Commissioners
Meeting Minutes

449 South Meridian Street
Ravenna, OH 44266
<http://www.co.portage.oh.us>

Amy Hutchinson, Clerk
330-297-3600

Tuesday, July 26, 2022

9:00 AM

Commissioners' Board Room

The following meeting minutes are summarized. Audio recordings and backup material are available in accordance with the Commissioners' Agenda and Audio Recording Retention Schedule.
Please contact the Commissioners' Office for specific details.

The Portage County Board of Commissioners' meeting came to order in the Commissioners' Boardroom located at 449 South Meridian Street, Ravenna, Ohio, with the following members present:

Attendee Name	Title	Status
Sabrina Christian-Bennett	President	Present
Anthony J. Badalamenti	Vice President	Present
Vicki A. Kline	Board Member	Present

Also attending throughout the day County Administrator Michelle Crombie, Department of Budget and Financial Management Director Joe Harris, and Mike Tinlin

GRANTS ADMINISTRATOR

Present: Allison Diehl

Discussion:

1. Quarterly ARPA Review

a. Project updates spreadsheet

Ms. Diehl noted we don't have any new requests at this time, but I still wanted to go through everything just so you know where everything stands. So, items that have been completed are: the Solid Waste trucks, the bulbs for EMA, hiring Bricker and Eckler for ARPA administrative needs, grants administrator training, and OpenGov software for the Building Department.

b. Nonprofit update

The first piece is the nonprofit funding (\$1 million dollars) and applications will be reviewed following the August 19th deadline. I know of at least three more that will be coming in and we already have five. It is a competitive grant and a lot of people are really excited about the opportunity.

Commissioner Badalamenti asked if a business is awarded funding, do they need to report back to us exactly what they spent the money on? Ms. Diehl responded yes, there will be a lot of sub-recipient monitoring. So if you hear of anyone that's looking for this, just send them my way, because I want to make sure that everybody is filling out that application, because if they don't fill out the application, we can't consider them.

For the people watching our video, the link is still on our webpage for Portage County Non-Profit funding:

<https://www.portagecounty-oh.gov/home/news/portage-county-nonprofit-funding>

Administrator Crombie asked about the criteria Ms. Diehl will be using to grade each request, and noted every request needs to have a cover sheet and needs to be graded the same way. Commissioner Christian-Bennett noted the projects will be scored and presented to us with a recommendation. Ms. Diehl will have Bricker and Ecker review the applications to ensure they would be eligible for ARPA funding.

c. Funds Remaining

We have \$10 million set aside to offset payroll and we are still waiting on the final quote for the electronic payroll software.

The next 5 are Water Resources projects and we just received the line item budgets from them, so we'll be able to move forward with the projects soon.

The last two, Hannum Crossing Sewer Rehab and Rivermoor Crossing, Water Resources Department mentioned there are one or two other sewer projects that would benefit more from ARPA funding, so they will be making a couple changes to Hannum Crossing and Rivermoor and soon as I have that information, I will bring that to the Board.

Commissioner Christian-Bennett asked if anything has been allotted for the Chinn Allotment project and Ms. Diehl responded no. Commissioner Christian-Bennett mentioned they've applied for a lot of grants for Chinn and received several and Ms. Diehl noted they've received funding from the EPA for that project.

The next piece is the Emergency Operation Center and we passed that resolution last week. We are currently working on finalizing the line item budget with EMA, that way we can get the ball rolling on that.

Broadband: we have 458 surveys returned, which is great news. That's all information that we're able to take back to Spectrum to ensure we're covering as many citizens as we can. The survey is accessible to everyone through the Office of Homeland Security and Emergency Management's website (<https://www.portagecounty-oh.gov/homeland-security-emergency-management/webforms/residential-broadband-survey>).

Spectrum, (Charter) has been notified that they will be the vendor that we're working with.

MARCs Towers: We are waiting for the Treasury and the State Auditor to review. There are several items with the towers, where once we have them installed, they would need to be transferred over to the State so that the State can handle the maintenance, but we want to make sure that if we're spending ARPA money on this, that we're allowed to do that and the Treasury and the State Auditor can help us make sure we're in compliance. So we're waiting on that information for them before we can move forward with that.

Consulates for Dispatch: We're waiting on a final quote and then we'll be able to get the radio equipment.

Cybersecurity Upgrades: We are waiting on the final quotes from IT Director Alger and then we'll be able to move forward.

Juvenile Court: We need the engineer or the architect to sign off on every piece of the design that works the CDC requirements and would then qualify for ARPA. So when they're expanding a room, we need to make sure that they're expanding it to accommodate COVID guidelines from the CDC, but they're going to be able to figure that out and then they can provide their seal of approval on the design. Ms. Diehl is unsure if it will be the full \$809,000 so we have to wait until the seal becomes available.

Electronic Signature Software (DocuSign): Once we have confirmation on price, we can get the memo and move forward.

That brings the **total to \$30,385,950**. So with that in mind, it is my recommendation that we pause any more internal requests that are coming in because when you see this list, these are all really big projects, and 90% of them haven't broken ground yet.

Commissioner Christian-Bennett asked if there's a 10% contingency being held for the projects and Ms. Diehl replied the Emergency Operations Center (EOC) has that listed in their quote, but I'm not 100% sure about the water projects.

Commissioner Badalamenti noted on the EOC project, on pieces of the design that applied to HVAC, is that different than it is now and Ms. Diehl responded yes, after consulting with Bricker and Eckler, we were able to find out that we can use ARPA funding for the whole EOC project.

Commissioner Badalamenti asked if \$1 million dollars for the non-profit entities are included in the \$30,385,950 and Ms. Diehl replied it is included.

Ms. Diehl asked if the Board is in agreement to pause any additional spending requests and the Board agreed.

Commissioner Christian-Bennett gave a public shout-out to Ms. Diehl for doing such an amazing job on behalf of the County and outside agencies and the Board readily agreed.

Grants
Admin

ARPA Funds Use

Updated: 2/25/2022

Project	Cost	Status	Estimated Completion	Project Code
Solid Waste, Trucks for curbside recycling	\$705,995	Complete	Complete	SWD01
Building Dept, OpenGov Software	\$196,884	Complete		BLG01
EMA, UV-C bulbs for sanitization	\$1,635	Complete		EMA01
Hiring Bricker and Eckler for ARPA administration needs	\$25,000	Complete		DBR01
Grant Administrator training	\$5,263	Complete		COM01
Nonprofit funding	\$1,000,000	Applications will be reviewed following Aug 19th deadline		COM02
Offset payroll	\$10,000,000	Getting memo from Bricker	Ongoing	COM03
Payroll software	\$150,000	Waiting on final quote from Lloyd		COM04
Streetborn Wastewater Treatment	\$1,500,000	Line item budget received, can allocate funds	Complete by June 2023	WTR01
Plant Sludge Dryer		Line item budget received, can allocate funds	Complete by Summer 2024	WTR02
Portage County Water Storage Tank Improvements	\$4,000,000	Line item budget received, can allocate funds	Complete by Summer 2023	WTR03
Wastewater Pump Stations Improvements	\$1,100,000	Line item budget received, can allocate funds	Underway before end of 2022	WTR04
Randolph Wastewater Treatment Plant Membrane Filter	\$300,000	Line item budget received, can allocate funds	Complete by Sept 2022	WTR05
Bolingbrook Sewer Rehabilitation	\$500,000	WR will be changing location, waiting on update from WR	Complete by Oct 2022	hold
Hannum Crossing Sewer Rehabilitation	\$250,000	WR will be changing location, waiting on update from WR	Complete by Dec 2022	hold
Rivermoor Crossing Sewer Rehabilitation	\$350,000	Resolution passed, finalizing line item budget with EMA		EMA02
Emergency Operations Center	\$4,593,722	458 surveys returned, Spectrum has been notified, getting memo from		EMA03
Broadband	\$1,100,000	Waiting on Treasury to review, then will go to state for review		EMA04
MARCS Towers (3)	\$3,000,000	Waiting on final quote		SHB02
Comedettes for Dispatch	\$500,000	Waiting on quotes from Lloyd		ITE01
Cybersecurity upgrades	\$300,000	Waiting on engineer/architect to review design and give seal of approval		JUV01
Juvenile Court Renovations	\$809,451	Need confirmation on prior then memo can be acquired		COM05
Electronic signature software	\$10,000			

Total \$30,985,950

Total ARPA allocation: funds allocated \$30,985,950

=funds remaining = \$1,171,166

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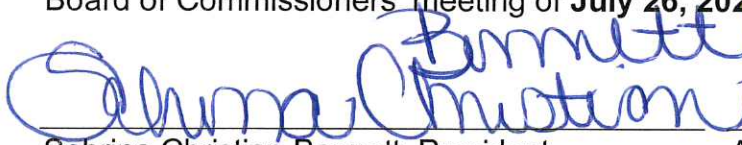
Commissioner Christian-Bennett mentioned she was contacted by Mr. Dockas and they will be bringing the Noble Veterans Wall to Aurora in June 2023 and he will be contacting us in the next couple of months to come in to discuss.

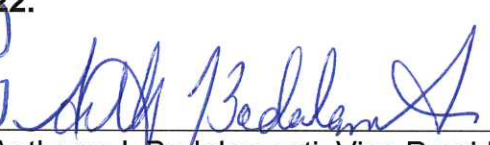
Motion: by Commissioner Christian-Bennett, seconded by Commissioner Kline that the Board adjourns the Meeting of **July 26, 2022, at 9:14 AM.**

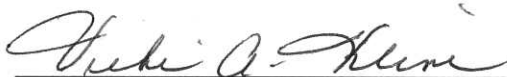
All in Favor: Commissioner Christian-Bennett, Yea; Commissioner Kline, Yea;
Commissioner Badalamenti, Yea;


Motion Carries

We do hereby certify that the foregoing is a true and correct record of the Portage County Board of Commissioners' meeting of **July 26, 2022.**


Sabrina Christian-Bennett, President


Anthony J. Badalamenti, Vice President


Vicki A. Kline, Board Member


Amy Hutchinson, Clerk