

**Tuesday, May 12, 2009**

The Board of County Commissioners met in regular session on **Tuesday, May 12, 2009 at 8:40 AM** with the following members present:

Charles W. Keiper II

Maureen T. Frederick

Christopher Smeiles

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It was moved by Maureen T. Frederick, seconded by Christopher Smeiles to approve the meeting minutes of the May 7, 2009 meeting. All in favor, motion carries

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

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**ELECTED OFFICIAL 2010 BUDGET BRIEFING**

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**JUDGE GIULITTO**

Present: Judge Giulitto, Audrey Tillis, Dan Banks

The Judge advised the Board of Commissioners that the Supreme Court will not fund the Mediation Grant beginning July 1, 2009 due to state cuts. Commissioner Keiper asked if there is a way that the parties can pay the cost of a mediator. The Judge responded that in most cases, the mediation is for parental rights and not personal property. The Judge advised that, in 2010, the General Fund must absorb between \$75,000-\$80,000 for the attorney and part-time assistant. The county will keep the equipment supplied by the Supreme Court Grant. Commissioner Smeiles asked if the program has cleared the docket at all. Judge Giulitto responded that cases are disposed of more quickly and that the parties agree in more cases. The success rate is that 80% of the cases are resolved; it has been very successful with parties and attorneys happy with the program.

The Judge noted that, effective May 1, 2009, his court started a fund for the appointment of a guardian ad litem for those who cannot afford one. Anyone asking for a continuance other than civil protection order, must pay \$10 for the continuance. That money is going into a special fund that may generate enough funds to appoint a guardian as litem.

Director Audrey Tillis is working with the Judge's staff to confirm the FY 2010 budget numbers.

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The Board of Commissioners agreed that the Grants Administrator should work with the County Auditor and staff to create an SOP for incoming stimulus dollars, establishing a point person in each department to handle funds and that the County Auditor will be responsible for reporting for each department.

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With the recent resignation of Kim Steigerwald as the Executive Director of the GAPP, the Board of Commissioners agreed to meet with JFS Director Anita Herington and staff to discuss how to move forward. Clerk to schedule.

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**BUILDING DEPARTMENT CBO**

Present: Bob Wrentmore, Attorney Denise Smith, Attorney Leigh Prugh

The Board of Commissioners discussed the most recent version of the Flood Prevention Regulations as reviewed by Attorney Prugh. The CBO noted that the regulations must be approved by the ODNR and FEMA before going into effect by August 18, 2009. The Board of Commissioners must publish a notice at least 10 days prior to adopting the regulations, which take effect 31 days after Board of Commissioners' adoption.

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**2009 CDBG GRANT**

The Board of Commissioners agreed that, should one of the demolition projects chosen for 2009 CDBG funding is not approved by the State, the Board will fund the Townhall II project (chosen alternate) and then divide the remaining funds between the currently funded slots.

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**PROSECUTOR**

Present: Denise Smith, Leigh Prugh

**Review of Prosecutor's Pending List**

The Board of Commissioners agreed to resend comments on the draft MOU for the Joint Safety Center.

**Prosecutor's Correspondence**

- 1. May 6, 2009 correspondence from Leigh Prugh, to John Montello, City of Streetsboro, regarding the water agreement between the City of Streetsboro and Portage County/Information only.
- 2. May 7, 2009 e-mail from Jon Barber, Office of Homeland Security and Emergency Management, regarding the April 16, 2009 correspondence from Leigh Prugh to Janet Esposito, regarding enhanced 9-1-1 questions/Information only

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**DEPARTMENT OF BUDGET AND FINANCIAL MANAGEMENT**

Present: Audrey Tillis

Resolutions

- 1. Other Funds Amendments to the Annual Appropriation Resolution:/09-432
  - a. Fund 1122, Adult Probation – Transfer, Projected Need
  - b. Fund 1410, Job and Family Services – Transfer, Projected Need
- 2. Journal Entry from Fund 1275 RLF CDBG Economic Development to Fund 1285, KBA RLF CDBG Micro Enterprise/09-433
- 3. Transfer from Fund 5200, PCS General Administration to Fund 5309, PCS Franklin Hills Pump Station/09-434
- 4. Transfer from Fund 5200, PCS General Administration to Fund 5310, PCS Village Estates PS Rehab/09-435
- 5. Transfer from Fund 5703, StS Pike Parkway to Fund 5610, StS Revenue Bonds 1997/09-436
- 6. Resolution to create the fund for the Sheriff's Canine Donations/09-0438

Other

7. Discussion Memos:

- a. The Board of Commissioners agreed to invite their Leadership Team to the May 21<sup>st</sup> Internet Training - Surviving Financial Distress: Fiscal First Aid Tactics.

Updates

- 8. The Director contacted the Health Commissioner who has changed his estimate from needing \$40,000 to \$25,000 for payment to a part-time Board of Health staff person and Dr. DeJulius. The EMA Funding request is at \$100 and currently funded from that line.

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**REGIONAL PLANNING COMMISSION**

Present: Todd Peetz

The Director reviewed the May 13<sup>th</sup> Regional Planning Commission agenda with the Board of Commissioners.

The Director discussed the pending retirement of Eileen Stiffler noting that she may stay on until September or October 2009 to allow her to complete several projects.

The Director noted that he has met with the four Portage County cities and all have agreed to participate as Regional Planning Commission dues payers in 2010.

The Director noted that he and staff are working on cleaning and painting the vacant offices at their facility.

Attorney Dave Brode has advised the Director that the roof issue should be resolved soon.

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**RESOLUTION No. 09-0427 - RE: BILLS APPROVED AND CERTIFIED TO THE PORTAGE COUNTY AUDITOR FOR PAYMENT.**

It was moved by Maureen T. Frederick, 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 May 12, 2009 in the total payment amount of **\$477,874.99 for Funds 0001-8391** 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:



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 **\$4,883.95** as set forth in Exhibit "A" dated **May 12, 2009** 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:

Charles W. Keiper II, Yea;

Maureen T. Frederick, Yea;

Christopher Smeiles, Yea;

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**RESOLUTION No. 09-0430**

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**RE: ACCEPT AN AWARD FROM THE OHIO PET FUND GRANT PROGRAM**

It was moved by Maureen T. Frederick, seconded by Christopher Smeiles that the following resolution be adopted.

**WHEREAS,** that Portage County Dog Warden is seeking ways to address problems of overpopulation of stray domestic animals in Portage County; and

**WHEREAS,** the Board of Commissioners authorized the submission of a pre-application to the Ohio Pet Plate Fund's Grant Program by Journal Entry on December 30, 2008; and

**WHEREAS,** The Ohio Pet Fund has a grant program providing funds for spay/neuter projects to non-profit and government organizations; now therefore be it

**RESOLVED,** that the Portage County Board of Commissioners does hereby accept the grant award from the Ohio Pet Fund Grants Program on behalf of the Portage County Dog Kennel & Shelter (Dog Warden's Office) in the amount of \$2,000; **with no local match**; and be it further

**RESOLVED,** that the Portage County Board of Commissioners authorizes the Portage County Dog Warden, Dave McIntyre to sign all documents related to this grant program; and be it further

**RESOLVED,** that a certified copy of this resolution will be filed with the Portage County Auditor's Office, the Portage County Department of Budget & Financial Management, the Portage County Internal Auditor, and the Portage County Dog Warden's Office; 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:

Charles W. Keiper, Yea;

Maureen T. Frederick, Yea;

Christopher Smeiles, Yea;

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**RESOLUTION No. 09-0431**

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**RE:**

**REVISING RESOLUTION NO. 09-0064, ESTABLISHING AND AMENDING MISCELLANEOUS CHARGES AND FEES OF THE WATER RESOURCES DEPARTMENT, ADOPTED JANUARY 27, 2009.**

It was moved by Maureen T. Frederick, seconded by Christopher Smeiles that the following resolution be adopted:

**WHEREAS,** Section 1004.13 of the Rules and Regulations established by Resolution No. 83-107 adopted April 7, 1983 does not allow a non-residential wastewater permit to be reassigned, transferred or sold to a new owner, industrial discharger or different premises without written consent from the Sanitary Engineer; and

**WHEREAS,** Section 1004.20 of the Rules and Regulations provide for the adoption of charges and fees for permit applications; and

**WHEREAS,** it has become necessary for the Portage County Water Resources Department (Water Resources) to amend the Miscellaneous Charges and Fees Resolution No. 09-0064 adopted January 27, 2009 to include a change of owner/use permit and fee to provide control over the transfer of non-residential permits; and

**WHEREAS,** said fee will cover the Water Resources' review of the proposed new owner, discharger, or use and the existing lateral connection system to determine if any deficiencies must be corrected before the change of use is allowed to occur; and

**WHEREAS,** the Portage County Sanitary Engineer has reviewed the schedule of fees and miscellaneous charges of his department and recommends that this Board make the adjustments herein provided for; now therefore be it

**RESOLVED,**

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

**SECTION 1.** That Resolution No. 09-0064 be revised to include the fees and charges shown herein and are hereby adopted for persons, firms, corporations or organizations utilizing the Sanitary Sewer System, Water Distribution system, or the services of the Portage County Water Resources Department:

**3. Permits**

| <u>Permit Class</u>  | <u>On Site Inspection Time</u>                         | <u>Permit Fee</u> |
|--|--|-------------------|
| Non-Residential<br>Change of Owner/<br>Change of Use<br>Permit | 1 Scheduled Inspection during<br>normal working hours. | \$ 50.00          |

**SECTION 2.** Any miscellaneous resolution or resolutions heretofore adopted by this Board fixing or revising county charges herein specified be and the same are hereby amended as of the effective date of this Resolution.

**SECTION 3.** 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:

Charles W. Keiper, Yea;

Maureen T. Frederick, Yea;

Christopher Smeiles, Yea;

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RESOLUTION No. 09-0432

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RE: AMENDMENT TO THE NON GENERAL FUND 2009  
ANNUAL APPROPRIATION RESOLUTION NO. 08-1182  
ADOPTED DECEMBER 11, 2008

It was moved by Maureen T. Frederick, second by Christopher Smeiles that the following resolution be adopted:

**RESOLVED,** that it has become necessary to amend the Non General Fund 2009 Annual Appropriation in the amounts and for the purposes set forth in the enumeration shown below,

|                   |                         | <i>Increase</i>      | <i>Decrease</i>      |
|-------------------|-------------------------|----------------------|----------------------|
| <b>Fund: 1122</b> | <b>Adult Probation</b>  |                      |                      |
|                   | <b>590</b>              |                      |                      |
|                   | <b>Adult Probation</b>  |                      |                      |
| 11223             | Adult Probation Fringes | 0                    | 104                  |
| 11225             | Adult Probation MS      | 104                  | 0                    |
|                   | <b>MEMO TOTAL</b>       | <u><u>\$ 104</u></u> | <u><u>\$ 104</u></u> |

Note: Projected Need

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|                   |                                |                         |                         |
|-------------------|--------------------------------|-------------------------|-------------------------|
| <b>Fund: 1410</b> | <b>Job And Family Services</b> |                         |                         |
|                   | <b>051</b>                     |                         |                         |
|                   | <b>Job And Family Services</b> |                         |                         |
| 14104             | Job & Family Services CS       | 0                       | 30,000                  |
| 14106             | Job & Family Services CO       | 30,000                  | 0                       |
|                   | <b>MEMO TOTAL</b>              | <u><u>\$ 30,000</u></u> | <u><u>\$ 30,000</u></u> |

Note: Projected need

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|   |                         |                         |
|---|-------------------------|-------------------------|
| <b>TOTAL MEMO BALANCE FOR ALL FUNDS</b> | <u><u>\$ 30,104</u></u> | <u><u>\$ 30,104</u></u> |
|---|-------------------------|-------------------------|

and be it further,

**RESOLVED,** that the notes stated in the resolution are for informational purposes only and are not intended to restrict the expenditure of those appropriated funds to any single purpose. Such funds are for the use of all expenditures that are lawful under the approved appropriation.

**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:

Charles W. Keiper, Yea;

Maureen T. Frederick, Yea;

Christopher Smeiles, Yea;

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**RESOLUTION No. 09-0433 - RE: JOURNAL ENTRY FROM FUND 1275 RLF CDBG ECONOMIC DEVELOPMENT TO FUND 1285, KBA RLF CDBG MICRO ENTERPRISE**

It was moved by Maureen T. Frederick, seconded by Christopher Smeiles that the following resolution be adopted:

**WHEREAS,** the Portage County Board of Commissioners adopted Resolution No. 07-0313, on March 29, 2007, authorizing the use of \$ 50,000.00 from the Portage County CDBG Economic Development RLF by the Kent Regional Business Alliance for use as loans to micro enterprises and for Kent Regional Business Alliance administrative costs, and

**WHEREAS,** the Office of Housing and Community Partnerships approved a Waiver request which stipulates “the county must transfer and appropriate the RLF funds by resolution to these activities and submit a copy to OHCP”; now therefore be it

**RESOLVED,** that the following local share transfer of funds be made by Journal Entry in the amount of \$50,000.00 from the RLF CDBG Economic Development Fund to the KBA RLF CDBG Micro Enterprise Fund to assist with a Micro Enterprise Program:

**FROM:**  
FUND 1275, RLF CDBG ECONOMIC DEVLPMT  
 ORGCODE - 12750014  
 Debit Expense Account  
 Object 492100 – Local Share \$ 50,000.00

**TO:**  
FUND 1285, KBA RLF CDBG MICRO ENTERPRISE  
 ORGCODE - 12850011  
 Revenue Account  
 Object 19400 – Local Match \$ 50,000.00

and be it further

**RESOLVED,** that the County Auditor is hereby requested to make said Journal Entry, and that a certified copy of this resolution be filed with the County Auditor, the Department of Budget and Financial Management, the Kent Regional Business Alliance and the Ohio Department of Development, Office of Housing and Community Partnerships, 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:

Charles W. Keiper II, Yea;

Maureen T. Frederick, Yea;

Christopher Smeiles, Yea;

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**RESOLUTION No. 09-0434**

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**RE: TRANSFER - FROM FUND 5200, PCS GENERAL ADMINISTRATION TO FUND 5309, PCS FRANKLIN HILLS PUMP STATION**

It was moved by Maureen T. Frederick, seconded by Christopher Smeiles that the following resolution be adopted:

**WHEREAS,** the Franklin Hills Pump Station Upgrade - 2006 Construction project has been completed and,

**WHEREAS,** the remaining project costs are being paid by utilizing funds from Fund 5200, Portage County Sewer; now therefore be it

**RESOLVED,** that the following transfer of funds in the amount of \$ 268,004.52 be made as follows:

**FROM:**

5200, PCS GENERAL ADMINISTRATION

ORGCODE - 520040F9

PROJECT CODE - 05190

Debit Expense Account

Object 910000 - TRANSFERS OUT \$ 268,004.52

**TO:**

5309, PCS FRANKLIN HILLS PUMP STATION

ORGCODE - 53090602

PROJECT CODE - 05190

Credit Revenue Account

Revenue Source 280000 - TRANSFER IN \$ 268,004.52

and be it further

**RESOLVED,** that the County Auditor is hereby requested to make said transfer by Journal Entry, and that a certified copy of this resolution be filed with the County Auditor, the Department of Budget and Financial Management and the Water Resources Department, 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 was as follows:

Charles W. Keiper II, Yea;

Maureen T. Frederick, Yea;

Christopher Smeiles, Yea;

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**RESOLUTION No. 09-0435 - RE: TRANSFER - FROM FUND 5200, PCS GENERAL  
ADMINISTRATION TO FUND 5310, PCS VILLAGE  
ESTATES PS REHAB**

It was moved by Maureen T. Frederick, seconded by Christopher Smeiles that the following resolution be adopted:

**WHEREAS,** the Village Estates Pump Station Rehab - 2006 Construction project has been completed and,

**WHEREAS,** the remaining project costs are being paid by utilizing funds from Fund 5200, Portage County Sewer; now therefore be it

**RESOLVED,** that the following transfer of funds in the amount of \$ 242,109.17 be made as follows:

**FROM:**  
5200, PCS GENERAL ADMINISTRATION  
ORGCODE - 520040F9  
PROJECT CODE - 05200  
Debit Expense Account  
Object 910000 - TRANSFERS OUT \$ 242,109.17

**TO:**  
5310, PCS VILLAGE ESTATES PS REHAB  
ORGCODE - 53100602  
PROJECT CODE - 05200  
Credit Revenue Account  
Revenue Source 280000 - TRANSFER IN \$ 242,109.17

and be it further

**RESOLVED,** that the County Auditor is hereby requested to make said transfer by Journal Entry, and that a certified copy of this resolution be filed with the County Auditor, the Department of Budget and Financial Management and the Water Resources Department, 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 was as follows:

Charles W. Keiper II, Yea;

Maureen T. Frederick, Yea;

Christopher Smeiles, Yea;

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**RESOLUTION No. 09-0436 - RE: TRANSFER FROM FUND 5703, StS PIKE PARKWAY TO FUND 5610, StS REVENUE BONDS 1997**

It was moved by Maureen T. Frederick, seconded by Christopher Smeiles that the following resolution be adopted:

**WHEREAS,** the Pike Parkway Sewer Rehab - 2006 Construction Project has been completed and the remaining cash balance in the Fund is \$ 20,006.97, and

**WHEREAS,** any remaining cash in a Construction Fund, after all expenses have been paid, is to be transferred to the corresponding debt fund; now therefore be it

**RESOLVED,** that the following transfer of funds in the amount of \$20,006.97 be made as follows:

**FROM:**  
FUND 5703 StS PIKE PARKWAY  
ORG CODE - 57030609  
Project Code: 05180  
Debit Expense Account  
Object: 910000 - TRANSFERS OUT \$ 20,006.97

**TO:**  
FUND 5610, StS REVENUE BONDS 1997  
ORG CODE - 56100602  
Credit Revenue Account  
Revenue Source: 280000 - TRANSFERS IN \$ 20,006.97

and be it further

**RESOLVED,** that the County Auditor is hereby requested to make said transfer by Journal Entry, and that a certified copy of this resolution be filed with the County Auditor, the Department of Budget and Financial Management and the Water Resources Department, 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 was as follows:

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

\* \* \* \* \*  
**RESOLUTION No. 09-0437 - RE: ACCEPT THE OHIO DEPARTMENT OF PUBLIC SAFETY,**

**GOVERNOR'S HIGHWAY SAFETY OFFICE GRANT FOR  
THE PORTAGE COUNTY SHERIFF'S DEPARTMENT,  
ENTITLED HIGH VISIBILITY ENFORCEMENT OVERTIME  
2009.**

It was moved by Maureen T. Frederick, seconded by Christopher Smeiles that the following resolution be adopted:

- WHEREAS,** the Board of Commissioners passed Resolution #08-0602 authorizing submission of the online grant application to the Ohio Department of Public Safety, Governor's Highway Safety Office Grant was submitted by the Portage County Sheriff's Office for FY 2009; now therefore be it
- RESOLVED,** that the Board of Commissioners accepts the Ohio Department of Public Safety, Governor's Highway Safety Office Grant for the Portage County Sheriff's Department for funding in an amount not to exceed \$17,663.76, ***with no local match requirement***, for aggressive traffic enforcement by the Portage County Sheriff's Department to reduce the number of fatal crashes in Portage County. The Sheriff will enforce speed, safety belt, DUI and aggressive driving laws by issuing citations vs. warnings; and be it further
- RESOLVED,** that the Board of Commissioners notes that the "authorized to proceed date" for this agreement is October 1, 2008 and the "agreement termination date" is September 30, 2009; and be it further
- RESOLVED,** that a copy of this resolution be forwarded to the Portage County Auditor's Office, the Department of Budget and Financial Management, and the Portage County Sheriff; 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:

Charles W. Keiper II, Yea;

Maureen T. Frederick, Yea;

Christopher Smeiles, Yea;

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**RESOLUTION No. 09-0438**

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**RE: CREATE FUND 8106, SHERIFF GIFTS & DONATIONS K-9**

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

- WHEREAS,** it has become necessary to create a new fund in order to properly control the processing of financial transactions related to the K-9 Unit for the Portage County Sheriff, and



2. Invitation from the Portage County Regional Airport for the Open House & Fly In on Saturday, June 20, 2009, 10:30 AM-4:00 PM.
3. Meeting agenda for the Regional Planning Commission meeting on Wednesday, May 13, 2009, 3:30 PM (Executive Committee) & 4:30 PM (Planning Committee) at the Regional Planning Office.
4. Invitation from The Woodlands At Robinson for (1) An After Hours with the Chamber of Commerce on Thursday, June 11, 2009, 5:00-7:00 PM; (2) a Bazaar on Saturday, May 16, 2009, 10:00 AM-3:00 PM; (3) Lawn Concert on Monday, July 6, 2009, 7:00 PM, at The Woodlands At Robinson.
5. Invitation from The Loylton of Ravenna for a taste of Ohio's Vineyards at The Loylton of Ravenna on Wednesday, May 20, 2009, 6:00 PM.

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**INCOMING CORRESPONDENCE**

**DISCUSSION**

May 12, 2009

1. May 7, 2009 e-mail from Jon Barber, Office of Homeland Security & Emergency Management, regarding gates parking at Spruce Street and South Prospect Street/The Board of Commissioners agreed to reconsider this issue in December 2009.
2. Discussion: Satisfaction of Mortgages for Edna Kachenko and Timothy Bell/Hold for May 14<sup>th</sup> agenda.

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**JOURNAL ENTRIES**

May 12, 2009

1. Board of Commissioners' signature requested on the Satisfaction of Mortgage form for Robert and Joann Ferguson \$18,260.00, as presented by Neighborhood Development Services Inc. Documents reviewed by Carol Kurtz, Internal Auditor noting the satisfaction appears to agree with the loan ledger history provided.
2. In accordance with Ohio Revised Code Section 3705.24, the Board of Commissioners approved payment to the cities of Kent and Ravenna for the 2008 Annual Filing Fee Certification (received May 6, 2009) from the Ohio Department of Health certifying the number of birth, death, fetal death, and military service certificates registered with the Ravenna City Health Department as 1,247, with \$1,247 due to the city for the year ending December 31, 2008, and also certifying the number of birth, death, fetal death, and military service certificates registered with the Kent City Health Department as 555, with \$555 due to the city for the year ending December 31, 2008.
3. The Board of Commissioners received the Monthly Portfolio Report for April 2009 as presented by the Portage County Treasurer.
4. Board of Commissioners' authorization requested to pay the May 5, 2009 Invoice #30355 for \$2,183.00 from Johnson, Miller & Schmitz LLP for professional services rendered during the month of July 2008 for General Labor matters. (5-7-09 Forwarded to Human Resources for review).

5. Board of Commissioners' authorization requested to pay the May 1, 2009 Invoice No. 3309 for second quarter extension appropriation 2009 as requested by the Ohio State University Extension Office \$ 71,625.00.
6. Board of Commissioners' authorization requested to pay from the General Fund 0001 Memorial Day Expenses Org. 09030004 Object No. 426100, by the Veterans Service Commission, to each entity applying for assistance to aid in defraying the expenses of Memorial Day activities, as stipulated in ORC Section 307.66, as follows:

|  |                   |
|--|-------------------|
| • Catholic War Veterans #1325                      | \$500.00          |
| • Ravenna Disabled American Veterans #26           | \$500.00          |
| • Ravenna Disabled American Veterans Auxiliary #26 | \$100.00          |
| • Deerfield American Legion #713                   | \$500.00          |
| • Mantua American Legion #193                      | \$500.00          |
| • Ravenna American Legion #331                     | \$500.00          |
| • Ravenna American Legion Auxiliary                | \$100.00          |
| • Ravenna Sons of American Legion                  | \$100.00          |
| • Garrettsville Veterans of Foreign Wars #5067     | \$500.00          |
| • Kent Veterans of Foreign Wars #3703              | \$500.00          |
| • Mogadore Veterans of Foreign Wars #8487          | \$500.00          |
| • Ravenna Veterans of Foreign Wars #1055           | \$500.00          |
| • Ravenna Veterans of Foreign Wars Women's Aux.    | \$100.00          |
| • Ravenna Veterans of Foreign Wars Men's Aux.      | \$100.00          |
| • Streetsboro American Legion #685                 | \$500.00          |
| • Streetsboro Veterans of Foreign Wars #9716       | \$500.00          |
| • Streetsboro Veterans of Foreign Wars Auxiliary   | \$100.00          |
| • Windham American Legion #674                     | \$500.00          |
| • Aurora Veterans of Foreign Wars #2629            | \$500.00          |
| <b>TOTAL</b>                                       | <b>\$7,100.00</b> |

7. Board of Commissioners' authorization requested to execute a purchase order for \$14,299.00 with All Ohio Motorsports to purchase a 2009 Polaris Ranger Utility vehicle in order to maintain the existing facilities, sewer and water systems within easements and at remote locations as requested by the Water Resources Department. Funding for this expenditure has been included in the approved 2009 operating budget/Hold for additional information.
8. The Board of Commissioners received the Portage County Investment Reconciliation for the month of April 2009 as presented by the County Auditor and County Treasurer.
9. Board of Commissioners' signature requested on the purchase requisition for Décor Built Construction Company, Inc. for installation of chair lift from first floor to basement for the Portage Senior Center Phase II located at 705 Oakwood Street, Ravenna, as requested by the Regional Planning Commission. The B-F-08-062-1 Formula Grant Activity #06 Senior Center is funding this expense. Documents reviewed by Carol Kurtz, Internal Auditor, noting the request appears to be proper and appropriately authorized.

10. Board of Commissioners' signature requested on the payment authorization form for \$39,843.00 payable to Stitle Construction Corporation for Portage Senior Center Phase II, 705 Oakwood Street, Ravenna, as requested by the Regional Planning Commission. The B-F-08-062-1 Formula Grant Activity #06 Senior Center is funding this expense. Documents reviewed by Carol Kurtz, Internal Auditor, with no exceptions noted.

\* \* \* \* \*

**REFERRED**

May 12, 2009

1. May 4, 2009 correspondence from Suzanne Livengood, Portage Learning Center, including the Learning Center's Annual Report for the year ending June 30, 2008. Referred to the Executive Assistant.

\* \* \* \* \*

**PLEASE ADD TO THE AGENDA**

May 12, 2009

1. DRAFT RESOLUTION: Accept the Ohio Department of Public Safety, Governor's Highway Safety Office Grant for the Portage County Sheriff's Department, entitled High Visibility Enforcement Overtime 2009/09-0437
2. May 5, 2009 memo from Carol Kurtz, Internal Auditor, regarding continuing professional education./Journal Entry
3. May 8, 2009 correspondence from Brenda Bickerstaff, regarding a public records request/The Board of Commissioners discussed this request with Attorney Denise Smith today and agreed to release the tape upon receipt of a subpoena. Clerk to send that response to Ms. Bickerstaff.

\* \* \* \* \*

**INFORMATION ONLY**

May 12, 2009

1. May 5, 2009 correspondence from Steve Colecchi, Robinson Memorial Hospital to Leann Schaffer, The Woodlands At Robinson, regarding a possible contract between The Woodlands At Robinson and SummaCare/Forwarded to Commissioner Keiper
2. The Board of Commissioners received an announcement regarding lowered interest rate for OWDA market rate program as presented by the Ohio Water Development Authority.
3. May 1, 2009 correspondence from Anthony Britford, Ohio Department of Development, regarding a monitoring visit on May 14, 2009 for the B-M-05-062-1.
4. The Board of Commissioners received the weekly traffic advisory dated May 8, 2009 as presented by Ohio Department of Transportation.
5. May 7, 2009 correspondence from Steven Meeks, Governor Ted Strickland's office, regarding Portage County's participation in the Governor's visit to Kent Displays last week.

\* \* \* \* \*

## Journal Entry

May 12, 2009

Motion by Maureen T. Frederick, seconded by Christopher Smeiles to approve the following actions:

1. The Board of Commissioners signed the Satisfaction of Mortgage form for Robert and Joann Ferguson for property located at 2272 Hissom Lane in Brady Lake for \$18,260.00, as presented by Neighborhood Development Services Inc. Documents reviewed by Carol Kurtz, Internal Auditor noting the satisfaction appears to agree with the loan ledger history provided.
2. In accordance with Ohio Revised Code Section 3705.24, the Board of Commissioners approved payment to the cities of Kent and Ravenna for the 2008 Annual Filing Fee Certification (received May 6, 2009) from the Ohio Department of Health certifying the number of birth, death, fetal death, and military service certificates registered with the Ravenna City Health Department as 1,247, with \$1,247 due to the city for the year ending December 31, 2008, and also certifying the number of birth, death, fetal death, and military service certificates registered with the Kent City Health Department as 555, with \$555 due to the city for the year ending December 31, 2008.
3. The Board of Commissioners acknowledged the receipt of the Monthly Portfolio Report for April 2009, as presented by the Portage County Treasurer.
4. The Board of Commissioners authorized payment by staff of the May 5, 2009 Invoice #30355 for \$2,183.00 from Johnson, Miller & Schmitz LLP for professional services rendered during the month of April 2009 for General Labor matters. The Board of Commissioners noted the Human Resources Department Director's review that all charges appear to be in order. The Department of Budget & Financial Management to make to expenditure corrections for The Woodlands at Robinson for \$111.00 and for the Department of Job & Family Services for \$2,072.00 for these services.
5. The Board of Commissioners authorized payment of the May 1, 2009 Invoice No. 3309 for the second quarter extension appropriation for 2009, as requested by the Ohio State University Extension Office in the amount of \$71,625.00.
6. The Board of Commissioners authorized payment from the General Fund 0001 Memorial Day Expenses Org. 09030004 Object No. 426100, by the Veterans Service Commission, to each entity applying for assistance to aid in defraying the expenses of Memorial Day activities, as stipulated in ORC Section 307.66, as follows:

|  |          |
|--|----------|
| • Catholic War Veterans #1325                      | \$500.00 |
| • Ravenna Disabled American Veterans #26           | \$500.00 |
| • Ravenna Disabled American Veterans Auxiliary #26 | \$100.00 |
| • Deerfield American Legion #713                   | \$500.00 |
| • Mantua American Legion #193                      | \$500.00 |
| • Ravenna American Legion #331                     | \$500.00 |
| • Ravenna American Legion Auxiliary                | \$100.00 |
| • Ravenna Sons of American Legion                  | \$100.00 |
| • Garrettsville Veterans of Foreign Wars #5067     | \$500.00 |
| • Kent Veterans of Foreign Wars #3703              | \$500.00 |
| • Mogadore Veterans of Foreign Wars #8487          | \$500.00 |
| • Ravenna Veterans of Foreign Wars #1055           | \$500.00 |

- Ravenna Veterans of Foreign Wars Women's Aux. \$100.00
- Ravenna Veterans of Foreign Wars Men's Aux. \$100.00
- Streetsboro American Legion #685 \$500.00
- Streetsboro Veterans of Foreign Wars #9716 \$500.00
- Streetsboro Veterans of Foreign Wars Auxiliary \$100.00
- Windham American Legion #674 \$500.00
- Aurora Veterans of Foreign Wars #2629 \$500.00

**TOTAL \$7,100.00**

7. The Board of Commissioners approved the May 5, 2009 request from Internal Auditor Carol Kurtz and authorized the purchase of Course #5065/QAS5065 *Fraud Examination for Managers & Auditors* from Professional Education Services, LLP at a cost of \$139.50. The Board of Commissioners noted that this course is acceptable to the Accountancy Board of Ohio.
8. The Board of Commissioners acknowledged the receipt of the Portage County Investment Reconciliation for the month of April 2009, as presented by the County Auditor and County Treasurer.
9. The Board of Commissioners signed the purchase requisition for the Décor Built Construction Company, Inc. of Sherrodsville, Ohio for the installation of a chair lift from the first floor to the basement for the Portage Senior Center Renovation Project Phase II, 705 Oakwood Street in Ravenna, as presented by the Regional Planning Commission. The B-F-08-062-1 Formula Grant Activity #06 Senior Center is funding this expense. Documents reviewed by Carol Kurtz, Internal Auditor, noting the request appears to be proper and appropriately authorized.
10. The Board of Commissioners signed the payment authorization form for \$39,843.00 payable to Stitle Construction Corporation of Salem, Ohio for the Portage Senior Center Renovation Project Phase II, 705 Oakwood Street in Ravenna, as presented by the Regional Planning Commission. The B-F-08-062-1 Formula Grant Activity #06 Senior Center is funding this expense. Documents reviewed by Carol Kurtz, Internal Auditor, with no exceptions noted.
11. The Board of Commissioners signed the Personnel Action Form authorizing a rate change from \$31.44/hour to \$35.00/hour for Terri Burns, Assistant Director - Fiscal for the Portage County Department of Job & Family Services, effective May 18, 2009, as presented by Human Resources Department Director Karen U'Halie and approved by Department of Job & Family Services Director Anita Herington.
12. The Board of Commissioners approved the following Personnel Requisitions, as presented by 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 Aide 2 One Stop (New Position) | JFS B | Post Internally and Externally |

13. The Board of Commissioners authorized Grants Administrator Dan Banks to work with the Portage County Sheriff's staff to complete an application for the Ohio Attorney General's Drug Use Prevention Special Grant, a one-time source of funding to assist law enforcement agencies in their drug education work with young people. The Board of Commissioners noted the application deadline of May 13, 2009 for the grant period June 1, 2009 through May 31, 2010.

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 **May 12, 2009**. There being no further business to come before the Board, it was moved by Maureen T. Frederick, seconded by Christopher Smeiles to adjourn the official regular meeting at **10:45 AM**. All in favor, motion carries.

Charles W. Keiper II, President

Maureen T. Frederick, Vice President

Christopher Smeiles, Board Member

Deborah Mazanec, Clerk

\* \* \* \* \*

**FIRST PUBLIC HEARING**  
**Amendment to the Portage County Floodplain Regulations**  
**Tuesday, May 12, 2009**  
**Convened at 5:30 PM**

Portage County Administration Building  
First Floor Cafeteria  
449 South Meridian Street  
Ravenna, Ohio 44266

County Personnel Present: Commissioners Charles W. Keiper II, Maureen T. Frederick and Christopher Smeiles, CBO Bob Wrentmore, Commissioners' Clerk Deborah Mazanec

**I. OPENING & INTRODUCTIONS - Commissioner Charles W. Keiper II**

Commissioner Keiper introduced those present.

**II. PURPOSE OF THE HEARING - Deborah Mazanec, Clerk**

In accordance with Ohio Revised Code § 307.37, the Portage County Board of Commissioners must hold two Public Hearings to hear comment on the proposed amendment to the Portage County Floodplain Regulations. This is the first of two public hearings.

A second public hearing is scheduled for Tuesday, May 19, 2009 at Noon in the Portage County Commissioners' Board Room on the seventh floor of the County Administration Building, 449 South Meridian Street in Ravenna.

Notice of this hearing was published in the Record Courier Newspaper on April 27, 2009 and May 4, 2009, as required by the Ohio Revised Code § 307.37.

A copy of the draft amendment has been available for public review at the Commissioners' Office located on the seventh floor of the Portage County Administration Building since April 23, 2009.

**III. SWEARING IN OF THOSE WHO ARE SPEAKING - Commissioner Keiper**

- Do you solemnly affirm under the penalties of the law of perjury of the State of Ohio that the testimony you are about to give shall be the truth, the whole truth and nothing but the truth?

**Please respond:** I do.

**IV. PRESENTATION OF PROPOSED REGULATIONS**

**Bob Wrentmore, Chief Building Official, Portage County Building Department**

CBO Wrentmore stated that the proposed amendment is necessary to maintain Portage County participation in the National Flood Insurance Program. This update, once approved by the Board of Commissioners, will update the new FEMA Floodplain Maps effective August 18, 2009. The CBO noted the minor changes in the regulations, including the change in the Flood Protection Elevation from *plus one (1') foot of freeboard* to *plus two (2') feet of freeboard* and the establishment of the Portage County Appeals Board to hear appeals from this regulation.

**V. PUBLIC COMMENT – No public attending**

- Commissioner Christopher Smeiles noted that the current floodplain maps used by Portage County have been updated.
- CBO Wrentmore confirmed that the current maps used were approved in 1987
- CBO Wrentmore noted that these regulations pertain only to the unincorporated areas of Portage County and must be approved by the Board of Commissioners, the ODNR and submitted to FEMA prior to August 18, 2009.

**VI. CLOSING STATEMENT – Commissioner Keiper**

Should the Board of Commissioners agree to approve these amendments they shall take effect on the thirty-first day following the date of their adoption.

**VII. ADJOURNMENT at 5:38 PM**

Charles W. Keiper II, President

Maureen T. Frederick, Vice President

Christopher Smeiles, Board Member

Deborah Mazanec, Clerk

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