

**Wood County Planning Commission**  
**January 8, 2013 @ 5:30 PM**

The Wood County Planning Commission met in regular session on Tuesday, February 5th, 2013 at the County Office Building in Bowling Green. Planning Commission members in attendance were: Tony Allion, Rob Black, Jim Carter, Patrick Fitzgerald, Doris Herringshaw, Ray Huber, Joel Kuhlman and Leslee Thompson. Planning Commission Staff in attendance was Dave Steiner and Katie Baltz. In addition to Planning Commission Staff, a total of four (4) guests were present.

Chairman Thompson called the meeting to order. Upon calling the meeting to order, Mr. Steiner noted that before the staff activities were approved, he would like to ask the Commission if they would make a motion to enter into executive session so County Administrator, Andrew Kalmar and Assistant Administrator, Joe Fawcett could address personnel matters. Mr. Black made a motion to enter into executive session and Mr. Allion seconded the motion with Commission members responding with a vote of seven (7) in favor, none opposed.

Upon exiting Executive Session, a motion was made by Mr. Black to approve the personnel change suggested if supplemented by a letter from Mr. Kalmar or Mr. Steiner addressing who would perform which job functions. Mr. Huber seconded the motion with Commission members responding with a vote of seven (7) in favor, none opposed, motion carried.

**NEW BUSINESS:**

Chairman Thompson called for a motion to approve the January 8<sup>th</sup>, 2013 meeting minutes. Mr. Black made a motion to approve the January 8<sup>th</sup>, 2013 meeting minutes. Mr. Carter seconded the motion and Commission members responded in full support.

**STAFF ACTIVITIES REPORT – January 2013**

Mr. Steiner reported the following summary of activities for the month of January 2013; Contracted Poggemeyer Design Group to perform Environmental Reviews for FY12 Community Development Block Grant (CDBG); Set first public hearing for FY13 CDBG; Coordinated with Lucas County to close out FY09 Neighborhood Stabilization Program (NSP); Processed payments for Northwestern Water & Sewer District's FY11 Water Grant; Continued to process applications for FY11 CDBG Sewer Tap assistance; Still waiting on annual tax abatement reports to be released from the State; Investigated a floodplain violation; Completed Annual Commissioners report; Began work on GAAP report.

## **ITEM 1 - GRANT PRESENTATION:**

Mr. Steiner presented the Planning Commission with a brief history and overview of the different grants the Planning Commission Office undertakes. These grants included but were not limited to: The Community Development Grant (CDBG), The Community Housing Improvement Program (CHIP), The Competitive Water & Sewer Grant, Economic Development Grants, Revolving Loan Fund Grants, The Neighborhood Stabilization Program (NSP) and the Moving Ohio Forward Grant.

Following Mr. Steiner's presentation, Mr. Brad Espen of the Wood County Health Department briefly touched on some of the grants the Health Department utilizes through the Planning Commission Office, including NSP, CDBG and Moving Ohio Forward. Mr. Espen noted that the Health Department received \$25,000 in 2011 and \$30,000 in 2012 from the CDBG program to provide tap assistance to Low-Moderate Income (LMI) people in need in order to try to avoid taking people to court.

Next Mr. Jerry Greiner, Executive Director of the Northwestern Water & Sewer District updated the Planning Commission on two of the grants they participate in; CDBG & Competitive Water & Sewer Grants. Mr. Greiner stated that "last chance" money is still available to tap in to sewer systems through the CDBG program. Mr. Greiner informed the Commission that NWWSD received Competitive Water & Sewer grant funds to assist with the total project costs in Custar, Milton Center and West Millgrove.

For the next item of new business Mr. Steiner gave the Commission members a copy of draft storm water maintenance language being proposed as an addition to the Wood County Subdivision Rules and Regulations. Mr. Steiner asked that the Commission members review this language and stated that it will be on the agenda in March, 2013. Mr. Huber noted that this document was a draft and that he would appreciate comments and feedback.

Mr. Steiner stated that the next Planning Commission meeting was scheduled for March 5, 2013 at 5:30pm. There being no further discussion, Mr. Carter made a motion to adjourn the February 5, 2013 Planning Commission meeting. Mr. Black seconded the motion and Planning Commission members responded in full support.