

# AGENDA

## Wayne County Commissioners' Regular Session of November 28, 2018

- Pledge of Allegiance to the Flag
- Call to Order & Roll Call of Commissioners Present
- Approval of Agenda
- Approval of minutes from Regular Session held November 20, 2018 and public meetings and/or hearings held November 20, 2018 – November 27, 2018

Date	Res.#	Resolution Title
11/28	2018-547	<b>Approval of County Bills</b>
11/28	2018-548	<b>Approval of County Home Bills</b>
11/28	2018-549	<b>Appropriation Transfer Approval</b>
11/28	2018-550	<b>Appropriation of Funds Authorization</b>
11/28	2018-551	<b>Fund Transfer Approval</b>
11/28	2018-552	<b>Travel/Training Expense Approval</b>
11/28	2018-553	<b>Board Appointment and/or Board Designation Approval</b>
11/28	2018-554	<b>Special Event Approval</b>
11/28	2018-555	<b>Authorization for Wayne County Engineer to do Force Account Work for Wayne County (ORC 5543.19)</b>
11/28	2018-556	<b>Approval of Temporary Road Closure of CR204</b>
11/28	2018-557	<b>Approval of Satisfaction of Mortgage</b>
11/28	2018-558	<b>Authorization of Memorandum of Agreement Between Wayne County Department of Job &amp; Family Services and Wayne County Children Services for Transfer of Funds</b>
11/28	2018-559	<b>Authorization for Wayne County to enter into a HOME Program-Homeowner Agreement with Leonard and Harriet Schaffter for the use of PY'17 Community Housing Impact &amp; Preservation (CHIP) funds (235 Ritter Street, Rittman, OH)</b>
11/28	2018-560	<b>Authorization for Wayne County to enter into a HOME Program-Homeowner Agreement with Shawn M. Vallery for the use of PY'17 Community Housing Impact &amp; Preservation (CHIP) Program funds (149 S. Main Street, Rittman, OH)</b>
11/28	2018-561	<b>Adoption of Amendments to Enterprise Zone Guidelines</b>

# November 28, 2018

The Board of Wayne County Commissioners met in Regular Session.

The minutes can be found as a digital recording saved as **11 28 2018 Session**

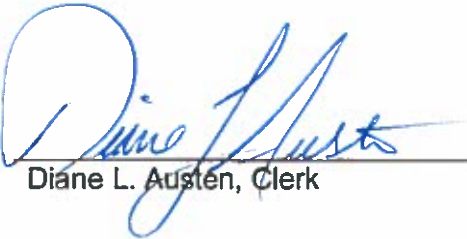
Mrs. Obrecht moved the agenda be approved and Mr. Amstutz seconded the motion.  
The vote is as follows: Ann M. Obrecht yea Sue A. Smail yea Ron Amstutz yea

Approval of minutes from Commissioners' Meetings and/or Hearings held November 20 – November 27, 2018.  
Mrs. Obrecht moved the minutes be approved and Mr. Amstutz seconded the motion.  
The vote is as follows: Ann M. Obrecht yea Sue A. Smail yea Ron Amstutz yea

Resolutions follow this page.

There being no further business to come before the Board, Mrs. Smail declared the meeting adjourned.

Attest:



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Diane L. Austen, Clerk



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Sue A. Smail, President



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Ron Amstutz, Vice-President



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Ann M. Obrecht, Member  
Wayne County Commissioners

# Resolution

No. 2018-547

*Board of Wayne County Commissioners*  
*Ann M. Obrecht Sue A. Smail Ron Amstutz*

*Adopted:* November 28, 2018  
*Subject:* **Approval of County Bills**

It was moved by Mrs. Obrecht and seconded by Mr. Amstutz that the following resolution be adopted:

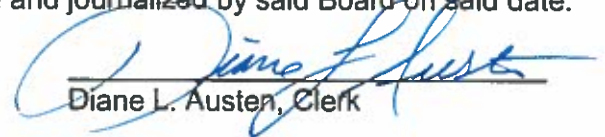
Computer run dated **November 27, 2018** for County Bills in the amount of **\$284,619.29**, Interagency Transaction/Payment **batch #5814 & 5816** in the amount of **\$81,068.52**, and any Then & Now Certificates are hereby approved for payment.

As taxing authority, the Then & Now Certificates submitted as of this date for the Board of Elections, Children Services, Department of Developmental Disabilities, Soil and Water and Veterans Services are approved for processing by the Auditor.

The vote is as follows: Ann M. Obrecht yea Sue A. Smail yea Ron Amstutz yea

## CERTIFICATE

I, Diane L. Austen, Clerk of the Board of County Commissioners, Wayne County, Ohio, hereby certify that the above is a true and correct copy of the resolution adopted and journalized by said Board on said date.

  
\_\_\_\_\_  
Diane L. Austen, Clerk

# Resolution

No. 2018-548

*Board of Wayne County Commissioners*  
*Ann M. Obrecht Sue A. Smail Ron Amstutz*

*Adopted:* November 28, 2018

*Subject:* **Approval of County Home Bills**

It was moved by Mrs. Obrecht and seconded by Mr. Amstutz that the following resolution be adopted:

Computer run dated **November 27, 2018** for County Home Bills in the amount of **\$4,933.94**, Interagency Transaction/Payment **batch #5813** in the amount of **\$232.78**, and any Then & Now Certificates are hereby approved for payment.

The vote is as follows: Ann M. Obrecht yea Sue A. Smail yea Ron Amstutz yea

## CERTIFICATE

I, Diane L. Austen, Clerk of the Board of County Commissioners, Wayne County, Ohio, hereby certify that the above is a true and correct copy of the resolution adopted and journalized by said Board on said date.

  
Diane L. Austen, Clerk

# Resolution

No. 2018-549

*Board of Wayne County Commissioners*  
*Ann M. Obrecht Sue A. Smail Ron Amstutz*

**Adopted:** November 28, 2018

**Subject:** **Appropriation Transfer Approval**

It was moved by Mrs. Obrecht and seconded by Mr. Amstutz that the following appropriation amounts be transferred by the Wayne County Auditor.

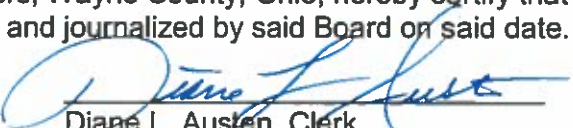
<b>Auditor</b>	To cover necessary expenses			
\$75.00	From	Medicare	A201B02	001.2000.01.5010.000.000
	To	Health & Life Ins.	A301B02	001.2000.01.5012.000.000
\$20.00	From	Medicare	A201B02	001.2000.01.5010.000.000
	To	OPERS	A101B09	001.2000.01.5011.000.000
\$240.00	From	Medicare	A201B02	001.2000.01.5010.000.000
	To	Salaries	A001B02	001.2000.01.5001.000.000
<b>Care Center</b>	To cover necessary expenses			
\$11,000.00	From	Transfers	S001S16	031.0180.06.6100.000.000
	To	Workers Comp	S001S13	031.0180.06.5013.000.000
\$4,000.00	From	Transfers	S001S16	031.0180.06.6100.000.000
	To	Unemployment	S101S15	031.0180.06.5014.000.000
<b>Commissioners</b>	To cover necessary expenses			
\$100,000.00	From	Contingencies	A015A17	001.1915.01.6130.000.000
	To	Equipment	A004A04	001.0125.01.5300.000.000
\$2,240.00	From	Contingencies	A015A17	001.1915.01.6130.000.000
	To	Workers Comp (Pros)	A201E10	001.3700.01.5013.000.000
\$55.00	From	Other Exp. (Dog Shelter)	B000B61	007.0165.05.5900.000.000
	To	Workers Comp (Dog Shelter)	B000B59	007.0165.05.5013.000.000
<b>Common Pleas</b>	To cover necessary expenses			
\$1,120.00	From	Salary Conversion (Adult Prob)	A102B20	001.3102.03.5002.000.000
	To	OPERS (Adult Prob)	A102B25	001.3102.03.5011.000.000
\$13,200.00	From	Salary Conversion (Adult Prob)	A102B20	001.3102.03.5002.000.000
	To	Salaries (Adult Prob)	A002B20	001.3102.03.5001.000.000
\$21,173.71	From	Salaries	T073T31	109.3102.03.5001.000.PRO
	To	Health Ins.	T073T34	109.3102.03.5012.000.PRO
\$3,000.00	From	OPERS	T073T33	109.3102.03.5011.000.PRO
	To	Contract Services	T073T40	109.3102.03.5430.000.PRO
\$284.70	From	Medicare	T073T32	109.3102.03.5010.000.PRO
	To	Supplies	T073T37	109.3102.03.5100.000.PRO
\$232.65	From	Unemployment	T073T36	109.3102.03.5014.000.PRO
	To	Supplies	T073T37	109.3102.03.5100.000.PRO
\$232.65	From	Work Comp	T073T35	109.3102.03.5013.000.PRO
	To	Supplies	T073T37	109.3102.03.5100.000.PRO
\$52.63	From	Medicare	T073T32	109.3102.03.5010.000.PRO
	To	Equipment	T073T39	109.3102.03.5300.000.PRO
\$257.08	From	OPERS	T073T33	109.3102.03.5011.000.PRO
	To	Equipment	T073T39	109.3102.03.5300.000.PRO
\$2,090.29	From	Salaries	T073T31	109.3102.03.5001.000.PRO

	To	Equipment	T073T39	109.3102.03.5300.000.PRO
<b>DD, Board of</b>	To cover necessary expenses			
\$52,600.00	From	Insurance	S003S47	033.6300.06.5012.000.000
	To	Workers Comp	S003S45	033.6300.06.5013.000.000
<b>Engineer</b>	To cover necessary expenses			
\$12,600.00	From	Cont/Projects – Roads	K000K16	030.5001.04.5431.000.000
	To	Equipment – Roads	K000K13	030.5001.04.5330.000.000
<b>Job &amp; Family</b>	To cover necessary expenses			
\$20,000.00	From	Contracts	H000H17	026.0171.06.5430.000.000
	To	Supplies	H000H02	026.0171.06.5100.000.000
\$4,000.00	From	Contracts	H000H17	026.0171.06.5430.000.000
	To	Facilities	H000H09	026.0171.06.5450.000.000

The vote is as follows: Ann M. Obrecht yea Sue A. Smail yea Ron Amstutz yea

CERTIFICATE

I, Diane L. Austen, Clerk of the Board of County Commissioners, Wayne County, Ohio, hereby certify that the above is a true and correct copy of the resolution adopted and journalized by said Board on said date.

  
 Diane L. Austen, Clerk

# Resolution

No. 2018-550

Board of Wayne County Commissioners  
Ann M. Obrecht Sue A. Smail Ron Amstutz

*Adopted:* November 28, 2018

*Subject:* **Appropriation of Funds Authorization**

It was moved by Mrs. Obrecht and seconded by Mr. Amstutz that the following resolution be adopted:

Department	Amount	To the Appropriation		
Pros. Atty.	\$3,870.00	Salaries (Pros VAWA)	T086T04	213.3700.01.5001.000.VA2
Pros. Atty.	\$57.00	Medicare (Pros VAWA)	T086T05	213.3700.01.5010.000.VA2
Pros. Atty.	\$542.00	OPERS (Pros VAWA)	T086T06	213.3700.01.5011.000.VA2
Pros. Atty.	\$1,231.00	Health Ins (Pros VAWA)	T086T07	213.3700.01.5012.000.VA2
To account for local share matching funds needed for the continuing operation of the VAWA program in anticipation of the grant reimbursement				

The vote is as follows: Ann M. Obrecht yea Sue A. Smail yea Ron Amstutz yea

## CERTIFICATE

I, Diane L. Austen, Clerk of the Board of County Commissioners, Wayne County, Ohio, hereby certify that the above is a true and correct copy of the resolution adopted and journalized by said Board on said date.

  
Diane L. Austen, Clerk

# Resolution

No. 2018-551

Board of Wayne County Commissioners  
Ann M. Obrecht Sue A. Smail Ron Amstutz

*Adopted:* November 28, 2018  
*Subject:* **Fund Transfer Approval**

It was moved by Mrs. Obrecht and seconded by Mr. Amstutz that the following resolution be adopted:

Department	Amount	From (Fund)	From Approp Acct	To (Fund)	To Receipt Acct
Pros. Atty.	\$5,700.00	General Fund Fund 001 (A)	Transfers A015A15 001.1915.13.6150. 000.000	Prosecutor's VAWA Program Fund (T86)	Local Share Prosecutor's VAWA Program T086A05 213.3700.00.4404. 000.VA2
To provide required local share matching funds needed for the continuing operation of the VAWA program in anticipation of grant reimbursement					

The vote is as follows: Ann M. Obrecht yea Sue A. Smail yea Ron Amstutz yea

## CERTIFICATE

I, Diane L. Austen, Clerk of the Board of County Commissioners, Wayne County, Ohio, hereby certify that the above is a true and correct copy of the resolution adopted and journalized by said Board on said date.

  
Diane L. Austen, Clerk



# Resolution

No. 2018-552

Board of Wayne County Commissioners  
Ann M. Obrecht Sue A. Smail Ron Amstutz

*Adopted:* November 28, 2018

*Subject:* **Travel/Training Expense Approval**

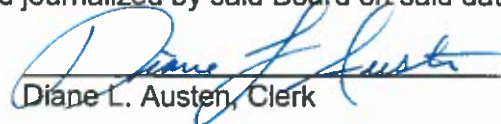
It was moved by Mrs. Obrecht and seconded by Mr. Amstutz that the following resolution be adopted:

Dept./Person	Where	Date	Travel	Travel (taxable)	Seminar, Conf., Mtg., etc.
<b>Auditor</b>					
Kelly Hettick, Ricky Neal	Moraine	12/3-7/18	2,190.00	0	IAA Course 102
<b>Planning</b>					
Trevor Hunt	Columbus	12/10/18	395.50	0	CCAO Winter Conf

The vote is as follows: Ann M. Obrecht yea Sue A. Smail yea Ron Amstutz yea

### CERTIFICATE

I, Diane L. Austen, Clerk of the Board of County Commissioners, Wayne County, Ohio, hereby certify that the above is a true and correct copy of the resolution adopted and journalized by said Board on said date.

  
Diane L. Austen, Clerk

# Resolution

No. 2018-553

*Board of Wayne County Commissioners*  
*Ann M. Obrecht Sue A. Smail Ron Amstutz*

*Adopted:* November 28, 2018

*Subject:* **Board Appointment and/or Board Designation Approval**

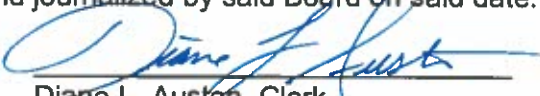
It was moved by Mrs. Obrecht and seconded by Mr. Amstutz that the following resolution be adopted:

Name of Board	Appointee/Address	Term
<b>Volunteer Peace Officers' Dependents Fund Board</b>	Travis Hutchinson, Wayne County Sheriff Jarra Underwood, Wayne County Auditor John VanLanen, Volunteer Police Officer John Conlon, Volunteer Police Officer	1/1/19-12/31/19

The vote is as follows: Ann M. Obrecht yea Sue A. Smail yea Ron Amstutz yea

## CERTIFICATE

I, Diane L. Austen, Clerk of the Board of County Commissioners, Wayne County, Ohio, hereby certify that the above is a true and correct copy of the resolution adopted and journalized by said Board on said date.

  
Diane L. Austen, Clerk

# Resolution

No. 2018-554

Board of Wayne County Commissioners  
Ann M. Obrecht Sue A. Smail Ron Amstutz

*Adopted:* November 28, 2018

*Subject:* **Special Event Expense Approval**

It was moved by Mrs. Obrecht and seconded by Mr. Amstutz that the following resolution be adopted:

Department	Event	Date	Expenses Not to Exceed
<b>Juvenile Court</b>	Family Drug Treatment Court Advisory Team & Committees (Educational Presentations by MOCA House and One Eighty) (tableware; food; beverages)	12/3 & 10/2018	\$260.00

The vote is as follows: Ann M. Obrecht yea Sue A. Smail yea Ron Amstutz yea

### CERTIFICATE

I, Diane L. Austen, Clerk of the Board of County Commissioners, Wayne County, Ohio, hereby certify that the above is a true and correct copy of the resolution adopted and journalized by said Board on said date.

  
\_\_\_\_\_  
Diane L. Austen, Clerk

# Resolution

No. 2018-555

*Board of Wayne County Commissioners*  
*Ann M. Obrecht Sue A. Smail Ron Amstutz*

*Adopted:* November 28, 2018

*Subject:* **Authorization for Wayne County Engineer to do Force Account Work for Wayne County (ORC 5543.19)**

It was moved by Mrs. Obrecht and seconded by Mr. Amstutz that the following resolution be adopted:

WHEREAS, it has been determined by the Wayne County Board of Commissioners that the health, welfare and safety of the people of Wayne County can best and most efficiently be served by force account in matters pertaining to maintenance, repair, construction and reconstruction of Wayne County roads.

NOW, THEREFORE, BE IT RESOLVED by the Wayne County Commissioners:

The Wayne County Engineer is hereby authorized to proceed by Force Account in the maintenance, repair, construction and reconstruction of Wayne County roads, bridges and appurtenances in Wayne County during the year 2019 (ORC 5543.19).

That the Wayne County Board of Commissioners reserve unto themselves the right and authority to make all purchases of material and equipment required in maintenance, repair, or construction of roads, bridges and culverts in Wayne County during the year 2019.

The vote is as follows: Ann M. Obrecht yea Sue A. Smail yea Ron Amstutz yea

## CERTIFICATE

I, Diane L. Austen, Clerk of the Board of County Commissioners, Wayne County, Ohio, hereby certify that the above is a true and correct copy of the resolution adopted and journalized by said Board on said date.

  
Diane L. Austen, Clerk

# Resolution

No. 2018-556

*Board of Wayne County Commissioners*  
*Ann M. Obrecht Sue A. Smail Ron Amstutz*

*Adopted:* November 28, 2018

*Subject:* **Approval of Temporary Road Closure of CR204**


It was moved by Mrs. Obrecht and seconded by Mr. Amstutz that approval is hereby granted of the following road closure due to the need for maintenance operations when weather conditions improve. Road Closure is intended to be returned to service no later than June of 2019.

Road Closure of CR 204 (Clark Rd.)  
Between CR/TR 76 (Valley Rd.) & SR83 (Millersburg Rd.)

The vote is as follows: Ann M. Obrecht yea Sue A. Smail yea Ron Amstutz yea

## CERTIFICATE

I, Diane L. Austen, Clerk of the Board of County Commissioners, Wayne County, Ohio, hereby certify that the above is a true and correct copy of the resolution adopted and journalized by said Board on said date.

  
Diane L. Austen, Clerk

# Resolution

No. 2018-557

*Board of Wayne County Commissioners*  
*Ann M. Obrecht Sue A. Smail Ron Amstutz*

*Adopted:* November 28, 2018

*Subject:* **Approval of Satisfaction of Mortgage**

It was moved by Mrs. Obrecht and seconded by Mr. Amstutz that the following resolution be adopted:

WHEREAS, the Board of Wayne County Commissioners has federal funding available through the Community Housing Impact and Preservation (CHIP) Program to assist qualified low to moderate income residents with down payment assistance and/or rehabilitation costs for purchasing and rehabilitating their home, and

WHEREAS, these are PY'03 HOME funds and are considered a forgivable loan provided the homeowner met the required residency commitment (10 years) and all other terms and conditions of the loan, and

WHEREAS, there is a 20% recapture fee at the term of the loan or when the property is vacated or transfers, and

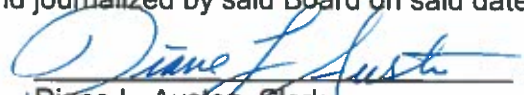
WHEREAS, the above named property owner has met the residency requirement, but owes the 20% recapture fee.

NOW THEREFORE BE IT RESOLVED that the Board of County Commissioners of Wayne County, Ohio accept a total of \$3,333.20 to fully satisfy and discharge the liens held by the Board on the property located at 7664 Gail Drive, Apple Creek, OH 44606 and recorded as follows: Volume 468, Page 2143 of Wayne County Records and amended on May 7, 2004, and this said amendment recorded in OR Volume 477, Page 51 of Wayne County Records.

The vote is as follows: Ann M. Obrecht yea Sue A. Smail yea Ron Amstutz yea

## CERTIFICATE

I, Diane L. Austen, Clerk of the Board of County Commissioners, Wayne County, Ohio, hereby certify that the above is a true and correct copy of the resolution adopted and journalized by said Board on said date.

  
Diane L. Austen, Clerk

# Resolution

No. 2018-558

*Board of Wayne County Commissioners*  
*Ann M. Obrecht Sue A. Smail Ron Amstutz*

*Adopted:* November 28, 2018

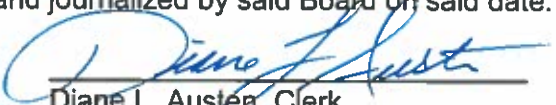
*Subject:* **Authorization of Memorandum of Agreement Between Wayne County Department of Job & Family Services and Wayne County Children Services for Transfer of Funds**

It was moved by Mrs. Obrecht and seconded by Mr. Amstutz that authorization is hereby granted of the Memorandum of Agreement Between Wayne County Department of Job & Family Services and Wayne County Children Services for the transfer of funds for the period of 10/1/2018–12/31/2018. The transfer is estimated to be approx. \$238,000.00 from Title XX and Title IV-A TANF/Title XX funds.

The vote is as follows: Ann M. Obrecht yea Sue A. Smail yea Ron Amstutz yea

## CERTIFICATE

I, Diane L. Austen, Clerk of the Board of County Commissioners, Wayne County, Ohio, hereby certify that the above is a true and correct copy of the resolution adopted and journalized by said Board on said date.

  
Diane L. Austen, Clerk

# Resolution

No. 2018-559

*Board of Wayne County Commissioners*  
*Ann M. Obrecht Sue A. Smail Ron Amstutz*

*Adopted:* November 28, 2018

*Subject:* **Authorization for Wayne County to enter into a HOME Program-Homeowner Agreement with Leonard and Harriet Schaffter for the use of PY'17 Community Housing Impact & Preservation (CHIP) funds (235 Ritter Street, Rittman, OH)**

It was moved by Mrs. Obrecht and seconded by Mr. Amstutz that the following resolution be adopted:

WHEREAS, the Board of Wayne County Commissioners has federal funding available through the Community Housing Impact and Preservation (CHIP) Program to assist income qualified low to moderate income residents with down payment assistance and rehabilitation costs for purchasing and rehabilitating their home, and

WHEREAS, these are HUD PY'17 HOME funds and are considered a forgivable loan provided the homeowner meets the required residency commitment of five (5) years and meets all other terms and conditions of the loan, and

WHEREAS, the forgivable loan is protected by a mortgage filed against the property at 235 Ritter Street, Rittman, OH, and

WHEREAS, the above-named property owner agrees to the mortgage in the amount of \$17,125.00 and agrees to all the other terms and conditions of the loan, and

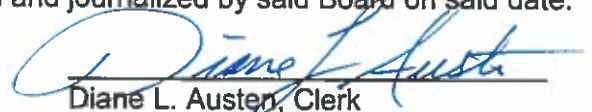
WHEREAS, there is a 15% recapture fee at the term of the loan and/or when the property is vacated or transfers.

NOW, THEREFORE, BE IT RESOLVED that the President of the Board of Wayne County Commissioners be authorized to enter into the HOME Program-Homeowner Agreement with Leonard and Harriet Schaffter for the use of PY'17 CHIP HOME funds for the property located at 235 Ritter Street, Rittman, OH.

The vote is as follows: Ann M. Obrecht yea Sue A. Smail yea Ron Amstutz yea

## CERTIFICATE

I, Diane L. Austen, Clerk of the Board of County Commissioners, Wayne County, Ohio, hereby certify that the above is a true and correct copy of the resolution adopted and journalized by said Board on said date.

  
Diane L. Austen, Clerk



# Resolution

No. 2018-560

*Board of Wayne County Commissioners*  
*Ann M. Obrecht Sue A. Smail Ron Amstutz*

*Adopted:* November 28, 2018

*Subject:* **Authorization for Wayne County to enter into a HOME Program-Homeowner Agreement with Shawn M. Vallery for the use of PY'17 Community Housing Impact & Preservation (CHIP) Program funds (149 S. Main Street, Rittman, OH)**

It was moved by Mrs. Obrecht and seconded by Mr. Amstutz that the following resolution be adopted:

WHEREAS, the Board of Wayne County Commissioners has federal funding available through the Community Housing Impact and Preservation (CHIP) Program to assist landlords with rehabilitation costs to their rental property provided they commit to rent same property to income qualified low to moderate income residents for a specified time period (10 years), and

WHEREAS, these are HUD PY'17 HOME federal funds and are considered a forgivable loan provided the landlord fulfills the required rental commitment terms and all other terms and conditions of the loan, and

WHEREAS, the forgivable loan is protected by a mortgage filed against the property at 149 S. Main Street, Rittman, OH, and

WHEREAS, the above-named landlord agrees to the mortgage in the amount of \$24,336.00 and agrees to all the other terms and conditions of the loan.

NOW, THEREFORE, BE IT RESOLVED that the President of the Board of Wayne County Commissioners be authorized to enter into the HOME Program-Homeowner Agreement with Shawn M. Vallery for the use of PY'17 CHIP HOME funds for the property located at 149 S. Main Street, Rittman, OH.

The vote is as follows: Ann M. Obrecht yea Sue A. Smail yea Ron Amstutz yea

## CERTIFICATE

I, Diane L. Austen, Clerk of the Board of County Commissioners, Wayne County, Ohio, hereby certify that the above is a true and correct copy of the resolution adopted and journalized by said Board on said date.

  
Diane L. Austen, Clerk

# Resolution

No. 2018-561

*Board of Wayne County Commissioners*  
*Ann M. Obrecht Sue A. Smail Ron Amstutz*

*Adopted:* November 28, 2018

*Subject:* **Adoption of Amendments to Enterprise Zone Guidelines**

It was moved by Mrs. Obrecht and seconded by Mr. Amstutz that the current proposed amendments to the Enterprise Zone Guidelines be approved.

The vote is as follows: Ann M. Obrecht yea Sue A. Smail yea Ron Amstutz yea

## CERTIFICATE

I, Diane L. Austen, Clerk of the Board of County Commissioners, Wayne County, Ohio, hereby certify that the above is a true and correct copy of the resolution adopted and journalized by said Board on said date.

  
Diane L. Austen, Clerk