



Portage County Board of Commissioners

Regular Meeting

~ Minutes ~

0020

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

Amy Hutchinson, Clerk
330-297-3600

Tuesday, March 6, 2018

9:31 AM

Commissioners' Board Room

*The Commissioners' meeting minutes are summarized; there is an audio recording available.
Please contact the Commissioners' Office for specific details.*

The Portage County Board of Commissioners' meeting came to order with the following members present:

Attendee Name	Title	Status
Vicki A. Kline	President	Present
Sabrina Christian-Bennett	Vice President	Present
Mike Kerrigan	Board Member	Attending 10:13 AM

Also attending throughout the day Department of Budget and Financial Management Director Todd Bragg, Internal Services Director JoAnn Townend, and Record Courier Reporter Matt Merchant.

Commissioner Christian-Bennett explained during the work sessions, it would be in the Board's best interest to have either Department of Budget & Financial Management Director Todd Bragg or Internal Services Director JoAnn Townend present and to have Director Townend help with the preparation of the Agenda.

- Appendices for Board Appointments Application:
 - Staff is still compiling a list of e-mails for Commissioner Kline's use.
 - Director Townend will provide separate listing for internal appointments and external appointments.
- Board Appointments Criminal Records Policy
 - Commissioner Christian-Bennett will contact the County Commissioners' Association of Ohio for a sample template or policy.
 - The Policy should include wording that the Criminal Records Checks are valid for a certain number of years.
 - Are County employees exceptions to Criminal Records check – the resolution may need to be amended and the policy should include some type of verbiage that addresses this.

Additional Discussion for Board Appointments:

- Commissioner Christian-Bennett asked if the Board needs to do background checks on each Commissioner or its yearly representatives as it will be very costly to the Portage County taxpayers.
- Commissioner Kline feels there should be an exception for County employees.
- Commissioner Christian-Bennett noted the Board shouldn't have adopted Resolution No. 18-0137 without having the application and a policy in place first.

- Commissioner Kline pointed out the Resolution may need to be amended.
- Freedom Secondary Railroad
 - Commissioner Kline noted whoever receives the money for the railroad should pay the expenses.
 - Director Bragg explained if the Board abandons the railroad, for liability reasons, it would need to be removed.
 - The Board received a March 1, 2018 correspondence from the Ohio Rail Development Commission, inviting the Board to submit projects for funding consideration for rail improvements – Deadline to apply, March 30, 2018.
 - The Board agreed it should apply for funding even if the Board decides not to keep the railroad, as it would make it more valuable in the long run.
 - Director Bragg pointed out the Board will need to know what is applying for so there is a need for discussions with Akron Barberton Cluster (ABC) Railway for a rough estimate of what it will cost to get the spur active.
 - The Board will need to renegotiate the Operating Agreement with ABC Railway.
 - Commissioner Christian-Bennett will contact Attorney Chris Meduri (Prosecutor's Office) advising this project should be on hold pending additional research.
 - Commissioner Christian-Bennett will contact Mr. Harner today to provide an update.
 - Commissioner Christian-Bennett also suggesting having Mr. Harner lease directly from ABC Railway.
 - Director Bragg pointed out ABC may be able to calculate how many rail cars are needed to move Mr. Harner's estimate of 90 tons one year and 130 tons of material the following year.
 - Director Townend suggests adding receipt of quarterly reports into the new Operating Agreement.
 - Commissioner Christian-Bennett suggests the County use its own Operating Agreement as opposed to what has been used in the past.

The Board agreed to do the following:

- (1) Meet with ABC Railway to get a rough estimate of repairs for the spur area only (because the rest of the track is being used) in order to apply for grant funding.
- (2) Have ABC Railway schedule time with the Board, Director Townend and Director Bragg to drive the entire railway area to see if it's functional. Director Townend will schedule.
- (3) Get a listing of revenue ABC Railway has been receiving from the rail – Director Townend to investigate.
- (4) Contact Smurfit Stone to see what they are being charged for shipping costs, how much do they utilize rail as opposed to truck, and how important the rail is to their business – **Hold until after hearing from ABC Railway.**

3/6/18

Freedom RR quick 5 year summary

2004 County Assumed Ownership. Agreed to assume debt payments on UDAG loan totaling \$200,000

Expenses

Jan. 2013	31,017	Day St. storm drain repair
June, 2013	177,882	Property owned by the county 'exchanged' for forgiveness on the UDAG loan
Nov. 2014	12,452	Crossing repairs at Red brush and Ravenna Rd.
2014		Chestnut St repairs (?)
Fall 2016	74,494	Culvert repairs
2016	4,346	Taxes
2017	4,321	Taxes
2018	4,668	Taxes
	<u>309,180</u>	

We have 6(?) crossings, estimated at \$15,000 per crossing every 15~20 years

We have no count on 'other' infrastructure, storm drains etc.

Revenue

2,841	2013
1,341	2014
0	2015
1,760	2016 Includes 2015's \$880
<u>880</u>	2017
6,822	
<u>+ 880</u>	Expect \$880 in 2018 from an automatically renewing lease with 'Clear Channel'
7,702	

Costs less UDAG average \$25,859 for the past 5 years.

Revenues per year are currently at \$880

- Veterans Day Ceremony
 - Director Townend will schedule a meeting with Rich McClellan (Veteran Services), Commissioner Christian-Bennett, Amy Hutchinson and Director Townend to discuss and help facilitate the event on November 11, 2018 (March 14, 2018).
 - The Board would like a scaled down version of what has been done in the past, similar to the City of Kent's event.
- Administration Building Security
 - Mr. Brown from Metro Security will provide a quote for three different time frames for armed guard services at the Portage County Administration Building.
 - Metro Security currently provides security services for the Riddle Block.
- Hills Pond Dam
 - The Board agreed this project shouldn't be assigned to Jim Greener and Commissioner Christian-Bennett has spoken to Director Townend about it and the project is moving forward with the consultants.
- Staff Meeting with Department Heads
 - The Board agreed to meet quarterly with its Directors on Tuesdays. Director Townend will schedule.
 - Remove from Pending List.
- Motor Pool and Riddle Block Roofs
 - The Motor Pool roof is being replaced using Building Maintenance Upgrade funding and NOPEC money will be used for the Riddle Block.
- Website Changes / Additions

The Commissioners viewed and discussed the Commissioners' new website page and agreed to have Shannon Jenkins, from Information Technology Services, make several minor changes.
- Regional Planning Commission move:
 - Still waiting on appraisal for the building.
 - The Board discussed moving other departments around in order to accommodate the Regional Planning Commission's move to the Administration Building.
 - The Board will discuss further next week.

To Do

1. Building Department Fee Schedule
2. Comprehensive Economic Development Plan
3. County Administrator / Review 2017 Reorganization
4. Employee Evaluations
5. Microfilming Process
6. New / Renovate Facilities (Comprehensive Space Planning)
 - 6th Floor Admin Bldg

- Airport
 - Board of Elections / Shared Conference Room
 - Combined Motor Pool / Solid Waste / Water Resources Facility
 - JFS / One-Stop
7. Rail Segment (Freedom Secondary Rail)
 8. Regional Planning Move (Admin Bldg Floors 3, 6 & 7?)

OLD BUSINESS:

- Review of ongoing projects/priority list
- Choose discussion topic for next week – Veterans Day and Building Security

JAIL EXPANSION/RENOVATION PROJECT

Present: Dale Kelly, Sheriff's Office; Garry McAnally, Wachtel and McAnally; Jason Woehrle, Grainger; Bob Symsek and Karen Marlo, Sheriff's Office, Daniel Burns

The Board met with the jail expansion/renovation team to discuss the Portage County Justice Center addition and renovation project requested alternates (highlighted in yellow).

PORTAGE COUNTY JUSTICE CENTER ADDITION AND RENOVATION PROJECT REQUESTED ALTERNATES (HIGHLIGHTED IN YELLOW)

		Original Estimate From DD 12/20/17	GMP Final Doc 3/5/2018
1	Rework/replace- HVAC, plumbing, lighting, power and systems for a new control area for combined male medium housing	\$ 389,106.00	\$ 388,906.00
2	Replace 4,000 MBH boilers & makeup waterstation and valves	\$ 1,023,000.00	\$ 843,521.00
	Replace 100 gallon heating water expansion tank		
	Add exhaust fan to mechanical room to meet code requirements for refrigerant leak evacuation		
	Replace existing makeup air unit serving the sally port		
	Replace existing 225 ton chillers		
	Replace 50 gallon chilled water expansion tank		
	Replace old domestic hot water boiler with equal		
	Replace both domestic hot water storage tanks		
	Replace recirculation pumps		
	Replace domestic hot water expansion tank		
	Rework/replace power wiring for above		
3	New parking lot areas:	\$ 144,625.00	\$ 218,900.00
	Provide additional site lighting for front (west) parking lot		
	Relocate existing site light in revised back (east) parking lot		
4	Mill and resurfact all existing asphalt	\$ 103,347.00	\$ 135,000.00
5	Rework existing HVAC devices (and branch duct as required) above/in new corridor ceilings	\$ 138,487.00	\$ 89,150.00
	Replace existing water piping above new corridor ceilings		
	Rework existing sprinkler heads (and branch piping as required) above/in new corridor ceilings		
	Rework existing lighting (and branch circuitry as required) above in new corridor ceilings		
6	Shower screen walls & doors in existing housing units	\$ 188,752.00	\$ 46,290.00
7	Provide complete lightning protection on base bid building	\$ 43,400.00	-----
8	Provide high performance epoxy floor and wall coating systems at all new inmate showers	\$ 37,200.00	\$ 44,050.00
9	Provide new dayroom sinks at existing housing units	\$ 37,413.00	\$ 132,057.00
10	Provide new kitchen equipment (steamer, gas range, floor mixer)	\$ 93,031.00	\$ 45,325.00
11	Provide manual reset toilet overflow preventers at all new cells	\$ 37,200.00	\$ 28,603.00
12	Provide a new 900KW diesel generator in lieu of the base bid 350KW diesel generator	\$ 155,000.00	-----
	Provide 3000A paralleling gear, linking the existing 900KW diesel generator with the new 900KW diesel generator		
	Update controls for the existing 900KW generator for paralleling		
13	Provide LED lighting in place of fluorescent lighting	Included in base bid	Included in base bid

14	DELETED	DELETED	DELETED
15	Provide concertina wire in lieu of barbed wire		
16	Provide 20 year EPDM roofing warranty		\$ 3,000.00
17	Provide 3D BIM coordination		
18	DELETED - Fully grout all cell divider and front CMU walls at the addition (this alternate not needed if 19 is taken)		DELETED
19	Provide #5 reinforcing vertically at 8" on center and fully grout all cell divider and front CMU walls at the addition (REQUIRED BY ADULT DETENTION)		\$ 41,740.00
20	Add #5 reinforcing vertically at 8" on center at housing pod divider walls (REQUIRED BY ADULT DETENTION)		\$ 35,240.00
21	Replace heating hot water piping (need shut offs)		\$ 135,655.00
	TOTAL AMOUNT OF ALTERNATES REQUESTED	\$ 2,390,561.00	\$ 2,187,437.00
	GRANGER CONSTRUCTION		
	CONSTRUCTION MANAGEMENT & GENERAL CONDITIONS		
	PRECONSTRUCTION FEE	\$ 60,591.00	
	CONSTRUCTION STAGE & STAFFING	\$ 649,902.00	
	GENERAL CONDITIONS	\$ 610,224.00	
	CONSTRUCTION COSTS AS BID	\$ 12,506,748.00	
	REQUESTED ALTERNATES TO ACCEPT	\$ 2,187,437.00	
	CONSTRUCTION SOFT COSTS		
	CONSTRUCTION BONDS	\$ 202,298.00	
	CONSTRUCTION CONTINGENCY (5%)	\$ 765,220.00	
	CM CONTINGENCY (1.5%)	\$ 229,566.00	
	CM FEE (3.5%)	\$ 600,299.00	
	GMP TOTAL FROM GRANGER	\$ 17,812,285.00	
	OWNER SOFT COSTS:		
	DESIGN FEES (8.75%)	\$ 1,471,531.00	
	SOIL BORINGS/SURVEY	\$ 30,000.00	
	LEGAL/FINACIAL	\$	
	PLAN REVIEW FEES	\$ 75,000.00	
	WATER & SEWER FEES	\$ 188,000.00	
	BODY SCANNER	\$ 200,000.00	
	F F & E	\$ 200,000.00	
	TOTAL OWNER SOFT COSTS	\$ 2,164,531.00	
	TOTAL PROJECT COSTS (GMP & OWNER SOFT COSTS)	\$ 19,976,816.00	

The Board also discussed the installation of a rooftop solar array at the Justice Center and Director Bragg will compile information provided by the CCAO during a previous meeting.

The Board agreed to move forward with the project and the next step is to get the proposal from GMP put together to be signed by the Board. Director Townend will prepare a resolution for Board consideration on Thursday.

The new jail addition should be completed at the end of April 2019 and the final completion date is scheduled on or about December 2, 2019.

Mr. Burns pointed out the Maintenance Department may want to get started on Number 2 on the chart as soon as possible.

Motion To: Adjourn the Official Meeting of March 6, 2018 at 11:45 AM

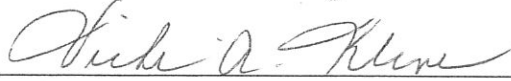
RESULT: ADOPTED [UNANIMOUS]

MOVED: Mike Kerrigan

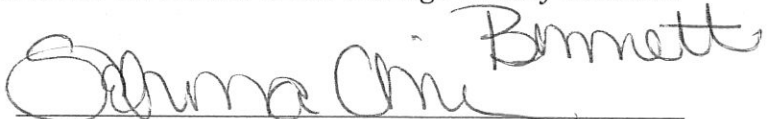
SECONDED: Vicki A. Kline

AYES: Sabrina Christian-Bennett, Mike Kerrigan, Vicki A. Kline

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



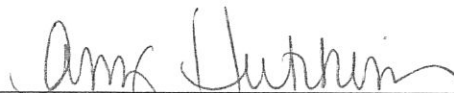
Vicki A. Kline, President



Sabrina Christian-Bennett, Vice President



Mike Kerrigan, Board Member



Amy Hutchinson, Clerk