

BOARD OF COUNTY COMMISSIONERS
CLINTON COUNTY, OHIO

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February 1, 2017

The Board of County Commissioners met in a regular session on the 1st of February, 2017 and the following members were present: Kerry R. Steed, Patrick Haley and Brenda K. Woods.

President of the Board, Kerry R. Steed, welcomed everyone to the session and Brenda K. Woods led all in the Pledge of Allegiance to our flag.

RESOLUTION MOVED AND ADOPTED AND OTHER ACTION ON THIS DATE AS FOLLOWS:

With no prior discussion on this date, the following action was taken:

IN THE MATTER
APPROVAL OF MINUTES

RESOLUTION #17-116
BY: Haley and Woods

Mr. Haley moved the adoption of the following Resolution:

BE IT RESOLVED, by this Board of County Commissioners to hereby approve the minutes of January 30, 2017 as read by the Clerk of the Board.

Mrs. Woods seconded the Resolution and roll call resulted as follows:

Mr. Steed: YEA

Mr. Haley: YEA

Mrs. Woods: YEA

RESOLUTION #17-116

ADOPTED

as of February 1, 2017

February 1, 2017

With no prior discussion on this date, the following action was taken:

**IN THE MATTER
COMMISSIONERS PROCLAIM
START WITH HELLO WEEK**

RESOLUTION #17-117
BY: Haley and Woods

Mr. Haley moved the adoption of the following Resolution:

Proclamation

THE CLINTON COUNTY BOARD OF COMMISSIONERS PROCLAIM START WITH HELLO WEEK

IN THE MATTER
COMMISSIONERS PROCLAIM
START WITH HELLO WEEK

RESOLUTION #17-117
BY: HALEY AND WOODS

Mr. Haley moved the adoption of the following Resolution:

WHEREAS, Sandy Hook Promise is a non-profit organization led by several family members who lost loved ones at the Sandy Hook Elementary School shooting on December 14, 2012. Sandy Hook Promise's mission is to prevent gun violence before it happens by teaching youth and adults how to recognize the signs, intervene and get help for individuals who may be at-risk of hurting themselves or others.

WHEREAS, one of Sandy Hook Promise's core prevention programs *Start With Hello* is being celebrated as part of as part of *National Start With Hello Week*, February 6 -10, 2017 at Clinton Massie Local Schools and,

WHEREAS, through *Start with Hello*, young people will build a more connected and inclusive classroom, school, and

NOW, THEREFORE, BE IT RESOLVED, that the Board of County Commissioners of Clinton County, Ohio does hereby recognize and commemorate the importance of this program in the Clinton Massie School District and encourage all Clinton County citizens to hereby proclaim in the county February 6 - 10, 2017 to be:

START WITH HELLO WEEK

Mr. Woods seconded the Resolution and roll call resulted as follows:

Mr. Steed: YEA Mr. Haley: YEA Mrs. Woods: YEA

Mrs. Woods seconded the Resolution and roll call resulted as follows:

Mr. Steed: YEA Mr. Haley: YEA Mrs. Woods: YEA

RESOLUTION #17-117 ADOPTED as of February 1, 2017

BOARD OF COUNTY COMMISSIONERS
CLINTON COUNTY, OHIO

February 1, 2017

With no prior discussion on this date, the following action was taken:

**IN THE MATTER
APPROVE PROCUREMENT
CARD APPLICATION**

**RESOLUTION #17-122
BY: Haley and Woods**

Mr. Haley moved the adoption of the following Resolution:

BE IT RESOLVED, by this Board of County Commissioners to hereby approve the following procurement card application for Stephanie Blust:

APPLICATION FOR COUNTY PROCUREMENT CARD PROGRAM

Original _____ Amended _____ Department/Office _____

Name Clinton County Community Supervision Department Coordinator Stephanie Blust

Daily spending per card: 5,000 (not to exceed \$5,000)

Monthly spending per card: 10,000 (not to exceed \$10,000)

Single transaction limit: 5,000 (not to exceed \$5,000)

Daily number of transactions per card: 10 (not to exceed 10)

Monthly number of transactions per card: 50 (not to exceed 50)

Control Group: _____ Email Address: Stephanie@clintoncountycourts.org

Last 4 digits in SSI No: 1219 Primary Org Key: _____

CARDHOLDER ACKNOWLEDGEMENT

The procurement card represents the County's trust in you. You are empowered as a responsible agent to safeguard County assets. Improper use of this card can be considered misappropriation of County funds. This may result in disciplinary action up to and including termination of employment and/or criminal prosecution. Your signature below verifies that you have read and understand the County and agency policies and procedures and agree to comply with all the terms and conditions of these policies as well as with all the following responsibilities.

- I understand the card is for County-approved purchases only, and I agree not to charge personal purchases. I understand that all charges will be billed directly to and paid directly by the County. The bank cannot accept any monies from me directly. Therefore, any personal charges billed to the County could be considered misappropriation of County funds.
- The card is issued in my name. I will not allow use of the card inconsistent with county policy. I am accountable for any and all charges against the card.
- If the card is lost or stolen, I will immediately notify the card issuer by telephone. I will provide the card issuer written notification by mail or fax, with copies to the County Auditor's office and my agency coordinator.
- As the card is County property, I understand that I am required to comply with internal control procedures designed to protect County assets. This may include being asked to produce the card to validate its existence and account number.
- I will record all transactions on a purchasing log, attaching the related original receipts. I will receive a monthly statement listing all activity during the statement period, and will reconcile it with the purchasing log. I will resolve any discrepancies by contacting the vendor first, and then involving the County Auditor's office, when necessary. I understand that I will be personally liable for any purchases if I cannot provide the original receipt.
- I understand the card is not provided to all employees. Assignment is based on my need to pay for work-related expenses. My card may be revoked at any time and for any reason. I understand that the card is not an entitlement, nor reflective of title or position.
- I agree to surrender the card immediately upon termination of employment, whether voluntary or involuntary reasons and upon retirement.

Employee Signature: Stephanie Blust Authorized by: J.W. Ruddick Department/Office Signature

Authorized by: Kerry R. Steed Authorized by: Suzanne M. Woods

Authorized by: John J. Haley Approved by Resolution Number: 17-122

Mrs. Woods seconded the Resolution and roll call resulted as follows:

Mr. Steed: YEA

Mr. Haley: YEA

Mrs. Woods: YEA

RESOLUTION #17-122

ADOPTED

as of February 1, 2017

BOARD OF COUNTY COMMISSIONERS
CLINTON COUNTY, OHIO

February 1, 2017

With no prior discussion on this date, the following action was taken:

IN THE MATTER
APPROVE BILLS AND
AUTHORIZE AUDITOR TO
ISSUE WARRANTS FOR PAYMENT

RESOLUTION #17-123
BY: Haley and Woods

Mr. Haley moved the adoption of the following Resolution:

BE IT RESOLVED, by this Board of County Commissioners to hereby approve the following bills in batch C17-W05R as presented by the Clinton County Auditor.

Table with columns: C17-W05R, REGULAR, SUBMITTED FOR APPROVAL 1-31-2017. Includes invoice numbers, vendors, descriptions, and amounts.

Table with columns: COMMON PLANS ADULT PRODUCTION, COMMON PLANS ADULT PRODUCTION, COMMON PLANS ADULT PRODUCTION.

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Table with columns: Department, Invoice Number, Vendor, Document, Description, Voucher, Gross Amount, Invoice Date, Due Date. Includes various vendor invoices.

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Table with columns: Department, Invoice Number, Vendor, Document, Description, Voucher, Gross Amount, Invoice Date, Due Date. Includes various vendor invoices.

Handwritten signatures and dates: Date: 2/1/17, Revis: [Signature], Mark: [Signature]

Mrs. Woods seconded the Resolution and roll call resulted as follows:

Mr. Steed: YEA

Mr. Haley: YEA

Mrs. Woods: YEA

RESOLUTION #17-123

ADOPTED

as of February 1, 2017

BOARD OF COUNTY COMMISSIONERS
CLINTON COUNTY, OHIO

February 1, 2017

With no prior discussion on this date, the following action was taken:

**IN THE MATTER
PAYMENT OF VOUCHERS
WITHOUT APPROPRIATE
CARRY-OVER PURCHASE ORDERS**

**RESOLUTION #17-124
BY: Haley and Woods**

Mr. Haley moved the adoption of the following Resolution:

WHEREAS, a 2016 carry-over purchase order for an obligation was not requested, and

WHEREAS, a then and now certification is not possible, and

WHEREAS, the Commissioners approve the payment of the obligation outside of the normal budgetary process, and

WHEREAS, the County Auditor should consider this "a substitute for a then and now certificate",

WHEREAS, the State Auditor has stated that no exception would be taken to the bill provided the Commissioners approve the payment on a separate resolution, and

WHEREAS, a carry-over purchase order was missed because a purchase order was not requested from the Auditor to carry over

NOW THEREFORE, BE IT RESOLVED, by the Board of County Commissioners, County of Clinton, State of Ohio:

Section 1. Requested the County Auditor pay the following bills with postdated purchase orders:

C17-W055		SPECIAL		SUBMITTED FOR APPROVAL 1-31-2017					
Department	Invoice Number	Vendor	Document	Description	Voucher	Gross Amount	Invoice Date	Due Date	
JOB & FAMILY SERVICES	GRECO	MILFORD EXEMPTED VILLAGE SCHOOL DISTRICT	67059	11/2016 LUNCH FEES FOR #8716664 & #8713365	68932	\$ 70.50	01/12/2017	02/01/2017	
TOTAL						70.50			
SHERIFF ADMINISTRATION	280935-02	LEO MEYERS INC	67006	NM-UNIFORMS SHIRT	68878	33.17	12/03/2016	01/24/2017	
SHERIFF ADMINISTRATION	28073101	LEO MEYERS INC	67007	NM-UNIFORMS INV 280731-01	68879	51.95	12/08/2016	01/24/2017	
SHERIFF ADMINISTRATION	280935-01	LEO MEYERS INC	67008	NM-UNIFORMS	68880	60.84	12/01/2016	01/24/2017	
SHERIFF ADMINISTRATION	280825-01	LEO MEYERS INC	67009	NM-UNIFORMS	68881	62.54	12/01/2016	01/24/2017	
SHERIFF ADMINISTRATION	280749-02	LEO MEYERS INC	67010	NM-UNIFORMS	68882	50.95	11/30/2016	01/24/2017	
SHERIFF ADMINISTRATION	280936-01	LEO MEYERS INC	67011	NM-UNIFORMS	68883	31.46	11/30/2016	01/24/2017	
SHERIFF ADMINISTRATION TOTAL						260.91			
Grand Total						331.41			

Date: 2-1-2017 x Kerry R Steed
 Resol#: 17-124 x John Haley
 Munis: Susana M. Woods

Mrs. Woods seconded the Resolution and roll call resulted as follows:

Mr. Steed: YEA

Mr. Haley: YEA

Mrs. Woods: YEA

RESOLUTION #17-124

ADOPTED

as of February 1, 2017

BOARD OF COUNTY COMMISSIONERS
CLINTON COUNTY, OHIO

February 1, 2017

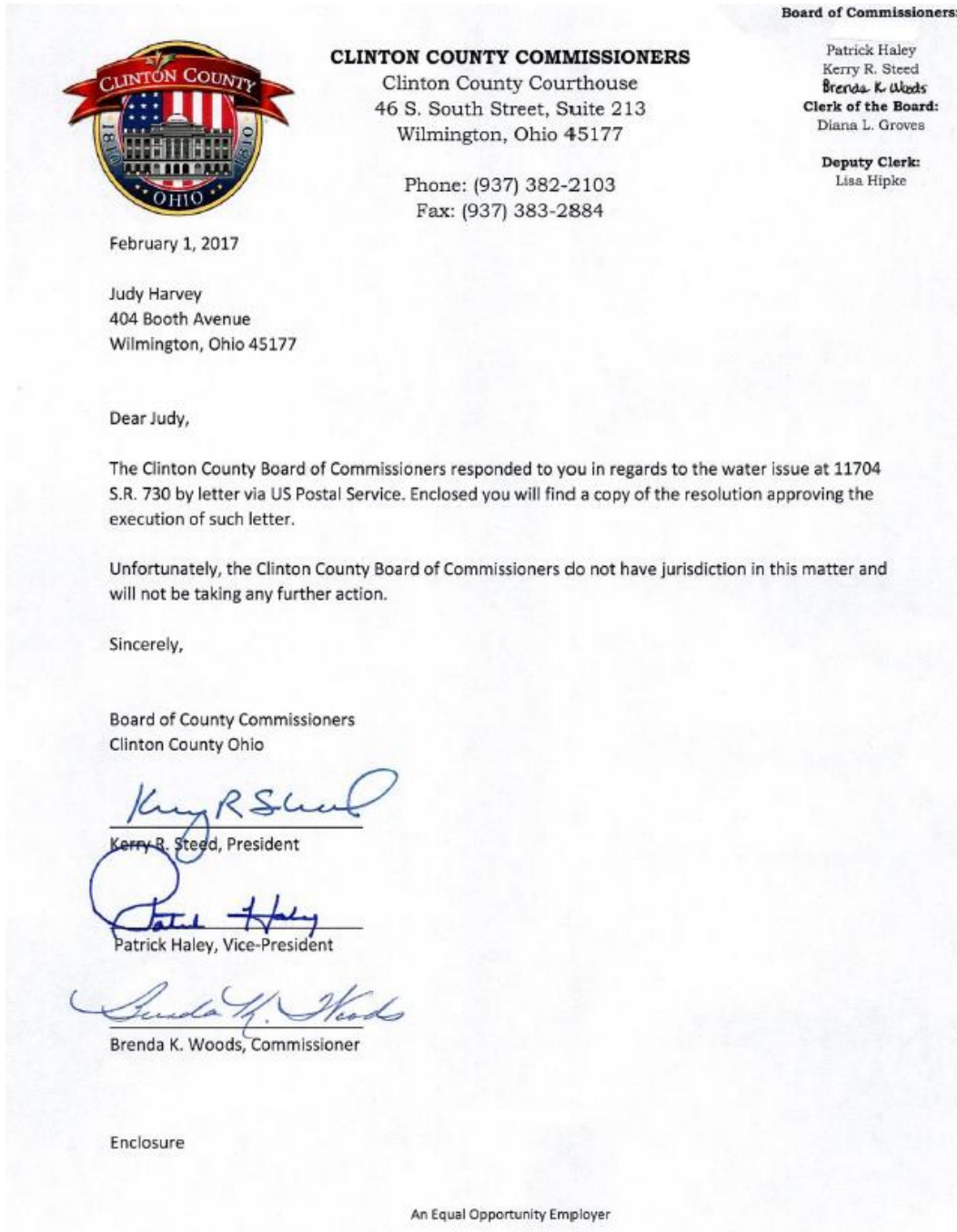
With no prior discussion on this date, the following action was taken:

IN THE MATTER
EXECUTE LETTER TO
JUDY HARVEY

RESOLUTION #17-125
BY: Haley and Woods

Mr. Haley moved the adoption of the following Resolution:

BE IT RESOLVED, by this Board of County Commissioners to hereby execute the following letter to Judy Harvey regarding the Tom Harvey Memorial Dog Park:



Mrs. Woods seconded the Resolution and roll call resulted as follows:

Mr. Steed: YEA

Mr. Haley: YEA

Mrs. Woods: YEA

RESOLUTION #17-125

ADOPTED

as of February 1, 2017

BOARD OF COUNTY COMMISSIONERS
CLINTON COUNTY, OHIO

=====

February 1, 2017

With no prior discussion on this date, the following action was taken:

IN THE MATTER
AUTHORIZE PURCHASE OF CAPITAL
EQUIPMENT WITH PROCUREMENT CARD

RESOLUTION #17-126
BY: Haley and Woods

Mr. Haley moved the adoption of the following Resolution:

BE IT RESOLVED, the Board of County Commissioners has also granted permission for the County Engineer to purchase capital equipment with their department procurement cards. The purchase of a broom sweeper or other similar capital equipment with their department procurement card will be purchased through an online auction bid for the price not to exceed the limit on the procurement card issued to the Engineer. All capital equipment purchases made with the county procurement card must have pre-approval from the Board of County Commissioners before purchase is made; pursuant to the Clinton County Procurement Card Policy.

Mrs. Woods seconded the Resolution and roll call resulted as follows:

Mr. Steed: YEA

Mr. Haley: YEA

Mrs. Woods: YEA

RESOLUTION #17-126

ADOPTED

as of February 1, 2017

BOARD OF COUNTY COMMISSIONERS
CLINTON COUNTY, OHIO

February 1, 2017

With no prior discussion on this date, the following action was taken:

IN THE MATTER
EXECUTE LETTER TO
AUDITOR TERRY HABERMEHL

RESOLUTION #17-127
BY: Haley and Woods

Mr. Haley moved the adoption of the following Resolution:

BE IT RESOLVED, by this Board of County Commissioners to hereby execute the following letter to Auditor Terry Habermehl regarding the travel request.



CLINTON COUNTY COMMISSIONERS

Clinton County Courthouse
46 S. South Street, Suite 213
Wilmington, Ohio 45177

Phone: (937) 382-2103
Fax: (937) 383-2884

Board of Commissioners:

Patrick Haley
Kerry R. Steed
Brenda K. Woods

Clerk of the Board:

Diana L. Groves

Deputy Clerk:

Lisa Hipke

February 1, 2017

Terence G. Habermehl
Clinton County Auditor
46 S. South St. Suite #130
Wilmington, Ohio 45177

Dear Auditor Habermehl:

This will confirm the Board's position on your recent revised request for two members of your staff to attend the Annual Tyler industries User's Conference in Texas.

The request has been denied in its entirety. We request that you ask Tyler to refund in full the registration fees paid.

We would entertain, for a similar cost of approximately \$1500 per day, a request for a day or two of on-site training conducted by Tyler to train a larger group of users.

A clarification is being developed to communicate our expectations to all offices regarding approval required for overnight travel expenditures.

Thank you,

Board of County Commissioners
Clinton County Ohio

Handwritten signature of Kerry R. Steed in black ink.

Kerry R. Steed, President

Handwritten signature of Patrick Haley in black ink.

Patrick Haley, Vice President

Handwritten signature of Brenda K. Woods in black ink.

Brenda K. Woods, Commissioner

An Equal Opportunity Employer

Mrs. Woods seconded the Resolution and roll call resulted as follows:

Mr. Steed: YEA

Mr. Haley: YEA

Mrs. Woods: YEA

RESOLUTION #17-127

ADOPTED

as of February 1, 2017

BOARD OF COUNTY COMMISSIONERS
CLINTON COUNTY, OHIO

February 1, 2017

With no prior discussion on this date, the following action was taken:

IN THE MATTER
EXECUTE LETTER TO
AUDITOR TERRY HABERMEHL

RESOLUTION #17-128
BY: Haley and Woods

Mr. Haley moved the adoption of the following Resolution:

BE IT RESOLVED, by this Board of County Commissioners to hereby execute the following letter to Auditor Terry Habermehl regarding a decreasing appropriations and opening a purchase order.



CLINTON COUNTY COMMISSIONERS
Clinton County Courthouse
46 S. South Street, Suite 213
Wilmington, Ohio 45177

Phone: (937) 382-2103
Fax: (937) 383-2884

Board of Commissioners:

Mike Curry
Patrick Haley
Kerry R. Steed

Clerk of the Board:

Diana L. Groves

Deputy Clerk:

Lisa Hipke

February 1, 2017

Terence G. Habermehl
Clinton County Auditor
46 S. South St. Suite #130
Wilmington, Ohio 45177

Dear Auditor Habermehl,

Please prepare immediately the paperwork for a decrease in appropriation of \$75,000 in Fund #3150 Munis Software Project.

Open a purchase order for \$600.00 to MVECA for the purchase and installation of a desktop scanner in the Commissioners' office.

Sincerely,

Board of County Commissioners
Clinton County Ohio

Kerry R. Steed, President

Patrick Haley, Vice-President

Brenda K. Woods, Commissioner

An Equal Opportunity Employer

Mrs. Woods seconded the Resolution and roll call resulted as follows:

Mr. Steed: YEA

Mr. Haley: YEA

Mrs. Woods: YEA

RESOLUTION #17-128

ADOPTED

as of February 1, 2017

BOARD OF COUNTY COMMISSIONERS
CLINTON COUNTY, OHIO

=====

February 1, 2017

IN OTHER ACTION ON THIS DATE AS FOLLOWS:

- 1.) On this date at 8:20 a.m. the Board met with Jeff Williams to discuss:
 - a) Paint/carpet quotes

Also present: Gary Huffenberger and Kari Franks
- 2.) On this date at 8:30 a.m. the Board met with Jeff Linkous to discuss:
 - a) Purchase of equipment

Also present: Kari Franks and Gary Huffenberger
- 3.) On this date at 9:00 a.m. the Board met with Barrett Swope, Diana Miller and Tracy Funke to discuss:
 - a) Proclamation presentation – Start with Hello Week

Also present: Gary Huffenberger
- 4.) On this date at 9:10 a.m. the Board met with Jeff Williams to discuss:
 - a) Paint/carpet samples
- 5.) Topics discussed among the Board on this date as follows:
 - a) Procurement cards
 - b) Amazon
 - c) Purchase of scanner
 - d) Public Defender Board

Also present: Kari Franks and Gary Huffenberger

The President then adjourned the meeting.

Minutes as of February 1, 2017
APPROVED

Kerry R. Steed

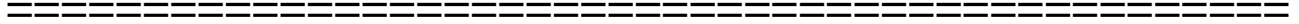
Patrick Haley

Brenda K. Woods

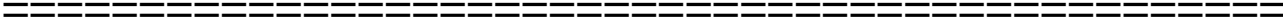
BOARD OF COUNTY COMMISSIONERS
CLINTON COUNTY, OHIO

CLERK OF THE BOARD
Diana L. Groves

BOARD OF COUNTY COMMISSIONERS
CLINTON COUNTY, OHIO



BOARD OF COUNTY COMMISSIONERS
CLINTON COUNTY, OHIO



BOARD OF COUNTY COMMISSIONERS
CLINTON COUNTY, OHIO

