

Thursday, February 21, 2008

The Board of County Commissioners met in regular session on **Thursday, February 21, 2008 at 9:15 AM** with the following members present:

Christopher Smeiles

Charles W. Keiper II

Maureen T. Frederick

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It was moved by Charles W. Keiper II, seconded by Maureen T. Frederick to approve the meeting minutes of the February 19, 2008 meeting. All in favor, motion carries

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Also attending throughout the day: Mike Sever, Record-Courier

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**PUBLIC HEARING – PROPOSED BOND ISSUE FOR HILLEL AT KENT STATE UNIVERSITY
Convened at 9:50 AM**

Present: Commissioners Smeiles, Keiper and Frederick; Squire Sanders Attorney Dana Weiss; Hillel's Executive Director Jennifer Chestnut; Mike Sever, Record-Courier; Deborah Mazanec, Commissioners' Clerk

I. Welcome and Introductions – President Christopher Smeiles

II. Reading of the Public Notice – Commissioners' Clerk

For the purpose of Section 147(f) of the Internal Revenue Code of 1986, as amended, notice is hereby given that on Thursday, February 21, 2008, a public hearing will be held in the Commissioners Chambers of the Portage County Administration Building, 449 South Meridian Street, 7th Floor, Ravenna, Ohio at 9:45 AM Eastern time, with respect to the proposed issuance by the Colorado Educational and Cultural Facilities Authority (the "Issuer") of revenue bonds (the "Bonds") in one or more series, pursuant to a plan of finance, in the maximum aggregate principal amount of \$5,000,000. The proceeds of the Bonds will be loaned to Four Community Hillel House, doing business as Hillel at Kent State (the "Corporation"), a non-profit corporation organized and validly existing under the laws of the State of Ohio, to finance a plan of finance which includes the costs of constructing and improving an approximately 11,000 square foot student center facility to serve the Kent State University campus community (the "Project"), including financing capitalized interest, certain costs of issuance and certain other related expenses in connection with the issuance of the Bonds. The Project will be located at 613 Summit Street, Kent, Portage County, Ohio, and will initially be owned and operated by the Corporation.

The Bonds, when issued, will be special, limited obligations of the Issuer payable solely out of the revenues derived from financing agreements with the Corporation. The Bonds and interest thereon shall never constitute the debt or indebtedness of the Issuer, the County of Portage, Ohio or any State or any political subdivision or municipality thereof or a loan of the credit of any of them, within the meaning of any constitutional or statutory provision.

Persons wishing to express their views on the proposed bond issuance may appear at the hearing or may submit their views in writing. Any written submissions should be sent to the Clerk of the

Board of County Commissioners at County Administration Building, 449 South Meridian Street, Ravenna, Ohio 44266, Attention: Clerk of the Board of County Commissioners, and be clearly marked "Re: Colorado Educational and Cultural Facilities Authority, Variable Rate Demand Revenue Bonds (National Jewish Federation Bond Program)." Written submissions should be mailed in sufficient time to be received before 9:45 AM, February 21, 2008.

III. Project Explanation

The Commissioners agreed that no additional explanation is necessary.

IV. Public Comment and Questions

- Commissioners' Clerk Deborah Mazanec noted that no written comments were received.
- Commissioner Keiper asked if the current Hillel location on Lincoln Street would be closed. Ms. Chestnut responded that Hillel is "swapping spaces" with the university.
- Commissioner Keiper asked when the project would start. Ms. Chestnut responded that construction has begun with interim financing.
- Commissioner Smeiles noted that \$5 million for an 11,000 square foot facility is a high cost. Attorney Weiss responded that financing costs are included in that price. Ms. Chestnut added that the cost is not to exceed \$5 million and that the 11,000 square feet includes three floors.
- Mike Sever asked why this bond issue came through the Board of Commissioners. Attorney Weiss responded that the IRS requires a public hearing for tax-exempt status at the project location (Portage County) and in Colorado where the bonds will be issued.

Hearing no additional comments, the public hearing was adjourned at 9:55 AM

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After adjourning, the Board of Commissioners adopted the resolution granting applicable elected representative approval of the issuance by the Colorado Educational and Cultural Facilities Authority of tax-exempt revenue bonds for Hillel at Kent State University./Resolution No. 08-0172

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INTERNAL SERVICES

Present: JoAnn Townend

Discussion

JoAnn Townend asked if the Board of Commissioners wanted to set a threshold for Change Orders for the Prosecutor's Project that could go forward without their approval. The Board of Commissioners agreed that anything under \$5,000 could move forward, noting that the Change Orders would all come to the Commissioners before payment.

JoAnn Townend asked if the Board of Commissioners wants to set parameters for interior signage for the Prosecutor's Project? The bid specs do not include funds for signage such as names, although the rooms will be numbered. The Board of Commissioners agreed that the project should meet ADA requirements.

1. JoAnn Townend noted that she met with the Board of Elections and Architect Eric Droll yesterday to look at the Administration Building space. The Board of Elections' comments will be incorporated into the project drawings. The project will begin as soon as the drawings are completed, with a planned March start date and a July completion date.

Resolutions

1. Enter into an agreement with Iron Mountain Information Management Inc. for JFS Child Support Enforcement Agency./08-173
2. Enter into an agreement with MAXIMUS for Program Expenditure Tracking for JFS./08-174
3. Enter into a license agreement with Doug Mc Gee and Budd Curfman for Christian Prayer./08-175
4. Enter into a license agreement with the Portage County Chapter of the Ohio Genealogy Society./08-176
5. Enter into amendment no. 3 with Townhall II for inmate drug & alcohol counseling./08-177
6. Approve specs and set proposal date for Prevention, Retention, & Contingency Services State Fiscal Year 2009 for JFS./08-178
7. Enter into ground lease amendment no. 9 with Blair Kotkowski./08-179

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HUMAN RESOURCES - Cancelled

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NEIGHBORHOOD DEVELOPMENT

Present: Dave Vaughan and Jen King, Neighborhood Development Services Inc.; Internal Auditor Carol Kurtz

Ms. King noted that the state has eliminated the Community Housing Improvement Strategy (CHIS) effective with the FY 2008 CHIP. There is still a requirement for communities who want to apply for CHIP funds to hold two public hearings and hold two Housing Advisory Committee (HAC) meetings before submitting the application. The HAC is appointed by the Board of Commissioners based on State required member appointments. The Board of Commissioners will consider those appointments on Tuesday, February 26th.

Foreclosure Update

Mr. Vaughan advised that the situation is getting worse although the local lending institutions who have kept their loans are beginning to negotiate with clients.

Mr. Vaughan noted that statewide foreclosure funds will run out before the next grant period. If the county will allow the use of RLFs for foreclosure prevention, the state will reimburse the RLFs once the next one million is released. Neighborhood Development Services, Inc. has “gone through” \$800,000 in the past 12 months. The Board of Commissioners agreed that the revolvers could be used for foreclosure prevention, with repayment by the state when new funds are released. Neighborhood Development Services, Inc. has seen 1200 clients in the past three years and none of those have come back in a foreclosure situation.

Bringing RLF Accounts under County

Mr. Vaughan noted that Rebecca Ritterbeck of the County Auditor’s Office has provided the necessary account numbers. Neighborhood Development Services, Inc. will work with Carol Kurtz to move this forward. Mr. Vaughan noted that this is simply a “changing of banks”. Clients will still go to Neighborhood Development Services, Inc. to make payments, Neighborhood Development Services, Inc. will prepare summary sheet, which will be sent to the County for deposit. The Board of Commissioners agreed that their staff would not be

able to take on that responsibility; perhaps the County Auditor or County Treasurer could make those deposits?

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RESOLUTION No. 08-0168 - RE: BILLS APPROVED AND CERTIFIED TO THE PORTAGE COUNTY AUDITOR FOR PAYMENT.

It was moved by Charles W. Keiper II, seconded by Maureen T. Frederick that the following resolution be adopted:

RESOLVED, that the bills were approved and certified to the County Auditor for payment, contingent upon the review of the Portage County Internal Auditor or other designee on February 21, 2008 in the total payment amount of **\$ 901,377.66 for Funds 0001-8400** as set forth in the Accounts Payable Warrant Report on file in the office of the Portage County Auditor; and be it further

RESOLVED, that the Board of Commissioners finds and determines that all formal actions of this Board concerning and relating to the adoption of this resolution were taken in an open meeting of this Board and that all deliberations of this Board that resulted in those formal actions were in meeting open to the public in compliance with the law including Section 121.22 of the Ohio Revised Code.

Roll call vote as follows:

Christopher Smeiles, Yea; Charles W. Keiper II, Yea; Maureen T. Frederick, Yea;

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RESOLUTION No. 08-0169 - RE: WIRE TRANSFER APPROVED AND CERTIFIED TO THE PORTAGE COUNTY AUDITOR FOR PAYMENT.

It was moved by Charles W. Keiper II, seconded by Maureen T. Frederick that the following resolution be adopted:

RESOLVED, that the bills were approved and certified to the County Auditor for payment, contingent upon the review of the Portage County Internal Auditor or other designee on February 21, 2008 in the total payment amount as follows:

1. \$5,297.85 paid to MHM Resources, Inc for processing claims for Medical Mutual; and as set forth in the Accounts Payable Warrant Report on file in the office of the Portage County Auditor; and be it further

RESOLVED, that the Board of Commissioners authorizes the wire transfer for the charges relating to health benefits, as presented by the Portage County Auditor's Office:

Wire Transfer on Friday, February 22, 2008 \$ 5,297.85

and be it further

RESOLVED, that the Board of Commissioners finds and determines that all formal actions of this Board concerning and relating to the adoption of this resolution were taken in an open meeting of this Board and that all deliberations of this Board that resulted in those formal actions were in meeting open to the public in compliance with the law including Section 121.22 of the Ohio Revised Code.

Roll call vote as follows:

Christopher Smeiles, Yea; Charles W. Keiper II, Yea; Maureen T. Frederick, Yea;

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RESOLUTION No. 08-0170 - RE: APPROVAL OF JOURNAL VOUCHERS/ENTRIES.

It was moved by Charles W. Keiper II, seconded by Maureen T. Frederick that the following Resolution be adopted:

WHEREAS, the Ohio Revised Code requires that warrants be approved by the Board of Commissioners prior to their issuance, and

WHEREAS, there are other similar financial transactions defined as journal vouchers/entries that are dissimilar in that they are used to pay for charges for services from one county department and/or fund to another department and/or fund and thus are processed in lieu of issuing a warrant, and

WHEREAS, the Journal Vouchers/Entries are recommended by the County Auditor’s Office for review and approval by the Board of Commissioners; now therefore be it

RESOLVED, that the Board of Commissioners approves the following Journal Vouchers/Entries as presented by the County Auditor’s Office:

02/20/08	643	\$ 3,332.04
02/20/08	645	276,617.00
02/20/08	644	12,936.00
02/20/08	647	10,580.00
02/20/08	646	3,780.00
02/20/08	648	10,300.36
02/20/08	649	118,039.86
02/20/08	650	270.00
02/20/08	652	94.70
02/20/08	653	13,320.00
Total		\$ 449,269.96

and be it further

RESOLVED, that the Board of Commissioners finds and determines that all formal actions of this Board concerning and relating to the adoption of this resolution were taken in an open

meeting of this Board and that all deliberations of this Board that resulted in those formal actions were in meeting open to the public in compliance with the law including Section 121.22 of the Ohio Revised Code.

Roll call vote as follows:

Christopher Smeiles, Yea; Charles W. Keiper II, Yea; Maureen T. Frederick, Yea;

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RESOLUTION No. 08-0171 - RE: ACCEPTANCE OF THEN AND NOW CERTIFICATIONS FOR PAYMENT.

It was moved by Charles W. Keiper II, seconded by Maureen T. Frederick that the following resolution be adopted:

WHEREAS, Ohio Revised Code Section 5705.41 (D)(1) authorizes the expenditure of moneys, provided a certificate of the County Auditor is supplied stating that there was at the time of the making of such contract or order and at the time of the execution of such certificate a sufficient sum appropriated for the purpose of such contract and in the treasury or in process of collection to the credit of an appropriate fund free from any previous encumbrances (Then and Now Certification), and

WHEREAS, the Then and Now Certification is recommended by the State Auditor’s Office, the Portage County Auditor’s Office, and the Portage County Prosecutor’s Office, and

WHEREAS, a listing of expenditures, attached hereto as Exhibit “A” and incorporated herein by reference, has been certified by the County Auditor according to Ohio Revised Code section 5705.41 (D)(1); now therefore be it

RESOLVED, that the expenditures listed herein are properly certified by the County Auditor in the amount of **\$313,829.83** as set forth in Exhibit “A” dated **February 21, 2008** shall be paid; and be it further

RESOLVED, that the Board of Commissioners finds and determines that all formal actions of this Board concerning and relating to the adoption of this resolution were taken in an open meeting of this Board and that all deliberations of this Board that resulted in those formal actions were in meeting open to the public in compliance with the law including Section 121.22 of the Ohio Revised Code.

Voice Vote as Follows:

Christopher Smeiles, Yea; Charles W. Keiper II, Yea; Maureen T. Frederick, Yea;

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RESOLUTION No. 08-0172 - RE: A RESOLUTION GRANTING “APPLICABLE ELECTED REPRESENTATIVE” APPROVAL OF THE ISSUANCE BY THE COLORADO EDUCATIONAL

**AND CULTURAL FACILITIES AUTHORITY OF
TAX-EXEMPT REVENUE BONDS**

It was moved by Charles W. Keiper II, seconded by Maureen T. Frederick that the following resolution be adopted:

WHEREAS, the Colorado Educational and Cultural Facilities Authority (the “Issuer”) intends to issue its Variable Rate Demand Revenue Bonds (National Jewish Federation Bond Program) Series 2008D-4 (the “Bonds”) in one or more series, pursuant to a plan of finance, in the maximum aggregate principal amount of \$5,000,000;

WHEREAS, the proceeds of the Bonds are being used to make a loan to Four Community Hillel House, doing business as Hillel at Kent State (the “Corporation”), a non-profit corporation organized and validly existing under the laws of the State of Ohio, to finance a plan of finance which includes the costs of constructing and improving an approximately 11,000 square foot student center facility to serve the Kent State University campus community (the “Project”), including financing capitalized interest, certain costs of issuance and certain other related expenses in connection with the issuance of the Bonds; and

WHEREAS, the Bonds will be special, limited obligations of the Issuer and will not constitute a debt or pledge of the faith and credit or the taxing power of the Issuer or Portage County;

WHEREAS, to comply with Section 147 (f) of the Internal Revenue Code of 1986, as amended (the “Code”), and as a precondition to the issuance of the Bonds, (i) a public hearing with respect to the proposed issuance of the Bonds and (ii) the approval of an “applicable elected representative” are required;

WHEREAS, a public hearing was held by the Issuer with respect to the proposed issuance of the Bonds on February 21, 2008;

WHEREAS, this Board of County Commissioners is an “applicable elected representative” with respect to the Project for purposes of Code Section 147(f); and

WHEREAS, no written comments were received prior to the public hearing on February 21, 2008 and no comments were offered at that public hearing;

RESOLVED, by the Board of County Commissioners of the County of Portage, Ohio, that:

Section 1. This Board hereby approves the issuance of the Bonds by the Issuer. This approval is solely for the purpose of satisfying Section 147(f) of the Internal Revenue Code of 1986, as amended, including any applicable United States Treasury Regulations.

Section 2. In giving this approval, this Board is not passing upon, and does not assume responsibility for; the accuracy of the information provided by the Corporation set forth in the above recitals, and has not undertaken to verify independently that accuracy. Furthermore, the County is not the Issuer, is not a party to the Bonds, the loan agreement or indenture securing the Bonds, and the County does not pledge its full faith or credit or incur any debt in connection with the issuance of the Bonds. Moreover, in providing this

approval, the County has assumed that the Issuer has entered into agreements (including, without limitation, a loan agreement with the Corporation) providing funds to pay the debt service on the Bonds. The public hearing referenced above does not constitute an exercise of the functions conferred by law upon the County of Portage.

Section 3. This Board finds and determines that all formal actions of this Board and of any of its committees concerning and relating to the adoption of this resolution were taken, and that all deliberations of this Board and of any of its committees that resulted in those formal actions were held in meetings open to the public in compliance with the law.

Section 4. This resolution shall be in full force and take effect immediately upon its adoption.

Roll call vote as follows:

Christopher Smeiles, Yea; Charles W. Keiper II, Yea; Maureen T. Frederick, Yea;

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RESOLUTION No. 08-0173 - RE: AGREE TO ENTER INTO AN AGREEMENT FOR PROFESSIONAL SERVICES BETWEEN THE PORTAGE COUNTY BOARD OF COMMISSIONERS ON BEHALF OF THE PORTAGE COUNTY DEPARTMENT OF JOB & FAMILY SERVICES AND IRON MOUNTAIN INFORMATION MANAGEMENT, INC.

It was moved by Charles W. Keiper II, seconded by Maureen T. Frederick that the following resolution be adopted:

WHEREAS, Portage County Department of Job and Family Services is in need of records management services for the records of the Child Support Enforcement Agency; and

WHEREAS, Iron Mountain Information Management, Inc. holds themselves capable of providing the records management services required; now therefore be it resolved

RESOLVED, that the Board of Portage County Commissioners does hereby agree to enter into an Agreement between the Board on behalf of the Portage County Department of Job & Family Services and Iron Mountain Information Management, Inc., with its principal place of business located at 5101 Naiman Parkway, Solon, Ohio 44139, to provide records management services for the records of the Child Support Enforcement Agency as stipulated in the Agreement effective February 1, 2008; and be it further

RESOLVED, that the service amount under this Agreement is a one-time charge of approximately Two hundred twenty-five and 00/100 dollars (\$225.00) to transport the 2.4 cubic foot cartons to storage plus One and 50/100 dollars (\$1.50) per month per 2.4 cubic foot carton for approximately three hundred (300) cartons for a monthly cost of approximately Four hundred fifty and 00/100 dollars (\$450.00); now therefore be it

RESOLVED, that the Board of Commissioners finds and determines that all formal actions of this Board concerning and relating to the adoption of this resolution were taken in an open meeting of this Board and that all deliberations of this Board that resulted in those formal actions were in meetings open to the public in compliance with the law including Section 121.22 of the Ohio Revised Code.

Voice vote as follows:

Christopher Smeiles, Yea; Charles W. Keiper II, Yea; Maureen T. Frederick, Yea;

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RESOLUTION No. 08-0174 - RE: ENTER INTO AN AGREEMENT BETWEEN THE PORTAGE COUNTY BOARD OF COMMISSIONERS ON BEHALF OF THE PORTAGE COUNTY DEPARTMENT OF JOB & FAMILY SERVICES AND MAXIMUS, INC. FOR PROGRAM EXPENDITURE TRACKING FOR WINDOWS (PET) SOFTWARE.

It was moved by Charles W. Keiper II, seconded by Maureen T. Frederick that the following resolution be adopted:

WHEREAS, the Portage County Department of Job & Family Services acquired Program Expenditure Tracking for Windows (PET) software originally on June 5, 2000; and

WHEREAS, the Portage County Department of Job & Family Services wishes to acquire on-going maintenance in accordance with the License and Maintenance Agreement for the Program Expenditure Tracking for Windows (PET) Software; now therefore be it

RESOLVED, that the Board of Portage County Commissioners does hereby agree to enter into a License and Maintenance Agreement between the Board and Maximus, Inc., 700 Ackerman Rd., Ste 150, Columbus OH 43202 for the period of January 1, 2008 through December 31, 2008 for the total cost of Two thousand one hundred and 00/100 dollars (\$2,100.00), and be it further

RESOLVED, that the Board of Commissioners finds and determines that all formal actions of this Board concerning and relating to the adoption of this resolution were taken in an open meeting of this Board and that all deliberations of this Board that resulted in those formal actions were in meeting open to the public in compliance with the law including Section 121.22 of the Ohio Revised Code.

Voice vote as follows:

Christopher Smeiles, Yea; Charles W. Keiper II, Yea; Maureen T. Frederick, Yea;

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RESOLUTION No. 08-0175 - RE: ENTER INTO LICENSE AGREEMENT BETWEEN THE PORTAGE COUNTY COMMISSIONERS AND

**DOUG MCGEE AND BUDD CURFMAN FOR
CHRISTIAN PRAYER**

It was moved by Charles W. Keiper II, seconded by Maureen T. Frederick that the following Resolution be adopted:

- WHEREAS,** the County owns property located at 203 W. Main St., Ravenna, Ohio known as the Portage County Courthouse; and
- WHEREAS,** Doug McGee and Budd Curfman wish to use the Courthouse outside steps, lawn and surrounding Courthouse grounds on Thursday, May 1st, 2008 from 11:30 AM to 1:30 PM for Christian Prayer; now therefore be it
- RESOLVED,** that the Board of Portage County Commissioners does hereby agree to enter into a License Agreement between the Board and Doug McGee and Budd Curfman, P.O. Box 11211, Brady Lake OH 44211 for use of the Courthouse outside steps, lawn and surrounding Courthouse grounds on Thursday May 1st, from 11:30 AM to 1:30 PM for Christian Prayer; and be it further
- RESOLVED,** that the Board of Commissioners finds and determines that all formal actions of this Board concerning and relating to the adoption of this resolution were taken in an open meeting of this Board and that all deliberations of this Board that resulted in those formal actions were in meeting open to the public in compliance with the law including Section 121.22 of the Ohio Revised Code.

Voice vote as follows:

Christopher Smeiles, Yea; Charles W. Keiper II, Yea; Maureen T. Frederick, Yea;

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**RESOLUTION No. 08 -0176 - RE: ENTER INTO LICENSE AGREEMENT BETWEEN
THE PORTAGE COUNTY COMMISSIONERS AND
THE PORTAGE COUNTY CHAPTER OF THE OHIO
GENEALOGY SOCIETY.**

It was moved by Charles W. Keiper II, seconded by Maureen T. Frederick that the following Resolution be adopted:

- WHEREAS,** the County owns property located at 7988 Infirmary Rd., Ravenna, Ohio known as the Portage County Records Center; and
- WHEREAS,** the Portage County Chapter of the Ohio Genealogy Society wishes to visit the facility to learn what types of records and how to access information for research between the hours of 10:00 a.m. and 12:00 noon on Saturday, April 19, 2008; and
- RESOLVED,** that the Board of Portage County Commissioners does hereby agree to enter into a License Agreement between the Board and the Portage County Chapter of the Ohio Genealogy

Society, P.O. Box 821, Ravenna, Ohio 44266 for a visit to the Portage County Records Center; and be it further

RESOLVED, that the Board of Commissioners finds and determines that all formal actions of this Board concerning and relating to the adoption of this resolution were taken in an open meeting of this Board and that all deliberations of this Board that resulted in those formal actions were in meeting open to the public in compliance with the law including Section 121.22 of the Ohio Revised Code.

Voice vote as follows:

Christopher Smeiles, Yea; Charles W. Keiper II, Yea; Maureen T. Frederick, Yea;

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RESOLUTION No. 08-0177 - RE: ENTER INTO AMENDMENT NO. 3 FOR DRUG AND ALCOHOL COUNSELING SERVICES FOR THE PORTAGE COUNTY JUSTICE CENTER BETWEEN THE PORTAGE COUNTY BOARD OF COMMISSIONERS AND TOWNHALL II.

It was moved by Charles W. Keiper II, seconded by Maureen T. Frederick that the following resolution be adopted:

WHEREAS, an agreement between the parties was entered into on January 31, 2002 through Resolution No. 02-0034 and known as contract no. 14020020002 for certain counseling services in order to provide drug and alcohol counseling services to the Portage County Jail for the term of January 1, 2002 through December 31, 2003; and

WHEREAS, an amendment no.1 between the parties was entered into on January 29, 2004 through resolution no. 03-0918 for the term January 1, 2004 through December 31, 2005; and

WHEREAS, an amendment no. 2 between the parties was entered into on January 31, 2006 through resolution no. 06-0330 for the term January 1, 2006 through December 31, 2007; and

WHEREAS, the parties desire to amend the Original Contract to continue such services; now therefore be it

RESOLVED, that the Board of Portage County Commissioners does hereby agree to enter into Amendment No. 3 with Townhall II for the term of January 1, 2008 through December 31, 2009 with no cost increase and at the same amount not to exceed Twenty thousand and 00/100 dollars (\$20,000.00) per fiscal year; and be it further

RESOLVED, that the Board of Commissioners finds and determines that all formal actions of this Board concerning and relating to the adoption of this resolution were taken in an open meeting of this Board and that all deliberations of this Board that resulted in those formal actions were in a meeting open to the public in compliance with the law including Section 121.22 of the Ohio Revised Code.

Voice vote as follows:

Christopher Smeiles, Yea; Charles W. Keiper II, Yea; Maureen T. Frederick, Yea;

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RESOLUTION No. 08-0178 - RE: APPROVE SPECIFICATIONS AND SET THE PROPOSAL DATE FOR PREVENTION, RETENTION AND CONTINGENCY SERVICES STATE FISCAL YEAR 2009 FOR THE PORTAGE COUNTY DEPARTMENT OF JOB & FAMILY SERVICES

It was moved by Charles W. Keiper II, seconded by Maureen T. Frederick that the following resolution be adopted:

RESOLVED, that the specifications for receiving proposals for prevention, retention and contingency services state fiscal year 2009 for the Portage County Department of Job & Family Services be and hereby are approved; and be it further

RESOLVED, that sealed proposals, therefore, will be accepted by the Portage County Director of Internal Services, 7th floor - room 701, Portage County Administration Building, 449 South Meridian St., Ravenna, Ohio until 3:00 p.m. on March 31, 2008; and be it further

RESOLVED, that the notice of receiving bids shall be published in the Record Courier on February 25, 2008 and a copy thereof be posted on the County’s website and bulletin board of the Board forthwith; and be it further

RESOLVED, that the Board of Commissioners finds and determines that all formal actions of this Board concerning and relating to the adoption of this resolution were taken in an open meeting of this Board and that all deliberations of this Board that resulted in those formal actions were in meetings open to the public in compliance with the law including Section 121.22 of the Ohio Revised Code.

Voice vote as follows:

Christopher Smeiles, Yea; Charles W. Keiper II, Yea; Maureen T. Frederick, Yea;

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RESOLUTION No. 08-0179 - RE: ENTER INTO GROUND LEASE AMENDMENT NO. 9 BETWEEN THE PORTAGE COUNTY BOARD OF COMMISSIONERS AND BLAIR KOTKOWSKI.

It was moved by Charles W. Keiper II, seconded by Maureen T. Frederick that the following resolution be adopted:

WHEREAS, that the Board of Portage County Commissioners does hereby agree to enter into a Ground Lease Agreement by and between the Board of Commissioners and Blair Kotkowski, 3584 Frost Road, Mantua, Ohio 44255 for approximately 5 tillable acres to be used only for farming purposes, and uses normally incident thereto, and for no other purpose, for a term

of one year (12) months commencing June 1, 2000 and ending May 31, 2001; said property fronts on the corner of Coit Road and Frost Road, being part of former Standard Slag property, at the lease amount of \$125.00 per year; and be it further

WHEREAS, the Board of Commissioners wishes to enter into Ground Lease Amendment No. 1 by and between the Board of Commissioners and Blair Kotkowski, 3584 Frost Road, Mantua, Ohio 44255 for approximately 5 tillable acres to be used only for farming purposes and uses normally incident thereto and for no other purpose, said property fronts on the corner of Coit Road and Frost Road, being part of former Standard Slag property; and

WHEREAS, the Board of Commissioners wishes to enter into Ground Lease Amendment No. 2 by and between the Board of Commissioners and Blair Kotkowski, 3584 Frost Road, Mantua, Ohio 44255 for approximately 5 tillable acres to be used only for farming purposes and uses normally incident thereto and for no other purpose, said property fronts on the corner of Coit Road and Frost Road, being part of former Standard Slag property; and

WHEREAS, the Board of Commissioners wishes to enter into Ground Lease Amendment No. 3 by and between the Board of Commissioners and Blair Kotkowski, 3584 Frost Road, Mantua, Ohio 44255 for approximately 5 tillable acres to be used only for farming purposes and uses normally incident thereto and for no other purpose, said property fronts on the corner of Coit Road and Frost Road, being part of former Standard Slag property; and

WHEREAS, the Board of Commissioners wishes to enter into Ground Lease Amendment No. 4 by and between the Board of Commissioners and Blair Kotkowski, 3584 Frost Road, Mantua, Ohio 44255 for the ground described herein to be used only for farming purposes, and uses normally incident thereto, and for no other purpose. The leased land is described as follows:

A. Situated in the Township of Shalersville, County of Portage, Ohio and described as:

Property fronts on the corner of Coit Road and Frost Road, being part of former Standard Slag Property and containing five (5) tillable acres, more, or less, subject to all present liens, encumbrances, conditions, rights, easements, restrictions, rights of way, covenants, other matters of record, and zoning and building laws, ordinances, regulations, and codes affecting or governing the Leased Land or that may effect and govern the Leased Land after the execution of this Lease, and all matters that may be disclosed by inspection of survey.

B. Situated in the Township of Shalersville, County of Portage, Ohio and described as:

Coit Road Site (Approximately 5 acres)

and containing five (5) tillable acres, more, or less, subject to all present liens, encumbrances, conditions, rights, easements, restrictions, rights of way, covenants, other matters of record, and zoning and building laws, ordinances, regulations, and codes affecting or governing the Leased Land or that may effect and govern the

Leased Land after the execution of this lease, and all matters that may be disclosed by inspection of survey.

WHEREAS, that the Board of Portage County Commissioners does hereby agree to enter into said Ground Lease Amendment No. 5 for the property listed above with Blair Kotkowski for a term of one (1) year, beginning June 1, 2004 and ending on May 31, 2005 in the amount of \$250.00 per annum (\$125.00 for the property fronts on the corner of Coit Road and Frost Road and \$125.00 for the Coit Road Site); and be it further

WHEREAS, that the Board of Portage County Commissioners does hereby agree to enter into said Ground Lease Amendment No. 6 for the property listed above with Blair Kotkowski for a term of one (1) year, beginning June 1, 2005 and ending on May 31, 2006 in the amount of \$250.00 per annum (\$125.00 for the property fronts on the corner of Coit Road and Frost Road and \$125.00 for the Coit Road Site); and be it further

WHEREAS, that the Board of Portage County Commissioners does hereby agree to enter into said Ground Lease Amendment No. 7 for the property listed above with Blair Kotkowski for a term of one (1) year, beginning June 1, 2006 and ending on May 31, 2007 in the amount of \$250.00 per annum (\$125.00 for the property fronts on the corner of Coit Road and Frost Road and \$125.00 for the Coit Road Site); and be it further

WHEREAS, that the Board of Portage County Commissioners does hereby agree to enter into said Ground Lease Amendment No. 8 for the property listed above with Blair Kotkowski for a term of one (1) year, beginning June 1, 2007 and ending on May 31, 2008 in the amount of \$250.00 per annum (\$125.00 for the property fronts on the corner of Coit Road and Frost Road and \$125.00 for the Coit Road Site); and be it further

WHEREAS, Blair Kotkowski has an interest in leasing said property; now therefore be it

RESOLVED, that the Board of Portage County Commissioners does hereby agree to enter into said Ground Lease Amendment No. 9 for the property listed above with Blair Kotkowski for a term of one (1) year, beginning June 1, 2007 and ending on May 31, 2008 in the amount of \$250.00 per annum (\$125.00 for the property fronts on the corner of Coit Road and Frost Road and \$125.00 for the Coit Road Site); and be it further

RESOLVED, that the Board of Commissioners finds and determines that all formal actions of this Board concerning and relating to the adoption of this resolution were taken in an open meeting of this Board and that all deliberations of this Board that resulted in those formal actions were in meeting open to the public in compliance with the law including Section 121.22 of the Ohio Revised Code.

Voice vote as follows:

Christopher Smeiles, Yea;

Charles W. Keiper II, Yea;

Maureen T. Frederick, Yea;

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RESOLUTIONS
February 21, 2008

1. Approval of Meeting Minutes from the February 19, 2008 regular Board Meeting as presented.
2. Approve the Bills as presented by the County Auditor and reviewed by the Internal Auditor./08-168
3. Approve the wire transfer as presented by the County Auditor./08-169
4. Approve the Journal Vouchers as presented by the County Auditor./08-170
5. Approve the Then & Now as presented by the Portage County Auditor./08-171

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INVITATIONS/MEETING NOTICES

February 21, 2008

1. Invitation from the County Clothing Center to the Desks By Design silent and verbal auction Friday, April 18, 2008, 6:30-9:00 PM.
2. Invitation from Portage Soil & Water Conservation District for the Annual Planning Meeting on Thursday, March 6, 2008, 10:00 AM-12:00 PM at Maplewood Career Center Meeting Room A.
3. Invitation from Hiram College for the Garfield Institute For Public Leadership seminar series “Immigration: Contemporary Politics and Future Prospects” on Monday, March 3, 2008, Hiram College Kennedy Center, 4:15 PM, Reception, dinner and keynote address 6:30 PM.

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INCOMING CORRESPONDENCE

DISCUSSION

February 21, 2008

1. Discussion: Renewal Transfer Tax/Bring back on March 6, 2008
2. The Board of Commissioners received the February 5, 2008 correspondence from Dave Vaughan, regarding Lincoln Commons Senior Village/Journal Entry.

JOURNAL ENTRIES

February 21, 2008

1. Board of Commissioners’ signature requested on the purchase requisition for Emerald Environmental Inc. for asbestos inspection services for Windham Village demolition project for \$ 4,500.00 as presented by the Regional Planning Commission. This is being funded by the 2006 Formula Grant Activity #9 Clearance. Documents reviewed by Carol Kurtz, Internal Auditor noting the request appears to be proper and appropriately authorized.
2. Board of Commissioners’ authorization requested to have Commissioner Smeiles sign the Portage County Commissioners RLF Check No. 1115 dated February 15, 2008 to Portage County Title Agency for \$ 20,000 to purchase the parcel described as Atwater Estates Phase 2 sub lot 51 as recorded in Plat 99-86 for the Habitat for Humanity Project as requested by Neighborhood Development Services Inc. This amount is to be paid from the RLF designated as Section 17. Documents reviewed by Carol Kurtz, Internal Auditor noting the transaction appears to be in keeping with the events surrounding the purchase of this real estate.

3. Board of Commissioners' authorization requested to pay Invoice No. 27913, dated January 31, 2008 to Christley, Herington & Pierce for 2006 Sheriff Negotiations \$ 2,749.50.
4. Board of Commissioners' authorization requested to pay Invoice No. 3260832 dated February 13, 2008 for 52 pages plus cover for Portage 100 \$ 1,338.00 as presented by American Solutions for Business.
5. The Board of Commissioners received the Transportation Report for December 2007 as presented by the Portage County Sheriff's Department.
6. The Board of Commissioners received the Notice of Project Specific Release of Funds Respecting Environmental Grant Conditions for Grant No. B-F-07-062-1 as presented by the Ohio Department of Development. (cc: Regional Planning Commission by Ohio Department of Development).
7. Board of Commissioners' authorization requested to reimburse Robinson Memorial Hospital for one-third of the final invoice for salary and benefit costs for John Sniezek's employment at the Portage County Community Health Center for \$6,462.99 as presented in a February 8, 2008 correspondence from Steve Colecchi, President and CEO of Robinson Memorial Hospital.

REFERRED

February 21, 2008

1. February 16, 2008 e-mail from Dawn Pechman, requesting public records from the Commissioners' February 7, 2008 meeting./Clerk forwarded requested information.
2. The Board of Commissioners received the Membership Application/Dues invoice as presented by the Garrettsville Area Chamber of Commerce./Forward to Economic Development for payment.

INFORMATION ONLY

February 21, 2008

1. February 15, 2008 correspondence from Robin Ruf, Jones Day, regarding Akron Water Diversion/Forward to JoAnn Townend and advise that the cost of the pickup of these documents will be paid by Portage County with reimbursement by the other partners.
2. The Board of Commissioners received the February 15, 2008 on-line survey comments from Laney Travis.
3. The Board of Commissioners received the February 15, 2008 on-line survey comments from Sandy Garland.
4. February 18, 2008 e-mail from Dawn Pechman, regarding the Commissioners' February 12, 2008 meeting minutes – request for \$ 40,000.
5. February 19, 2008 e-mail from Gayle Poots, Portage County Regional Airport Authority, including a list of 2007 accomplishments and 2008 goals for the Portage County Regional Airport Authority Board/Forward to the Executive Assistant for inclusion in the 2007 Annual Report.
6. February 15, 2008 correspondence from Barb Deakins, Townhall II, including a copy of the Independent Audit Report for Townhall II for the year ending June 30, 2007/Journal Entry.

7. February 15, 2008 correspondence from Barbara Petroski, Portage County Historical Society, thanking the Board for its support with the recent \$ 2,000 grant.
8. The Board of Commissioners received the Ravenna Area Chamber of Commerce newsletter.
9. The Board of Commissioners received the Ohio Coalition for Open Government newsletter for Winter 2007-2008.
10. The Board of Commissioners received The Air You Breathe newsletter for February 2008.

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Journal Entry

February 22, 2008

Motion by Charles W. Keiper II, seconded by Maureen T. Frederick to approve the following actions:

1. The Board of Commissioners signed the purchase requisition for Emerald Environmental Inc. for asbestos inspection services for Windham Village demolition project for \$4,500.00, as presented by the Regional Planning Commission. This is being funded by the 2006 Formula Grant Activity #9 Clearance. Documents reviewed by Carol Kurtz, Internal Auditor noting the request appears to be proper and appropriately authorized.
2. The Board of Commissioners authorized Commissioner Smeiles to sign the Portage County Commissioners RLF Check No. 1115 dated February 15, 2008 to Portage County Title Agency for \$20,000 to purchase the parcel described as Atwater Estates Phase 2 sub lot 51 as recorded in Plat 99-86 for the Habitat for Humanity Project, as presented by the Neighborhood Development Services Inc. This amount is to be paid from the RLF designated as Section 17. Documents reviewed by Carol Kurtz, Internal Auditor noting the transaction appears to be in keeping with the events surrounding the purchase of this real estate.
3. The Board of Commissioners authorized payment of Invoice No. 27913, dated January 31, 2008 to Christley, Herington & Pierce of Aurora, Ohio for 2006 Sheriff Negotiations in the amount of \$2,749.50.
4. The Board of Commissioners authorized the Portage County Department of Economic Development to pay Invoice No. 3260832 dated February 13, 2008 for the printing of a 52 page "Portage 100 – The Essential Guide to Everything" at a cost of \$1,338.00, as presented by American Solutions for Business.
5. The Board of Commissioners acknowledged the receipt of the Transportation Report for December 2007, as presented by the Portage County Sheriff.
6. The Board of Commissioners acknowledged the receipt of the Notice of Project Specific Release of Funds Respecting Environmental Grant Conditions for Grant No. B-F-07-062-1, as presented by the Ohio Department of Development.
7. The Board of Commissioners authorized reimbursement to Robinson Memorial Hospital for one-third of the final invoice for salary and benefit costs for John Sniezek, Executive Director of the Portage County Community Health Center, in the amount of \$6,462.99, as presented in a February 8, 2008 correspondence from Steve Colecchi, President and CEO of Robinson Memorial Hospital. The Board of Commissioners noted that they agreed by Journal Entry on June 12, 2007 to a two year commitment for the Executive

Director at a total cost to Portage County of \$75,000. This expense to be paid over a two year period, not to exceed \$37,500 per year.

- 8. The Board of Commissioners acknowledged the receipt of the February 5, 2008 correspondence from Dave Vaughan, Executive Director of the Neighborhood Development Services Inc., inviting comments on the impact of the proposed Lincoln Commons Senior Village Project in the City of Kent on the Portage County community.
- 9. The Board of Commissioners acknowledged the receipt of the February 15, 2008 correspondence from Barb Deakins, Finance/Business Director of Townhall II, including a copy of the Independent Audit Report for Townhall II for the year ending June 30, 2007.
- 10. The Board of Commissioners approved the February 21, 2008 request from Vickie Steiner, Portage County Human Resources Department, to use flextime beginning Monday, February 25, 2008 with a start time of 7:30 AM and an end time of 4:00 PM.
- 11. The Board of Commissioners signed the Personnel Action form acknowledging the retirement of Linda Litz as an Administrative Assistant for the Portage County Department of Job and Family Services, effective May 30, 2008, as presented by the Human Resources Department Director Lynn Leslie and approved by the Department of Job and Family Services Director Anita Herington.
- 12. After meeting with Internal Services Director JoAnn Townend today, the Board of Commissioners agreed to set a threshold of \$5,000 for Change Orders for the Prosecutor's Project that could go forward without their immediate approval. The Board of Commissioners noted that they will sign all change orders authorizing payment.

All in favor, motion carries.

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We do hereby certify that the foregoing is a true and correct record of the Portage County Board of Commissioners' meeting on **February 21, 2008**. There being no further business to come before the Board, it was moved by Charles W. Keiper II, seconded by Maureen T. Frederick to adjourn the official meeting at 10:45 AM. All in favor, motion carries.

Christopher Smeiles, President

Charles W. Keiper II, Vice President

Maureen T. Frederick, Board Member

Deborah Mazanec, Clerk

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