



Present: President Donald E. Leggett II, Vice President Christopher R. Modranski, and Commissioner Robert E. Wirkner.
Also present to observe: Thomas Clapper, Free Press Standard.


IN THE MATTER OF
PLEDGE OF ALLEGIANCE

 9:00 AM
Commissioner Leggett asked that everyone join in the reciting of the Pledge of Allegiance.

IN THE MATTER OF
ROLL CALL / BOARD MEETING ATTENDANCE


 9:01 AM
Commissioner Wirkner: Present; Commissioner Modranski: Present; Commissioner Leggett: Present

IN THE MATTER OF
RECORDINGS OF PROCEEDINGS

 9:01 AM
Melissa N. Schaar, Clerk certified that the entire recording of the proceedings at the prior meetings are captured completely and accurately in the electronic record and are available at the office.

IN THE MATTER OF
MINUTES

Motion: to approve the summary of the minutes from the regular meeting of Thursday, October 30, 2025, and electronic recording of the proceedings, **Action:** Vote was recorded as follows: YEA: President Donald E. Leggett II, Vice President Christopher R. Modranski, and Commissioner Robert E. Wirkner; NEY: None; ABSENT: None; ABSTAIN: None, **Moved by** Vice President Christopher R. Modranski, **Seconded by** Commissioner Robert E. Wirkner. Motion carried on unanimous vote.


 9:01 AM

IN THE MATTER OF
EXPENSES

Motion: to approve the following travel and membership expenses:

NAME, TITLE	DEPT.	EVENT	LOCATION	DATE	AMOUNT (not to exceed)
Richard Rennie, Highway Worker Brenen Green, Highway Worker Kevin Criss, Highway Worker Gregory Kinkade, Highway Worker Nicholas Roudebush, Highway Worker Cason Leggett, Highway Worker Scott Lumley, Highway Worker Oscar Plazak, Highway Worker	Engineer	<i>Revised to add participant</i> Snow & Ice Control Training	New Philadelphia, OH	Retroactive to 10/29/25	\$384.00
Lorrie Cline, ERS Supervisor Sherri Lewis, ERS Supervisor	JFS	C-8 Admin Supervisor Meeting	Bellville, OH	11/5/25	\$100.00

Action: Vote was recorded as follows: YEA: President Donald E. Leggett II, Vice President Christopher R. Modranski, and Commissioner Robert E. Wirkner; NEY: None; ABSENT: None; ABSTAIN: None, **Moved by** Commissioner Robert E. Wirkner, **Seconded by** Vice President Christopher R. Modranski. Motion carried on unanimous vote.


 9:01 AM

IN THE MATTER OF
APPROPRIATION(S)

Motion: to approve the following appropriation(s):


FUND	NAME	CODE	AMOUNT
20964	Contractual Services – LPA Federal Local – Let Project Grant	20964-31350-53300	\$1,178,781.87

Action: Vote was recorded as follows: YEA: President Donald E. Leggett II, Vice President Christopher R. Modranski, and Commissioner Robert E. Wirkner; NEY: None; ABSENT: None; ABSTAIN: None, **Moved by** Vice President Christopher R. Modranski, **Seconded by** Commissioner Robert E. Wirkner. Motion carried on unanimous vote.

 9:01 AM

IN THE MATTER OF
PAYMENT OF BILLS

Motion: to approve bills submitted for payment and to authorize the County Auditor to issue her warrant on the County Treasury for payment of same, **Action:** Vote was recorded as follows: YEA: President Donald E. Leggett II, Vice President Christopher R. Modranski, and Commissioner Robert E. Wirkner; NEY: None; ABSENT: None; ABSTAIN: None, **Moved by** Vice President Christopher R. Modranski, **Seconded by** Commissioner Robert E. Wirkner.
Motion carried on unanimous vote.


 9:02 AM

IN THE MATTER OF
PAYMENT OF BILLS WITHOUT PRIOR CERTIFICATION:
REVISED CODE 5705.41


Motion: to approve payment of the following for materials or services purchased without a proper purchase order and certification and the County Auditor is authorized to issue her warrant for payment of same:

COUNTY: Deluxe Body, \$1,766.22.
DJFS: None.

Action: Vote was recorded as follows: YEA: President Donald E. Leggett II, Vice President Christopher R. Modranski, and Commissioner Robert E. Wirkner; NEY: None; ABSENT: None; ABSTAIN: None, **Moved by** Vice President Christopher R. Modranski, **Seconded by** Commissioner Robert E. Wirkner. Motion carried on unanimous vote.


 9:02 AM

IN THE MATTER OF
REPORT OF COUNTY DOG WARDEN

 9:02 AM


Merle Long, Dog Warden, filed his report for the week of October 26, 2025 through November 1, 2025 showing 5 dogs impounded, 3 adopted out, 2 redeemed, 1 euthanized due to illness, 0 citation(s) for no license, and 0 citation(s) for running at large.

IN THE MATTER OF
MONTHLY REPORT – OCTOBER 2025
RECORDER’S OFFICE

 9:02 AM


Recorder Patricia Oyer filed her report through October 2025 indicating 5,715 documents recorded to date for 2025. A copy is on file in the Commissioners’ office.

IN THE MATTER OF
COURTHOUSE CLOSURE

 9:03 AM


Commissioner Leggett advised the Courthouse and non-emergency county offices will be closed on Tuesday, November 11, 2025, in observance of Veteran’s Day.

IN THE MATTER OF
PURCHASE CONTRACT
258 KENSINGTON RD (OLD ODOT BLDG)


 9:03 AM

Commissioner Wirkner advised that the purchase of the old Ohio Department of Transportation (ODOT) has been a long time coming. The deal was that the commissioners would extend the water/sewer out Route 9 to the new ODOT building, in exchange for the county purchasing the old building for \$1.00. Commissioner Modranski advised that it was a group effort, and included cooperation with the Village of Carrollton, and the Carroll County Board of Developmental Disabilities (CCBDD). Former commissioner Jeff Ohler was a big part of the project. Commissioner Wirkner advised that separate treatment plants at CCBDD and the county home were all rolled into new sewer.

Motion: to approve the Purchase Contract by and between the State of Ohio, by and through its Director of Transportation, and the Board of County Commissioners of Carroll County, Ohio for the purchase of 6.564 acres of land located at 258 Kensington Road, Carrollton, Ohio in the amount of \$1.00, **Action:** Vote was recorded as follows: YEA: President Donald E. Leggett II, Vice President Christopher R. Modranski, and Commissioner Robert E. Wirkner; NEY: None; ABSENT: None; ABSTAIN: None, **Moved by** Vice President Christopher R. Modranski, **Seconded by** Commissioner Robert E. Wirkner. Motion carried on unanimous vote.


 9:03 AM

IN THE MATTER OF
CARROLL COUNTY LODGING TAX
RESOLUTION 2025-29

 9:06 AM

Staci Brady, Carroll County Auditor appeared before the Board to discuss lodging tax. Ms. Brady advised that the current lodging tax regulations were last updated in 1999. In 2001, House Bill 94 expanded the scope of the lodging tax to include establishments with fewer than five guest rooms and authorized counties to impose penalties, interest, and late fees. Ms. Brady’s office along with a representative from the Commissioners’ office, the Village of Carrollton, and the Carroll County Convention and Visitor’s Bureau (CCCVB) have worked to review and update the 1999 regulations to bring them in line with current law and local lodging practices. The most significant changes are the inclusion of smaller lodging establishments, the options to assess penalties, if necessary, and changing the reporting and payment frequency from monthly to quarterly to simplify the process for the establishment as well as the Auditor’s office. Ms. Brady advised that an information packet will be mailed to all establishments that are currently on their records. Establishments that are not currently reporting are encouraged to contact the Auditor’s office or the CCCVB. Ms. Brady advised that the CCCVB will continue to provide information packets as they become aware of additional establishments. More information can be found in Chapter 21 of the County Commissioners’ Association of Ohio (CCAO) handbook and on the Auditor’s website.

Motion: to adopt Resolution 2025-29 to apply the Carroll County lodging tax to transactions in establishments that contain fewer than five rooms used for the accommodation of guests, **Action:** Upon the call of the roll, vote was recorded as follows: YEA: President Donald E. Leggett II, Vice President Christopher R. Modranski, and Commissioner Robert E. Wirkner; NEY: None; ABSENT: None; ABSTAIN: None, **Moved by** Vice President Christopher R. Modranski, **Seconded by** Commissioner Robert E. Wirkner. Motion carried on unanimous vote.

 9:08 AM

2025-29

RESOLUTION TO APPLY THE CARROLL COUNTY LODGING TAX TO TRANSACTIONS IN ESTABLISHMENTS THAT CONTAIN FEWER THAN FIVE ROOMS USED FOR THE ACCOMMODATION OF GUESTS

WHEREAS, Ohio Revised Code (ORC) Section 5739.09(G), as enacted by House Bill 94 of the 124th General Assembly, authorizes a Board of County Commissioners to adopt a resolution specifying that, for purposes of any lodging tax that may be imposed by the board under ORC Section 5739.09(G) or division (C) of ORC section 5739.08, hotel, as otherwise defined in ORC Section 5739.01, includes establishments in which fewer than five rooms are used for the accommodation of guests; and

WHEREAS, the Board of Commissioners of Carroll County, Ohio (“the Board”) currently imposes a lodging tax of 3% on transactions that occur at hotels within the jurisdiction of the county; and

WHEREAS, this lodging tax was originally imposed by resolution of the Board on April 15, 1999; and

WHEREAS, it is the intent of the Board at this time to impose this lodging tax on transactions in establishments in which fewer than five rooms are used for the accommodation of guests; and

WHEREAS, the lodging tax to which these transactions would be subject was imposed by the Board before the date on which this resolution is adopted;

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

- Section One:**

That the Board of Commissioners of Carroll County, Ohio hereby authorizes, for purposes of the Carroll County lodging tax, that the definition of hotel will include establishments in which fewer than five rooms are used for the accommodation of guests; and
- Section Two:**

That the lodging tax shall be collected and remitted by those establishments in accordance with the applicable provisions of the ORC and with the rules and regulations adopted by this board; and
- Section Three:**

That this resolution shall become effective on January 1, 2026 and that on that date, the Carroll County lodging tax shall be extended to transactions in establishments in which fewer than five rooms are used for the accommodation of guests; and
- Section Four:**

That certified copies of this resolution shall be forwarded by the Clerk of the Board to the County Auditor, the Carroll County Convention and Visitors’ Bureau, and the County Commissioners Association of Ohio (CCAO).

BE IT RESOLVED FURTHER that the Board of Commissioners of Carroll County, Ohio hereby finds and determines that all formal actions relative to the adoption of this resolution were taken in an open meeting of this Board and that all deliberations of this Board which resulted in this formal action were taken in meetings open to the public in full compliance with applicable legal requirements, including ORC 121.22.

Mr. Modranski moved for the adoption of the preceding Resolution;

Mr. Wirkner seconded the motion.

Upon call of the roll the vote was recorded as follows:

Mr. Leggett, yes; Mr. Modranski, yes; Mr. Wirkner, yes.

Motion carried on unanimous vote. Resolution adopted this 3rd day of November, 2025.

**BOARD OF COMMISSIONERS
OF CARROLL COUNTY, OHIO**

ATTEST:


/s/ Melissa N. Schaar
Melissa N. Schaar, Clerk

/s/ Donald E. Leggett II
Donald E. Leggett, President

/s/ Christopher R. Modranski
Christopher R. Modranski, Vice President


/s/ Robert E. Wirkner
Robert E. Wirkner, Commissioner

IN THE MATTER OF
PROCLAMATION
OPERATION GREEN LIGHT FOR VETERANS


 9:09 AM

Commissioner Leggett advised that 2025 marks the fifth anniversary of Operation Green Light, an initiative started by the National Association of Counties (NACO) and the National Association of County Veteran’s Service Offices to show support for veterans. The front doors of the courthouse will be lit green from November 4th through November 11th to show support for our veterans and let them know that they are seen, appreciated, and supported. Commissioner Leggett read the proclamation.

Motion: to adopt a proclamation for Operation Green Light to support and honor veterans in Carroll County from November 4, 2025 to November 11, 2025, **Action:** Vote was recorded as follows: YEA: President Donald E. Leggett II, Vice President Christopher R. Modranski, and Commissioner Robert E. Wirkner; NEY: None; ABSENT: None; ABSTAIN: None, **Moved by** Vice President Christopher R. Modranski, **Seconded by** Commissioner Robert E. Wirkner.
Motion carried on unanimous vote.


 9:13 AM

IN THE MATTER OF
CLERK’S REPORT

 9:13 AM


April D. Mayle, Assistant Clerk I appeared before the Board to remind viewers that the courthouse will be closing at 12:00 p.m. tomorrow, November 4, 2025, in observance of Election Day. Residents who wish to vote tomorrow can do so at their designated polling locations. The Board of Elections has posted a link for residents to find their polling location and that has been shared to the Commissioners’ Facebook page.

IN THE MATTER OF
CLERK’S REPORT

 9:13 AM


April D. Mayle, Assistant Clerk I appeared before the Board to advise viewers that the Senior Center Friendship Center will be hosting Thankful Thursdays. On November 6, 2025, they are offering free lunch for all seniors. On October 13, 2025, and October 20, 2025, they are offering free congregate lunch to new clients with a gifted coupon. Ms. Mayle advised that seniors that are interested need to RSVP by 3:00 p.m. the day before by calling 330-627-7017.

IN THE MATTER OF
FRIENDSHIP CENTER
VETERAN’S RECOGNITION

 9:14 AM


Commissioner Wirkner advised that the Friendship Center will be hosting a veteran’s recognition dinner on Wednesday, November 11, 2025 at 5:30 p.m.

IN THE MATTER OF
OHIO SENATE UPDATES

 9:15 AM


Commissioner Wirkner advised that he has not heard any updates on the Ohio Senate’s approval of the budget corrections bill - HB 434. Auditor Staci Brady advised that she had not seen any updates before she came over to the meeting.

IN THE MATTER OF
PURCHASE CONTRACT
258 KENSINGTON RD (OLD ODOT BLDG)

 9:15 AM


Commissioner Modranski advised that the old Ohio Department of Transportation (ODOT) building that the county is acquiring will be used by the County Engineer. Commissioner Modranski asked if we know when the county will take possession. Melissa N. Schaar, Clerk advised that ODOT still needs to sign the purchase agreement, and the \$1.00 needs paid to the state. Ms. Schaar advised that Mr. Wise provided a letter which includes his thanks for the Board’s leadership in getting to this point. Mr. Wise advised that the property will allow his department to develop facilities for equipment maintenance and office space necessary for the operation of the Highway Department. Mr. Wise also advised that he looks forward to building a facility that the county can be proud of. Commissioner Wirkner asked if there will be an attempt to secure a land bridge to connect the two Engineer properties; Commissioner Modranski advised that Mr. Wise will work with the adjoining property owner to see if that can be worked out.

IN THE MATTER OF
COURTHOUSE ANNEX BUILDING
SIDEWALKS

 9:17 AM

Commissioner Leggett advised that the sidewalk project at the Moody Avenue Annex is scheduled to begin this week.


IN THE MATTER OF
BUILDINGS & GROUNDS
SIDEWALK SALT

 9:17 AM

Commissioner Leggett advised that the sidewalk salt has been received for the season and he hopes we don’t have to use it.

IN THE MATTER OF
ADJOURN

Motion: to adjourn, **Action:** Vote was recorded as follows: YEA: President Donald E. Leggett II, Vice President Christopher R. Modranski, and Commissioner Robert E. Wirkner; NEY: None; ABSENT: None; ABSTAIN: None, **Moved by** Vice President Christopher R. Modranski, **Seconded by** Commissioner Robert E. Wirkner.
Motion carried on unanimous vote.

 9:17 AM

PREPARED BY:	BOARD OF COMMISSIONERS OF CARROLL COUNTY
<u>/s/ Melissa N. Schaar</u>	<u>/s/ Donald E. Leggett II</u>
Melissa N. Schaar, Clerk	Donald E. Leggett, President
We hereby certify the foregoing to be true and correct.	<u>/s/ Christopher R. Modranski</u>
<u>/s/ Melissa N. Schaar</u>	Christopher R. Modranski, Vice President
Melissa N. Schaar, Clerk	<u>/s/ Robert E. Wirkner</u>
<u>/s/ Donald E. Leggett II</u>	Robert E. Wirkner, Commissioner
Donald E. Leggett, President	