

Thursday, July 3, 2008

The Board of County Commissioners met in regular session on **Thursday, July 3, 2008 at 9:25 AM** with the following members present:

Charles W. Keiper II

Maureen T. Frederick

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It was moved by Maureen T. Frederick, seconded by Charles W. Keiper II to approve the meeting minutes of the June 26, 2008 meeting. Commissioner Smeiles absent, motion carries

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Absent: Commissioner Smeiles on vacation

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

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HUMAN RESOURCES - Cancelled

1. Revised Personnel Policy Manual Section 13 – increase mileage reimbursement./08-0618

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Commissioner Frederick noted that Ravenna Mayor Poland is sending a request that the Board of Commissioners consider leaving the gates on the Riddle Block parking lot open after hours and on weekends to allow additional parking for the public. The Board of Commissioners agreed to discuss the request once it arrives but were concerned with plowing issues and additional liability.

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RESOLUTION No. 08-0613 - RE: BILLS APPROVED AND CERTIFIED TO THE PORTAGE COUNTY AUDITOR FOR PAYMENT.

It was moved by Maureen T. Frederick, seconded by Charles W. Keiper II 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 July 3, 2008 in the total payment amount of **\$201,355.94 for Funds 0001-8105** 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, Absent; Charles W. Keiper II, Yea; Maureen T. Frederick, Yea;

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RESOLUTION No. 08-0614 - RE: WIRE TRANSFER APPROVED AND CERTIFIED TO THE PORTAGE COUNTY AUDITOR FOR PAYMENT.

It was moved by Maureen T. Frederick, seconded by Charles W. Keiper II 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 July 3, 2008 in the total payment amount as follows:

- 1. \$199,134.15 for Medical Mutual Claims-Fund 7101; and
- 2. \$70,699.25 for Medical Mutual Admin Fees-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 Thursday, July 3, 2008	\$ 199,134.15
Wire Transfer on Thursday, July 3, 2008	\$ 70,699.25

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

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RESOLUTION No. 08-0615 - RE: APPROVAL OF JOURNAL VOUCHERS/ENTRIES.

It was moved by Maureen T. Frederick, seconded by Charles W. Keiper II 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:

07/01/08	3	\$ 180.25
Total		\$ 180.25

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

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RESOLUTION NO. 08-0616 - 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 **\$21,373.81** as set forth in Exhibit "A" dated **July 3, 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, Absent; Charles W. Keiper II, Yea; Maureen T. Frederick, Yea;

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RESOLUTION No. 08-0617 - RE: APPOINTMENT TO THE PORTAGE COUNTY LOCAL WORKFORCE COMMITTEE UNDER THE DIRECTION OF GEAUGA, ASHTABULA AND PORTAGE PARTNERSHIP AREA 19 WORKFORCE INVESTMENT BOARD (GAPP WIB)

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

WHEREAS, the Portage County **Local Workforce Committee** serves as an advisory committee to GAPP WIB regarding local workforce issues and;

Now, therefore, be it

RESOLVED, that the Portage County Board of Commissioners hereby appoints the following to the **Local Workforce Committee** effective July 1, 2008 and expiring June 30, 2011:

<u>Member</u>	<u>Representing</u>
William J. Ulik, Director Portage County Dept. of Economic Development 128 North Prospect Street Ravenna, Ohio 44266	Economic Development

;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, Absent;

Charles W. Keiper II, Yea;

Maureen T. Frederick, Yea;

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RESOLUTION No. 08-0618

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RE: AMEND RESOLUTION 03-340, ADOPTED APRIL 17, 2003 – REVISION OF SECTION 13 OF THE COMMISSIONERS' PERSONNEL POLICY MANUAL

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

WHEREAS, the Portage County Board of Commissioners adopted Resolution 03-340 on April 17, 2003, substantially revising and updating the Commissioners' Personnel Policy Manual; and

WHEREAS, the Board of Commissioners has revised Section 13, Travel and Expense Reimbursement by adopting the following Resolutions: 04-0098 on February 12, 2004, increasing the mileage reimbursement amount to \$0.375 per mile; 05-0019 on January 11, 2005, increasing the mileage reimbursement rate to \$0.405 per mile; 05-0896 on August 18, 2005, adding language that provides for reimbursement for travel by air, rail, bus or other common carrier and also provides that frequent flyer credits are to be used for County travel only; 05-1262 on December 22, 2005, increasing the mileage reimbursement rate to \$0.445 per mile; 06-1085 on December 7, 2006, increasing the mileage reimbursement rate to \$0.485 per mile, 07-0604 on June 21, 2007, modifying the Item C provisions regarding reimbursement for meals; and 07-1226 on December 27, 2007, increasing the mileage reimbursement rate to \$0.505 per mile, and

WHEREAS, the Internal Revenue Service as of July 1, 2008 is revising the mileage reimbursement rate to \$0.585, now therefore be it

RESOLVED, that this resolution will amend Resolution 03-340 as follows:

The Commissioners' Personnel Policy Manual adopted by the Board of Commissioners by Resolution 03-0340, effective July 1, 2003, is amended to incorporate a change to Section 13, Travel and Expense Reimbursement, by amending Item B.1 Mileage, Parking and Tolls,

- a. A County car or an employee's personal car may be used for approved county travel. If an employee's personal car is used, actual total mileage should be reported and will be reimbursed at \$0.585 per mile (AAA mileage will be used to verify questionable mileage reimbursement requests). This rate will be reviewed each year during the month of November and adjusted at that time to match the Internal Revenue Service's Standard Mileage Rate established for the year ahead.

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

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RESOLUTION No. 08-0619 - RE: ENTER INTO LICENSE AGREEMENT BETWEEN THE PORTAGE COUNTY COMMISSIONERS AND KENT AREA CHAMBER OF COMMERCE

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

WHEREAS, the County owns property known as the Freedom Secondary Track that is made up of a portion of the rail line between milepost 182.7 + and milepost 190.05 +; and

WHEREAS, the Kent Area Chamber of Commerce wishes to use the railroad track on Saturday, July 5th 2008 and for that day only for the 2008 Heritage Festival in Kent; 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 the Kent Area Chamber of Commerce, 138 E. Main St., Kent OH 44240 for use of the rail road track Saturday, July 5th, 2008 and only for that day for the 2008 Heritage Festival in Kent; 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, Absent; Charles W. Keiper II, Yea; Maureen T. Frederick, Yea;

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RESOLUTIONS
July 3, 2008

1. Approval of Meeting Minutes from the July 1, 2008 regular Board Meeting as presented.
2. Approve the Bills as presented by the County Auditor and reviewed by the Internal Auditor./08-613
3. Approve the wire transfer as presented by the County Auditor./08-614
4. Approve the Journal Vouchers as presented by the County Auditor./08-615

5. Approve the Then & Now as presented by the Portage County Auditor./08-616
6. Appointment to the Portage County Local Workforce committee under the direction of Geauga, Ashtabula and Portage Partnership Area 19 Workforce Investment Board (GAPP WIB) – William Ulik representing Economic Development./08-617

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INVITATIONS/MEETING NOTICES

July 3, 2008

1. Public Hearing notice given by the Kent City Planning Commission regarding a Site Plan Review on Tuesday, July 15, 2008 at 7:00 PM in the Council Chambers at Kent City Hall for Applicant: Portage County Commissioners/Commissioner Frederick to attend with the project architect.
2. Invitation from Kent State University for the 2008 FLASH FanZone Tailgate events for September-October 2008.
3. Invitation for the Ingenuity “Premiere” during the Ingenuity Festival of Art & Technology, Downtown Cleveland’s Annual Festival Thursday, July 24, 2008, 5:30-9:00 PM at Idea Center.
4. Invitation to the International Economic Development Council’s ’08 Annual Conference in Atlanta, GA, Sunday-Wednesday, October 19-22, 2008.
5. Invitation from Job and Family Services for the 2008 Provider Appreciation Picnic on Saturday, July 12, 2008, 12:00 Noon-2:00 PM, Fred Fuller Park, Kent.

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INCOMING CORRESPONDENCE

DISCUSSION

July 3, 2008

1. Board of Commissioners’ authorization requested to authorize the Water Resources Department to contact, schedule and interview four firms for Project Engineering and surveying services for the Ravenna Training and Logistics Site (RTLS) potable water system and facilities, Project No. Portage County-W (08-120) and Ravenna Training and Logistics Site (RTLS) sanitary sewer system and facilities, Project No. PC (08-130) as requested by the Water Resources Department/Bring Back
2. June 26, 2008 correspondence from Mayor Kevin Poland, City of Ravenna, regarding light poles/Information only – forward to Director of Maintenance Tim Miller for his information.
3. Discussion: Assistant Motor Pool Director position and a rework of the union Mechanic position/Journal Entry

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JOURNAL ENTRIES

July 3, 2008

1. Board of Commissioners' authorization requested to pay Invoice No. 44373 dated June 25, 2008 to Ohio Time Corporation for the Commissioners' time stamp repair and new ribbon \$ 97.35.
2. The Board of Commissioners received the Weekly Report of Kennel population for the week ending June 29, 2008 as presented by Dave McIntyre, Dog Warden. The Board of Commissioners acknowledged the receipt of \$950 in Court Donations.
3. Board of Commissioners' authorization requested to pay the June 30, 2008 Invoice for Portage County's dues payment for membership for the period July 1, 2008 through June 30, 2009 (FY 2009) \$12,738.00 as presented by AMATS/Forward to the County Engineer for payment/Not a Journal Entry today.

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REFERRED

July 3, 2008

1. April 30, 2008 correspondence from Judge Charles Henry, Geauga County Common Pleas Court, Probate/Juvenile Division, regarding the expiration of a Joint Board member./Referred to the Executive Assistant.
2. June 27, 2008 correspondence from Sabrina Christian-Bennett, Portage Path, regarding 443 S. Meridian St., Ravenna./Referred to Internal Services.

PLEASE ADD TO YOUR AGENDA

July 3, 2008

1. Board of Commissioners' authorization requested to pay soft costs for the following homeowner, payable to the Neighborhood Development Services, from the 2006 CHIP in a total amount of \$4,100.00. The documents were reviewed by Internal Auditor Carol Kurtz who noted that the documents appear to be accurate, appropriate and properly authorized/Journal Entry

2006 CHIP Private Rehab Soft Costs

Address	Owner/Mortgage	Soft Costs	Payee
9960 SR 88 Garrettsville, OH	Richard G. Laskowski & Elizabeth Hoffstetter	\$ 4,100.00	Neighborhood Development Services Inc

2. Board of Commissioners' authorization requested to pay soft costs for the following homeowner, payable to the Neighborhood Development Services, from the 2006 CHIP in a total amount of \$4,289.75. The documents were reviewed by Internal Auditor Carol Kurtz who noted that the documents appear to be accurate, appropriate and properly authorized/Journal Entry

2006 CHIP Private Rehab Soft Costs

Address	Owner/Mortgage	Soft Costs	Payee
3487 Marian Rd., Ravenna	Lorie R. Fields	\$ 4,289.75	Neighborhood Development Services Inc

3. Board of Commissioners' authorization requested to have Commissioner Keiper sign the Environmental Review Record for a Categorical Excluded project entitled Planet Earth Preschool Project, as presented by Neighborhood Development Services Inc. Documents reviewed by Carol Kurtz, Internal Auditor noting the request appears to be proper and appropriately authorized/Journal Entry
4. Board of Commissioners' authorization requested to pay Carano Environmental Services, Inc. for \$ 7,926.30 for rehab work performed for Dale Degler at his residence at 1222 Woodside Court, Streetsboro as requested by Neighborhood Development Services Inc. This project is being funded by the 2006 CHIP. Documents reviewed by Carol Kurtz, Internal Auditor noting the request appears to be proper and appropriately authorized when compared with previously send documents supporting earlier payments/Journal Entry
5. Board of Commissioners' authorization requested to have Commissioner Keiper sign the Environmental Review Record for a Categorical Excluded project entitled 1530 Notman Road, Deerfield, OH (Bill and Sherry Courie) as presented by Neighborhood Development Services Inc. Documents reviewed by Carol Kurtz, Internal Auditor noting the request appears to be proper and appropriately authorized/Journal Entry
6. RESOLUTION: Enter into a license agreement between the Portage County Board of Commissioners and Kent Area Chamber of Commerce for use of the railroad track on Saturday, July 5, 2008 for the Heritage Festival (Internal Services)/08-0619
7. July 2, 2008 e-mail from Steve Shanafelt, County Treasurer, regarding Elected Officials parking spaces during tax collection week Wednesday-Tuesday, July 9-15, 2008/Board of Commissioners agreed to park elsewhere to allow the public closer access to the Treasurer's Office.
8. July 2, 2008 memo from Carol Kurtz, Internal Auditor, regarding the appraisal of The Rusty Nail Restaurant real estate/Information only – the Board of Commissioners approved by Journal Entry on July 1, 2008.

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INFORMATION ONLY

July 3, 2008

1. June 30, 2008 e-mail from Charlene Badger, Executive Assistant, regarding the Randolph Fair.
2. June 24, 2008 memo from Kathy Dillon, County Commissioners' Association of Ohio, including minutes from the April 18, 2008 CCAO Board of Trustee meeting.
3. The Board of Commissioners received The Portage Leader newsletter for Summer 2008 as presented by Leadership Portage County.
4. The Board of Commissioners received the Akron SCORE Counselor newsletter for Spring 2008.
5. The Board of Commissioners received the Chamber Hub newsletter as presented by the Streetsboro Chamber of Commerce.
6. July 1, 2008 Traffic Advisory indicting SR 14 will be closed Monday, July 14th east of Yale Road until early August for culvert replacement as presented by Ohio Department of Transportation.

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Journal Entry
July 3, 2008

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

1. The Board of Commissioners authorized payment to the Ohio Time Corporation of the June 25, 2008 Invoice No. 44373 for the Commissioners' time stamp repair and new ribbon at a cost of \$97.35.
2. The Board of Commissioners acknowledged the receipt of the Weekly Report of Kennel population for the week ending June 29, 2008, as presented by Dave McIntyre, Dog Warden. The Board of Commissioners acknowledged the receipt of \$950 in Court Donations.
3. The Board of Commissioners authorized payment to the Neighborhood Development Services from the 2006 CHIP of soft costs for the following homeowner in a total amount of \$4,100.00. The documents were reviewed by Internal Auditor Carol Kurtz who noted that the documents appear to be accurate, appropriate and properly authorized:

2006 CHIP Private Rehab Soft Costs

Address	Owner/Mortgage	Soft Costs	Payee
9960 SR 88 Garrettsville, OH	Richard G. Laskowski & Elizabeth Hoffstetter	\$ 4,100.00	Neighborhood Development Services Inc

4. The Board of Commissioners authorized payment to the Neighborhood Development Services from the 2006 CHIP in a total amount of \$4,289.75 of soft costs for the following homeowner. The documents were reviewed by Internal Auditor Carol Kurtz who noted that the documents appear to be accurate, appropriate and properly authorized:

2006 CHIP Private Rehab Soft Costs

Address	Owner/Mortgage	Soft Costs	Payee
3487 Marian Rd., Ravenna	Lorie R. Fields	\$ 4,289.75	Neighborhood Development Services Inc

5. The Board of Commissioners authorized Commissioner Keiper to sign the Environmental Review Record for a Categorical Excluded project entitled Planet Earth Preschool Project, as presented by Neighborhood Development Services Inc. Documents reviewed by Carol Kurtz, Internal Auditor noting the request appears to be proper and appropriately authorized.
6. The Board of Commissioners authorized payment to Carano Environmental Services, Inc. of Cuyahoga Falls for \$7,926.30 for rehab work performed for Dale Degler, 1222 Woodside Court, Streetsboro, as presented by the Neighborhood Development Services Inc. This project is being funded by the 2006 CHIP. Documents reviewed by Carol Kurtz, Internal Auditor noting the request appears to be proper and appropriately authorized when compared with previously send documents supporting earlier payments.
7. The Board of Commissioners authorized Commissioner Keiper to sign the Environmental Review Record for a Categorical Excluded project entitled 1530 Notman Road, Deerfield, Ohio (Bill and Sherry Courie), as

presented by Neighborhood Development Services Inc. Documents reviewed by Carol Kurtz, Internal Auditor noting the request appears to be proper and appropriately authorized.

8. The Board of Commissioners signed the Personnel Action Form authorizing the full time permanent hire of Renee Henderson as an Income Maintenance Worker 3 (replacing Paula Bartholdi) for the Portage County Department of Job & Family Services, 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.
9. The Board of Commissioners agreed to create a new position at the Portage County Motor Pool of an Assistant Motor Pool Director. The Board of Commissioners directs the Human Resources Department Director to create a job description for this new fiduciary position.

Commissioner Smeiles 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 **July 3, 2008**. There being no further business to come before the Board, it was moved by Maureen T. Frederick, seconded by Charles W. Keiper II to adjourn the official meeting at 9:50 AM. Commissioner Smeiles, absent, motion carries.

ABSENT

Christopher Smeiles, President

Charles W. Keiper II, Vice President

Maureen T. Frederick, Board Member

Deborah Mazanec, Clerk

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