



Portage County Board of Commissioners

Regular Meeting

~ Minutes ~

449 South Main Street
Ravenna, OH 44266
<http://www.co.portage.oh.us>

Amy Hutchinson, Clerk
330-297-3600

Thursday, February 1, 2018

9:01 AM

Commissioners' Board Room

*The Commissioners' meeting minutes are summarized; there is an audio recording available.
Please contact the Commissioners' Office for specific details.*

The Portage County Board of Commissioners' meeting came to order with the following members present:

Attendee Name	Title	Status
Vicki A. Kline	President	Present
Sabrina Christian-Bennett	Vice President	Present
Mike Kerrigan	Board Member	Present

Also attending throughout the day Record Courier Reporter Matt Merchant.

Recessed to Solid Waste Management District: 9:01 AM

Reconvened: 9:14 AM

ADMIN TEAM

Present: Human Resources Director Janet Kovick, Water Resources Director Gene Roberts, Department of Budget and Financial Management Director Todd Bragg and Internal Services Director JoAnn Townend and Job and Family Services Director Kelli Jo Jeffries.

HUMAN RESOURCES:

Journal Entries - #10 - 12, Approved.

Discussion:

1. Kalahari Tickets:

Director Kovick reported in 2017, Kalahari allowed Portage County to purchase tickets at a reduced rate of \$30.00 per ticket if the County sold a minimum of 100 tickets (regular ticket prices range from \$59-85 per ticket). Last year, the County sold 187 tickets and the Board is in favor of offering this discount again.

2. Section 22 of the Personnel Manual:

Director Kovick and Director Townend met with the County Auditor's staff to discuss the Commissioners' changes to its Personnel Policy. As a result of that meeting, Director Kovick explained the Auditor's Office concerns with the following sections:

- Sick Leave
- Vacation Leave
- Holiday
- Personal Days
- Court Leave

Director Kovick will make the requested changes and bring back a resolution for consideration next week.

JOB & FAMILY SERVICES:

9:45 AM In accordance with the Ohio Revised Code 121.22(G)(1), it was moved by Sabrina Christian-Bennett, seconded by Mike Kerrigan that the Board of Commissioners move into executive session to consider compensation of a public employee or official. Also present: Job and Family Services Director Kellijo Jeffries and Human Resources Department Director Janet Kovick. Roll call vote: Sabrina Christian-Bennett, Yea; Mike Kerrigan, Yea; Vicki A. Kline, Yea;

9:51 AM Upon conclusion of the above referenced discussion, it was moved by Sabrina Christian-Bennett, seconded by Mike Kerrigan that the Board of Commissioners moves out of executive session. Roll call vote: Sabrina Christian-Bennett, Yea; Mike Kerrigan, Yea; Vicki A. Kline, Yea;

After exiting executive session, the Board took no action.

EXTERNAL SERVICES:

Resolution(s) - # 17, Approved.

Journal Entries - #'s 5 & 6, Approved.

DBFM:

Resolution(s) - #'s 1 to 7, Approved.

Journal Entries - #7 to 9, Approved.

INTERNAL SERVICES:

Resolution(s) - #'s 8 - 16, *Approved with the exception of No. 8 and No. 11, pulled from the Consent Agenda for discussion. Resolution No. 8 was discussed and approved (Resolution No. 18-0089); Resolution No. 11 was tabled until next week.*

A motion was made by Commissioner Christian-Bennett to pull Resolution No. 8 from the Consent Agenda:

Resolution No. 8: Amend Resolution No. 18-0079, adopted on January 25, 2018, Portage County Combined Health District 0.4 mill levy.

Director Townend explained the change as a result of the Board of Elections meeting with the Prosecutor's Office, who requested the following verbiage be added to the Resolution:

RESOLVED, the renewal levy is for the benefit of the Portage County General Health District (***ADD: and will be levied upon the entire Health District***) for the purpose of providing funds for current expenses of the Portage County Health District; and be it further

The Board agreed to incorporate the change./18-0089.

A motion was made by Commissioner Kerrigan to pull Resolution No. 11 from the Consent Agenda and table it until next week, seconded by Sabrina Christian-Bennett, all in favor, Motion Carries.

Resolution No. 11: Enter into an agreement between the Portage County Board of Commissioners, on behalf of the Portage County Department of Job and Family Services, and Northeast Ohio Consortium Council of Governments and Family & Community Services, Inc. for the comprehensive case management and employment program (CCMEP)./Hold for discussion next week.

Commissioner Kerrigan noted he did not see the Agreement in the packet and believes it's important to review the expenditure before moving forward with the Resolution. Director Townsend explained if that is something the Board would like to see in the future, she will ensure copies are presented.

Commissioner Kerrigan also pointed out the Resolution refers to Contractor, but it does not define who the Contractor is. Director Townsend will contact Job and Family Services Director Jeffries for clarification.

OLD/NEW BUSINESS

Old Business:

1. Board appointments:

Commissioner Kerrigan is still waiting to hear back from the Prosecutor's Office.

2. Kent Area Chamber of Commerce membership dues:

Lori at the Kent Chamber of Commerce indicated the County's membership is currently at the \$250.00 rate because the Chamber is treating the Board as individual members, but has agreed to reduce the rate to \$100.00 with the caveat of treating the Board as one.

New Business:

3. New County Administrator:

Commissioner Kerrigan met with the Directors and noticed a recurring theme of dysfunction within the Commissioners' Office. He believes the best course of action would be to bring in a County Administrator, who would be a single point person that manages the day to day operations of the County. Commissioner Kerrigan went on to say that having this structure in place keeps continuity in government, regardless of the Commissioners.

Commissioner Christian-Bennett has two concerns - funding and the fact the Board has told Elected Official and Department Heads they cannot add staff.

Commissioner Kerrigan presented two documents he would like the Board to review and discuss during next week's meeting.

Director Roberts discussed the structure at the City of Kent and Commissioner Kerrigan agreed to talk with Kent City Manager, Dave Ruller.

* * * * *

Commissioner Christian-Bennett mentioned United Way would like to add a link to the County's website for the 211 Information Line and the Board agreed to add the link to the County's website.

10:36 AM In accordance with the Ohio Revised Code 121.22(G)(1), it was moved by Mike Kerrigan, seconded by Sabrina Christian-Bennett that the Board of Commissioners move into executive session to discuss discipline of an employee. Also present: Board of Commissioners. Roll call vote: Mike Kerrigan, Yea; Sabrina Christian-Bennett, Yea; Vicki A. Kline, Yea;

10:58 AM Upon conclusion of the above referenced discussion, it was moved by Sabrina Christian-Bennett, seconded by Mike Kerrigan that the Board of Commissioners moves out of executive session. Roll call vote: Sabrina Christian-Bennett, Yea; Mike Kerrigan, Yea; Vicki A. Kline, Yea;

After exiting executive session, the Board took no action.

COMMISSIONERS' CONSENT AGENDA

February 1, 2018

1. Approval of the January 25, 2018 regular meeting minutes.

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RESOLUTIONS

February 1, 2018

Budget & Financial Management:

1. Approve the Thursday, February 1, 2018 bills/ACH payments as presented by the County Auditor and reviewed by the Department of Budget & Financial Management./18-0082
2. Approve the Thursday, February 1, 2018 wire transfers for health benefits as presented by the County Auditor and reviewed by the Department of Budget & Financial Management./18-0083
3. Approve the Thursday, February 1, 2018 Journal Vouchers, as presented by the County Auditor and reviewed by the Department of Budget & Financial Management. /18-0084
4. Approve the Thursday, February 1, 2018 Then & Now Certification, as presented by the County Auditor./18-0085
5. Approve the Tuesday, February 6, 2018 bills/ACH payments as presented by the County Auditor and reviewed by the Department of Budget & Financial Management./18-0086

6. Approve the Tuesday, February 6, 2018 Journal Vouchers, as presented by the County Auditor and reviewed by the Department of Budget & Financial Management./18-0087
7. Approve the Tuesday, February 6, 2018 Then & Now Certification, as presented by the County Auditor./18-0088

Internal Services:

8. Amend Resolution 18-0079, adopted on January 25, 2018, Portage County Combined Health District 0.4 mill levy./**PULLED FROM THE CONSENT AGENDA.**/18-0089
9. Assigning certain existing water and sewer easement rights to the City of Streetsboro for the purpose of permitting the construction of a storm sewer between Russell Drive and a drainage channel adjacent to the former Gillie Wastewater Treatment Plant, in the City of Streetsboro./18-0090
10. Accept contract change order no. 1 and final to the construction agreement between the Board of Portage County Commissioners and the Shelly Company for the project known as Mishler Road (CH 4, Sections A, B & C) resurfacing located in Suffield Township, Portage County./18-0091
11. Enter into an agreement between the Portage County Board of Commissioners on behalf of the Portage County Department of Job & Family Services, and Northeast Ohio Consortium Council of Governments and Family and Community Services, Inc. for the comprehensive case management & employment program (CCMEP)./**PULLED FROM THE CONSENT AGENDA AND TABLED UNTIL NEXT WEEK.**
12. Declare obsolete and dispose of Portage County personal property located at the Portage County Board of Developmental Disabilities./18-0093
13. Enter into a real estate sale and purchase agreement between the Board of Commissioners and the Portage County Land Reutilization Corporation for the property located at 439 South Meridian Street, Ravenna, OH./18-0094
14. Set proposal date for transportation services for the Department of Job & Family Services./18-0095
15. Resolution to proceed with placing on the ballot a renewal levy of 0.4 mills for the benefit of the Portage County Health Department./18-0096
16. Authorize the Portage County Board of Developmental Disabilities (PCDBB) to lease space at its Portage Industries Facility./18-0097

External Services

17. Acceptance of donations to the Office of the Portage County Dog Warden. /18-0098

Motion To: Approve the Consent Agenda for February 1, 2018

RESULT: **ADOPTED [UNANIMOUS]**

MOVED: Sabrina Christian-Bennett

SECONDED: Mike Kerrigan

AYES: Sabrina Christian-Bennett, Mike Kerrigan, Vicki A. Kline

RESOLUTION NO. 18-0082

**RE: BILLS APPROVED AND CERTIFIED TO THE
PORTAGE COUNTY AUDITOR FOR PAYMENT.**

It was moved by Sabrina Christian-Bennett, seconded by Mike Kerrigan that the following resolution be adopted:

RESOLVED, that the bills were approved and certified to the County Auditor for payment, contingent upon the review of the Portage County Department of Budget and Financial Management, Department of Internal Services or other designee on February 1, 2018 in the total payment amount of **\$270,480.86 for Funds 0001-8299** as set forth in the Accounts Payable Warrant Report on file in the office of the Portage County Auditor; and be it further

RESOLVED, that the Board of Commissioners finds and determines that all formal actions of this Board concerning and relating to the adoption of this resolution were taken in an open meeting of this Board and that all deliberations of this Board that resulted in those formal actions were in meeting open to the public in compliance with the law including Section 121.22 of the Ohio Revised Code.

Roll call vote as follows:

Vicki Kline, Yea;

Sabrina Christian-Bennett, Yea;

Mike Kerrigan, Yea;

RESOLUTION NO. 18-0083

This resolution was inadvertently omitted. This is for numbering purposes only.

RESOLUTION NO. 18-0084

**RE: APPROVAL OF JOURNAL
VOUCHERS/ENTRIES.**

It was moved by Sabrina Christian-Bennett, seconded by Mike Kerrigan that the following Resolution be adopted:

WHEREAS, the Ohio Revised Code requires that warrants be approved by the Board of Commissioners prior to their issuance; and

WHEREAS, there are other similar financial transactions defined as journal vouchers/entries that are dissimilar in that they are used to pay for charges

for services from one county department and/or fund to another department and/or fund and thus are processed in lieu of issuing a warrant; and

WHEREAS,

the Journal Vouchers/Entries are recommended by the County Auditor's Office for review and approval by the Board of Commissioners; now therefore be it

RESOLVED,

that the Board of Commissioners approves the following Journal Vouchers/Entries, as presented by the County Auditor's Office:

02/01/18	3	\$ 1.05
02/01/18	4	2,000.00
02/01/18	5	2,000.00
Total		\$ 4,001.05

; and be it further

RESOLVED,

that the Board of Commissioners finds and determines that all formal actions of this Board concerning and relating to the adoption of this resolution were taken in an open meeting of this Board and that all deliberations of this Board that resulted in those formal actions were in meeting open to the public in compliance with the law including Section 121.22 of the Ohio Revised Code.

Roll call vote as follows:

Vicki A. Kline, Yea;

Sabrina Christian-Bennett, Yea;

Mike Kerrigan, Yea;

RESOLUTION NO. 18-0085

- **RE: ACCEPTANCE OF THEN AND NOW
CERTIFICATIONS FOR PAYMENT.**

It was moved by Sabrina Christian-Bennett, seconded by Mike Kerrigan that the following resolution be adopted:

WHEREAS,

Ohio Revised Code Section 5705.41 (D)(1) authorizes the expenditure of moneys, provided a certificate of the County Auditor is supplied stating that there was at the time of the making of such contract or order and at the time of the execution of such certificate a sufficient sum appropriated for the purpose of such contract and in the treasury or in process of collection to the credit of an appropriate fund free from any previous encumbrances (Then and Now Certification); and

WHEREAS,

the Then and Now Certification is recommended by the State Auditor's Office, the Portage County Auditor's Office, and the Portage County Prosecutor's Office; and

WHEREAS, a listing of expenditures, attached hereto as Exhibit "A" and incorporated herein by reference, has been certified by the County Auditor according to Ohio Revised Code section 5705.41 (D)(1); now therefore be it

RESOLVED, that the expenditures listed herein are properly certified by the County Auditor in the amount of **\$237,980.95** as set forth in Exhibit "A" dated **February 1, 2018** shall be paid; and be it further

RESOLVED, that the Board of Commissioners finds and determines that all formal actions of this Board concerning and relating to the adoption of this resolution were taken in an open meeting of this Board and that all deliberations of this Board that resulted in those formal actions were in meeting open to the public in compliance with the law including Section 121.22 of the Ohio Revised Code.

Roll call vote as follows:

Vicki A. Kline, Yea; Sabrina Christian-Bennett, Yea; Mike Kerrigan, Yea;

**RESOLUTION NO. 18-0086 - RE: BILLS APPROVED AND CERTIFIED TO THE
PORTAGE COUNTY AUDITOR FOR PAYMENT.**

It was moved by Sabrina Christian-Bennett, seconded by Mike Kerrigan that the following resolution be adopted:

RESOLVED, that the bills were approved and certified to the County Auditor for payment, contingent upon the review of the Portage County Department of Budget and Financial Management, Department of Internal Services or other designee on February 6, 2018 in the total payment amount of **\$417,544.48** for **Funds 0001-8299** as set forth in the Accounts Payable Warrant Report on file in the office of the Portage County Auditor; and be it further

RESOLVED, that the Board of Commissioners finds and determines that all formal actions of this Board concerning and relating to the adoption of this resolution were taken in an open meeting of this Board and that all deliberations of this Board that resulted in those formal actions were in meeting open to the public in compliance with the law including Section 121.22 of the Ohio Revised Code.

Roll call vote as follows:

Vicki Kline, Yea; Sabrina Christian-Bennett, Yea; Mike Kerrigan, Yea;

**RESOLUTION NO. 18-0087 - RE: APPROVAL OF JOURNAL
VOUCHERS/ENTRIES.**

It was moved by Sabrina Christian-Bennett, seconded by Mike Kerrigan that the following Resolution be adopted:

WHEREAS, the Ohio Revised Code requires that warrants be approved by the Board of Commissioners prior to their issuance; and

WHEREAS, there are other similar financial transactions defined as journal vouchers/entries that are dissimilar in that they are used to pay for charges for services from one county department and/or fund to another department and/or fund and thus are processed in lieu of issuing a warrant; and

WHEREAS, the Journal Vouchers/Entries are recommended by the County Auditor's Office for review and approval by the Board of Commissioners; now therefore be it

RESOLVED, that the Board of Commissioners approves the following Journal Vouchers/Entries, as presented by the County Auditor's Office:

02/06/18	151	\$ 6,933.21
02/06/18	118	11,053.00
Total		\$ 17,986.21

; and be it further

RESOLVED, that the Board of Commissioners finds and determines that all formal actions of this Board concerning and relating to the adoption of this resolution were taken in an open meeting of this Board and that all deliberations of this Board that resulted in those formal actions were in meeting open to the public in compliance with the law including Section 121.22 of the Ohio Revised Code.

Roll call vote as follows:

Vicki A. Kline, Yea;

Sabrina Christian-Bennett, Yea;

Mike Kerrigan, Yea;

**RESOLUTION NO. 18-0088 - RE: ACCEPTANCE OF THEN AND NOW
CERTIFICATIONS FOR PAYMENT.**

It was moved by Sabrina Christian-Bennett, seconded by Mike Kerrigan that the following resolution be adopted:

WHEREAS, Ohio Revised Code Section 5705.41 (D)(1) authorizes the expenditure of moneys, provided a certificate of the County Auditor is supplied stating that there was at the time of the making of such contract or order and at the time of the execution of such certificate a sufficient sum appropriated for the purpose

of such contract and in the treasury or in process of collection to the credit of an appropriate fund free from any previous encumbrances (Then and Now Certification); and

WHEREAS, the Then and Now Certification is recommended by the State Auditor's Office, the Portage County Auditor's Office, and the Portage County Prosecutor's Office; and

WHEREAS, a listing of expenditures, attached hereto as Exhibit "A" and incorporated herein by reference, has been certified by the County Auditor according to Ohio Revised Code section 5705.41 (D)(1); now therefore be it

RESOLVED, that the expenditures listed herein are properly certified by the County Auditor in the amount of **\$213,965.74** as set forth in Exhibit "A" dated **February 6, 2018** shall be paid; and be it further

RESOLVED, that the Board of Commissioners finds and determines that all formal actions of this Board concerning and relating to the adoption of this resolution were taken in an open meeting of this Board and that all deliberations of this Board that resulted in those formal actions were in meeting open to the public in compliance with the law including Section 121.22 of the Ohio Revised Code.

Roll call vote as follows:

Vicki A. Kline, Yea; Sabrina Christian-Bennett, Yea; Mike Kerrigan, Yea;

**RESOLUTION NO. 18-0089 - RE: AMEND RESOLUTION 18-0079, ADOPTED ON
JANUARY 25, 2018, PORTAGE COUNTY
COMBINED HEALTH DISTRICT 0.4 MILL LEVY.**

It was moved by Sabrina Christian-Bennett, seconded by Mike Kerrigan that the following resolution be adopted:

WHEREAS, the Board of Commissioners adopted Resolution 18-0079 on January 25, 2018 for a 0.4 mill tax levy renewal for the Portage County Combined General Health District; and

WHEREAS, the information received from the Health District stated the renewal was for tax years 2019, 2020, 2021, 2022 and 2023; and

WHEREAS, health district sent an amended resolution to correct the tax years to 2018, 2019, 2020, 2021 and 2022;
now; therefore be it

RESOLVED, that the Board of Commissioners agrees to amend the resolution, effective January 25, 2018 to reflect the change in tax years; and be it further

RESOLVED,

that the Board of Commissioners agrees that this resolution shall read in its entirety as follows:

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RESOLUTION NO. 18-0089

RE: PORTAGE COUNTY COMBINED HEALTH DISTRICT 0.4 MILL LEVY.

It was moved by Sabrina Christian-Bennett, seconded by Mike Kerrigan that the following Resolution be adopted:

WHEREAS,

the Portage County Combined General Health District adopted Resolution 18-15 declaring the Primary Election on May 8, 2018 for a renewal levy of a four-tenths (0.4) mill for the benefit of the Portage County Combined General Health District; now therefore be it

the Board of Portage County Commissioners pursuant to O.R.C. section 3709.29 and 5705.03, shall certify to the county auditor a resolution effective January 25, 2018 requesting the County Auditor certify to the taxing authority the total current tax valuation of the subdivision and the dollar amount of revenue that would generated by the renewal levy of 0.4 mill for each one hundred dollar of valuation, which amounts to four cents (\$.04) for each one hundred dollars of valuation, for five years, commencing with tax year 2018; and be it further

the renewal levy is for the benefit of the Portage County General Health District and will be levied upon the entire Health District for the purpose of providing funds for current expenses of the Portage County Health District; and be it further

the County Auditor shall issue the certification to the taxing authority within ten (10) days after receiving the taxing authority's resolution requesting it; and be it further

that the Board of Commissioners finds and determines that all formal actions of this Board concerning and relating to the adoption of this resolution were taken in an open meeting of this Board and that all deliberations of this Board that resulted in those formal actions were in meeting open to the public in compliance with the law inclusive of R.C. section 121.22.

Roll call vote as follows:

Vicki Kline, Yea;

Sabrina Christian-Bennett, Yea;

Mike Kerrigan, Yea;

RESOLUTION 18-0090

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RE: ASSIGNING CERTAIN EXISTING WATER AND SEWER EASEMENT RIGHTS TO THE CITY OF

**STREETSBORO FOR THE PURPOSE OF
PERMITTING THE CONSTRUCTION OF A
STORM SEWER BETWEEN RUSSELL DRIVE
AND A DRAINAGE CHANNEL ADJACENT TO
THE FORMER GILLIE WASTEWATER
TREATMENT PLANT, IN THE CITY OF
STREETSBORO**

It was moved by Sabrina Christian-Bennett, seconded by Mike Kerrigan that the following Resolution be adopted:

- WHEREAS,** the Board of Commissioners owns two easements granted to the Board for the purpose of constructing and maintaining unspecified water and sewer facilities between Russell Drive and a drainage channel adjacent to the former Gillie Wastewater Treatment Plant, in the City of Streetsboro, to wit: an easement from Carl Summers recorded Feb. 1, 1980 at Vol. 975, pages 654-658 of Portage County records, and an easement from Carl and Diane Summers recorded March 26, 1982 at Vol. 994, pages 194-197 of Portage County records; and
- WHEREAS,** both easements are assignable without limitation; and
- WHEREAS,** the Board wishes to make a limited assignment of its rights under the mentioned easements to the City of Streetsboro for the purpose of permitting the construction, by the City of Streetsboro, of a storm sewer between Russell Drive and the mentioned drainage channel, now therefore be it
- RESOLVED,** that the Board of Commissioners hereby assigns its rights under those two easements granted, from Carl Summers recorded Feb. 1, 1980 at Vol. 975, pages 654-658 of Portage County records, and from Carl and Diane Summers recorded March 26, 1982 at Vol. 994, pages 194-197 of Portage County records, to the City of Streetsboro, for the purpose of permitting the City of Streetsboro to construct one not-to-exceed 36" diameter storm sewer between Russell Drive and the drainage channel adjacent to the former Gillie Wastewater Treatment Plant, together with all necessary appurtenances; and be it further
- RESOLVED,** that the Board assigns its rights to the City of Streetsboro so that the City will have the same rights and responsibilities as the Board for the purposes of material storage, construction staging, and ingress and egress for the purpose of making inspection and repairs, and for restoration of the premises after construction or repair activities have ceased; and be it further
- RESOLVED,** that this assignment may be conditioned upon reasonable assurances of cooperation and protection of existing County facilities located in the mentioned easements, as determined by the Director of the Portage County Water Resources Department, and any such assurances shall be prepared in writing and approved by said Director.

Roll call vote as follows:

Vicki Kline, Yea;

Sabrina Christian-Bennett, Yea;

Mike Kerrigan, Yea;

RESOLUTION No. 18-0091

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RE: ACCEPT CONTRACT CHANGE ORDER NO. 1 AND FINAL TO THE CONSTRUCTION AGREEMENT BETWEEN THE BOARD OF PORTAGE COUNTY COMMISSIONERS AND THE SHELLEY COMPANY FOR THE PROJECT KNOWN AS MISHLER ROAD (CH 4, SECTIONS A, B & C) RESURFACING LOCATED IN SUFFIELD TOWNSHIP, PORTAGE COUNTY.

It was moved by Sabrina Christian-Bennett, seconded by Mike Kerrigan that the following Resolution be adopted:

- WHEREAS,** Resolution 17-0584 accepted and awarded the bid of The Shelly Company for furnishing all labor, materials and equipment necessary to complete the project known as MISHLER ROAD (CH 4, SECTIONS A, B & C) RESURFACING located in Suffield Township, Portage County, and
- WHEREAS,** a contract was entered into with The Shelly Company in the total amount of \$374,153.70, and
- WHEREAS,** modifications to the project specifications were required resulting in additional costs, now therefore be it
- RESOLVED,** that the Board of Portage County Commissioners do hereby accept Contract Change Order No. 1 and Final to the construction contract between The Shelly Company and Portage County for the MISHLER ROAD (CH 4, SECTIONS A, B & C) RESURFACING PROJECT located in Suffield Township, Portage County, and be it further
- RESOLVED,** that this Contract Change Order, in the amount of \$8,290.50, increases the contract between The Shelly Company and Portage County to **\$382,444.20**, and be it further
- RESOLVED,** that the Board of Portage County Commissioners authorizes the execution of said Contract Change Order between The Shelly Company and Portage County; and be it further
- RESOLVED,** that the Board of Commissioners finds and determines that all formal actions of this Board concerning and relating to the adoption of this resolution were taken in an open meeting of this Board and that all deliberations of this Board that resulted in those formal actions were in meetings open to the public in compliance with the law including Section 121.22 of the Ohio Revised Code.

Roll call vote as follows:

Vicki A. Kline, Yea;

Sabrina Christian-Bennett, Yea;

Mike Kerrigan, Yea;

RESOLUTION NO. 18-0092

This resolution was inadvertently omitted. This is for numbering purposes only.

RESOLUTION NO. 18-0093

**- RE: DECLARE OBSOLETE AND DISPOSE OF
PORTAGE COUNTY PERSONAL PROPERTY
LOCATED AT THE PORTAGE COUNTY BOARD
OF DEVELOPMENTAL DISABILITIES**

It was moved by Sabrina Christian-Bennett, seconded Mike Kerrigan by that the following resolution be adopted:

WHEREAS, the Portage County personal property located at the Portage County Board of Developmental Disabilities, which is not needed for public use, or is obsolete or unfit for the use for which it was acquired, declared as such and is ready for disposal; and

WHEREAS, the estimated fair market value of this personal property is valued below \$2,500.00; now therefore be it

RESOLVED, that, in accordance with the Ohio Revised Code Section 307.12, the Board of County Commissioners authorizes the request to dispose of the following inventory:

<u>DD Tag #</u>	<u>Description</u>
006510	Printer, Laser Jet (2002)
009141	Computer, Desktop PowerSpec
009123	Kiosk, w/ URU Scanner, version 1
009124	Kiosk, w/ URU Scanner, version 1
009063	Computer, Desktop Dell
006685	Printer, Laser
006732	Computer, SM Minitower, Dell
006530	Computer, Gateway
006534	Computer, Gateway
006651	Computer, Intel Celeron Gateway
006650	Computer, Intel Celeron Gateway
010054	Computer, Laptop Dell
010053	Computer, Laptop Dell
006867	Computer, Laptop Dell
010074	Computer, Laptop Dell
006866	Computer, Laptop Dell
010077	Computer, Laptop Dell
010034	Computer, Laptop Dell

010029	Computer, Laptop Dell
010037	Computer, Laptop Dell
010041	Computer, Laptop Dell
010033	Computer, Laptop Dell

;and be it further

RESOLVED, that the Board of Commissioners finds and determines that all formal actions of this Board concerning and relating to the adoption of this resolution were taken in an open meeting of this Board and that all deliberations of this Board that resulted in those formal actions were in meetings open to the public in compliance with the law including Section 121.22 of the Ohio Revised Code.

Roll call vote as follows:

Vicki Kline, Yea; Sabrina Christian-Bennett, Yea; Mike Kerrigan, Yea;

RESOLUTION No. 18-0094 - RE: ENTER INTO A REAL ESTATE SALE AND PURCHASE AGREEMENT BETWEEN THE BOARD OF COMMISSIONERS AND THE PORTAGE COUNTY LAND REUTILIZATION CORPORATION FOR THE PROPERTY LOCATED AT 439 SOUTH MERIDIAN STREET, RAVENNA OHIO.

It was moved by Sabrina Christian-Bennett, seconded by Mike Kerrigan that the following resolution be adopted.

WHEREAS, the Portage County Land Reutilization Corporation recently acquired the premises known as 439 South Meridian St., Ravenna, OH, Permanent Parcel Number 31-361-23-00-174-000 by real estate tax foreclosure; and

WHEREAS, the Portage County Board of Commissioners who owns abutting parcels desires to purchase the premises; and

WHEREAS, the purchase price for the premises is \$3,758.00, payable in cash at closing; and

WHEREAS, on payment of the purchase price, the Portage County Land Reutilization Corporation will execute and deliver a quitclaim deed describing the premises and conveying them to the Portage County Board of Commissioners; now therefore be it

RESOLVED, that the Portage County Board of Commissioners agrees to enter into a real estate sale and purchase agreement with the Portage County Land

Reutilization Corporation for the property located at 439 South Meridian St., Ravenna, Ohio for the purchase price of \$3,758.00; and be it further

RESOLVED, that the Board of Commissioners finds and determines that all formal actions of this Board concerning and relating to the adoption of this resolution were taken in an open meeting of this Board and that all deliberations of this Board that resulted in those formal actions were in meeting open to the public in compliance with the law including Section 121.22 of the Ohio Revised Code.

Roll call vote as follows:

Vicki Kline, Yea; Sabrina Christian-Bennett, Yea; Mike Kerrigan, Yea;

RESOLUTION NO. 18-0095 - RE: SET PROPOSAL DATE FOR TRANSPORTATION SERVICES FOR THE DEPARTMENT OF JOB & FAMILY SERVICES.

It was moved by Sabrina Christian-Bennett, seconded by Mike Kerrigan that the following resolution be adopted:

RESOLVED, that the proposal specifications for the transportation for the Department of Job & Family Services hereby are approved; and be it further

RESOLVED, that sealed proposals, therefore, will be accepted by the Director of the Portage County Office of Internal Services, 7th floor – room 702, Portage County Administration Building, 449 South Meridian St., Ravenna, Ohio until 2:00 p.m., E.S.T. on February 28, 2018; and be it further

RESOLVED, that the notice of receiving proposals shall be published in the Record Courier on February 6, 2018, a copy thereof be posted on the bulletin board of the Board forthwith and posted on the County website; and be it further

RESOLVED, that the Board of Commissioners finds and determines that all formal actions of this Board concerning and relating to the adoption of this resolution were taken in an open meeting of this Board and that all deliberations of this Board that resulted in those formal actions were in meetings open to the public in compliance with the law including Section 121.22 of the Ohio Revised Code.

Roll call vote as follows:

Vicki Kline, Yea; Sabrina Christian-Bennett, Yea; Mike Kerrigan, Yea;

RESOLUTION No. 18-0096 - RE: RESOLUTION TO PROCEED WITH PLACING ON THE BALLOT A RENEWAL LEVY OF 0.4 MILLS

**FOR THE BENEFIT OF THE PORTAGE COUNTY
HEALTH DISTRICT.**

It was moved by Sabrina Christian-Bennett, seconded by Mike Kerrigan that the following resolution be adopted:

- WHEREAS,** the Portage County Combined General Health District has declared, through their Resolution No. 18-15, that the amount of money necessary to meet the expenses of its general health district programs will not be forthcoming to the board of health of such district out of the district health fund because the taxes within the ten-mill limitation will be insufficient, and
- WHEREAS,** on January 25, 2018, the Board of Commissioners passed a resolution declaring the necessity, for the purpose described in RC 3709.29 and 5705.03 to levy a tax in excess of the ten-mill limitation, at a rate of .4 mills for each one dollar of valuation; now therefore be it;
- RESOLVED,** by the Portage County Board of Commissioners (the "Board") that the amount of money necessary to meet the expenses of a general health district program will not be forthcoming to the board of health of such district out of the district health fund because the taxes within the ten-mill limitation will be insufficient, and; be it further
- RESOLVED,** that the Board shall certify the following language to the Board of Elections, Portage County, Ohio, for placement on the ballot at the next primary election on May 8, 2018:
- "A renewal of a tax for the benefit of THE PORTAGE COUNTY GENERAL HEALTH DISTRICT for the purpose of PROVIDING FUNDS FOR THE CURRENT EXPENSES OF THE PORTAGE COUNTY HEALTH DISTRICT at a rate not exceeding FOUR TENTHS (0.4 MILL) for each one dollar of valuation, which amounts to FOUR CENTS (\$0.04) for each one hundred dollars of valuation, for five years, commencing with tax year 2018"; and be it further
- RESOLVED,** that the renewal of the tax shall be placed upon the tax list for the tax years 2018, 2019, 2020, 2021 and 2022; and be it further
- RESOLVED,** that the Portage County Auditor has certified to the Health District that the dollar amount of revenue that would be generated by the 0.4 mill renewal levy will be \$0.04 for each one hundred dollars of valuation, based on the current assessed valuation of the subdivision of \$3,106,015,400, and be it further
- RESOLVED,** that the Clerk is hereby directed to certify, not less than 90 days prior to the May 8th, 2018 election, to the Board of Elections, Portage County, Ohio, a copy of the resolution dated January 25, 2018, along with a copy of this resolution to proceed, together with the certification of the Portage County Auditor, and notify the Board of Elections to cause notice of the election on the question of levying the tax to be give as required by law; and be it further

RESOLVED, that the Board of Commissioners finds and determines that all formal actions of this Board concerning and relating to the adoption of this resolution were taken in an open meeting of this Board and that all deliberations of this Board that resulted in those formal actions were in meeting open to the public in compliance with the law including Section 121.22 of the Ohio Revised Code.

Roll call vote as follows:

Vicki Kline, Yea;

Sabrina Christian-Bennett, Yea;

Mike Kerrigan, Yea;

RESOLUTION NO. 18-0097

-

RE: AUTHORIZE THE PORTAGE COUNTY BOARD OF DEVELOPMENTAL DISABILITIES (PCBDD) TO LEASE SPACE AT ITS PORTAGE INDUSTRIES FACILITY.

It was moved by Sabrina Christian-Bennett, seconded by Mike Kerrigan that the following resolution be adopted:

WHEREAS, the Board of Portage County Commissioners holds title to property located at 7008 State Route 88, Ravenna, Ohio known as the Portage Industries Adult Workshop operated by the Portage County Board of Developmental Disabilities (PCBDD); and

WHEREAS, the PCBDD desires to lease space at the Portage Industries Adult Workshop to entities who will provide services to developmentally disabled individuals who are eligible for PCBDD services; therefore be it

RESOLVED, that the Board of Portage County Commissioners authorize the PCBDD to lease space for the provision of services at the Portage Industries Adult Workshop located at 7008 State Route 88, Ravenna, Ohio; and be it further

RESOLVED, that the Board of Commissioners finds and determines that all formal actions of this Board concerning and relating to the adoption of this resolution were taken in an open meeting of this Board and that all deliberations of this Board that resulted in those formal actions were in meeting open to the public in compliance with the law including Section 121.22 of the Ohio Revised Code.

Roll call vote as follows:

Vicki Kline, Yea;

Sabrina Christian-Bennett, Yea;

Mike Kerrigan, Yea;

RESOLUTION NO. 18-0098

-

RE: ACCEPTANCE OF DONATIONS TO THE OFFICE OF THE PORTAGE COUNTY DOG WARDEN.

It was moved by Sabrina Christian-Bennett, seconded by Mike Kerrigan that the following resolution be adopted:

WHEREAS, the Portage County Dog Warden received a donation from the following for the Spay/ Neuter / Medical fund program:

Name	Address	
Robert B. Hensel	11019 St Rt 44 Mantua Oh	\$25
Tracy & Tina Alarcon	2860 St Rt 225 Diamond oh 44412	\$20
Kimberly L. Wendell	1675 Pike Parkway Streetsboro Oh 44241	\$20
Charles & Loretta Stone	360 Gribby Rd NE Hartville Oh 44632	\$25
Gail Oviatt	1294 Carol St Kent Oh 44240	\$15
Beth Wunderlich	5869 Rhodes Rd Kent Oh 44240	\$1,000
Pamela Gardner	2056 Cisar Dr Streetsboro Oh 44241	\$30
John A. Buonpane	8872 Peck Rd Rvenna Oh 44266	\$15
Pat Hutchison	1684 Swartz Rd Mogadore Oh 44260	\$10
Melissa M. Kibler	5935 Tallmadge Rd Rootstown Oh 44272	\$25
Judith M. Zala	9839 St Rt 43 Streetsboro Oh 44241	\$10
George R. Pricher	535 St Rt 183 Atwater Oh 44201	\$10
Jon & Cynthia S. Waller	1539 Mogadore Rd Kent Oh 44240	\$30
Rachel Schindler	12119 Manuta Center Rd Mantua Oh 44255	\$50
Christopher J. Gula	7650 Weber Rd Saline, MI 48176	\$28

; now therefore, be it

RESOLVED, the Board of Portage County Commissioners does hereby accept this donation in accordance with Resolution No. 13-1011, adopted on October 3, 2013, on behalf of the Office of the Portage County Dog Warden; and be it further

RESOLVED, that the Board of Commissioners finds and determines that all formal actions of this Board concerning and relating to the adoption of this resolution were taken in an open meeting of this Board and that all deliberations of this Board that resulted in those formal actions were in meetings open to the public in compliance with the law including Section 121.22 of the Ohio Revised Code.

Roll call vote as follows:

Vicki A. Kline, Yea;

Sabrina Christian-Bennett, Yea;

Mike Kerrigan, Yea;

JOURNAL ENTRY

February 1, 2018

Commissioners

1. The Board of Commissioners signed the Ohio Department of Transportation 2017 County Highway System Mileage Certification, as requested by Mickey Marozzi, County Engineer, certifying that the total mileage for 2017, effective December 31, 2016 is 368.189 miles.
2. The Board of Commissioners acknowledged receipt of the January 29, 2018 Certificate of the County Auditor that the Total Appropriations from each fund do not exceed the Official Estimate

Resources for the fiscal year beginning January 1, 2018, as presented by the Portage County Auditor's Office.

3. In accordance with ORC 311.20, the Board of Commissioners acknowledged receipt of the Portage County Sheriff's Monthly Jail Reports for expenditures and food costs for prisoners for December 2017.
4. In accordance with Ohio Revised Code Section 325.07, the Board of Commissioners acknowledged receipt of the Monthly Record of Proceedings and Transactions for December 2017, as presented by the Portage County Sheriff's Department.

External Services

5. The Board of Commissioners authorized Commissioner Kline, President of the Board, to sign United States Bankruptcy Court, Northern District of Ohio Proof of Claims, as presented by the Portage County Water Resources Department for unpaid water and/or sewer bills as follows:

Name	Address	Amount	Account Number
Tony James Yolanda James	1752 Walsh Dr Streetsboro, OH 44241	\$314.51	402-25690-01
Michael Oakes Kimberly Oakes	5292 Mill Creek Dr Kent, Ohio 44240	\$ 326.11	299-35140-00

6. The Board of Commissioners signed the correspondence to Wintergreen Point Subdivision, advising that the Portage County Water Resources Department records indicate that Project No. BR-W 16-140-P, Wintergreen Point Subdivision Phase 3 (Sanitary Sewer) has been completed, including construction of all sewer and water lines, testing, and adjustment of manholes to final grade and restoration. All conditions of the General Sewer and Water Agreement have been met and the project is accepted by Portage County subject to the usual one year guarantee of workmanship and material, as presented by Water Resources Department Director Gene Roberts.

Budget & Financial Management

7. The Board of Commissioners signed the Satisfaction of Mortgage form for Dale A. Degler, Jr., 1222 Woodside Court, Streetsboro, OH 44241 to secure payment of \$19,450.00 as presented by Neighborhood Development Services. The original document will be recorded by Neighborhood Development Services, Inc. Documents reviewed by the Department of Budget & Financial Management with no exceptions noted.
8. The Board of Commissioners signed the Satisfaction of Mortgage form for Dale A. Degler, Jr., 1222 Woodside Court, Streetsboro, OH 44241 to secure payment of \$4,267.00 as presented by Neighborhood Development Services, Inc. The original document will be recorded by Neighborhood Development Services, Inc. Documents reviewed by the Department of Budget & Financial Management with no exceptions noted.
9. The Board of Commissioners signed the Satisfaction of Mortgage form for Dale A. Degler, Jr., 1222 Woodside Court, Streetsboro, OH 44241 to secure payment of \$5,995.00 as presented by Neighborhood Development. The original document will be recorded by Neighborhood

Development Services, Inc. Documents reviewed by the Department of Budget & Financial Management with no exceptions noted.

Human Resources

10. Revision to JE# 6 for January 18, 2018:

The Board of Commissioners signed the Personnel Action Form authorizing the promotion of Alex McArthur from Temporary JFS Supervisor to Permanent JFS Supervisor, replacing **the position vacated by Deb Hogan**, for Portage County Job & Family Services effective February 12, 2018, presented by Janet Kovick, Human Resources Director.

11. The Board of Commissioners signed the Personnel Action Form accepting the resignation of Alexandra Toth, Social Service Worker 3, for Portage County Job & Family Services, effective January 29, 2018 presented by Janet Kovick, Human Resources Director.

12. The Board of Commissioners signed the Personnel Requisition authorizing the three day internal posting of the full time permanent Social Service Worker 3 replacing Alexandra Toth for Portage County Job & Family Services with external posting if no internal appointment is made, presented by Janet Kovick, Human Resources Director.


Motion To: Approve the Journal Entries for February 1, 2018

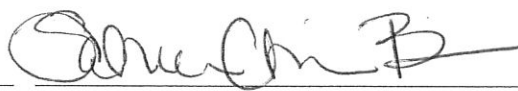
RESULT:	ADOPTED [UNANIMOUS]
MOVED:	Sabrina Christian-Bennett
SECONDED:	Mike Kerrigan
AYES:	Sabrina Christian-Bennett, Mike Kerrigan, Vicki A. Kline

Motion To: Adjourn the Official Meeting of February 1, 2018 at 11:02 PM


RESULT:	ADOPTED [UNANIMOUS]
MOVED:	Sabrina Christian-Bennett
SECONDED:	Mike Kerrigan
AYES:	Sabrina Christian-Bennett, Mike Kerrigan, Vicki A. Kline

We do hereby certify that the foregoing is a true and correct record of the Portage County Board of Commissioners' meeting on February 1, 2018.


Vicki A. Kline, President


Sabrina Christian-Bennett, Vice President


Mike Kerrigan, Board Member


Amy Hutchinson, Clerk