

REGULAR SESSION

TUESDAY

MARCH 12, 2013

The Board of Huron County Commissioners met this date in Regular Session. Roll being called found the following members present: Gary W. Bauer, Tom Dunlap, Joe Hintz.

Pursuant to Ohio Revised Code Section 305.14 the Record of the Proceedings of the March 5, 2013 & March 7, 2013 meeting(s) were presented to the Board. Tom Dunlap made the motion to waive the reading of the minutes of the March 5, 2013 & March 7, 2013 meeting(s) and approve as presented. Joe Hintz seconded the motion. Voting was as follows:

Aye – Gary W. Bauer
Aye – Tom Dunlap
Aye –Joe Hintz

13-81

IN THE MATTER OF CERTIFYING CLAIMS SCHEDULES TO THE HURON COUNTY AUDITOR FOR PAYMENT:

Joe Hintz moved the adoption of the following resolution:

WHEREAS, as per Ohio Revised Code 305.10, a resolution must be made by the Board of Huron County Commissioners to accompany the Claims Schedule to the Huron County Auditor's Office for payment; now therefore

BE IT RESOLVED, that the Board of Huron County Commissioners does hereby approve Claim Schedule C 13-09 authorize the Huron County Auditor to make the necessary warrants; and further

BE IT RESOLVED, that the foregoing resolution was adopted and all actions and deliberations of the Board of Commissioners of the County of Huron, Ohio relating thereto were conducted in meetings open to the public, in compliance with all applicable legal requirements, including Section 121.22 of the Ohio Revised Code.

Tom Dunlap seconded the motion. The roll being called upon its adoption, the vote resulted as follows:

Aye – Gary W. Bauer
Aye – Tom Dunlap
Aye –Joe Hintz

CLAIM SCHEDULE Page: 1
Batch Number: 09 Date: Reference:
I hereby certify that there are sufficient funds in the Various Appropriation Codes to cover the payment of the following claims.
We hereby approve for payment by the County Auditor the following vouchers as itemized below.
Vendor Amount PO/Line Warrant Account

CLAIM SCHEDULE Page: 2
Batch Number: 09 Date: 03/14/2013 Reference:
Vendor Amount PO/Line Warrant Account
001-010 C PLEAS ADULT P 17.61 \*\* Total \*\*
001-012 HUMAN RESOURCES
COUNTY LOSS CONTROL 125.00 33826/1 000000 00475
2013 DUR & MEMBERSHIP
001-012 HUMAN RESOURCES 125.00 \*\* Total \*\*
001-014 JUVENILE C PROBATION
JORDAN SPADAPORE 37.60 33435/1 000000 00475
PO TRAVEL EXPENSE REIMB
KATHLEEN M FOX 32.60 33435/1 000000 00475
TRAVEL EXPENSE REIMB
001-014 JUVENILE C PROBATION 70.20 \*\* Total \*\*
001-016 PROBATE COURT
KATHLEEN H NOFTS 84.30 33442/1 000000 00475
GUARDIANSHIP INVESTIGATOR TRAVEL EXPENSE REIMB
001-016 PROBATE COURT 84.30 \*\* Total \*\*
001-019 POLICE & MURY COURTS
CITY OF BELLEVUE 23,622.49 33827/1 000000 00553
BELLEVUE MUNI COUNTY REIMB/2012
001-019 POLICE & MURY COURTS 23,622.49 \*\* Total \*\*
001-022 BLDG & G-M & OPERATI
TRACTOR SUPPLY 110.94 33831/1 000000 00175
BATTERIES ETC;ACCT#:6035301200102182
EAST SIDE PURL PLUS 552.34 33832/1 000000 00177
PUB; INV#: 954
IT VERDIN CO INC 615.00 33835/1 000000 00280
2013 PREVENTIVE MAINT/INV#:998403
OHIO EDLSON 83.58 000000 00526
ELECTRIC;ACCT#:110011761571 & 110011682116
001-022 BLDG & G-M & OPERATI 1,361.86 \*\* Total \*\*
001-024 RECORDER



**IN THE MATTER OF APPROVING REQUESTS FOR EXPENDITURE OF OVER \$500.00  
SUBMITTED TO THE BOARD MARCH 12, 2013**

Tom Dunlap moved the adoption of the following resolution:

**WHEREAS**, requests for expenditures of over \$500.00 have been submitted for approval by the Board of Huron County Commissioners as follows:

**Huron County Building & Grounds**

Calcom, Inc. Inspect & clean fire alarm system @jail&JFS \$1,134.00

**Huron County Department of Job & Family Services**

Shipley's Office Supplies Office supplies 6 months \$1,144.74 now therefore

**BE IT RESOLVED**, that the Board of Huron County Commissioners hereby approves of the requests for expenditure of over \$500.00 as listed above; and further

**BE IT RESOLVED**, that the foregoing resolution was adopted and all actions and deliberations of the Board of Commissioners of the County of Huron, Ohio relating thereto were conducted in meetings open to the public, in compliance with all applicable legal requirements, including Section 121.22 of the Ohio Revised Code.

Joe Hintz seconded the motion. The roll being called upon its adoption, the vote resulted as follows:

Aye – Gary W. Bauer

Aye – Tom Dunlap

Aye – Joe Hintz

13-83

**IN THE MATTER OF APPROVING OF THE HURON COUNTY HOUSING SEMI-ANNUAL  
PROGRAM INCOME REPORT**

Joe Hintz moved the adoption of the following resolution:

**WHEREAS**, the Huron County Housing Semi-Annual Program Income Report for the year 2012 has been submitted to the Board of Huron County Commissioners for their approval; and

**WHEREAS**, the Board of Huron County Commissioners has reviewed the Huron County Housing Semi-Annual Program Income Report for the year 2012, and has found that to the best of their knowledge the data in the report as attached herein has been verified to be true and correct as of the date of this report; now therefore

**BE IT RESOLVED**, that the Board of Huron County Commissioners hereby approves of the Huron County Housing Semi-Annual Program Income Report for the year 2012; and further

**BE IT RESOLVED**, that the Huron County Housing Semi-Annual Program Income Report for 2012 be made a part of this resolution hereof the same as if fully written herein; and further

**BE IT RESOLVED**, that the foregoing resolution was adopted and all actions and deliberations of the Board of Commissioners of the County of Huron, Ohio, relating thereto were conducted in meetings open to the public, in compliance with all applicable legal requirements, including Section 121.22 of the Ohio Revised Code.

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Tom Dunlap seconded the motion. The roll being called upon its adoption, the vote resulted as follows:

Aye – Gary W. Bauer  
Aye – Tom Dunlap  
Aye – Joe Hintz

13-84

**IN THE MATTER OF LETTING BIDS FOR THE INSTALLATION OF NEW AND DEFICIENT GUARDRAIL ON VARIOUS ROADS IN HURON COUNTY (HUR-CR-GR-FY2014, PID 92957);**

Tom Dunlap moved to adopt the following resolution:

**WHEREAS**, the Huron County Engineer has received notification of the availability of \$352,844.09 in Federal Funds for the installation of guardrail on a portion of the Huron County roadways and therefore has requested approval for seeking bids for the installation of guardrail on various roads in Huron County; and

**WHEREAS**, notice of this must be placed in a newspaper of general circulation, pursuant to Section 307.87 of the Ohio Revised Code on Thursday, March 14th, Friday, March 22nd, and Wednesday, March 27th, 2013 and posted on the County’s internet site on the Worldwide Web at <http://www.hccommissioners.com>, and bids will be opened on Friday, April 5, 2013 at 10:30 a.m.; now therefore

**BE IT RESOLVED**, the Board of Huron County Commissioners does hereby approve of letting bids for installation of guardrail; and further

**BE IT RESOLVED**, that the foregoing resolution was adopted and all actions and deliberations of the Board of Commissioners of the County of Huron, Ohio relating thereto were conducted in meetings open to the public, in compliance with all applicable legal requirements, including Section 121.22 of the Ohio Revised Code.

Joe Hintz seconded the motion. The roll being called upon its adoption, the vote resulted as follows:

Aye – Gary W. Bauer  
Aye – Tom Dunlap  
Aye – Joe Hintz

**LEGAL NOTICE**

Sealed bids may be submitted on or before the bid opening date of April 5, 2013 at 10:30 a.m. local time, at the Huron County Commissioner’s Office, 180 Milan Avenue, Suite 7, Norwalk, Ohio 44857, for the following Project: Replacement of existing deficient guardrail and install new guardrail at various locations. Bids shall be opened & bid prices publicly read immediately thereafter.

Bid Documents, including contract terms & conditions, must be obtained for a \$25.00 (check or cash) non-refundable fee from the Huron County Engineer at 150 Jefferson Street Norwalk Ohio 44857, between the hours of 7:00 a.m. – 3:30 p.m., Monday through Friday (holidays excluded).

Bidder may elect to have these documents mailed to them for an additional fee of \$5.00 for shipping.

Pursuant to the provisions of Section 153.54, each bidder shall be required to file with his bid one of the following options:

1. A bond in accordance with division (B) of Section 153.54 of the Revised Code, providing for the Bid Guaranty and the Contract Bond in the full amount of the bid,  
or
2. A Certified Check, Cashier's Check, or Letter of Credit pursuant to Chapter 1305 of the Revised Code, in accordance with division (C) of Section 153.54. The amount of the Certified Check, Cashier's Check or Letter of Credit shall be equal to ten percent (10%) of the bid. If this option is used, a Performance

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Bond issued by a surety company in the amount of 100% of the contract price shall be furnished by the successful bidder as a condition of the contract.

Bidders must comply with the prevailing wage rates as determined by the U.S. Department of Labor Under the Davis-Bacon and related Acts.

All proposals must be submitted bound in their entirety, and on the forms furnished in the Contract documents. Documents must be obtained from the Huron County Engineer, no copies will be accepted. Advertisements for bids also are posted on the internet at <http://www.hccommissioners.com>.

**COUNTY OF HURON**  
Joseph B. Kovach, P.E., P.S.  
Huron County Engineer

Advertise: March 14, 2013  
March 22, 2013  
March 27, 2013

ENGINEER’S ESTIMATE:                     \$320,767.35                    

13-85

**IN THE MATTER OF PURCHASE OF A 2013 CHEVROLET EXPRESS CARGO VAN FOR THE BUILDINGS AND GROUNDS DEPARTMENT**

Joe Hintz moved the adoption of the following resolution:

**WHEREAS**, the current 1996 Ford F-350 truck used by the Buildings and Grounds Department needs to be replaced; and

**WHEREAS**, a quote for a new 2013 Chevrolet Express Cargo Van in the amount of \$20,749.76 has been obtained which includes title fees and a trade in for \$1,630.00 for the 1996 Ford F-350 truck from Sharpneck in Willard, Ohio; and

**WHEREAS**, Lon Burton, Mechanic has stated that the county does not want to keep the 1996 Ford F-350 truck for county use; and

**BE IT RESOLVED**, the Board of Huron County Commissioners approve the purchase of a new 2013 Chevrolet Express Cargo Van in the amount of \$20,749.76 to be paid from funds appropriated in the Capital Improvement Fund #021 and further approve the trade in of the 1996 Ford F-350 in the amount of \$1,630.00; now therefore

**BE IT RESOLVED**, that the foregoing resolution was adopted and all actions and deliberations of the Board of Commissioners of the County of Huron, Ohio, relating thereto were conducted in meetings open to the public, in compliance with all applicable legal requirements, including Section 121.22 of the Ohio Revised Code.

Tom Dunlap seconded the motion. The roll being called upon its adoption, the vote resulted as follows:

Aye – Gary W. Bauer  
Aye – Tom Dunlap  
Aye – Joe Hintz

**At 9-30 a.m.** Public Comment

**IN THE MATTER OF REQUEST FOR LEAVE**

**Christina Norton**/EMA/personal time/8:00 a.m. – 4:30 p.m. March 11, 2013.

**Gary Ousley**/Dog Warden/sick/8:00 a.m. March 4, 2013 – 4:30 p.m. March 8, 2013.

**Lon Burton**/Mechanic/sick/7:00 a.m. – 3:30 p.m. March 7, 2013.

**Stephen Minor**/Buildings & Grounds/vacation/6:00 a.m. April 18, 2013 – 2:00 p.m. April 19, 2013.

**Maria Lyons**/Buildings & Grounds/sick/5:30 a.m. 2:00 p.m. March 8, 2013.

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Discussion was had in regards and email received from Phyllis Dunlap, CT Consultants as follows:

Good afternoon:

Eleven members of the Housing Advisory Committee attended our meeting on March 7<sup>th</sup>.

Ten members listed Emergency Monthly Housing as one of their top five priorities.

Nine members listed Home Repair as one of their top five priorities.

Nine members listed Rental Rehab as one of their top five priorities.

Six members listed Private Owner Rehab as one their top five priorities.

Five members listed Habitat as one of their top five priorities.

And

Five members listed Tenant Based Rental Assistance as one of their top five priorities.

I would recommend going with no more than five activities. Please keep in mind that the funding request is reduced to \$400,000 this year.

The County is including utilities for renters in their Emergency Monthly Housing Program.

Also, I did receive a follow-up e-mail from Mr. McCall of Habitat that Habitat does intent to build on one of their Willard lots. I do not have a clear sense of whether Habitat would like to utilize CHIP funding. The County can utilize his project as leverage either way.

Please let me know how the County would like to proceed and I will work on preparation of the second public hearing notice.

Thank you!

Phyllis A. Dunlap, Program Administrator  
CT Consultants, Inc.  
8150 Sterling Court  
Mentor, OH 44060  
440.530.2230 (Direct)  
440.951.7487 (Fax)  
pdunlap@ctconsultants.com

After discussion the board had questions that Cheryl Nolan would present to Ms. Dunlap for further explanation.

**9:30 a.m. Public Comment**

No public comment

**At 9:45 a.m.** Susan Hazel, Clerk of Courts presented the 4D contract with DJFS Child Support. Jill Nolan and Lenora Minor also attended. Ms. Hazel explained the grant and the funding.

13-86

**IN THE MATTER OF APPROVING AGREEMENT BY AND BETWEEN HURON COUNTY CHILD SUPPORT ENFORCEMENT AGENCY (CSEA) AND HURON COUNTY CLERK OF COURTS (CONTRACTOR)**

Tom Dunlap moved the adoption of the following resolution:

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**WHEREAS**, pursuant to Title IV-D of the Social Security Act, Section 3125.13 and 3125.14 and rule 5101:12 -10-45.2 and its supplemental rules of the Ohio Administrative Code promulgated by the Ohio Department of Job & Family Services, the Huron County Child Support Enforcement Agency is authorized to enter into this contract with Huron County Clerk of Courts hereinafter referred to as “Contractor” for the purchase of services on the first day of January, 2013; and

**WHEREAS**, this contract will be effective from the first day of January, 2013 through the 31<sup>st</sup> day of December 2013 unless terminated according to the terms of paragraph 24 of the attached contract; and

**WHEREAS**, Huron County CSEA desires to enter into agreement with the Contractor, and agrees to purchase for, and Contractor agrees to furnish to eligible individuals those specific services detailed in attachment; now therefore

**BE IT RESOLVED**, that the Board of Huron County Commissioners hereby approves the above mentioned agreement as attached hereto and incorporated herein; and further

**BE IT RESOLVED**, that the foregoing resolution was adopted and all actions and deliberations of the Board of Commissioners of the County of Huron, Ohio, relating thereto were conducted in meetings open to the public, in compliance with all applicable legal requirements, including Section 121.22 of the Ohio Revised Code.

Joe Hintz seconded the motion. The roll being called upon its adoption, the vote resulted as follows:

Aye – Gary W. Bauer

Aye – Tom Dunlap

Aye –Joe Hintz

**At 9:56 a.m.** the board recessed.

**At 10:04 a.m.**

Regular session resumed with discussion in regards to the health fairs and Sue Bommer stated that she had been told that out at DJFS they have a light breakfast with their session. Ms. Nolan explained how the health and safety committee puts together a breakfast and they charge one dollar and they get donated items. Ms. Bommer asked where they get the money for the donated items. Ms. Nolan stated that the donations are paid for by each donator. Ms. Nolan also stated that it is not necessary to do the breakfast and that each employee could be reminded that they may want to bring some type of snack for after having had to fast. After further discussion it was decided to not do the breakfast for the other locations at this time.

**At 10:16 a.m.** Joe Hintz moved to enter into **Executive Session ORC 121.22 (G) (2)** to consider the purchase of property for public purposes, or for the sale of property at competitive bidding, if premature disclosure of information would give an unfair competitive or bargaining advantage to a person whose personal, private interest is adverse to the general public interest. Tom Dunlap seconded the motion. The roll being called upon its adoption, the vote resulted as follows:

Aye – Gary W. Bauer

Aye – Tom Dunlap

Aye –Joe Hintz

**At 10:23 a.m.** Tom Dunlap moved to end Executive Session ORC 121.22(G) (2). Joe Hintz seconded the motion. The roll being called upon its adoption, the vote resulted as follows:

Aye – Gary W. Bauer

Aye – Tom Dunlap

Aye –Joe Hintz

\* No action taken.

**At 10:38 a.m.** the board recessed.

**At 10:48 a.m.** regular session resumed.

**REGULAR SESSION  
OTHER BUSINESS**

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The board discussed the proclamations and which school that they would attend to present such proclamations.

**At 10:49 a.m.** Major Englund came before the board in regards to the paperwork for the six new cruisers and he stated that he had received the information back from the Prosecutor's office and she has a letter that she prepared to the commissioners stating that the prosecutor's office had reviewed the lease agreement and further stated that he had this paperwork as well which is to get the lease approved.



Thursday, March 07, 2013  
Huron County, by and through the Huron County Commissioners  
Roland Tkach  
12 East Main Street  
Nowak, OH 44857

Re: Key Government Finance, Inc.  
Property Schedule No. 1

Dear Mr. Tkach:

Enclosed, please find two (2) sets of financing documents for your review and execution. (If these documents were emailed to you, please print out two (2) sets.) Evacuate both sets and return all of the originals to my attention. The original sets of the executed documents are required prior to funding your transaction. To expedite the return of these documents, please overnight them to me using Key Government Finance's FedEx account #12995042, and send to:

**KEY GOVERNMENT FINANCE, INC. ATTN: SUZANNE HOFF  
1000 S. MCCASLIN BLVD, SUPERIOR, CO 80927**

Only the person with Signing Authority should execute the documents. For verification of original documents, please execute in blue ink. Upon closing, Key Government Finance will return a fully executed original set for your files.

**Please Note: All fully executed documents must be returned no later than March 15, 2013; otherwise, the transaction is subject to re-pricing.**

**Executed documents required for funding are:**

1. Master Tax-Exempt Lease/Purchase Agreement
2. Addendum/Amendment to Master Purchase Agreement
3. Property Schedule No. 1
4. Property Description and Payment Schedule (Exhibit 1)
5. Lessor's Counsel's Opinion (Exhibit 2)
6. Lessee's Certificate (Exhibit 3)
7. Payment of Proceeds Instructions (Exhibit 4)
8. Acceptance Certificate (Exhibit 5)
9. Bank Qualification Certificate (Exhibit 6)
10. Certificate of Insurance - Required prior to funding
11. Notification of Tax Treatment with Tax Exemption Certificate or Letter - Required for annual state tax audits
12. Invoicing Instructions - Required in order to ensure that invoices are directed to the proper area in your organization.
13. Escrow Agreement
14. Titles for vehicles, listing "Key Government Finance, Inc." as first lienholder. (MSO or title application noting lienholder information required prior to funding.)

An IRS Form 8095 or 8098-GO will be required for this transaction. Please consult with your legal/counsel for instruction to complete this form. The original form will be required for funding, which we will submit to the IRS on your behalf. Or, you may submit the original completed form to the IRS directly. XDF will require a copy of the completed form and proof of filing prior to funding.

Please contact me at 720-304-1419 with any questions or concerns you may have.

Sincerely,  
Suzanne Hoff, Account Manager

KEYCORP CONFIDENTIAL - This is counterpart # \_\_\_\_ of \_\_\_\_ manually executed counterparts. Only counterpart # 1 constitutes shalpi paper

**Property Schedule No. 1  
Master Tax-Exempt Lease/Purchase Agreement**

This Property Schedule No. 1 is entered into as of the Commencement Date set forth below, pursuant to that certain Master Tax-Exempt Lease/Purchase Agreement (the "Master Agreement"), dated as of 3/12/13, between Key Government Finance, Inc., and Huron County, by and through the Huron County Commissioners.

1. **Interpretation.** The terms and conditions of the Master Agreement are incorporated herein by reference as if fully set forth herein. Reference is made to the Master Agreement for all representations, covenants and warranties made by Lessee in the execution of this Property Schedule, unless specifically set forth herein. In the event of a conflict between the provisions of the Master Agreement and the provisions of this Property Schedule, the provisions of this Property Schedule shall control. All capitalized terms not otherwise defined herein shall have the meanings provided in the Master Agreement.
2. **Commencement Date.** The Commencement Date for this Property Schedule is 3/12/2013.
3. **Property Description and Payment Schedule.** The Property subject to this Property Schedule is described in Exhibit A hereto. Lessee shall not remove such property from the locations set forth therein without giving prior written notice to Lessor. The Rental Payment Schedule for this Property Schedule is set forth in Exhibit 1.
4. **Options.** The Option of Lessor's Counsel for this Schedule 1 is attached as Exhibit 2.
5. **Lessee's Certificate.** The Lessee's Certificate is attached as Exhibit 3.
6. **Payment of Proceeds.** Lessor shall disburse the proceeds of this Property Schedule in accordance with the instructions attached hereto as Exhibit 4.
7. **Acceptance Certificate.** The form of Acceptance Certificate is attached as Exhibit 5.
8. **Additional Purchase Option Provisions.** In addition to the Purchase Option provisions set forth in the Master Agreement, Rental Payments payable under this Property Schedule shall be subject to prepayment as follows: See termination amount in Exhibit 1 (Payment Schedule), subject to per diem adjustment.
9. **Bank Qualification Certificate.** Attached as Exhibit 6. One of the two boxes must be checked off.
10. **Escrow.** Lessor, at its sole determination, may choose not to accept this Property Schedule if the fully executed, original Agreement (including this Property Schedule and all ancillary documents) are not received by Lessor at its place of business by 3/15/2013.
11. **Effective Interest Rate.** 2.700%.

IN WITNESS WHEREOF, Lessor and Lessee have caused this Property Schedule to be executed in their names by their duly authorized representatives as of the Commencement Date above.

<b>Lessor: Key Government Finance, Inc.</b>	<b>Lessee: Huron County, by and through the Huron County Commissioners</b>
By: _____	By: <i>Gary W Bauer</i>
Name: _____	Name: <i>Gary W Bauer</i>
Title: _____	Title: <i>Pres HC Comm</i>
Attest By: _____	Attest By: _____
Name: _____	Name: _____
Title: _____	Title: _____

KEYCORP CONFIDENTIAL - This is counterpart # \_\_\_\_ of \_\_\_\_ manually executed counterparts. Only counterpart # 1 constitutes shalpi paper

**Assistant Prosecutor's report**

Daivia Kasper explained that the Auditor is out of town and can not be here to explain the lease for the sheriff cruisers. Ms. Kasper stated that from her review of the documents the county is taking a loan for \$184,000.00. Ms. Kasper also stated that there is a penalty for pay off the loan early which is a 3% prepayment penalty. Mr. Bauer asked if this would include making an extra payment at the end of this year. Ms. Kasper further explained and stated that she did not know that answer. They are going to plop the money into an escrow account and we would draw it when the cruisers are ready or when they have been received and accepted. That is why there is an escrow account included. Ms. Kasper also referred to the fact that we are going to grant a security interest and she has always been reluctant to have the board do that and stated that her research on that is ambiguous and so she is going to prepare to have Russ Leffler ask for an attorney general opinion on this. Ms. Kasper also reviewed the pieces of the lease agreement and explained. There is also a piece that needs to be obtained from Sue Bommer, Loss Prevention Coordinator.

**Other Business Continued**

Joe Hintz discussed the purchase of the new cargo van from Sharpneck. Mr. Hintz also stated that he had spoken with State Representative Terry Boose in regards to the big truck load limits for the highway. Tom Dunlap stated that he had also spoken with Gayle Manning in this regards as well and further stated that he had cut and pasted the part of the County Engineer's opposition to this as well and sent that to her as well.

**At 11:12 a.m.**

Tom Dunlap moved to adjourn. Joe Hintz seconded the motion. The meeting stood adjourned.

**IN THE MATTER OF OPEN SESSION**

The Huron County Commissioners hereby attest that all actions and deliberations of the Board legally required to be public were conducted in an open session on this date and that the foregoing minutes represent the official action of the Board.

**IN THE MATTER OF CERTIFICATION**

The Clerk to the Board does hereby attest that the foregoing is a true and correct record of all actions taken by the Board of Huron County Commissioners on March 12, 2013.



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**IN THE MATTER OF ADJOURNING**

The meeting was called to order at 9:00 a.m. With no further business to come before the Board, the meeting was adjourned at 11:12 a.m.

**Signatures on File**