

**Thursday, February 18, 2010**

The Board of County Commissioners met in regular session on **Thursday, February 18, 2010 at 9:20 AM** with the following members present:

Charles W. Keiper II

Maureen T. Frederick

Christopher Smeiles

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It was moved by Christopher Smeiles, seconded by Maureen T. Frederick to approve the meeting minutes of the February 16, 2010 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. The Board of Commissioners has authorized the rental of one of five offices located at the Riddle Block Building to Home Savings. The Director recommends a separate one year lease with a renewal clause for the \$100/month. Commissioner Smeiles will contact the bank and be certain that they are comfortable with a separate lease. JoAnn Townend to contact Dave Sommers to determine what there is to do to update the five offices.
2. The Board of Commissioners agreed that the Mark Heisa rent, currently \$891.35, will remain the same for this year.
3. The Kent Court project will be paid in full by the court construction fund. The architect and contractors will be paid by Director Townend from that fund. Does JoAnn Townend have the authority to pay from that fund? The Director will ask the Prosecutor if that will be allowable.

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The Board of Commissioners asked JoAnn Townend to investigate the use of Project Labor Agreements (PLA) for the Kent Courthouse Project with Attorney Denise Smith and Bowen & Associates.

Commissioner Smeiles suggested that the Board of Commissioners needs to agree on what direction the Board wants to go in for the project. Commissioner Frederick wondered if the land that the county currently owns would be usable for the project. Commissioner Smeiles responded that he is not certain that the site could fit a 50,000 square foot building. Commissioner Keiper responded that, for the record, he does not agree with that square footage and wants to wait for the architects to determine the size of the facility. Commissioner Smeiles stated that the current facility may not be able to handle a second floor according to a study that the Board of Commissioners had completed. Commissioner Keiper suggested that the Board may consider the sale of the current courthouse and a move to a new, temporary site and

agreed to wait for the architect's proposal. JoAnn Townend noted that Denise Smith has made her final changes to the architectural agreement that has been sent to Richard Bowen. JoAnn Townend will contact Mr. Bowen this afternoon.

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Commissioners Smeiles and Frederick both received a call from Judge Fankhauser for authorization to purchase coffee and donuts for his jurors. The Board of Commissioners asked the JoAnn Townend check into the request and let Judge Fankhauser know what she determines the answer to be and that this is not a Board of Commissioners' decision.

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The Director asked for direction in the preparation of the COOP RFP; does the Board of Commissioners intend to include outside agencies (like MR/DD and Soil & Water), boards and commissions, as well as governmental agencies in the overall plan? The Board of Commissioners agreed that JoAnn Townend should first check with Jon Barber to determine if Department of Homeland Security & Emergency Management grant funds can be used to fund this project.

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Resolutions:

1. Enter into a ground lease amendment 11 with Blair Kotkowski./10-0165
2. Enter into a stop loss agreement with Medical Mutual for 2010./10-0166

Karen U'Halie attending at 10:45 AM (2640)

Director U'Halie noted this TPA Agreement does not include the WageWorks Cafeteria Plan. The Director advised the Board of Commissioners that the county will go to bid for TPA Services this summer.

3. Enter into an agreement for Third Party Administrator Services with Medical Mutual for 2010./10-0167
4. Enter into an MOU between the Board of Commissioners, Hiram College, the Village of Garrettsville, the Village of Mantua, the Village of Hiram and the Village of Windham to obtain funding from the efficientgovnow program./10-0168

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**EXECUTIVE ASSISTANT**

Present: Charlene Badger

The Executive Assistant attending to discuss the appointment of the Portage County Apiary Inspector/The Board of Commissioners approved Resolution 10-0169 appointing James Just as recommended by the local Beekeeper's Association. The Executive Assistant noted that there are 159 bee sites in Portage County.

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The Board of Commissioners discussed the letter of interest from Martin Paul for re-appointment to the Robinson Memorial Hospital Board of Trustees for the Republican/independent slot, which the Board of Commissioners received after the advertised due date.

The Executive Assistant contacted RMH CEO Steve Colecchi and was advised that the Commissioners' deadline was arbitrary and not enforceable in accordance with the ORC. Commissioner Keiper stated that he was contacted by the NAACP the day of the deadline and told them not to bother submitting an applicant unless it could be delivered by 4:30 PM on February 8, 2010. He added that, if the Board of Commissioners accepts Martin Paul's late submittal, the Board of Commissioners should have allowed the NAACP to submit a late applicant. Commissioner Keiper stated that the application deadline is applied based on the *Policy on Appointments to the Robinson Memorial Hospital Board of Trustees*, adopted by the RMH Appointing Authority on September 28, 1993.

Commissioner Smeiles suggested that the Commissioners contact Judges Enlow and Carnes to determine what they think of the deadline. Commissioner Keiper offered to call the Judges; the Board of Commissioners agreed to that direction.

The Board of Commissioners agreed to ask Attorney Denise Smith 1) if the Board of Commissioners must accept Mr. Paul's application two days after the deadline and 2) how does the Board of Commissioners handle the NAACP's interest in submitting an application after the deadline.

Jim Wyatt, Vice-President of the Portage County AFL-CIO Labor Council, was interested in applying for this Board of Trustees as well and was told the seat was Mike DeLuke's and not available. Is there a conflict of interest since Mr. DeLuke represents Summa employees and we now have a Summa affiliation.

Since Mr. DeLuke is the only Democrat to apply, is it fair to him that the Board of Commissioners reopen the application process?

The Board of Commissioners agreed that the Clerk should ask Attorney Denise Smith as to how to proceed. What is the legal way to proceed? Can the Board of Commissioners advertise only the Republican vacancy and accept the Democratic applicant, or does the Board of Commissioners have to advertise both openings again. Commissioner Keiper will contact the Judges to discuss this issue.

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**HUMAN RESOURCES - CANCELLED**

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**GRANTS ADMINISTRATOR**

Present: Dan Banks

Mr. Banks attending to discuss the projects that the Board of Commissioners desires to apply for in the Federal Appropriation Cycle. The Board of Commissioners agreed to apply for the EMA Interoperability Project, the Sheriff Deputy Retention Project, the Solid Waste Management District Building, and the Streetsboro Biosolids Plant.

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**RESOLUTION No. 10-0161 - RE: BILLS APPROVED AND CERTIFIED TO THE PORTAGE**

**COUNTY AUDITOR FOR PAYMENT.**

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

**RESOLVED,** that the bills were approved and certified to the County Auditor for payment, contingent upon the review of the Portage County Internal Auditor or other designee on February 18, 2010 in the total payment amount of **\$312,046.29 for Funds 0001-7000** 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:

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

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**RESOLUTION No. 10-0162 - RE: WIRE TRANSFER APPROVED AND CERTIFIED TO THE PORTAGE COUNTY AUDITOR FOR PAYMENT.**

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

**RESOLVED,** that the bills were approved and certified to the County Auditor for payment, contingent upon the review of the Portage County Internal Auditor or other designee on February 18, 2010 in the total payment amount as follows:

- 1. \$5,997.78 to WageWorks, Inc. for processing claims for Medical Mutual; and**

as set forth in the Accounts Payable Warrant Report on file in the office of the Portage County Auditor; and be it further

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

Wire Transfer on Friday, February 19, 2010 \$ 5,997.78

and be it further



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**RESOLUTION No. 10-0164 - RE: ACCEPTANCE OF THEN AND NOW CERTIFICATIONS FOR PAYMENT.**

It was moved by Christopher Smeiles, 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 **\$112,625.59** as set forth in Exhibit “A” dated **February 18, 2010** 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; Christopher Smeiles, Yea; Maureen T. Frederick, Yea;

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**RESOLUTION No. 10-0165 - RE: ENTER INTO GROUND LEASE AMENDMENT NO. 11 BETWEEN THE PORTAGE COUNTY BOARD OF COMMISSIONERS AND BLAIR KOTKOWSKI.**

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

**WHEREAS,** the original ground lease between the Portage County Board of Commissioners and Blair Kotkowski was entered into for the property fronts on the corner of Coit Road and Frost Road being part of the former Standard Slag property containing five (5) tillable acres, more or less; to be used only for farming purposes and uses normally incident thereto was entered into June 1, 2000 at a cost of One hundred twenty-five dollars and 00/100 (\$125.00) per annum; and

**WHEREAS,** the parties agreed to extend the lease from June 1, 2001 until May 31, 2002 through amendment no. 1, resolution 01-0163 at the same rate; and

**WHEREAS,** the parties agreed to extend the lease from June 1, 2002 until May 31, 2003 through amendment no. 2, resolution 02-0125 at the same rate; and

**WHEREAS,** the parties agreed to add an additional five (5) tillable acres, more or less on Coit Road to be used only for farming purposes and used normally incident thereto and extend the lease from June 1, 2003 until May 31, 2004 through amendment no. 3, resolution 02-0470 and to increase the rate to Two hundred fifty and 00/100 dollars (\$250.00) for both sites per annum; and

**WHEREAS,** the parties agreed to extend the lease from June 1, 2003 until May 31, 2004 through amendment no. 4, resolution 03-0163 at the same rate; and

**WHEREAS,** the parties agreed to extend the lease from June 1, 2004 until May 31, 2005 through amendment no. 5 , resolution 04-0342 at the same rate; and

**WHEREAS,** the parties agreed to extend the lease from June 1, 2005 until May 31, 2006 through amendment no. 6, resolution 05-0246 at the same rate; and

**WHEREAS,** the parties agreed to extend the lease from June 1, 2006 until May 31, 2007 through amendment no. 7, resolution 06-0134 at the same rate; and

**WHEREAS,** the parties agreed to extend the lease from June 1, 2007 until May 31, 2008 through amendment no. 8, resolution 07-0246 at the same rate; and

**WHEREAS,** the parties agreed to extend the lease from June 1, 2008 until May 31, 2009 through amendment no. 9, resolution 08-0179 at the same rate; and

**WHEREAS,** the parties agreed to extend the lease from June 1, 2009 until May 31, 2010 through amendment no. 10, resolution 09-208 at the same rate; and

**WHEREAS,** Blair Kotkowski would like to continue leasing said property; now therefore be it

**RESOLVED,** that the Board of Portage County Commissioners does hereby agree to extend the lease from June 1, 2010 thru May 31, 2011 in the amount of \$250.00 per annum (\$125.00

for the property fronts on the corner of Coit Road and Frost Road and \$125.00 for the Coit Road Site); and be it further

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

Voice vote as follows:

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

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**RESOLUTION No. 10-0166 - RE: ENTER INTO AN AGREEMENT WITH MEDICAL MUTUAL OF OHIO FOR AGGREGATE AND SPECIFIC STOP LOSS COVERAGE FOR THE PORTAGE COUNTY EMPLOYEE HEALTH BENEFIT PLAN FOR 2010.**

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

**WHEREAS,** the Portage County Board of Commissioners is in need of aggregate and specific stop loss insurance for its self-insured Portage County Employee Health Benefit Plan; and

**WHEREAS,** after a review of renewal proposals submitted to the Board of Commissioners through its insurance consultant, Willis of Ohio, Inc., it was recommended that the County renew its aggregate and specific stop loss insurance for the Employee Health Benefit Plan with Medical Mutual of Ohio; now therefore be it

**RESOLVED,** that the Board of Portage County Commissioners does hereby accept the recommendation from Willis of Ohio, Inc. and agree to enter into an agreement with Medical Mutual of Ohio, 2060 East Ninth Street, Cleveland, Ohio 44115-1355 for aggregate and specific excess medical expense insurance coverage for its self-insured Employee Health Benefit Plan for the period January 1, 2010 through December 31, 2010; 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 was as follows:

Charles W. Keiper II, Yea;

Christopher Smeiles, Yea;

Maureen T. Frederick, Yea;

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**RESOLUTION No. 10-0167**

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**RE:**

**ENTER INTO AN AGREEMENT FOR THIRD PARTY ADMINISTRATOR SERVICES WITH MEDICAL MUTUAL OF OHIO FOR THE PORTAGE COUNTY EMPLOYEE HEALTH BENEFIT PLAN FOR 2010.**

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

**WHEREAS,** the Portage County Board of Commissioners is in need of TPA services for its self-insured Portage County Employee Health Benefit Plan; and

**WHEREAS,** Willis of Ohio, Inc., Portage County’s insurance consultant recommends that the County continue third party administrator (TPA) services with Medical Mutual of Ohio; now therefore be it

**RESOLVED,** that the Board of Portage County Commissioners does hereby accept the recommendation from Willis of Ohio, Inc. and enters into an agreement for TPA Services with Medical Mutual of Ohio, 2060 East Ninth Street, Cleveland, OH 44115 for its self-insured Employee Health Benefit Plan for the period January 1, 2010 through December 31, 2010; 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 was as follows:

Charles W. Keiper II, Yea;

Christopher Smeiles, Yea;

Maureen T. Frederick, Yea;

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**RESOLUTION No. 10-0168**

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**RE:**

**ENTER INTO A MEMORANDUM OF UNDERSTANDING BETWEEN THE PORTAGE COUNTY BOARD OF COMMISSIONERS, HIRAM COLLEGE, THE VILLAGE OF GARRETTSVILLE, THE VILLAGE OF MANTUA, THE VILLAGE OF HIRAM AND THE VILLAGE OF WINDHAM TO OBTAIN FUNDING FROM THE EFFICIENTGOVNOW PROGRAM.**

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

**WHEREAS,** funding is available for government collaboration and efficiency from the fund for Our Economic future, an organization which unites philanthropy in Northeast Ohio, to strengthen the region’s economic competitiveness through grant making; and

**WHEREAS,** the Fund for Our Economic Future administers the EfficientGovNow program that encourages and accelerates government collaboration, cooperation and efficiency by providing funding to government collaboration projects; now therefore be it

**RESOLVED,** that the Board of Portage County Commissioners does hereby agree to enter into a Memorandum of Agreement between the Portage County Board of Commissioners, Hiram College, the Village of Garrettsville, the Village of Mantua, the Village of Hiram and the Village of Windham; 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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**RESOLUTION No.10-0169 - RE: APPOINTMENT OF JAMES JUST AS APIARIST OF PORTAGE COUNTY FOR THE YEAR OF 2010.**

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

**WHEREAS,** section 909.07 of the Revised Code of Ohio provides that the Board of County Commissioners may appoint an Apiarist, with the consent and concurrence of the Ohio Department of Agriculture, to serve during the pleasure of said Board and to paid such salary as the Board determines; and

**WHEREAS,** the Portage County Board of Commissioners has appropriated the sum of \$5,000 for Apiary Inspection in Portage County for 2010; and

**WHEREAS,** James Just has been recommended for this appointment by the President of the Portage County Beekeepers Association; now therefore be it

**RESOLVED,** that James Just is hereby appointed Apiarist of Portage County for the year of 2010 subject to the approval of the Ohio Department of Agriculture; and be it further

**RESOLVED,** that the Clerk of this Board be and hereby is directed to file a certified copy of the above resolution with the Ohio Department of Agriculture; and be it further

**RESOLVED,** that the above appointed Apiarist of Portage County shall be paid an amount not to exceed \$ 4,500.00 at \$12.00 per hour, plus the U.S. Internal Revenue Service (IRS) rate of “per mile” allowance for miles actually traveled, not to exceed \$ 500.00; and be it further

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

Voice vote was as follows:

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

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**RESOLUTIONS**

February 18, 2010

1. Approval of Meeting Minutes from the February 11, 2010 regular Board Meeting as presented.
2. Approve the Bills as presented by the County Auditor and reviewed by the Department of Budget & Financial Management./10-0161
3. Approve the wire transfer as presented by the County Auditor./10-0162
4. Approve the Journal Vouchers as presented by the County Auditor./10-0163
5. Approve Then & Now as presented by the County Auditor./10-0164

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**INVITATIONS/MEETING NOTICES**

February 18, 2010

1. Invitation from the Portage Park District for the Portage County Environmental Conservation Awards Benefit Dinner on Saturday, April 10, 2010, 6:00 PM. Nominations requested by Monday, March 1, 2010.
2. Invitation for an Eagle Scout Court of Honor for Tyler Gilliland on Sunday, March 21, 2010, Faith United Methodist Church, Brimfield, 2:00 PM Lunch, Court of Honor 3:30 PM.

3. Invitation from Voices for Ohio's Children for the 2010 Ohio Covering Kids and Families Conferences as follows:
  - a. Legislative Reception & Remarks on Wednesday, March 10, 2010, 5:30-7:30 PM, The Athletic Club of Columbus
  - b. Day Long Conference Thursday, March 11, 2010, 8:30 AM-4:30 PM, Crowne Plaza Columbus North
4. Invitation from North American Hazardous Material Management Association (NAHMMA) for the 25<sup>th</sup> Annual Conference on Hazardous Material management of Household and Small Business Waste, Monday-Friday, July 26-30, 2010, St. Pete Beach, Florida.
5. Meeting notice from Portage Soil & Water Conservation District for the Annual Planning Meeting on Thursday, March 11, 2010, 10:00 AM-12:00 PM, Maplewood Career Center Meeting Room A.
6. Invitation from the International Economic Development Council for the How You Build It 2010 Conference, Sunday-Tuesday, June 6-8, 2010, Oklahoma City, OK.

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**INCOMING CORRESPONDENCE**

**DISCUSSION**

February 18, 2010

1. Discussion: Regional Airport Authority Board of Trustee hearing/the Board of Commissioners agreed to hold their decision
2. Discussion: Does the Board of Commissioners want to respond to Attorney Meredith Knueve of Bricker & Eckler regarding the Maple Wood Care Centre Tax Bill and Sewer/Water Charges/Clerk to forward to Denise Smith for comment
3. Does the Board wish to present a proclamation for the Social Workers Appreciation Month during the National Social Worker Appreciation Month Training on Wednesday, March 17, 2010 at NEOUCOM/Commissioners Smeiles and Frederick to attend
4. Does the Board wish to renew its subscription to the Aurora Advocate which is due to expire on February 23, 2010 \$42.00/The Board of Commissioners agreed not to renew this subscription but to subscribe instead to the Beacon Journal.
5. The Grants Administrator presents the following for Board consideration:
  - A. Journal Entry for Regional to authorize payment to Kent City for NSP Administration funds/Journal Entry
  - B. Mr. Banks presented 10 projects for the Board's consideration as to what to apply for in the Federal Appropriation Cycle. The Board of Commissioners agreed to apply for the EMA Interoperability Project, the Sheriff Deputy Retention Project, the Solid Waste Management District Building, and the Streetsboro Biosolids Plant.
  - C. Resolution to amend Resolution No. 09-1155 for a new budget table/Hold.

- D. Change to an inter-local agreement with the City of Kent for the Board to approve for the JAG Disparate Money from 2007/Hold.
- E. MOU for the Board's approval between the County, and the Villages of Mantua, Hiram, Garrettsville, and Windham for a grant application for a joint water district feasibility study/10-0168 brought in by the Internal Services Director today.

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**JOURNAL ENTRY**

February 18, 2010

1. The Board of Commissioners received a Notice of Sheriff's Sale for Case No. 2009CV01276. Neighborhood Development Services advised paid in full and satisfied in 2009. (Board of Commissioners signed satisfaction of mortgage September 22, 2009)/Information only
2. Board of Commissioners' authorization requested to pay the following tax bills for Full Year 2009.

Parcel No.	Address	Desc	Half Year	Full Year
31-361-13-00-112-000	203 Main St.	Real Estate Taxes & Assessments	\$2,538.96	\$5,077.92
31-366-10-00-001-001	Downtown Impvmts 209 Chestnut	Real Estate Taxes & Assessments	3,129.98	6,259.96
04-020-00-00-023-009	Pump Station Split #2	Real Estate Taxes & Assessments	71.02	142.03
29-312-11-00-069-000	Proctor vacant land	Real Estate Taxes & Assessments	9.01	18.02
17-009-00-00-020-002	Middlebury vacant land	Real Estate Taxes & Assessments	1.14	2.28
29-344-00-00-018-000	3279 SR 59, Brim Twp (NSP Grant)	Real Estate Taxes & Assessments	16.93	790.80
Total			\$5,767.04	\$12,291.01

3. Board of Commissioners' authorization requested to pay the storm water utility district assessments for property owned by the Board of Commissioners for the Full Year 2009, as presented by the Executive Assistant, as follows:

Parcel #	Location	Desc	Full Year
01-004-00-00-027-000	Old Right of Way SR 183	Assessments	\$12.36
12-054-00-00-001-000	Park District 2264 Ravenna	Assessments	39.55
12-033-10-00-001-000	Kent Park Brady Lake	Assessments	12.36
12-038-00-00-012-002	Metal Pole Barn Ravenna	Assessments	13.60

12-038-00-00-012-001	Metal Pole Building Ravenna	Assessments	18.54
33-046-00-00-031-000	Potters Field Cemetery SR 303	Assessments	12.36
01-004-00-00-025-000	Old Right of Way German Church	Assessments	12.36
01-004-00-00-026-000	Old Right of Way SR 183	Assessments	12.36
33-110-12-00-009-000	Invernest	Assessments	12.36
04-020-00-00-024-010	Howe	Assessments	12.36
29-700-00-00-050-000	Wahoo Ditch Maint	Assessments	11.68
04-049-10-00-163-000	Fairwood Pump Station #1	Assessments	14.36
36-043-00-00-009-005	Martin, Suffield Twp.	Assessments	12.36
38-046-00-00-011-000	SR 532, Suffield Twp.	Assessments	24.72
36-038-00-00-041-000	Etter, Suffield Twp.	Assessments	12.36
36-043-00-00-005-001	Martin, Suffield Twp.	Assessments	28.43
33-110-12-00-012-000	Invernest Bolingbrook Lot 339	Assessments	12.36
36-038-00-00-040-000	Martin, Suffield Twp.	Assessments	12.36
33-110-12-00-010-000	Invernest Bolingbrook Lot 341	Assessments	12.36
33-110-12-00-011-000	Invernest Bolingbrook Lot 340	Assessments	12.36
33-10-12-00-007-000	Invernest Bolingbrook Lot 344	Assessments	12.36
33-110-12-00-008-000	Invernest Bolingbrook Lot 343	Assessments	12.36
33-062-00-00-006-001	Infirmary Rd., Shalersville	Assessments	12.36
33-073-00-00-006-000	Frost, Shalersville Twp.	Assessments	12.36
33-051-00-00-008-001	Infirmary Rd., Shalersville	Assessments	12.36
33-062-00-00-004-000	8116 Infirmary	Assessments	163.15
32-032-00-00-006-014	Rootstown Rd. Rootstown Twp.	Assessments	12.36
32-033-00-00-024-001	Lynn Rd., Rootstown Twp.	Assessments	12.36
32-021-00-00-013-001	Lynn Rd., Rootstown Twp.	Assessments	12.36
29-700-00-00-001-000	East Park Ditch	Assessments	11.50
29-313-00-00-007-000	6887 Chestnut St.	Assessments	12.36
29-308-20-00-228-000	Bridge, B&M Lot 170, Ravenna Twp.	Assessments	25.24
29-308-20-00-227-000	Bridge, B&M Lot 169 Ravenna Twp.	Assessments	25.44
29-307-00-00-011-000	3480 Main Ravenna Twp.	Assessments	28.43
25-003-00-00-001-002	SR 305 Nelson Twp.	Assessments	12.36
23-023-00-00-061-001	SR 82 Mantua Twp.	Assessments	12.36
12-076-00-00-056-001	7601 SR 43 Franklin Twp.	Assessments	12.36

16-038-70-00-004-003	Hillside Brady Lake Village	Assessments	52.65
04-068-00-00-019-001	SR 43 Brimfield Twp.	Assessments	12.36
12-075-00-00-002-005	Diagonal Rd. Franklin Twp.	Assessments	12.36
04-024-00-00-026-002	Edson Brimfield Twp.	Assessments	12.36
13-064-00-00-019-002	Spell Bike & Hike Trl	Assessments	12.36
13-064-00-00-019-004	Spell Bike & Hike Trl	Assessments	12.36
12-064-00-00-019-003	Spell Bike & Hike Trl	Assessments	12.36
13-064-00-00-019-001	Spell Bike & Hike Trl	Assessments	12.36
12-061-00-00-010-003	Hudson Bike & Hike Trl	Assessments	12.36
12-062-00-00-006-001	Hudson Bike & Hike Trl	Assessments	12.36
12-061-00-00-010-001	Hudson Bike & Hike Trl	Assessments	12.36
12-061-00-00-010-002	Hudson Bike & Hike Trl	Assessments	12.36
29-325-20-00-057-000	4859 Highland	Assessments	14.26
28-076-00-00-007-003	2053 SR 44 Randolph	Assessments	237.31
32-022-40-00-062-000	SR 44 Rootstown Twp	Assessments	12.36
29-104-00-00-008-000	Infirmiry Rd Booster station	Assessments	18.54
33-073-00-00-004-000	Shalersville Water Treatment Site	Assessments	106.30
29-307-00-00-012-000	Main St., Motor Pool	Assessments	12.36
12-020-00-00-044-001	SR 59 Sewer lift station	Assessments	12.36
Total			1315.74

4. Board of Commissioners' authorization requested to draw down funds using the Phone Activated Paperless Request System from the US Department of Justice for the following grants as presented by Department of Budget and Financial Management:
  - a. JAG/Byrne Disparate Grant, 2007-DJ-BX-1414 for \$6,500.00
  - b. JAG/Byrne Disparate Grant, 2009-DJ-BX-1192 for \$7,173.00
5. The Board of Commissioners received the Portage County Investment Reconciliation for the month of January 2010 as presented by the County Auditor and County Treasurer.
6. Board of Commissioners' authorization requested to pay P&K Enterprises for 2008 Portage County CHIP Private Rehab at 6537 Terrill St., Ravenna, OH 44266 for Walter Collins for \$7,560.00 as requested by Neighborhood Development Services. No review necessary.
7. Board of Commissioners' authorization requested to pay P&K Enterprises for 2008 Portage County CHIP Private Rehab at 6537 Terrill St., Ravenna, OH 44266 for Walter Collins for \$2,265.00 as requested by Neighborhood Development Services. No review necessary.
8. Board of Commissioners' authorization requested to pay P&K Enterprises for 2008 Portage County CHIP Private Rehab at 6537 Terrill St., Ravenna, OH 44266 for Walter Collins for \$720.00 as requested by Neighborhood Development Services. No review necessary.

9. Board of Commissioners' authorization requested to pay P&K Enterprises for 2008 Portage County CHIP Private Rehab at 6537 Terrill St., Ravenna, OH 44266 for Walter Collins for \$80.00 as requested by Neighborhood Development Services. No review necessary.
10. The Board of Commissioners received the February 10, 2010 Certificate of County Auditor that the Total Appropriations from Each Fund *Do Exceed* the Official Estimate of Resources as presented by County Auditor Janet Esposito.
11. In accordance with the ORC Section 325.07, the Portage County Board of Commissioners received the Transportation of Prisoners Report for January 2010 as presented by the Portage County Sheriff's Department.
12. Board of Commissioners' authorization requested to provide a supplemental amendment for \$16,409 to fund a retirement payout for an employee of the Portage County Auditor's office. The Department of Budget and Financial Management recommend the transfer be funded from the General Fund separation Contingency.
13. Board of Commissioners' authorization requested to pay Invoice No. 30788 dated December 15, 2009 for Professional Services regarding General Nursing Home Labor matters as presented by Johnson Miller & Schmitz, LLP \$4753.41. Documents reviewed by Director Karen U'Halie, Human Resources Department, with no exceptions noted.
14. The Board of Commissioners received the Weekly Report of Kennel population for the week ending February 14, 2010 as presented by Dave McIntyre, Dog Warden. The Board of Commissioners acknowledged the receipt of \$50 in Court Donations, \$576 in License Sales and \$399 for Impound fees.
15. Board of Commissioners' authorization requested to allow use of the Courthouse Lawn on Thursday, May 20, 2010 and Thursday, July 22, 2010 from 7:00 PM-9:30 PM for the Home Heritage Concert Series as requested by Home Savings Bank.

\* \* \* \* \*

**REFERRED**

February 18, 2010

1. February 11, 2010 correspondence from Paul Moore, regarding the Portage County Airport Authority Board of Trustees. Referred to Executive Assistant.
2. February 6, 2010 correspondence from Mark Bergman, Boy Scout Troop #259, regarding the Eagle Scout award ceremony for Tyler Gilliland. Referred to Executive Assistant.
3. December 18, 2010 correspondence (received February 12, 2010) from Barbara Bloetscher, Ohio Department of Agriculture, regarding the Apiary Inspection position for Portage County. Appointment form requested as soon as possible. Referred to Executive Assistant.

4. February 15, 2010 correspondence from Martin Paul, requesting reappointment to the Robinson Memorial Hospital Board of Trustees. Referred to Executive Assistant.
5. February 10, 2010 correspondence from Kelly James Hettick, USDA Rural Development to Lynn Kline, Water Resources Department, regarding year end financial reporting – Regional Planning Commission Building. Referred to Department of Budget and Financial Management.
6. February 10, 2010 correspondence from Kelly James Hettick, USDA Rural Development to Lynn Kline, Water Resources Department, regarding year end financial reporting – Sewer. Referred to Department of Budget and Financial Management.
7. February 12, 2010 memo from Michael Hiler, Ohio Department of Development, regarding notification of availability of the Draft Fiscal Year 2010 Ohio Consolidated Plan and Executive Summary and Notice of Public Hearing and 30 day public comment period. Referred to Neighborhood Development Services, Regional Planning Commission, Grants Administrator and Department of Budget and Financial Management.

\* \* \* \* \*

**INFORMATION ONLY**

February 18, 2010

1. February 12, 2010 e-mail from Tattie Given, regarding the excellent job of snow removal by the Portage County Maintenance crew.

\* \* \* \* \*

**PROSECUTOR**

February 18, 2010

1. February 11, 2010 e-mail from Denise Smith to JoAnn Townend, Internal Services, regarding the new Kent Courthouse contract language.
2. February 16, 2010 e-mail from David Brode, including a draft new loan agreement with the Park District
3. February 17, 2010 email from Attorney Scahill advising the Board of Commissioners of the necessity for two public hearings on any submittal to the electors for an increase in the sales tax.

\* \* \* \* \*

**Journal Entry**

February 18, 2010

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

1. The Board of Commissioners authorized payment to the City of Kent for the NSP Administration in the amount of \$7,049.56, as presented by the Regional Planning Commission. The documents were reviewed by the Grants Administrator who notes that the request appears to be in order.

2. The Board of Commissioners authorized payment of the following tax bills for Full Year 2009, as presented by the Executive Assistant as follow:

Parcel No.	Address	Desc	Half Year	Full Year
31-361-13-00-112-000	203 Main St.	Real Estate Taxes & Assessments	\$2,538.96	\$5,077.92
31-366-10-00-001-001	Downtown Impvmnts 209 Chestnut	Real Estate Taxes & Assessments	3,129.98	6,259.96
04-020-00-00-023-009	Pump Station Split #2	Real Estate Taxes & Assessments	71.02	142.03
29-312-11-00-069-000	Proctor vacant land	Real Estate Taxes & Assessments	9.01	18.02
17-009-00-00-020-002	Middlebury vacant land	Real Estate Taxes & Assessments	1.14	2.28
29-344-00-00-018-000	3279 SR 59, Brim Twp (NSP Grant)	Real Estate Taxes & Assessments	16.93	790.80
Total			\$5,767.04	\$12,291.01

3. The Board of Commissioners authorized payment of the storm water utility district assessments for property owned by the Board of Commissioners for the Full Year of 2009, as presented by the Executive Assistant as follows:

Parcel #	Location	Desc	Full Year
01-004-00-00-027-000	Old Right of Way SR 183	Assessments	\$12.36
12-054-00-00-001-000	Park District 2264 Ravenna	Assessments	39.55
12-033-10-00-001-000	Kent Park Brady Lake	Assessments	12.36
12-038-00-00-012-002	Metal Pole Barn Ravenna	Assessments	13.60
12-038-00-00-012-001	Metal Pole Building Ravenna	Assessments	18.54
33-046-00-00-031-000	Potters Field Cemetery SR 303	Assessments	12.36
01-004-00-00-025-000	Old Right of Way German Church	Assessments	12.36
01-004-00-00-026-000	Old Right of Way SR 183	Assessments	12.36
33-110-12-00-009-000	Invernest	Assessments	12.36
04-020-00-00-024-010	Howe	Assessments	12.36
29-700-00-00-050-000	Wahoo Ditch Maint	Assessments	11.68
04-049-10-00-163-000	Fairwood Pump Station #1	Assessments	14.36
36-043-00-00-009-005	Martin, Suffield Twp.	Assessments	12.36
38-046-00-00-011-000	SR 532, Suffield Twp.	Assessments	24.72
36-038-00-00-041-000	Etter, Suffield Twp.	Assessments	12.36
36-043-00-00-005-001	Martin, Suffield Twp.	Assessments	28.43
33-110-12-00-012-000	Invernest Bolingbrook Lot 339	Assessments	12.36
36-038-00-00-040-000	Martin, Suffield Twp.	Assessments	12.36

33-110-12-00-010-000	Invernest Bolingbrook Lot 341	Assessments	12.36
33-110-12-00-011-000	Invernest Bolingbrook Lot 340	Assessments	12.36
33-10-12-00-007-000	Invernest Bolingbrook Lot 344	Assessments	12.36
33-110-12-00-008-000	Invernest Bolingbrook Lot 343	Assessments	12.36
33-062-00-00-006-001	Infirmary Rd., Shalersville	Assessments	12.36
33-073-00-00-006-000	Frost, Shalersville Twp.	Assessments	12.36
33-051-00-00-008-001	Infirmary Rd., Shalersville	Assessments	12.36
33-062-00-00-004-000	8116 Infirmary	Assessments	163.15
32-032-00-00-006-014	Rootstown Rd Roots. Twp.	Assessments	12.36
32-033-00-00-024-001	Lynn Rd., Rootstown Twp.	Assessments	12.36
32-021-00-00-013-001	Lynn Rd., Rootstown Twp.	Assessments	12.36
29-700-00-00-001-000	East Park Ditch	Assessments	11.50
29-313-00-00-007-000	6887 Chestnut St.	Assessments	12.36
29-308-20-00-228-000	Bridge, B&M Lot 170, Ravenna Twp.	Assessments	25.24
29-308-20-00-227-000	Bridge, B&M Lot 169 Ravenna Twp.	Assessments	25.44
29-307-00-00-011-000	3480 Main Ravenna Twp.	Assessments	28.43
25-003-00-00-001-002	SR 305 Nelson Twp.	Assessments	12.36
23-023-00-00-061-001	SR 82 Mantua Twp.	Assessments	12.36
12-076-00-00-056-001	7601 SR 43 Franklin Twp.	Assessments	12.36
16-038-70-00-004-003	Hillside Brady Lake Village	Assessments	52.65
04-068-00-00-019-001	SR 43 Brimfield Twp.	Assessments	12.36
12-075-00-00-002-005	Diagonal Rd. Franklin Twp.	Assessments	12.36
04-024-00-00-026-002	Edson Brimfield Twp.	Assessments	12.36
13-064-00-00-019-002	Spell Bike & Hike Trl	Assessments	12.36
13-064-00-00-019-004	Spell Bike & Hike Trl	Assessments	12.36
12-064-00-00-019-003	Spell Bike & Hike Trl	Assessments	12.36
13-064-00-00-019-001	Spell Bike & Hike Trl	Assessments	12.36
12-061-00-00-010-003	Hudson Bike & Hike Trl	Assessments	12.36
12-062-00-00-006-001	Hudson Bike & Hike Trl	Assessments	12.36
12-061-00-00-010-001	Hudson Bike & Hike Trl	Assessments	12.36
12-061-00-00-010-002	Hudson Bike & Hike Trl	Assessments	12.36
29-325-20-00-057-000	4859 Highland	Assessments	14.26
28-076-00-00-007-003	2053 SR 44 Randolph	Assessments	237.31
32-022-40-00-062-000	SR 44 Rootstown Twp	Assessments	12.36
29-104-00-00-008-000	Infirmary Rd Booster station	Assessments	18.54
33-073-00-00-004-000	Shalersville Water Treatment Site	Assessments	106.30

29-307-00-00-012-000	Main St., Motor Pool	Assessments	12.36
12-020-00-00-044-001	SR 59 Sewer lift station	Assessments	12.36
TOTAL			\$1315.74

4. The Board of Commissioners authorized the draw down of funds from the U.S. Department of Justice using the Phone Activated Paperless Request System for the following grants, as presented by Department of Budget and Financial Management:
  - a. JAG/Byrne Disparate Grant, 2007-DJ-BX-1414 for \$6,500.00
  - b. JAG/Byrne Disparate Grant, 2009-DJ-BX-1192 for \$7,173.00
5. The Board of Commissioners acknowledged the receipt of the Portage County Investment Reconciliation for the month of January 2010, as presented by the County Auditor and County Treasurer.
6. The Board of Commissioners authorized payment to P&K Enterprises of Ravenna for a 2008 Portage County CHIP Private Rehab at 6537 Terrill Street in Ravenna for Walter Collins in the amount of \$7,560.00, as presented by the Neighborhood Development Services. No review necessary in accordance with the Board of Commissioners/Neighborhood Development Services, Inc. Standard Operating Procedure.
7. The Board of Commissioners authorized payment to P&K Enterprises of Ravenna for a 2008 Portage County CHIP Private Rehab at 6537 Terrill Street in Ravenna for Walter Collins for \$2,265.00, as presented by Neighborhood Development Services. No review necessary in accordance with the Board of Commissioners/Neighborhood Development Services, Inc. Standard Operating Procedure.
8. The Board of Commissioners authorized payment to P&K Enterprises of Ravenna for a 2008 Portage County CHIP Private Rehab at 6537 Terrill Street in Ravenna for Walter Collins for \$720.00, as presented by Neighborhood Development Services. No review necessary in accordance with the Board of Commissioners/Neighborhood Development Services, Inc. Standard Operating Procedure.
9. The Board of Commissioners authorized payment to P&K Enterprises of Ravenna for a 2008 Portage County CHIP Private Rehab at 6537 Terrill Street in Ravenna for Walter Collins for \$80.00, as presented by Neighborhood Development Services. No review necessary in accordance with the Board of Commissioners/Neighborhood Development Services, Inc. Standard Operating Procedure.
10. The Board of Commissioners acknowledged the receipt of the February 10, 2010 Certificate of County Auditor that the Total Appropriations from Each Fund **Do Exceed** the Official Estimate of Resources, as presented by County Auditor Janet Esposito. Forwarded to the Department of Budget & Financial Management.

11. In accordance with the ORC Section 325.07, the Portage County Board of Commissioners acknowledged receipt of the Transportation of Prisoners Report for January 2010, as presented by the Portage County Sheriff.
12. The Board of Commissioners accepted the recommendation of Department of Budget & Financial Management Director Audrey Tillis and authorized a supplemental amendment for \$16,409 to fund a retirement payout for an employee of the Portage County Auditor, to be funded from the General Fund Separation Contingency,
13. The Board of Commissioners authorized payment of Invoice No. 30788 dated December 15, 2009 for Professional Services in the amount of \$4753.41 for General Nursing Home Labor matters, as presented by Johnson Miller & Schmitz, LLP. Documents reviewed by Director Karen U’Halie, Human Resources Department, with no exceptions noted. The Board of Commissioners directed the Department of Budget & Financial Management to make an expenditure correction for the nursing home for \$4,753.41.
14. The Board of Commissioners acknowledged the receipt of the Weekly Report of Kennel population for the week ending February 14, 2010, as presented by Dave McIntyre, Dog Warden. The Board of Commissioners also acknowledged the receipt of \$50 in Court Donations, \$576 in License Sales and \$399 for Impound fees.
15. The Board of Commissioners authorized use of the Courthouse Lawn on Thursday, May 20, 2010 and Thursday, July 22, 2010 from 7:00 PM-9:30 PM for the Home Heritage Concert Series, as requested by Home Savings Bank. Forwarded to the Internal Services Director to prepare the necessary agreement(s).

All in favor, motion carries.

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We do hereby certify that the foregoing is a true and correct record of the Portage County Board of Commissioners’ meeting on **February 18, 2010**. There being no further business to come before the Board, it was moved by Christopher Smeiles, seconded by Maureen T. Frederick to adjourn the official meeting at **11:40 AM**. All in favor, motion carries.

Charles W. Keiper II, President

Maureen T. Frederick, Board Member

Christopher Smeiles, Vice President

Deborah Mazanec, Clerk

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