

Tuesday, March 18, 2008

The Board of County Commissioners met in regular session on **Tuesday, March 18, 2008 at 9:10 AM** with the following members present:

Christopher Smeiles

Charles W. Keiper II

Absent: Commissioner Frederick

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**Public Hearing – Proposed Bond Issue
For Hillel at Kent State University
Convened: 9:10 AM**

Present: Commissioners Smeiles and Keiper; Squire Sanders Attorney Dana Weiss; 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 Tuesday, March 18, 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 44266, at 9:00 a.m. 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 9:00 a.m., March 18, 2008.

III. Project Explanation – Attorney Weiss stated that the Colorado Educational and Cultural Facilities Authority is issuing bonds to finance the construction of this facility. 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 noted that the project is well under construction.
- Commissioner Smeiles asked if there is or will be a land lease in place? Attorney Weiss responded that Hillel is “swapping spaces” with the university although there may be a need for an operating agreement or ground lease in place.
- Commissioner Smeiles asked why this issue is before 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.

V. Hearing no additional comments, the public hearing was adjourned at 9:15 AM

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After adjourning the Public Hearing, the Board of Commissioners adopted a resolution granting the “applicable elected representative” approval of the issuance by the Colorado Educational and Cultural Facilities authority of tax-exempt revenue bond./08-0249

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It was moved by Charles W. Keiper II, seconded by Christopher Smeiles to approve the meeting minutes of the March 18, 2008 meeting. Commissioner Frederick absent, motion carries

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

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WATER RESOURCES

Present: Harold Huff, Jeff Lonzrick

1. Resolution- Authorizing the preparation of plans, specifications and estimate of cost for Project No. PC 08-080, O&M Facility Emergency Power, in the Portage County Regional Sewer District and the Streetsboro Sanitary Sewer District No. 4, Shalersville Township./08-0250
2. Resolution - Authorizing the preparation of plans, specifications and estimate of cost for Project No. CH-1 (08-090), West Branch Mobile Home Park WWTP Improvements in the Portage County Regional Sewer District, Charlestown Township./08-0251
3. Resolution - Authorizing the preparation of plans, specifications and estimate of cost for Project No. ST-4 (08-100), Streetsboro Biosolids Reduction Facility, in the Streetsboro Sanitary Sewer District No. 4 and in the Portage County Regional Sewer District, City of Streetsboro./08-0252

4. Resolution - Authorizing the preparation of plans, specifications and estimate of cost for Project No. SH-W (08-110), Shalersville WTP Generator Improvements in the Portage County Regional Sewer District, Shalersville Township./08-0253
5. Resolution - Enter into an agreement between Allen Heasley and the Board of Commissioners for the lease of land for the purpose of disposal and reuse of liquid and cake biosolids, on approved application sites./08-0254
6. Resolution - Enter into a three year agreement between Allen Heasley and the County of Portage for application of cake biosolids on County approved disposal sites./08-0255
7. Resolution - Agreement for water improvements on the Cascades Block "B" Water Project, Portage County Water Resources Department Project No. BR-W (07-020)./08-0256
8. Signatures: Approval to interview engineering/architectural firms for Project Design Services on the Operations and Maintenance Equipment Garage, Project Nos. PC (07-140), ST-4 (07-141), PC-W (07-142)./Journal Entry
9. Signatures - Approval to interview engineering firms for Project Engineering Services on Operations and Maintenance Facility Emergency Power, PC (08-080)./Journal Entry
10. Signatures - Approval to interview engineering firms for Project Engineering Services on West Branch MHP WWTP Improvements, Project No. CH-1 (08-090)./Journal Entry
11. Signatures - Approval to interview engineering firms for project engineering services on Streetsboro Biosolids Reduction Facility, Project No. ST-4 (08-100)./Journal Entry
12. Signatures - Approval to interview engineering firms for project engineering services on Shalersville WTP Generator Improvements, Project No. SH-W (08-110)./Journal Entry
13. Signatures - Approval to interview surveying firms for project surveying services on Aurora Meadows Subdivision Sanitary Sewer Improvements, Project Nos. M-1 (06-190)./Journal Entry

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Director Jon Barber

Mr. Barber attending to advise the Board of Commissioners that the fire alarm went off at the Riddle Block this morning. He is investigating the fire panel.

Mr. Barber also advised that the Simon & Sicuro offices were entered last night; there is no sign of forced entry but desks were disturbed. There was a police report filed this morning. The Board of Commissioners agreed that Mr. Barber should investigate changing out the door with a heavier model for the electronic strike to work better.

The Board of Commissioners authorized Director Barber to advertise for additional part-time security officers.

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DEPARTMENT OF BUDGET & FINANCIAL MANAGEMENT

Resolutions

- 1. General Fund Amendment to the Annual Appropriation Resolution :/08-0257
 - a. Clerk of Courts, Supplemental – Microfilm Reader Replacement

- 2. Other Funds Amendments to the Annual Appropriation Resolution:/08-0258
 - a. Fund 1202, SA Ditch Mnt – Allen Moss – Supplemental – for DRETAC Tax Settlement
 - b. Fund 1203, SA Ditch Mnt – Culler Johnson CS – Supplement, for DRETAC Tax Settlement
 - c. Fund 1204, SA Ditch Mnt – East Park – Supplement, for DRETAC Tax Settlement
 - d. Fund 1205, SA Ditch Mnt – Lavelle Heights – Supplement, for DRETAC Tax Settlement
 - e. Fund 1206, SA Ditch Mnt, - Rootstown #7 – Supplement, for DRETAC Tax Settlement
 - f. Fund 1207, SA Ditch Mnt, - Wahoo – Supplement, for DRETAC Tax Settlement
 - g. Fund 1208, SA Ditch Mnt – Geiger – Supplement, for DRETAC Tax Settlement
 - h. Fund 1209, SA Ditch Mnt – Englehart – Supplement, for DRETAC Tax Settlement

Other

- 3. Journal entry approval:
 - a. Common Pleas Court Supplemental Request - Compensation Law Librarian/Journal Entry
 - i. Resolution PC Law Library opting out of phase out period
 - b. Clerk Of Courts Supplemental Request – Emergency Replacement Microfilm Reader/Journal Entry
 - c. Funding Source for Tax Map Record Scanning Project
 - i. Data Solutions Proposal to Tax Map/Journal Entry
 - d. Proposed hire of a Budget Analyst Intern and an Administrative Assistant/Journal Entry

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RESOLUTION No. 08-0245 - RE: BILLS APPROVED AND CERTIFIED TO THE PORTAGE COUNTY AUDITOR FOR PAYMENT.

It was moved by Charles W. Keiper II, seconded by Christopher Smeiles 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 March 18, 2008 in the total payment amount of **\$ 453,603.04 for Funds 0001-8101** 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, Absent;

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RESOLUTION NO. 08-0246 - RE: APPROVAL OF JOURNAL VOUCHERS/ENTRIES.

It was moved by Charles W. Keiper II, seconded by Christopher Smeiles 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:

3-17-08	1826	\$ 4,066.99
3-17-08	1825	8,000.00
3-17-08	1824	433.86
3-17-08	1822	550.20
3-17-08	1821	8,038.25
3-17-08	1820	10,305.98
3-17-08	1818	107.05
3-17-08	1817	442.23
3-17-08	1803	394.60
Total		\$ 32,339.16

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, Absent;

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RESOLUTION NO. 08-0247 - RE: ACCEPTANCE OF THEN AND NOW CERTIFICATIONS FOR PAYMENT.

It was moved by Charles W. Keiper II, seconded by Christopher Smeiles 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 **\$ 18,264.43** as set forth in Exhibit “A” dated **March 18, 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, Absent;

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RESOLUTION NO. 08-0248 - RE: AGREE TO ACCEPT AN IRREVOCABLE LETTER OF CREDIT AND THE PERFORMANCE AGREEMENT FOR CONSTRUCTION OF STREET, STORM SEWER AND DRAINAGE IMPROVEMENTS – CENTENNIAL HOMESTEAD, SHALERSVILLE TOWNSHIP, PORTAGE COUNTY.

- 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 March 18, 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 March 18, 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 rescinds Resolution No. 08-0172 adopted by the Board of Commissioners on February 21, 2008.
- Section 2. 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 3. 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 4. 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 5. This resolution shall be in full force and take effect immediately upon its adoption.

Roll call vote as follows:

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

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RESOLUTION NO. 08-0250 - RE: AUTHORIZING THE PREPARATION OF PLANS, SPECIFICATIONS AND ESTIMATE OF COST FOR PROJECT NO. PC (08-080), O & M FACILITY EMERGENCY POWER, IN THE PORTAGE COUNTY REGIONAL SEWER DISTRICT AND THE STREETSBORO SANITARY SEWER DISTRICT NO. 4, SHALERSVILLE TOWNSHIP.

It was moved by Charles W. Keiper II, seconded by Christopher Smeiles that the following resolution be adopted:

WHEREAS, this Board by Resolution No. 74-78, adopted April 11, 1974, established Portage County Regional Sewer District; and

WHEREAS, this Board by Resolution No. 67-17, adopted February 2, 1967, established Streetsboro Sanitary Sewer District No. 4; and

WHEREAS, it has become necessary for the Portage County Water Resources Department to request authorization to prepare plans, specifications and estimate of cost for the Project No. PC (08-080), O & M Facility Emergency Power, hereinafter referred to as the "PROJECT"; and

WHEREAS, the PROJECT is necessary to provide emergency electrical power generation for the Operations & Maintenance facility, SCADA system, laboratory, maintenance bays, proposed maintenance garage, and the nearby "County Home" pump station; now therefore be it

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

Section 1. That said authorization to prepare plans, specifications and estimate of cost for said PROJECT is hereby given.

Section 2. That it is hereby found and determined that all formal actions of this Board concerning and relation to the adoption of this resolution were adopted in an open meeting of this Board, and that all deliberations of this Board and of any of its committees that resulted in such formal action, were in meetings open to the public, in compliance with all legal requirements including Section 121.22 of the Ohio Revised Code.

Voice vote as follows:

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

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RESOLUTION NO. 08-0251 - RE: AUTHORIZING THE PREPARATION OF PLANS, SPECIFICATIONS AND ESTIMATE OF COST FOR PROJECT NO. CH-1 (08-090), WEST BRANCH MOBILE HOME PARK WWTP IMPROVEMENTS, IN THE PORTAGE COUNTY REGIONAL SEWER DISTRICT, CHARLESTOWN TOWNSHIP.

It was moved by Charles W. Keiper II, seconded by Christopher Smeiles that the following resolution be adopted:

- WHEREAS,** this Board by Resolution No. 74-78, adopted April 11, 1974, established Portage County Regional Sewer District, hereinafter called the “SEWER DISTRICT”; and
- WHEREAS,** it has become necessary for the Portage County Water Resources Department to request authorization to prepare plans, specifications and estimate of cost for the Project No. CH-1 (08-090), West Branch Mobile Home Park WWTP Improvements, hereinafter referred to as the “PROJECT”; and
- WHEREAS,** the original rapid sand filter and dosing equipment are less effective and maintenance issues are prevalent; and
- WHEREAS,** the PROJECT is necessary to rehabilitate the WWTP building and blowers, provide a new tertiary filter system to replace the sand filter, and install SCADA equipment to improve operational and emergency conditions; now therefore be it

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

- Section 1. That said authorization to prepare plans, specifications and estimate of cost for said PROJECT is hereby given.
- Section 2. That it is hereby found and determined that all formal actions of this Board concerning and relation to the adoption of this resolution were adopted in an open meeting of this Board, and that all deliberations of this Board and of any of its committees that resulted in such formal action, were in meetings open to the public, in compliance with all legal requirements including Section 121.22 of the Ohio Revised Code.

Voice vote as follows:

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

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RESOLUTION NO. 08-0252 - RE: AUTHORIZING THE PREPARATION OF PLANS, SPECIFICATIONS AND ESTIMATE OF COST FOR PROJECT NO. ST-4 (08-100), STREETSBORO BIOSOLIDS REDUCTION FACILITY, IN THE STREETSBORO SANITARY SEWER DISTRICT NO. 4

RESOLVED

by the Board of Commissioners of Portage County, Ohio:

Section 1. That the Board agrees to enter into a five (5) year agreement with Allen Heasley, to lease 55.8 useable acres of land for the purpose of BIOSOLIDS application disposal, as described in the Agreement.

Section 2. That the County will compensate the Owners' in the amount of \$10.00 per acre per year for the use of the property as a BIOSOLIDS application site. In no case shall the cost exceed \$2,790.00 over the life of the 5 year agreement.

Section 3. That it is hereby found and determined that all formal actions of this Board concerning and relating to the adoption of this resolution were adopted in an open meeting of this Board, and that all deliberations of this Board and of any of its committees that resulted in such formal action, were in meetings open to the public, in compliance with all legal requirements including Section 121.22 of the Ohio revised Code.

Voice vote as follows:

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

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**RESOLUTION NO. 08-0255 - RE: ENTER INTO A THREE YEAR AGREEMENT
BETWEEN ALLEN HEASLEY AND THE COUNTY OF
PORTAGE FOR APPLICATION OF CAKE BIOSOLIDS
ON COUNTY APPROVED DISPOSAL SITES**

It was moved by Charles W. Keiper II, seconded by Christopher Smeiles that the following resolution be adopted:

WHEREAS, the County operates various wastewater treatment plants within Portage County, which, after processing, produce a byproduct known as digested liquid biosolids; and further mechanical processing of this byproduct can reduce the water content forming a semi-solid product referred to as biosolids cake; and

WHEREAS, Allen Heasley (the OWNER(S)) are willing to allow liquid and cake biosolids to be placed and spread on portions of their property; and

WHEREAS, the County is willing to lease the above Owner's land for the purpose of cake application services and to ensure the proper operation of the County's wastewater plants;

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

Section 1. That the Board agrees to compensate Allen Heasley in the amount of 5.00 per cubic yard for a three (3) year agreement.

Section 2. That the estimated amount of cake to be applied during the three years of the agreement is 5860 cubic yards, for a total of \$29,300.00.

RESOLUTION NO. 08-0257

RE: AMENDMENT TO THE GENERAL FUND 2008 ANNUAL APPROPRIATION RESOLUTION NO. 07-1208 ADOPTED DECEMBER 18, 2007

It was moved by Charles W. Keiper II, second by Christopher Smeiles that the following resolution be adopted:

RESOLVED, that it has become necessary to amend the General Fund 2008 Annual Appropriation in the amounts and for the purposes set forth in the enumeration shown below,

		<u>Increase</u>	<u>Decrease</u>
Fund: 0001	General Fund		
	<i>010 Commissioners Other</i>		
00107	Commissioner Other OE	0	7,200
	MEMO TOTAL	<u>\$ -</u>	<u>\$ 7,200</u>

Note: Clerk Microfilm Reader Replace

	<i>500 Clerk of Courts</i>		
05006	Clerk Courts Common Pleas CO	7,200	0
	MEMO TOTAL	<u>\$ 7,200</u>	<u>\$ -</u>

Note: Microfilm Reader

TOTAL MEMO BALANCE ALL AMENDMENTS	<u><u>\$ 7,200</u></u>	<u><u>\$ 7,200</u></u>
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and be it further,

RESOLVED, that a certified copy of this resolution be filed with the 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 as Follows:

Christopher Smeiles, Yea;

Maureen T. Frederick, Absent;

Charles W. Keiper II, Yea;

RESOLUTION NO. 08-0258

**RE: AMENDMENT TO THE NON GENERAL FUND
2008 ANNUAL APPROPRIATION RESOLUTION
NO 07-1209 ADOPTED DECEMBER 18, 2007**

It was moved by Charles W. Keiper II, second by Christopher Smeiles that the following resolution be adopted:

RESOLVED, that it has become necessary to amend the Non General Fund 2008 Annual Appropriation in the amounts and for the purposes set forth in the enumeration shown below,

	<i>Increase</i>	<i>Decrease</i>
<hr/>		
Fund: 1010 Computerization Clerk Muni Ct		
500 Clerk of Courts		
10105 Comp-Clerk of Courts MS	68,400	0
10106 Comp-Clerk of Courts CO	120,000	0
MEMO TOTAL	<u><u>\$ 188,400</u></u>	<u><u>\$ -</u></u>

Note: Jail View Equipment

Fund: 1202 SA Ditch Mnt - Allen Moss		
800 Engineer's Department		
12024 SA Ditch Mnt Allen Moss CS	50	0
MEMO TOTAL	<u><u>\$ 50</u></u>	<u><u>\$ -</u></u>

Note: Contingency for Tax Settlement

Fund: 1203 SA Ditch Mnt - Culler Johnson		
800 Engineer's Department		
12034 SA Ditch Mnt Culler Johnson CS	50	0
MEMO TOTAL	<u><u>\$ 50</u></u>	<u><u>\$ -</u></u>

Note: Contingency for Tax Settlement

Fund: 1204 SA Ditch Mnt - East Park		
800 Engineer's Department		
12044 SA Ditch Mnt East Park CS	50	0

	<i>Increase</i>	<i>Decrease</i>
MEMO TOTAL	<u><u>\$ 50</u></u>	<u><u>\$ -</u></u>

Note: Contingency for Tax Settlement

Fund: 1205 SA Ditch Mnt - Lavelle Heights		<u><u>\$ -</u></u>
<i>800 Engineer's Department</i>		
12054 SA Ditch Mnt Lavelle Height CS	50	0
MEMO TOTAL	<u><u>\$ 50</u></u>	<u><u>\$ -</u></u>

Note: Contingency for Tax Settlement

Fund: 1206 SA Ditch Mnt - Rootstown #7		
<i>800 Engineer's Department</i>		
12064 SA Ditch Mnt Rootstoow #7 CS	50	0
MEMO TOTAL	<u><u>\$ 50</u></u>	<u><u>\$ -</u></u>

Note: Contingency for Tax Settlement

Fund: 1207 SA Ditch Mnt - Wahoo		
<i>800 Engineer's Department</i>		
12074 SA Ditch Mnt Wahoo CS	50	0
MEMO TOTAL	<u><u>\$ 50</u></u>	<u><u>\$ -</u></u>

Note: Contingency for Tax Settlement

Fund: 1208 SA Ditch Mnt - Geiger		
<i>800 Engineer's Department</i>		
12084 SA Ditch Mnt Geiger CS	50	0
MEMO TOTAL	<u><u>\$ 50</u></u>	<u><u>\$ -</u></u>

Note: Contingency for Tax Settlement

Fund: 1209 SA Ditch Mnt - Englehart		
<i>800 Engineer's Department</i>		
12094 SA Ditch Mnt Englehart CS	50	0

3. Invitation for Desks By Design Silent and Verbal Auction on Friday, April 18, 2008, 6:30-9:00 PM, American Legion, Kent. Auction to benefit Phyllis Zumkehr, County Clothing Center.
4. Invitation from the Portage County Park District for the 10th Annual Portage County Environmental Conservation Awards Benefit Dinner on Saturday, April 12, 2008, 6:00 PM.
5. Invitation from Summit Workforce Solutions for the “Preparing Summit County for a 21st Century Economy” on Friday, April 11, 2008, The Job Center, Akron.
6. Invitation from Kent State University for the Grand Opening of Franklin Hall on Friday, April 18, 2008, 1:30 PM, Kent State University.
7. Meeting notice for the Mental Health & Recovery Board Ad Hoc Committee on Children’s Mental Health meeting on Wednesday, March 19, 2008, 5:00 PM, at the Mental Health Board office, Kent.

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INCOMING CORRESPONDENCE

DISCUSSION

March 18, 2008

1. March 14, 2008 memo from Carol Kurtz, Internal Auditor, regarding MUNIS access for Neighborhood Development Services Inc/Clerk to draft letter to MUNIS asking that they set up access for the Neighborhood Development Services Inc..
2. March 17, 2008 e-mail from the Commissioners’ Clerk regarding US Flag for Veterans Memorial/Executive Assistant to send a thank you for this donation.

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JOURNAL ENTRIES

March 18, 2008

1. Board of Commissioners’ authorization requested to have Commissioner Smeiles and Commissioner Keiper sign the State of Ohio Office of Housing and Community Partnerships Request for Payment and Status of Funds Report, Draw No. 402 for \$ 6,000 for the Microenterprise Grant No. B-M-05-062-1 as requested by Kent Regional Business Alliance. Documents reviewed by Carol Kurtz, Internal Auditor noting the request appears to be proper and appropriately authorized.
2. Board of Commissioners’ signature requested on the payment authorization form for \$ 130.00 payable to the US Postal Services (Neopost Postage On Call) for CDBG postage for fiscal year 2008 as requested by the Regional Planning Commission. The B-F-07 Formula Grant Activity #7 General Administration is funding this expense. Documents reviewed by Carol Kurtz, Internal Auditor noting the same service cost \$ 120.00 during 2007. All else remains the same.
3. Board of Commissioners’ signature requested on the purchase requisition for Portage Title for purchase of 3 lots to be used for New Construction for Habitat for Humanity for \$ 60,000 as requested by the Regional Planning Commission. (Lot #49, Lot #50, Lot #52, located in Atwater Township). This is being funded by the 2007 Formula Grant Activity #4 New Construction.

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.

4. Board of Commissioners' signature requested on the purchase requisition for the return of unspent grant funds for B-W-03-062-1 Randolph Township sewer grant for \$ 161.00 as requested by the Regional Planning Commission. Documents reviewed by Carol Kurtz, Internal Auditor noting this requests appears to be appropriate, authorized and supported by documents reviewed.

Board of Commissioners' signature is also requested on the State of Ohio Office of Housing and Community Partnerships Certificate of Completion for same.

5. The Board of Commissioners received the Portage County Dog Warden Weekly Report for the week ending February 24, 2008, March 2 & 9, 2008 as presented by the Acting County Dog Warden, Jon Barber.
6. The Board of Commissioners received the Portage County Investment Reconciliation for the month of February 2008 as presented by the County Auditor and County Treasurer.
7. Board of Commissioners' authorization requested to pay Invoice No. 01347 dated January 30, 2008 for the 2007 Portage County Annual Report as presented by Communications Factory \$ 6,692.00.
8. Board of Commissioners' authorization requested to pay the March 3, 2008 Invoice for 15-20 photos at a cost of \$ 35.00 each not to exceed \$ 700.00 for the Commissioners' 2007 Annual Report as presented by Kenneth McGregor, Art Armory.

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REFERRED

March 18, 2008

1. March 6, 2008 memo from Claude Custer, NEFCO, regarding amendments to NEFCO's Clean Water Plan./Forwarded to Water Resources Department.
2. March 12, 2008 memo from County Commissioners' Association of Ohio, including the final Subgrant agreement for the Ohio Department of Job and Family Services, Subgrant No. G-89-00-0000./Forwarded to Denise Smith for review.
3. March 3, 2008 correspondence from the US Department of Housing and Urban Development, regarding Line of Credit Control System (LOCCS)./Forwarded to the Executive Assistant and Internal Services.
4. March 12, 2008 memo from Brad Cole, County Commissioners' Association of Ohio, regarding HB 446./Forwarded to General Services and Office of Homeland Security and Emergency Management.
5. The Board of Commissioners received a Public Notice from the Ohio EPA, regarding a final issuance of certification for Woodmont Streetsboro Leigh Prugh./Forward to Water Resources Department for review and comment.

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INFORMATION ONLY

March 18, 2008

1. March 12, 2008 e-mail from Bob Wrentmore, Building Department to Leigh Prugh, Prosecutor's Office, regarding the Ohio Board of Building Standards.
2. February 5, 2008 correspondence from Mike Brady, Ohio Board of Building Standards to Bob Wrentmore, Building Department, regarding Pole Type construction. (cc: Leigh Prugh, Prosecutor's Office).
3. The Board of Commissioners received an announcement from Hasenstab Architects introducing CACM Solutions, LLC.
4. March 11, 2008 memo from Brad Cole, County Commissioners' Association of Ohio, regarding H.B. 295. (cc: Internal Services).
5. March 14, 2008 e-mail from Amanda Jones, County Commissioners' Association of Ohio, regarding the County Legislative Information Publication (CLIP) concerning substitute HB 429. (cc: Internal Services)
6. March 14, 2008 e-mail from Amanda Jones, County Commissioners' Association of Ohio, regarding the County Legislative Information Publication (CLIP) concerning support for SB268 (cc: Internal Services)

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PROSECUTOR'S CORRESPONDENCE

March 18, 2008

1. March 6, 2008 correspondence from David Brode, regarding Bovine Inspector/Information only.
2. March 11, 2008 correspondence from Tommie Jo Marsilio, to Janet Esposito, County Auditor, regarding cell phone policy/Information Only.
3. March 12, 2008 correspondence from Denise Smith regarding whether the Board has the authority to enter into an agreement to share sales tax with a prospective business.
4. March 12, 2008 correspondence from Denise Smith regarding the agreement between the Board and Doug McGee and Budd Curfman for use of the Courthouse Lawn for Christian prayer on Thursday, May 1, 2008/Information only.
5. Draft Resolution: March 13, 2008 correspondence from Leigh Prugh, including the performance agreement and letter of Credit./08-0248

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Journal Entry

March 18, 2008

Motion by Charles W. Keiper II, seconded by Christopher Smeiles to approve the following actions:

1. The Board of Commissioners authorized Commissioner Smeiles and Commissioner Keiper to sign the State of Ohio Office of Housing and Community Partnerships Request for Payment and Status of Funds Report, Draw No. 402 for \$6,000 for the Microenterprise Grant No. B-M-05-062-1, as presented by the Kent Regional Business Alliance. Documents reviewed by Carol Kurtz, Internal Auditor noting the request appears to be proper and appropriately authorized.

2. The Board of Commissioners signed the payment authorization form for \$130.00 payable to the U.S. Postal Services (NEOPOST Postage-On-Call computerized meter resetting system) for CDBG postage for fiscal year 2008, as presented by the Regional Planning Commission. The B-F-07 Formula Grant Activity #7 General Administration is funding this expense. Documents reviewed by Carol Kurtz, Internal Auditor noting the same service cost \$ 120.00 during 2007. All else remains the same.
3. The Board of Commissioners signed the purchase requisition for Portage Title of Ravenna, Ohio for the purchase of three (3) lots in Atwater Township for New Construction by Habitat for Humanity for \$60,000, as presented by the Regional Planning Commission. (Lot #49, Lot #50, Lot #52, located in Atwater Township). This is being funded by the 2007 Formula Grant Activity #4 New Construction. 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.
4. The Board of Commissioners signed the purchase requisition for the return of unspent grant funds for B-W-03-062-1 for the Randolph Township sewer grant for \$161.00, as presented by the Regional Planning Commission. Documents reviewed by Carol Kurtz, Internal Auditor noting this requests appears to be appropriate, authorized and supported by documents reviewed.

The Board of Commissioners also authorized Commissioner Smeiles to sign the State of Ohio Office of Housing and Community Partnerships Certificate of Completion for the same project.

5. The Board of Commissioners acknowledged the receipt of the Portage County Dog Warden Weekly Report for the week ending February 24, 2008, March 2 & 9, 2008, as presented by the Acting County Dog Warden Jon Barber.
6. The Board of Commissioners acknowledged the receipt of the Portage County Investment Reconciliation for the month of February 2008, as presented by the County Auditor and County Treasurer.
7. The Board of Commissioners authorized payment of Invoice No. 01347 dated January 30, 2008 for the second third of activities for the 2007 Portage County Annual Report, as presented by the Communications Factory for \$6,692.00.
8. The Board of Commissioners authorized the payment of the March 3, 2008 Invoice for the purchase of 20-25 photos at a cost of \$35.00 each, not to exceed \$1,000.00, for the 2007 Annual Report, as presented by Kenneth McGregor, Art Armory.
9. The Board of Commissioners signed the Personnel Action Form authorizing a schedule change for Denise Miller, Pediatric Nurse Practitioner, for 24-32 hours per week (either three or four days per week) within the Portage County Department of Job & Family Services beginning March 31, 2008, as presented by Human Resources Department Director Lynn Leslie and approved by Department of Job & Family Services Director Anita Herington.
10. The Board of Commissioners signed the Personnel Action Form authorizing the part time permanent hire of Carol Savrin as a Pediatric Nurse Practitioner for the Portage County Department of Job & Family Services on an as-needed basis, as presented by Human Resources Department Director Lynn Leslie and approved by Department of Job & Family Services Director Anita Herington. The Board of Commissioners notes that this hire is contingent upon the applicant passing a pre-employment physical and drug screen.

11. The Board of Commissioners signed the Personnel Action form acknowledging the resignation of Jamie Pelphrey as an Income Maintenance Worker 3 for the Portage County Department of Job and Family Services, effective March 28, 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. The Board of Commissioners signed the Personnel Action form acknowledging the termination of Judith Corley as a Clerical Specialist 3 for the Portage County Department of Job and Family Services effective March 6, 2008, noting the employee did not return from a Leave of Absence, as presented by the Human Resources Department Director Lynn Leslie and approved by the Department of Job and Family Services Director Anita Herington.
13. The Board of Commissioners approved the following Personnel Requisitions, as presented by Lynn Leslie, Director of the Portage County Human Resources Department and approved by Department of Job & Family Services Director Anita Herington:

DEPARTMENT	JOB TITLE	GRADE	ACTION
Job & Family Services	Income Maintenance Worker 3 Replacement for Jamie Pelphrey	JFS H	Post Internally and Externally

14. The Board of Commissioners authorized the Water Resources Department to contact, schedule and interview the following engineering/architectural firms for project design services for the Portage County Regional Sewer District Operations and Maintenance Equipment Garage Project No. PC (07-140), ST-4 (07-141), and PC-W (07-142) as follows: Burgess & Niple, DLZ, and GPD Group.
15. The Board of Commissioners authorized the Water Resources Department to contact, schedule and interview the following engineering firms for project engineering services for the Portage County Regional Sewer District Operations and Maintenance facility emergency power Project No. PC (08-080) as follows: GPD Group, Osborn Engineering, and RE Warner & Associates.
16. The Board of Commissioners authorized the Water Resources Department to contact, schedule and interview the following engineering firms for project engineering services for the Portage County Regional Sewer District West Branch Mobile Home Park Waste Water Treatment Plant Improvements, Project No. CH-1 (08-090) as follows: CTi Engineers, Floyd Browne Group, and Gannett Fleming.
17. The Board of Commissioners authorized the Water Resources Department to contact, schedule and interview the following engineering firms for project engineering services for the Portage County Regional Sewer District Streetsboro Biosolids Reduction Facility, Project No. ST-4 (08-100) as follows: URS Corporation, Burgess & Niple, Inc., Hatch Mott MacDonald, Inc., and DLZ.
18. The Board of Commissioners authorized the Water Resources Department to contact, schedule and interview the following engineering firms for project engineering services for the Portage County Regional Sewer District Shalersville Water Treatment Plant Generator Improvements, Project No. SH-W (08-110) as follows: GPD Group, Osborn Engineering, and RE Warner & Associates.
19. The Board of Commissioners authorized the Water Resources Department to contact, schedule and interview the following surveying firms for project surveying services for the Portage County Regional

Sewer District Aurora Meadows Subdivision Sanitary Sewer Improvements, Project No. M-1 (06-190) as follows: DLZ, Floyd Browne Group, GBC Design, Inc., and McCoy Associates, Inc.

20. The Board of Commissioners authorized the Director of Security to work with the Human Resources Department to advertise for the hire of part-time security personnel.
21. The Board of Commissioners approved a request from the Common Pleas Court for a Supplemental Appropriation for the compensation for the Law Librarian. The Board of Commissioners noted that the County Auditor will process the reimbursement of \$11,177 from the Law Library.
22. The Board of Commissioners accepted the recommendation of the Department of Budget & Financial Management Director and authorized a supplemental appropriation for the Clerk of Courts in the amount of \$7,200 for the emergency replacement of a microfilm reader in the Common Pleas Clerk's Division. The Board of Commissioners noted that the funding will come from the equipment reserve in the General Fund contingency.
23. The Board of Commissioners accepted the recommendation of the Department of Budget & Financial Management Director and authorized the use of \$12,000 in the General Fund equipment line to fund the Tax Map Record Scanning Project with Data Solutions.
24. The Board of Commissioners accepted the recommendation of the Department of Budget & Financial Management Director and authorized the part-time hire (minimum of 20 hours per week) of Matthew Adelman as a DAT 3, Grade D as the Budget Analyst Intern for the Department of Budget & Financial Management, beginning March 31, 2008. The Board of Commissioners noted that this hire is contingent upon the applicant passing a pre-employment drug screen.
25. The Board of Commissioners accepted the recommendation of the Department of Budget & Financial Management Director and authorized the part-time hire (minimum of 20 hours per week) of Chanel Mason as a COMOT 5, Grade C as an Administrative Assistant for the Department of Budget & Financial Management, beginning March 24, 2008. The Board of Commissioners noted that this hire is contingent upon the applicant passing a pre-employment drug screen.

Commissioner Frederick absent, 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 **March 18, 2008**. There being no further business to come before the Board, it was moved by Charles W. Keiper II, seconded by Christopher Smeiles to adjourn the official meeting at **10:50 AM**. Commissioner Frederick absent, motion carries.

Christopher Smeiles, President

Charles W. Keiper II, Vice President

ABSENT

Maureen T. Frederick, Board Member

Deborah Mazanec, Clerk

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