

Thursday, April 10, 2008

The Board of County Commissioners met in regular session on **Thursday, April 10, 2008 at 9:45 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 April 8, 2008 meeting. All in favor, motion carries

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

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INTERNAL SERVICES

Present: JoAnn Townend

Discussion

1. Kent Parking Lot

JoAnn Townend advised that the paving project in Kent is being held up awaiting Board of Commissioners input regarding the planting of trees and/or landscaping in the center of the lot. The City was ready to approve the plan presented by Four Points Architects for no trees in the center of the lot but trees maintained in the tree lawn.

JoAnn Townend reminded the Board of Commissioners that the Planning Commission had tabled approval based on comments from Judge Plough at the Planning Commission Meeting at which this project was presented. The added spaces are needed but the applicant does not need as many as requested. He would like landscaping installed around the parking area and not just pavement.

The Board of Commissioners agreed to send a letter to the City of Kent advising that the Board of Commissioners is not willing to add trees to the center of the lot and ask that the plan be approved, as presented to the Kent Planning Commission, if the current plan is in compliance with the city codes. Long term maintenance and snow plowing issues in this small lot outweigh the request for landscaping and trees.

JoAnn Townend to draft a letter for Board of Commissioners review to the Planning Commission, resubmitting the original plan to the City for approval.

2. Commissioner Frederick asked why the hose is still running from the Administration Building to the Maintenance Garage. JoAnn Townend to ask Tim Miller to let the Board of Commissioners know why.

3. Ravenna Courthouse Parking Lot Renovation

The Board of Commissioners agreed that they are not interested in building a parking deck on this Ravenna site.

The Board of Commissioners agreed that parking spaces should be assigned by the Board of Commissioners and the public would be allowed to use unassigned spaces.

The Board of Commissioners agreed not to gate the parking lot, noting that the upkeep and maintenance of the gates is a problem. The Board of Commissioners also asked that sidewalks be added to the plans. JoAnn Townend noted that the old driveways will be removed.

4. County Engineer traffic paint bid (1290)

The Board of Commissioners received an April 7, 2008 correspondence from Timothy Ferrari, Sherwin Williams, regarding the traffic paint bid for the County Engineer, which was awarded with Resolution 08-0305 to an out of state company.

JoAnn Townend advised that the Ohio Revised Code does allow the county to set up a system of preferences allowing the use of Ohio based contractors.

The Board of Commissioners would have to adopt a resolution allowing this system and every bid going out would have to include specific verbiage regarding this inclusion. JoAnn Townend to investigate and bring back.

Resolutions

1. Enter into a license agreement with Ravenna Merchants./08-0326
2. Set proposal date for qualifications and letters of interest for Ravenna Training and Logistics Site Water Main and Sanitary Sewer Installation./08-0327

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HUMAN RESOURCES

Present: Lynn Leslie

Discussion

Lynn Leslie recommended that the Nursing Home Administrator be the primary approval of the Nursing Home payroll with Lynn Leslie being the secondary approver. Director Leslie will investigate further and bring a final recommendation to the Board of Commissioners.

10:43 AM In accordance with the Ohio Rev. Code Ann. 121.22(G)(1), it was moved by **Charles W. Keiper II**, seconded by **Maureen T. Frederick** that the Board of Commissioners move into executive session to consider a compensation issue for a Board of Commissioners' employee. **Also present: Human Resources Director Lynn Leslie.** Roll call vote: Christopher Smeiles, Yea; Charles W. Keiper II, Yea; Maureen T. Frederick, Yea.

11:05 AM Upon conclusion of the above referenced discussion, it was moved by **Charles W. Keiper II** seconded by **Maureen T. Frederick** that the Board of Commissioners moves out of executive session. Roll call vote: Christopher Smeiles, Yea; Charles W. Keiper II, Yea; Maureen T. Frederick, Yea.

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JOB & FAMILY SERVICES

Present: Anita Herington

- I. The Director advised the Board of Commissioners that there is a CSEA Involvement in Parenting Seminar on April 19, 2008.
- II. The Director presented the CSEA Performance Numbers for March 2008, which look good. The Department is back on track.

III. The Director advised that she attended meetings in Columbus yesterday and learned that the ODJFS Director will make an announcement on April 15th as to which 700 state employees are being let go in order to comply with the Governor's directive. This could be a struggle for the next few months as staff is shifted at the state level. The PRC portion of funding is most in danger at this time. County staff is in the process of reviewing the 16 RFPs that have come in. Staff will make a recommendation on the priority and wait for the actual funding numbers before awarding any PRC contracts.

The Director also updated the Board of Commissioners on the status of HB 342, regulation of child care. There is a new issue with IRS reporting of child care income and the state may want to contract with the county to provide services to the county. Ms. Herington noted that the State Human Services Committee has already made the decision at the state level. County JFS staff in the Child Care Unit may have to be moved to different positions, depending on how the state moves forward.

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GENERAL SERVICES

Present: Jim Manion

11:35 AM In accordance with the Ohio Rev. Code Ann. 121.22(G)(1), it was moved by **Charles W. Keiper II**, seconded by **Maureen T. Frederick** that the Board of Commissioners move into executive session to consider the discipline, hire and/or fire of a Board of Commissioners' employee. **Also present: General Services Director Jim Manion.** Roll call vote: Christopher Smeiles, Nay; Charles W. Keiper II, Yea; Maureen T. Frederick, Yea.

12:20 PM Upon conclusion of the above referenced discussion, it was moved by **Charles W. Keiper II** seconded by **Maureen T. Frederick** that the Board of Commissioners moves out of executive session. Roll call vote: Christopher Smeiles, Yea; Charles W. Keiper II, Yea; Maureen T. Frederick, Yea.

Upon exiting, the Board of Commissioners took no action.

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RESOLUTION No. 08-0320 - 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 April 10, 2008 in the total payment amount of **\$ 630,237.81 for Funds 0001-7216** 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. 08-0321 - 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 April 10, 2008 in the total payment amount as follows:

1. \$185,988.30 for Medical Mutual Claims-Fund 7101; 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, April 11, 2008 \$ 185,988.30

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. 08-0322 - 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:

04/10/08	417	\$ 203.25
04/10/08	418	27,266.69
04/10/08	419	10,305.98
04/10/08	420	93,510.50
04/10/08	424	712.50
04/10/08	421	346,856.55
04/10/08	425	170.41
04/10/08	429	16,043.40
04/10/08	431	704.45
04/10/08	433	249.26
04/10/08	435	49,347.70
Total		\$ 545,370.69

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. 08-0323 - 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 **\$18,291.55** as set forth in Exhibit "A" dated **April 10, 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. 08-0324 - RE: APPROVE SPECIFICATIONS AND SET DATE FOR ACCEPTING BIDS FOR THE PROJECT ENTITLED TALLMADGE ROAD BRIDGE REPLACEMENT (EDI 16 CH18L) OVER SILVER CREEK IN EDINBURG TOWNSHIP, PORTAGE COUNTY, OHIO.

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

WHEREAS, Resolution 05-0702 authorized the Portage County Engineer to execute the Local Public Agency (LPA) Agreement with the Director of the Ohio Department of Transportation for the project entitled **Tallmadge Road Bridge Replacement (EDI 16 CH18L)**; and

WHEREAS, the Scope of Services Phase for this project has now been completed and the specifications are on file with the Portage County Commissioners and the Portage County Engineer; now therefore be it

RESOLVED, that the specifications as submitted for the **Tallmadge Road Bridge Replacement Project (EDI 16 CH18L)** be and are hereby approved; and be it further

RESOLVED, that sealed bids for this project will be accepted by the Portage County Director of Internal Services, 7th Floor, Portage County Administration Building, 449 South Meridian Street, Ravenna, Ohio 44266 until **3:00 P.M. on Wednesday, May 7, 2008** and publicly opened and read; and be it further

RESOLVED, that Notice of Receiving Bids shall be published in the Record Courier on **April 14, 2008, April 21, 2008** and **April 28, 2008** and the Clerk of this Board is directed to post said Notice on the County Commissioners' Official Bulletin Board, 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. 08-0325

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 Maureen T. Frederick 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/>	<hr/>
Fund: 4008	Wireless 911 Upgrades		
	<i>700 Sheriff's Department</i>		
40084	Wireless 911 Upgrades CS	18,000	0
40086	Wireless 911 Upgrades CO	100,000	0
40089	Wireless 911 Upgrades ME	77,000	0
	MEMO TOTAL	<u><u>\$ 195,000</u></u>	<u><u>\$ -</u></u>

Note: 2008 911 Enhance. Approp

TOTAL MEMO BALANCE FOR ALL FUNDS	<u><u>\$ 195,000</u></u>	<u><u>\$ -</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;

Charles W. Keiper II, Yea;

Maureen T. Frederick, Yea;

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RESOLUTION No. 08-0326 - RE: ENTER INTO LICENSE AGREEMENT BETWEEN THE PORTAGE COUNTY COMMISSIONERS AND RAVENNA MERCHANTS.

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, The Ravenna Merchants wishes to use the Courthouse Lawn, on Saturday, June 14th 2008 between the hours of 9:00 AM to 6:00 PM for the Summer Flag Festival; 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 Ravenna Merchants 131 E. Main St., Ravenna, Ohio 44266 for use of the Courthouse lawn on Saturday, June 14th 2008 between the hours of 9:00 AM and 6:00 PM for the Summer Flag Festival; 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. 08-0327 - RE: SET PROPOSAL DATE FOR QUALIFICATIONS AND LETTERS OF INTEREST FOR PROFESSIONAL ENGINEERING AND SURVEYING SERVICES FOR PROJECT #PC-W (08-120) RAVENNA TRAINING AND LOGISTICS SITE (RAVENNA ORDINANCE PLANT) WATER MAIN INSTALLATION AND PROJECT #PC-(08-130) SANITARY SEWER INSTALLATION IN THE PORTAGE COUNTY REGIONAL SEWER DISTRICT.

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

WHEREAS, the Portage County Water Resources Department has a need for professional engineering and surveying services for Project #PC-W (08-120) Ravenna Training & Logistics Site (Ravenna Ordinance Plant) Water Main Installation and Project #PC (08-

130) Sanitary Sewer Installation in the Portage County Regional Sewer District; now therefore be it

RESOLVED, that the proposal specifications, for professional engineering and surveying services for the Portage County Water Resources Department 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., E.S.T. on May 5, 2008; and be it further

RESOLVED, that the notice of receiving proposals shall be published in the Record Courier on April 14 and 21, 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. 08-0328

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RE: AMEND RESOLUTION 06-0099, ADOPTED FEBRUARY 2, 2006: AGREEMENT WITH THE PORTAGE AREA DEVELOPMENT CORPORATION (PADCORP), NOW NAMED NEIGHBORHOOD DEVELOPMENT SERVICES, INC. (NDS) FOR THE ADMINISTRATION AND IMPLEMENTATION OF THE PORTAGE COUNTY REVOLVING LOAN FUND PLANS.

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

WHEREAS, the Portage County Revolving Loan Funds (RLF) exist to maintain and administer all RLF funds as recaptured income from various sources; and

WHEREAS, the Board of Commissioners adopted Resolution 06-0099 on February 2, 2006 approving an agreement between the Board of Commissioners and the Neighborhood Development Services for the Administration and Implementation of the Portage County Revolving Loan Fund Plans; and

WHEREAS, Portage County desires to increase the communities tax base, reduce unemployment, utilize residential, industrial and commercial property; real and personal, and support the County's general economic development objectives; and

WHEREAS, upon the recommendation of the State Auditor, the RLF accounts have been brought into the County financial system (MUNIS) and, at that time, the number of funds was reduced from eleven (11) to five (5); and

WHEREAS, the Portage County Board of Commissioners and Neighborhood Development Services Inc. desire to amend the Master Agreement to reflect this change; now therefore be it

RESOLVED, that the Board of Portage County Commissioners does hereby agree to enter a Master Agreement between the Board and **the Neighborhood Development Services Inc. (NDS), 120 East Main Street, Ravenna, OH 44266**, to provide services as stipulated in the Agreement for the following RLF Plans:

1. Section 17 Rental
2. Portage County CDBG Based Housing
3. Portage County HOME Based Housing
4. Portage County CDBG Based Economic Development
5. Portage County CDBG Based Foreclosure; and be it further

RESOLVED, that the contract shall remain in effect for five (5) years from the date that this agreement is executed by all parties; 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:

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

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RESOLUTIONS

April 10, 2008

1. Approval of Meeting Minutes from the April 8, 2008 regular Board Meeting as presented.
2. Approve the Bills as presented by the County Auditor and reviewed by the Internal Auditor./08-0320
3. Approve the wire transfer as presented by the County Auditor./08-0321
4. Approve the Journal Vouchers as presented by the County Auditor./08-0322
5. Approve the Then & Now as presented by the Portage County Auditor./08-0323

6. Approve specifications and set date for accepting bids for the project entitled Tallmadge Road Bridge Replacement (EDI 16 CH18L) over Silver Creek in Edinburg Township, Portage County, Ohio./08-0324

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INVITATIONS/MEETING NOTICES

April 10, 2008

1. Invitation from Heart t Heart Communications for the 15th Annual Greater Akron Speaks Out For Values Breakfast Monday, April 28, 2008, John S. Knight Center, 7:10 AM.
2. Meeting notice for the Mental Health & Recovery Board meeting on Saturday, April 12, 2008, 8:45 AM, 155 East Main St., Kent.
3. Invitation from Kent State for the monthly small group dialogue focused on Economic Development opportunities around the Rte. 43/59 corridor in the western part of Portage County on Wednesday, May 7, 2008, 7:45 AM in the Kent State Student Center Room 318.
4. Invitation from ITAC for the NAFTA Workshop at Cleveland State University's eastern campus in Solon, 8:00 AM.
5. Meeting notice for the United We Ride PARTA and Geauga County Stakeholder's Meeting on Friday' April 25, 2008, 11:30 AM-1:30 PM at PARTA, Kent.
6. Invitation from Akron Section – OPC Chapter of APA for the Third Annual 2008 Planning and Zoning Commissioner Training Workshop on Friday, May 9, 2008, 8:00 AM-4:00 PM at Tangiers Restaurant, Akron.
7. Invitation from the VFW in the 35th Annual Loyalty Day Parade on Saturday, May 3, 2008, 1:00 PM at the VFW Post 1055, New Milford Rd., Ravenna.

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INCOMING CORRESPONDENCE

DISCUSSION

April 10, 2008

1. April 3, 2008 correspondence from Kenneth Penix, Franklin Township, regarding the contract agreement between Franklin Township and the Portage County Sheriff/Forward to Denise Smith for review and comment.
2. April 7, 2008 correspondence from Timothy Ferrari, Sherwin Williams, regarding the traffic paint bid, which went to an out of state company/Board of Commissioners to consider adopting a resolution regarding the use of Ohio companies in accordance with the Ohio Revised Code.
3. April 4, 2008 correspondence from Diane Cinadr, regarding missing family heirlooms/Commissioner Smeiles has spoken with Ms. Cinadr about this civil matter. Forward to Judge Carnes, Sheriff Kaley and Prosecutor Vigluicci. Letter to Ms. Cinadr also.
4. Discussion: Nursing Home payroll – approval when Human Resources Director is out of office/Human Resources Department Director to bring back a recommendation.
5. April 8, 2008 e-mail from Charlene Badger, Executive Assistant, regarding the VA bus shelter. Does the Board wish to contribute toward grading, sidewalk, mulching, seeding and lowering ground for

utilities/Board of Commissioners made no decision as to a county contribution toward this project, agreeing to wait to see which entities make a contribution and for what amount, since this is not a county issue.

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JOURNAL ENTRIES

April 10, 2008

1. The Board of Commissioners received the Weekly Report of Kennel population for the week ending April 6, 2008 as presented by Dave McIntyre, Dog Warden.
2. Board of Commissioners' authorization requested to pay the April 2, 2008 Invoice No. 29794 for \$185.00 from Johnson, Miller & Schmitz LLP for professional services rendered during the month of March 2008 for various labor matters.
3. Board of Commissioners' authorization requested to pay the April 8, 2008 Invoice No. 01428 for \$ 6,691.00 for the covers final third of activities involved with developing the 2007 Portage County Annual Report as presented by Communications Factory.
4. The Commissioners received the April 8, 2008 Amended Certificate of Estimated Resources for the year beginning January 1, 2008 as submitted by the Portage County Budget Commission (cc: Department of Budget & Financial Management).

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REFERRED

April 10, 2008

1. April 1, 2008 memo from the Ohio Board of Building Standards, regarding proposed rule changes./Forwarded to Building Department for review and comment.
2. Undated correspondence (received April 7, 2008) from Mark Bergman, regarding Eagle Scout Court of Honor for David Johnson on Sunday, June 1, 2008./Forwarded to the Executive Assistant for processing.
3. April 4, 2008 correspondence from Karen Stacko, Portage County Regional Airport Authority, requesting a release of the annual subsidy 2008 for \$ 8,000.00./Forwarded to Department of Budget and Financial Management and Journal Entry.
4. April 7, 2008 e-mail from Mark Cheplowitz, Bicentennial Committee, regarding the Bicentennial checking account./Referred to the Executive Assistant to confirm balance.
5. April 7, 2008 fax from Diane Cotton, Portage County Board of MR/DD, regarding a donation of County vehicles to Family & Community Services./Referred to Internal Auditor for review and comment.
6. The Board of Commissioners received the Owner/Tenant Statement of balance due for water usage at County owned properties for March 2008 as presented by the City of Ravenna./Referred to Internal Services.

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PLEASE ADD TO THE AGENDA

April 10, 2008

1. April 9, 2008 e-mail from Audrey Tillis, Department of Budget and Financial Management, including a draft resolution to Amend the Non General Fund 2008 Annual Appropriation Resolution No. 07-1209 adopted December 18, 2007/08-0325.
2. April 9, 2008 e-mail from Commissioner Frederick, regarding properties on the North side of the administration building on Meridian Street.
3. Amend Resolution No. 06-0099, adopted February 2, 2006: Agreement with the Portage Area Development Corporation (PADCorp), now named Neighborhood Development Services Inc. (NDS), for the administration and implementation of the Portage County Revolving Loan Fund Plans/08-0328

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INFORMATION ONLY
 April 10, 2008

1. April 1, 2008 correspondence from Dani Robbins, Boys & Girls Club, regarding sponsorship opportunities for Night at the Races on Saturday, May 17, 2008.
2. April 7, 2008 memo from Safety Loss & Control, regarding potential claim reporting.
3. The Board of Commissioners received the 2007 Annual Report as presented by Goodwill.
4. The Board of Commissioners received the Member Newsletter as presented by the Kent Area Chamber of Commerce.
5. The Board of Commissioners received the News Notes for Winter 2007/2008 as presented by MS Consultants, Inc.

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Journal Entry
 April 10, 2008

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

1. The Board of Commissioners acknowledged the receipt of the Weekly Report of Kennel Population for the week ending April 6, 2008, as presented by Dave McIntyre, Dog Warden.
2. The Board of Commissioners authorized payment of the April 2, 2008 Invoice No. 29794 for \$185.00 from Johnson, Miller & Schmitz LLP of Cleveland, Ohio for professional services rendered during the month of March 2008 for Building Department labor matters.
3. The Board of Commissioners authorized payment of the April 8, 2008 Final Invoice No. 01428 for \$6,691.00 activities associated with the development of the 2007 Portage County Annual Report, as presented by the Communications Factory and reviewed by the Executive Assistant.
4. The Board of Commissioners acknowledged the receipt of the April 8, 2008 Amended Certificate of Estimated Resources for the year beginning January 1, 2008, as presented by the Portage County Budget Commission.
5. 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	Eligibility Referral Supervisor	MGT4	Post Internally and Externally

6. After meeting today in an Executive Session with Human Resources Department Director Lynn Leslie, the Board of Commissioners authorized the reclassification of the General Services Director position from an MGT6 to an MGT8 on the Portage County Compensation Management System Salary Schedule, effective April 7, 2008.

7. On July 19, 2007, the Solid Waste Management District Board of Commissioners appointed General Services Director James Manion as the Interim District Coordinator of the Portage County Solid Waste Management District, with a start date of Monday, July 23, 2007. The salary for this position was established at \$64,000 annually with approval for Mr. Manion to receive a car allowance of \$350 per month.

Today, the Board of Commissioners agreed that, since Mr. Manion has stepped down from his duties as Interim District Coordinator and returned to the position of General Services Director, he will return to a salary of \$61,214 annually and the approved car allowance will be discontinued, effective April 7, 2008.

8. The Board of Commissioners authorized the release of the Annual Subsidy of \$8,000 for the Portage County Regional Airport, as requested in an April 4, 2008 correspondence from Karen Stacko, Portage County Regional Airport Authority Secretary-Treasurer.

9. The Board of Commissioners agreed to hire Architect David L. Sommers to prepare plans for the renovation of the Riddle Block Building area 1) previously occupied by Castle Pizza for use by the Portage County Department of Economic Development; 2) for offices adjacent to the first floor Home Savings Bank leased area for lease to attorneys on a temporary basis; and 3) to develop plans and specifications to seal and tuck-point the crumbling brick basement walls and floor. The Commissioners noted that the Portage County Adult Probation Office will use the entire second floor of the Riddle Block Building.

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 **April 10, 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 **12:30 PM**. 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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