

**MINUTES
BOARD OF ALLEN COUNTY
COMMISSIONERS**

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Board of Allen County Commissioners will be in session

Tuesday and Thursday and adjourn upon completion of business

DESCRIPTION	GENERAL SESSION
DATE	May 14, 2024
LOCATION	COMMISSIONER'S MEETING ROOM
	<p>** The Commissioner's office will be open for in-person meetings. Social distancing requirements shall still be maintained.</p> <p>Allen County residents may also join the meeting from a computer, tablet or smartphone.</p> <p>https://www.gotomeet.me/AllenCountyCommissioners</p> <p>You can also dial in using your phone. United States (Toll Free): <u>1 866 899 4679</u> United States: <u>+1 (571) 317-3116</u></p> <p>Access Code: 606-059-605</p>
	<p>PRESENT: Cory Noonan Brian Winegardner Beth Seibert</p>
TIME:	GENERAL SESSION - RECORDED
8:01 a.m.	<p>Month End Budget Update - Kelli Singhaus</p> <ul style="list-style-type: none"> • Review of Fund 3999 Debt Service • Review of Fund 1011 Reserve Account • Review of Medicaid Transition Fund • Review of Fund 2000 Paid Leave • Review of Fund 2410 RLF -loans are current • Review of Rent/Lease Revenue -all are current except for Public Defender -Kelli Singhaus has sent communication and waiting on response or payment

	<ul style="list-style-type: none"> • Review of Dispatch Billing -all are current • Review of Fund 2093 Conveyance Fee • Review of GDIF Fund • Review of Contingency Fund • Review of Ditch Funds • Review of General Fund -Discussion on elevated salary lines – Kelli Singhaus will have discussion with the Department Heads/Elected Officials to clarify the reasoning -review and discussion on other elevated line items -review and discussion on payment of items from IT Services line • Review of Cash Balance • Review of Capital Fund -Kelli Singhaus is continuing to work on the Capital Project spreadsheet -Kelli Singhaus has scheduled a meeting with Brian Mauk to discuss IT needs • Review of Fund 4022 Administration Building • Review of CSEA Building Fund • General discussion on the Administration Building budget • Discussion on moving funds from the Cash Balance to the Reserve Fund or Capital Fund -the Commissioners ask Kelli Singhaus to move \$532,777.05 from the Cash Balance to the Reserve Fund
<p>9:06 a.m.</p>	<p>RECESS</p>
<p>9:11 a.m.</p>	<p>Staff Update</p> <p>Kelli Singhaus—</p> <ul style="list-style-type: none"> • Discussion on funds being provided to the Allen County Fairgrounds for the Sheep and Goat Arena -Original funds set aside for project was \$180,000.00, however an invoice was received for \$181,250.00 -Kelli Singhaus had conversation with Troy Elwer and he stated the increased amount reflects a match for the Gun and Purse Raffle -Commissioners ask Kelli Singhaus to request a new invoice in the amount of the agreed upon \$180,000.00 • Discussion on Enterprise vehicles for Juvenile Court and Building and Grounds

-Sofia Clifton is continuing to working on the vehicle for Building and Grounds

-the vehicle for Juvenile Court does not need to be caged, so the vehicle proposed is a 2024 Chevy Malibu at a monthly lease of an estimated \$306.36 with an estimated Capital Gain applied of \$9,000.00 for a five (5) year lease

-Commissioners are in agreeance with moving forward with the lease of the 2024 Chevy Malibu

- **Discussion on leases with Enterprise due to expire this year**

-Enterprise is recommending an extension to leases for an additional 24 months and reevaluate at the end of term to obtain the best equity in the selling of the vehicles

-the monthly lease payments would increase for the extended months

-Kelli Singhaus will confirm moving forward with extended leases and ask if there is any penalty for terminating the lease early

Sofia Clifton—

- **Discussion on Activate Allen County membership**
-they are requesting a commitment form for 2025
-the Commissioners will communicate with Activate Allen County that it is too early to make a commitment for 2025 involvement and will reevaluate later in the year

- **Discussion on Workers Compensation Claim that is no longer employed by the County**
-it has been requested for the case to be heard in front of a full Commission in Columbus, which was denied

-Kurt Kaufman and Bugbee & Conkle is asking if the Commissioners would be in favor of making a claim for an appeal with Common Pleas Court to have the case heard

-Commissioners are in agreeance

Brittany Woods—

- **Discussion on needing to amend Resolution #388-24 due to the heading being incorrect for the Landeck Alley Vacation**

Commissioner Winegardner made a motion to approve Resolution #388-24A. Motion seconded by Commissioner Seibert. The roll was called and the resolution was approved unanimously.

- **Discussion on communication received from Van Wert County regarding the West Jennings Creek Project and advertising for bids**
-Commissioners ask Brittany Woods to communicate with Van Wert County that they believe a Joint Board meeting is needed to approve the date of bid opening
- **General discussion on placement of items on the agenda when Commissioners are in attendance but business is not being conducted**

Brian Winegardner—

- **Discussion on communication from State Auditor on required Fraud Training**
-sent a request to the State Auditor's Office for them to provide required training material
-State Auditor's Office stated that the training will be available in the next few months
-Brian Winegardner will further discuss with the County Auditor on how to move forward since the training is currently not available
- **Discussion on EMA Director position**
-working on developing interview questions for said position
-Brittany Woods will work on scheduling interviews once posting closes

Cory Noonan—

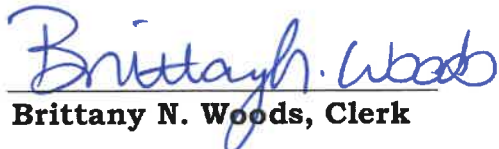
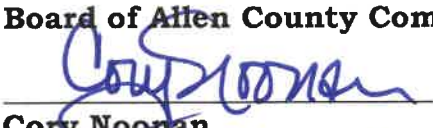


- **Received a call from Department of Job and Family Services requesting information on joining CEBCO Insurance**
-Joe Patton would like to discuss with the Commissioners
- **Will be attending the Civic Center Foundation Board meeting this week and will be reviewing and discussing a draft Memorandum of Understanding regarding any insurance costs and liability associated with the Amphitheater would be covered by the Foundation**
-CORSAs does not have any coverage for liquor, so the Foundation will have to have a separate policy to cover that distribution of liquor or will need to contract with the Civic Center for distribution with the Foundation holding the insurance for such
- **Discussion on potential state funding for possible development of 130 W. Elm Street**

-Commissioners will plan to update the Veterans Commission on possible development if funding is received from the State Capital Budget

Beth Seibert—

- **Provided an overview on recent Allen Economic Development Group Board meeting**
 - the Board discussed a contract with Marketing Essentials to review the Allen Economic Development Group website and the analytics of people who view said site**
 - it was determined that their website does have some flaws and there is a desire to connect their website with the County and City of Lima's website in the future**
 - Commissioner Seibert believes that there may be an ask for funding for these improvements as well as potentially a desire for improvements to the County's website**
- **Discussion on re-appointment of Brad Taylor to the Regional Transit Authority Board**
 - resolution will be placed on Thursday's agenda for approval**
- **Provided an overview of conversation with the County Engineer's Office regarding Stormwater Management**
 - have two (2) projects for two-stage ditches that will be under the bidding threshold of \$75,000.00 for construction and will be obtaining three (3) quotes to review**
 - discussion on potential Camden Ridge Maintenance District –Phase II will need to be petitioned to be combined with Phase I to create a Maintenance District**
 - discussion Stormwater and Sediment Control Regulations –recently held meetings with community developers to hear their thoughts on said regulations**
 - Community Development group believes that the County Engineer should not be concerned with stormwater plans for development on private property**
 - Joe Gearing is having difficulty with accepting As-Builds that come in with that theory—he would like to see bonding for items not in compliance, where the community developers do not want to implement bonding for such**
 - Commissioners would like to maintain the requirements of the Ohio Revised Code**

	<p style="text-align: center;">guidelines and not be more restrictive than the Ohio Revised Codes</p>
11:30 a.m.	RECESS
11:35 a.m.	<p>County Projects Discussion</p> <ul style="list-style-type: none"> • Brittany Woods received communication from the Ohio Department of Job and Family Services asking for an update on the Child Support Enforcement Agency renovation -Brittany Woods will respond that the County will be in contact once a temporary location is determined • General discussion on potential temporary location for Child Support Enforcement Agency during the renovation of current building • Discussion on the Administration Building Project -currently waiting on the bid documents to be finalized by WDC Group for legal review prior to going out for bid
11:44 a.m.	RECESS
1:00 p.m.	<p>Department of Job and Family Services Quarterly Update – Joe Patton</p> <ul style="list-style-type: none"> • Provided an overview of fiscal report • Provided an overview of recent Career Fair -920 Job Seekers attended -754 Seniors attended • Annual Directors Conference was held last week -provided an overview of information provided by Allen County • Discussion on possible transfer of assets from Department of Job and Family Services to the Commissioners -Josh Parker will work with Brittany Woods and the Auditors Office to process said transfer • Discussion on TANF funds trading with other counties • Discussion on Healthcare -current contract is coming to completion and is currently getting quotes for contract with new company or renewal with existing company -discussion on Department of Job and Family Services and Child Support Enforcement Agency potentially joining CEBCO with the County -Joe Patton will obtain information to provide to CEBCO for review

	<ul style="list-style-type: none"> • General discussion on Child Care Resources and inspections of In-house Child Care locations • Discussion on Workforce Advisory Planning Board -Commissioner Seibert would like to further discuss with Joe Patton and Katie Metzger at a later date
1:23 p.m.	RECESS
2:00 p.m.	<p>Community Development Block Grant First Informational Hearing – Rebecca Phillips (RPC), Tonya Dye (RPC), Ben Martens (GLCAP), Brice Schmitmeyer Access Engineering Solutions), and Tony Blake (Mayor of the Village of Harrod)</p> <p>**Please see attached minutes provided by Great Lakes Community Action Partnership**</p>
2:15 a.m.	RECESS
2:30 p.m.	<p>Community Development Implementation Strategy Meeting – Rebecca Phillips (RPC), Tonya Dye (RPC), Ben Martens (GLCAP), Brice Schmitmeyer Access Engineering Solutions), and Tony Blake (Mayor of the Village of Harrod), Jamie McHaffie (City of Delphos), Mike Meeks (Bath Township), Katie Cotterman (Village of Spencerville) and Jessalyn Gay (Village of Spencerville)</p> <p>**Please see attached minutes provided by Great Lakes Community Action Partnership**</p>
2:47 p.m.	ADJOURN
	<p>Submitted by: <u></u> Brittany N. Woods, Clerk</p> <p>Approved by: Board of Allen County Commissioners</p> <p><u></u> Cory Noonan</p> <p><u></u> Brian Winegardner</p> <p><u></u> Beth Seibert</p>

**Allen County PY 2024 Community Development Block Grant (CDBG) Program
MINUTES
1st Public Hearing
May 14, 2024, 2:00 P.M.**

Commissioner Beth Seibert called the hearing to order at 2:00 P.M.

Ben Martens, a representative of GLCAP, reviewed the following information to apply for funding under the State of Ohio PY 2024 CDBG Programs:

1. Approximate Funding anticipated for the following major CDBG funds (from the DRAFT PY 2024 consolidated plan, to be finalized following the 30-day comment period after a March 12, 2024, public hearing in Columbus OH.)

Community Housing Impact & Preservation (CHIP)	\$20.8m
Housing Development Assistance Program	\$21.3m
Homeless Crisis Response Grant Program	\$5.7m
Community Development Program	\$23.3m
Economic Development & Public Infrastructure	\$10m

2. The County is eligible for the following PY 2024 Community Development programs, provided the County meets the applicable requirements:

A. Community Development Allocation Funding Program

1. Each project must meet one of these National Objectives: (1) benefit LMI persons (80% median income); (2) aid in elimination of slum or blight.

Must meet the LMI criterion by one of the following:

- a. Having a project in a Census area that has over 51% LMI households.
- b. Having a project in a neighborhood that is surveyed door-to-door, and the survey documents that over 51% of the households are LMI. A certain sample size must be reached, based on minimums set by ODOD.
- c. Having a project exclusively benefit one of several types of beneficiaries, known as "limited clientele". These sets include abused children, elderly persons, battered spouses, homeless persons, adults that are "severely disabled", illiterate adults, persons living with AIDS, and migrant farm workers. Programs commonly provide services and facilities for the elderly, and many projects are undertaken to accommodate the disabled.

2. State objectives: Improved housing for LMI, construction and improvement of public facilities and infrastructure in communities with LMI concentration; create and retain permanent private sector job opportunities, principally for persons of LMI, through expansion and retention of business and industry; assist communities in alleviation of threats to public health or welfare requiring immediate resolution; assist in revitalization of Central Business Districts; assist communities in their compliance with federal laws to affirmatively further fair housing; and assist in the development of local micro-enterprise businesses.

3. Funding for program year 2024: **Allocation to County – \$220,000**

4. Administration and Fair Housing are combined for up to 20% of the grant. After administration, the County has approximately 80% to fund projects throughout the county. Cities/counties may pool funds for common projects.

Timing: Community Development Implementation Strategy (CDIS) meeting requirement implemented by the state. a) Replaces the former CAS; b) allows grantees opportunity to holistically prioritize investment; c) requires participation from stakeholders. **The required CDIS meeting with stakeholders is currently scheduled to take place today, May 14, 2024, immediately following this public hearing.**

5. State will award on or about September 1, 2024. Grant agreement signed within 10 days of date

in cover letter. All work completed by end of August 2026; all funds drawn by end September 2026; disbursed, expended, and final report by end of October 2026.

6. Maximum number of projects: 2 (does not include administration and fair housing)

Eligible activities include, but not limited to the following:

- Senior Centers
- Public facilities and improvements (but not general government facilities like city halls or township offices, unless project is for ADA accessibility)
- Parks & Recreation Facilities
- Neighborhood Facilities
- Solid Waste Disposal Facilities
- Parking Facilities
- Street Improvements
- Public Utilities
- Curbs & Sidewalks
- Water & Sewer Facilities
- Flood & Drainage Facilities
- Public services

B. Neighborhood Revitalization Program

Neighborhood Revitalization projects are designed to improve the quality of life, livability and functionality of distressed areas and neighborhoods to carry out a comprehensive revitalization strategy. This includes projects designed to stabilize and enhance LMI residential neighborhoods. Eligible activities include public facilities improvements such as constructing, reconstructing, and/or rehabilitating infrastructure in targeted residential areas of distress. Neighborhood Revitalization program applications must include at least three activities, excluding administration. The maximum award is \$750,000.

C. Critical Infrastructure

Critical Infrastructure projects are designed to assist applicant communities with high-priority, single-purpose infrastructure improvements with high community-wide impact and that benefit primarily residential areas. Projects may include multiple activities that together contribute to a single failed or failing condition; otherwise, projects with multiple activities will not be considered for funding. Eligible activities include constructing, reconstructing, or rehabilitating infrastructure components. Eligible infrastructure components include streets and bridges; sidewalks; and flood and drainage, water, and sanitary sewer facilities. Eligible public facilities include fire protection or community facilities. Communities may use leverage to complete non-critical project components during the grant period. The maximum award is \$500,000.

D. Economic Development Loan and Public Infrastructure Grant Program

The purpose of this program is to create and retain permanent, private-sector job opportunities, principally for LMI persons, through expanding and retaining business and industry in Ohio communities.

Economic development loans may cover fixed assets, including land, building, machinery and equipment, and site preparation directly related to business or industrial development. The maximum award is \$500,000.

The Economic Development Public Infrastructure Program is designed to cover public infrastructure investment directly related to business or industrial development. The maximum award is \$500,000.

E. Residential Public Infrastructure Program

The Residential Public Infrastructure Program helps local governments build, maintain, improve, and expand clean, reliable drinking water and sanitary sewer systems in low- and moderate-income communities. The maximum award is \$750,000.

F. Flexible Grant Program

The CDBG Flexible Grant Programs provide funding for “opportunity” projects that do not fit any other CDBG program structures, are unable to be financed through other available grant programs, or represent an urgent need. The CDBG Flexible Grant Programs includes the Economic and Community Development grant and the Downtown Buildings grant. The maximum award is \$250,000.

G. Fair Housing

The Fair Housing Act prohibits discrimination in the sale, rental, and financing of dwellings, and in other housing-related transactions, based on:

- Race
- Color
- National origin
- Sex
- Familial status
- Ancestry
- Disability
- The Ohio Fair Housing Law (Ohio Revised Code Section 4112) also lists military status as an additional protected group.

As a recipient of Allocation funds, the City is required conduct the minimum requirements set by the state's Standard Fair Housing Program

The City is required to provide a local fair housing coordinator who:

- Is an employee of the City
- Is generally accessible Monday through Friday
- Will be responsible to intake initial fair housing complaints and concerns

The City must establish a system for the intake and processing of fair housing complaints and coordinating efforts with the Ohio Civil Rights Commission

The City must conduct an analysis of Impediments

- Comprehensive analysis to identify impediments to fair housing
- Take appropriate actions to overcome the effects of any impediments
- Update the AI regularly
- Maintain records reflecting the analysis and actions

The City must provide a training program

- Provide one training each quarter
- Provide educational materials and activities regarding fair housing to: residents of project areas, additional civic or social groups and/or schools

The City must develop an outreach Program

- Fair housing information and materials must be distributed to a minimum of 10 public places and events each quarter

Comments/Questions:

- Commissioner Seibert asked for clarification on the process the County must use for choosing projects. Ben Martens replied with information regarding pre-applications that were sent to communities and organizations throughout the County in April, which are due back next week. Copies and a summary of the proposed projects will be given to the Commissioners, and they will decide which projects to include in the application.

Commissioner Seibert adjourned the meeting at 2:15 P.M.

**Allen County PY 2024 Community Development Block Grant (CDBG) Program
MINUTES
CDIS Meeting
May 14, 2024, 2:30 P.M.**

Commissioner Beth Seibert called the meeting to order at 2:30 P.M.

Ben Martens, a representative of GLCAP, reviewed the following CDBG requirements and give an overview of the Allocation grant program and set-aside grants before opening things up for questions and discussion.:

1. He explained the CDIS meeting is required by the State of Ohio's Office of Community Development in order to apply for the Community Development Allocation grant program and the State's set-aside grant programs. The purpose of the CDIS meeting is to generate collaboration and better communication with all of our stakeholders and also provide the Department of Development a standardized way to identify community needs and distress across the State.
2. Next he gave an overview of the **Allocation program** and application requirements:
 - The County's allocation is set at \$220,000.00.
 - The County is permitted to secure 20% of the total grant for administration and a fair housing program for this Allocation grant.
 - The County can fund up to 2 projects.
 - **FUNDING REQUESTS**
 - E-mailed – April 23, 2024.
 - Used to assist with finding eligible projects for the grant. We are looking for "shelf-ready" projects (we apply for CDBG PY24 grant in 2024 but the projects are completed in 2025 and 2026).
 - Eligible activities include, but not limited to the following:
 - Senior Centers
 - Public facilities and improvements (but not general government facilities like city halls or township offices, unless project is for ADA accessibility)
 - Parks & Recreation Facilities
 - Neighborhood Facilities
 - Solid Waste Disposal Facilities
 - Parking Facilities
 - Street Improvements
 - Public Utilities
 - Curbs & Sidewalks
 - Water & Sewer Facilities
 - Flood & Drainage Facilities
 - Public services (capped at 15% of award)
 - **ALL PROJECTS MUST BE IN AN LMI AREA, ELIMINATE SLUM AND BLIGHT, OR BENEFIT LIMITED CLIENTELE.**
 - Low- and moderate-income (up to 80% of area median income)
 - LMI area maps are available upon request.
 - If the area is not an LMI area (as determined by the American Community Survey) an Income Survey may be conducted.
 - Slum and Blight must be designated as such.
 - Limited Clientele (seniors, disabled, etc.)
 - Funding Requests - due back May 21, 2024, by 4:00 p.m.
 - **PROJECT SELECTION**
 - The County reviews all submitted funding requests. We look at them for project eligibility as well as funding amounts.
 - A summary of projects is then given to the County Commissioners for review.
 - A decision is then made collaboratively on which projects will be submitted to the State in the grant application.

- **PUBLIC HEARINGS**
 - 1st Public Hearing - Talks about all of the funding sources the County is eligible to apply for (was held today prior to this CDIS meeting)
 - 2nd Public Hearing - The specific projects and grants that the County is applying for are reported to the Commissioners for approval (will be held June 4th at 1:00 P.M.)
- **GRANT APPLICATION SUBMISSION**
 - The Allocation grant application and any Set-Aside grant applications, must be sent via electronic submission to ODOD by June 12, 2024.
- **CONTRACT AWARD**
 - Notification from State to the County usually occurs around September/October.
- **RELEASE OF FUNDS**
 - County publishes the Request for Release of Funds and (if needed) Finding of No Significant Impact (RROF/FONSI)
 - Release of funds for projects is approved by the state
 - The bid process for projects begins in consultation with the awarded communities after release of funds
 - No contracts may be awarded prior to release of funds

3. Next, he gave an overview of the Set-Aside grants and competitive programs:

- **Neighborhood Revitalization Program**

Neighborhood Revitalization projects are designed to improve the quality of life, livability and functionality of distressed areas and neighborhoods to carry out a comprehensive revitalization strategy. This includes projects designed to stabilize and enhance LMI residential neighborhoods. Eligible activities include public facilities improvements such as constructing, reconstructing, and/or rehabilitating infrastructure in targeted residential areas of distress. Neighborhood Revitalization program applications must include at least three activities, excluding administration. The maximum award is \$750,000.

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The Economic Development Public Infrastructure Program is designed to cover public infrastructure investment directly related to business or industrial development. The maximum award is \$500,000.

- **Residential Public Infrastructure Program**

The Residential Public Infrastructure Program helps local governments build, maintain, improve, and expand clean, reliable drinking water and sanitary sewer systems in low- and moderate-income communities. The maximum award is \$750,000.

- **Flexible Grant Program**

The CDBG Flexible Grant Programs provide funding for “opportunity” projects that do not fit any other CDBG program structures, are unable to be financed through other available grant programs, or represent an urgent need. The CDBG Flexible Grant Programs includes the Economic and Community Development grant and the Downtown Buildings grant. The maximum award is \$250,000.

4. Finally, he opened things up for questions and discussion among the stakeholders present

- The community of Harrod is looking to do street improvements. The Village has an income survey, but is not sure it is still valid. Ben Martens told them he would look into the cutoff date for a valid income survey.
- The community of Lafayette is also looking at roadway improvements. They are in the process of completing an income survey, but it may not be done in time for this application cycle.
- The community of Cairo will not be seeking funds this cycle, but is in the planning stages for road reconstruction, parks, and community center projects for future cycles.
- The community of Spencerville requested a write-up of all the available CDBG programs, and Ben Martens told them he would be sure to send it to them.
- The community of Delphos is also in the planning process for projects in future cycles. The City is located partly in two counties (Allen and Van Wert) and inquired about which county it is eligible to apply in. Delphos has the majority of its population in Allen County, and has previously been awarded CDBG funding by the Allen County Commissioners, thus it agreed the City is eligible in Allen County.

With no more questions or comments being offered, Commissioner Seibert adjourned the meeting at 2:47 P.M.