

## Commissioners Meeting

March 6, 2024

**Present: Mark Koors, Jeremy Pasel and Tony Blodgett**

President Koors reconvened the Commissioners' March 4<sup>th</sup> meeting to complete the necessary paperwork for the **OCRA Grant** awarded to the **Decatur County YMCA**, with Decatur County being the pass-through agent.

**Priority Project Resources Administrator Shannon McLeod** presented a timeline for tasks which have to be completed before the roof project moves forward. The *Grant Award Letter and the Grant Agreement* were emailed to Mr Koors, which once authorized, he will digitally sign the grant agreement. The **FEEPS** – Financial Environmental, Engineering, and Permits – has begun with the solicitation of licensed architects for the design of the project, which the **YMC Board** will review applications-statement of qualifications and select an architect who will oversee the construction. The YMCA will use their local funds for this part of the project. Any construction permits would only be through the City of Greensburg. Ms McLeod will post the necessary civil rights posters in the Courthouse to meet those requirements by OCRA.

The **Environmental Clearance Publication** will be legally advertised in the Greensburg Daily News the week of March 11<sup>th</sup> starting a 7-day public comment period and a 15-day State comment period in order to obtain the Environmental Release on the Project.

The **Subrecipient Agreement** will be reviewed by **County Attorney Chad Smith** for accuracy; he will then present it to the Commissioners for approval at their April 15<sup>th</sup> meeting and Ms McLeod will then forward it to OCRA for their approval. Once the public comment period expires, Ms McLeod will submit a request to OCRA to obtain the environmental release which will be emailed to Mr Koors.

The **YMCA Board** should have a state licensed architect selected who will prepare plans and specifications for the roof replacement, timeline of April 1<sup>st</sup> to June 30<sup>th</sup>. The YMCA will advertise for construction bids which will be opened at their public meeting; a pre-bid meeting will be conducted prior to bids being accepted – July 1<sup>st</sup> to July 22<sup>nd</sup>. The architect will review and provide a certified bid tabulation and submit a recommendation letter to the YMCA Board, by July 31<sup>st</sup>. Ms McLeod will submit all bidding documentation to OCRA for review/approval in order to obtain the **official release of funds** as no construction contracts can be executed until that letter is received by the YMCA Board, hopefully by August 16<sup>th</sup>. The **Notice to Proceed** is expected around August 20<sup>th</sup> with a **substantial completion date** of December 5<sup>th</sup>; then final completion and release of retainage is set for December 13<sup>th</sup>. The administrative close-out phase 1 should be completed in January, 2025 and close-out phase 2 completed by March, 2025.

The goal is to have this project completed in 2024 which is a huge accounting benefit for the Auditor's Office. Mr Koors asked Ms McLeod to include a completion date in the contract so penalties would be charged should the project not be completed timely. Ms McLeod also asked to have one of the Commissioners involved at the final walk-through of the project.

Commissioners agreed the YMCA will pay their portion of the bills through their Board using their matching funds. The YMCA will invoice the County as needed to pay the contractor; the County will approve claim in a Commissioners' meeting and notify Ms McLeod to order the funds from OCRA. Once the Auditor receives the funds, receipts those funds into a project fund and then writes a check to the YMCA within 5 business days of receipt. The YMCA will then deposit the funds and pay the contractor. OCRA funds will only pay for anything in the contract.

Ms McLeod stated there are going to be several documents needing to be signed, but not required to be in a public meeting. Mr Smith said any time the Commissioners need to sign documents, those need to be reviewed prior to a public meeting and then voted on in a public meeting. Mr Smith is in the process of editing the grant sub-recipient agreement which also needs the Commissioners' review. April 15<sup>th</sup> is the target date to approve that agreement.

Mr Blodgett made a motion to sign the grant agreement, Mr Pasel seconded and Mr Koors concurred.

Mr Pasel moved to sign the FEEPS documentation and also run the environmental review/clearance ad in the newspaper. Mr Blodgett seconded the motion and Mr Koors concurred.

Mr Blodgett reiterated the YMCA will pay all bills including the entire process of submitting invoices to OCRA and all three Commissioners were in agreement.

**The next Commissioners meeting will be March 18<sup>th</sup>, 2024, beginning at 8:00 am in Room 106.**

With nothing else to come before the Commissioners, Mr Blodgett moved to recess, Mr Pasel seconded and Mr Koors concurred. Metting recessed.

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Attest: \_\_\_\_\_

Date: \_\_\_\_\_