



Portage County Board of Commissioners
Meeting Minutes

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

Amy Hutchinson, Clerk
330-297-3600

Thursday, April 5, 2022

9:00 AM

Commissioners' Board Room

The following meeting minutes are summarized. Audio recordings and backup material are available in accordance with the Commissioners' Agenda and Audio Recording Retention Schedule.
Please contact the Commissioners' Office for specific details.

The Portage County Board of Commissioners' meeting came to order in the Commissioners' Boardroom located at 449 South Meridian Street, Ravenna, Ohio, with the following members present:

Attendee Name	Title	Status
Sabrina Christian-Bennett	President	Present
Anthony J. Badalamenti	Vice President	Present
Vicki A. Kline	Board Member	Present

Also attending throughout the day County Administrator Michelle Crombie, Ed Dean, Diane Smith, Duane Flowers, and Tim Moon

1. The Board of Commissioners approves the March 31, 2022, regular meeting minutes.

Motion: Commissioner Badalamenti

Seconded: Commissioner Kline

All in Favor: Commissioner Badalamenti, Yea; Commissioner Kline, Yea;
Commissioner Christian-Bennett, Yea;

Motion Carries

WATER RESOURCES

Present: John Vence

Discussion:

1. SCADA Master Plan Memo

The Water Resources Department would like to update the outdated SCADA system as part of the 5 year Capital Improvement Plan. Water Resources Department is in need of consulting assistance and would like to start negotiations with HDR Engineering Inc. for a scope of engineering services proposal and eventual contract.

Journal Entries:

1. The Board of Commissioners authorized the Water Resources Department to begin negotiations with HDR Engineering, Inc. for a scope of engineering services proposal and eventual contract to complete the SCADA Master Plan. Once negotiations have been completed, the Water Resources Department will

prepare and forward the appropriate Resolutions and Agreement for Board signature.

Motion: Commissioner Badalamenti

Seconded: Commissioner Kline

All in Favor: Commissioner Badalamenti, Yea; Commissioner Kline, Yea;
Commissioner Christian-Bennett, Yea;

Motion Carries

HUMAN RESOURCES

Present: Director Janet Kovick

Discussion:

1. Creation of new position in Job and Family Services

Director Kovick presented a revised Social Service Worker 3 part-time floater job description with updated standards for Board consideration. Director Jeffries is working hard to bring staff back into Child Protective Services, but it's been difficult. A couple of exit interviews explained they were leaving because of money and the hours.

The end goal would be to have a part-time floater position that could work afternoons and weekends to assist the workers if they need to go out into the field or to see families after hours.

The union is on board with two part-time positions and there is language that permits up to two part-time employees for a six-month period. After the six-month period, the positions could be reevaluated if the need continues. Director Jeffries believes there are several former employees that might be willing to apply.

The primary responsibilities for the positions include covering vacation needs, an emergency crisis, or whatever they can do to step in and support the team. Employees will have a schedule consisting of evenings and weekends on a six-month basis. Funding is available to cover the expenses as the Department is down \$600,000 in salaries because it's taking some time to bring people on board. The Pay Grade is S, which is part of the CBA pay range.

The Board agreed to move forward with the requests and Director Kovick will prepare a Journal Entry for consideration next week.

2. Employee Appreciation Ideas

Director Kovick noted it's that time of year to begin thinking about Employee Appreciation Day as it's typically held in June. Last year, the Board provided 1 free movie ticket to each employee for the Ravenna theater and the 2020 appreciation day was canceled due to COVID.

Commissioner Christian-Bennett asked how receptive were the employees with movie tickets and Director Kovick heard that it was a nice idea, but a second ticket would have been better.

The budget for this year's event is \$5,000 and Director Kovick noted the luncheons were a lot of work because 911 people signed up to eat and many were carryouts. Ideas discussed were an ice cream social, a food truck, pizza, sandwich trays, cookie trays, and bagels and cream cheese.

Duma's has been very good to the County in the past by donating meat and buns for many of the events.

Certificates will still be provided and tumblers will be distributed to employees who have 25 years of service and there are coolers for those with 30 years of service.

Last week, they also discussed the possibility of having small onboarding gift for new hires.

A survey was done last year to all County employees and the biggest request was time off.

Director Kovick and Ms. Echelberry will continue to brainstorm and they will bring back additional information and pricing for the Board.

3. Virtual Job Fair:

Director Kovick had a zoom call last week with Ohio Means Jobs about having a virtual job fair because there are over 40 jobs posted on the website. Director Kovick would like to hold the virtual job fair at the end of April. Commissioner Christian-Bennett suggests Director Kovick return with more detail after discussing with Director Jeffries.

Journal Entries:

In accordance with Section 305.30 of the Ohio Revised Code and this Board's Resolution 21-0396, Part IX(I), the Board of Commissioners acknowledges and approves the County Administrator's approval to:

1. Approve the job description for a new position, Emergency Management Specialist, for the Portage County Emergency Management Agency.

Motion: Commissioner Badalamenti

Seconded: Commissioner Kline

All in Favor: Commissioner Badalamenti, Yea; Commissioner Kline, Yea;
Commissioner Christian-Bennett, Yea;

Motion Carries

2. Authorize the reclassification of McKenzie Villatoro from Office Manager to Emergency Management Specialist for the Portage County Emergency Management Agency effective April 4, 2022.

Motion: Commissioner Badalamenti

Seconded: Commissioner Kline

All in Favor: Commissioner Badalamenti, Yea; Commissioner Kline, Yea;
Commissioner Christian-Bennett, Yea;

Motion Carries

JOB & FAMILY SERVICES

Present: Director Kellijo Jeffries and Sue Brannon, Budget & Finance Administrator

Discussion:

1. Child Protective Services – Visitation Center Needs

Currently, a contract is in place with Family and Community Services for a visitation center located at the Place of Peace on Oakwood Street in Ravenna. Director Jeffries explained Family and Community Services is having staffing issues, which correlates to Job and Family Services not being able to accommodate family visits. A meeting has been scheduled with Family and Community Services and if they're not able to make headway to build capacity as required by the contract, then Job and Family Services will need to start looking at other options. In the interim, Director Jeffries will talk to County Administrator Crombie and Internal Services Director Townend to see if the visitations could be conducted in the Annex building.

Commissioner Badalamenti asked how many visitations are being held and Director Jeffries responded it fluctuates, but she will provide numbers for the Board.

Commissioner Christian-Bennett asked if they add a second provider, will the contract with Family and Community Services still be kept and Director Jeffries replied yes, they would keep Family and Community as it's not a quality issue, it's a capacity issue.

Director Jeffries noted they can pay rent for use of the rooms in the Annex building, but they really need a backup plan for families right now.

The Board agreed to move forward with the request if the area is necessary.

2. Contract Updates

• Child Protective Services - Sheriff – 1 year renewal

This is the one-year renewal for the Sheriff's Office. Job and Family Services currently has a contract with 1.5 full-time equivalent staff. They support the Child Protective Service workers in the field and in the office. It's a slight increase from last time, which equates to \$15,069 more due to the increased cost of living.

• Ohio Means JOBS

• Portage Development Board – Extension

This is just an extension through March 2022 because we are waiting on Craig to create the Request for Proposal.

• Family and Community Services – CCMEP Program Services

This is similar, the Request for Proposal was released but they're finally wrapping up selecting providers for that contract, so this is an extension to March 2021. It will have a slight increase in funding due to the extension.

3. Public Assistance

• Emerald – 1-year renewal

This is for a one-year renewal with Emerald Transportation Services, which provides Medicaid transportation for individuals that have medical needs, and they also support the JOBS team. While this is not an increase, they have increased their rates due to fuel costs.

Commissioner Christian-Bennett asked if Job and Family Services could use the transportation through Hope Town and Hope Village and Director Jeffries noted she consulted with the state to make sure we wouldn't have audit issues and they are permitted to bid, but they have to submit a request for proposal again. So, because we're so unstable with transportation, Director Jeffries would like to do another request for 4 years.

PORTAGE COUNTY COMMON PLEAS

Present: Judge Laurie Pittman

Discussion:

1. Additional Staff to handle Common Pleas Court General Division

Judge Pittman's Journal Clerk is retiring after 20 years of service and she would like to hire an additional Journal Clerk. The pay range for the new position would be about \$23.00-\$24.00 an hour and will include Deputy Bailiff responsibilities. Judge Pittman noted their employees make a lot less than others working at the Courthouse and around the County.

In 2005, there were 500 criminal cases and currently they are close to 2,000, the department has no additional staff or room, in fact, Judge Pittman's lost room. Between the 2 Judges, Portage County Common Pleas Court averaged 929 cases last year each as compared to Mahoning County's average of 247 cases with 5 judges. Commissioner Badalamenti asked if all 929 cases were equal and Judge Pittman responded some are murders (we have 6 pending) all the way down to smaller drug possession charges. The law has changed and Common Pleas inherited at least 25%-30% of the caseload from Municipal Court. Commissioner Badalamenti was told each Judge should have approximately 270 cases and each Judge had close to 1,000.

Judge Pittman explained the Jury Commissioner has taken on the responsibility of ordering supplies, payroll, and the budget from the Journal Clerk, so the position will receive the salary rate of the Journal Clerk, the Mediation Specialist will be the backup to the Jury Commissioner, so that wage will increase to the Jury Commissioner's salary, and Judge Pittman is also requesting a bump in salary for the Mediation Specialist from \$21.00 to \$24.00 per hour and an additional Journal Clerk position posted at \$24.00 per hour.

Commissioner Badalamenti asked if Common Pleas was part of the Clemans Nelson study and Judge Pittman responded they were not involved with the study because her employees do multiple things and didn't fit into any category. Commissioner Badalamenti explained as the numbers go up, he would like to see a comparison with other Counties to justify the increases, but Judge Pittman explained in other counties, the Bailiffs are Law Clerks and the salary range would not be comparable. Commissioner Christian-Bennett suggests the Human Resources

Department look at the job descriptions and have them factored, but Judge Pittman mentioned they don't have job descriptions because the positions have evolved over time and could change from week to week.

Commissioner Badalamenti suggests moving forward with a Journal Entry for the hire of a Journal Clerk and Judge Pittman responded that she will work with the Commissioners' Office for raises in the future.

Commissioner Christian-Bennett recapped today's request to increase the pay for the Mediation Specialist and to add an additional Journal Clerk for the Court. Judge Pittman was asked to work with the Department of Budget and Financial Management for the new position. Commissioner Christian-Bennett asked if the Judge would like to move forward with factoring and job descriptions and Judge Pittman responded they change all the time and Administrator Crombie suggested she work with Human Resources so that a benchmark could be established. Judge Pittman will also touch base other counties to see what their employees are being paid.

Administrator Crombie will follow up.

DEPARTMENT OF BUDGET & FINANCE

Present: Director Joe Harris

Journal Entries:

1. In accordance with Section 305.30(K) of the Ohio Revised Code and this Board's Resolution 21-0396 and this Board's Resolution 21-0878, the Board of Commissioners acknowledges and approves the County Administrator's approval to:
 - a. Direct the Auditor's Office to pay/process the March 31, 2022 bills/ACH payments, wires, journal vouchers and then & now's, as applicable, contingent upon the verification of the reports as presented by the County Auditor and reviewed by the Department of Budget and Financial Management.

Motion: Commissioner Badalamenti
Seconded: Commissioner Kline
All in Favor: Commissioner Badalamenti, Yea; Commissioner Kline, Yea; Commissioner Christian-Bennett, Yea;
Motion Carries

Expenditure Review		
County Funds: (0001 – 8399)		
Bill Payment and ACH list totaling:		
Bill Payment list	\$564,282.94	(Includes late fees of: \$17.64)
ACH/Neil Group of	\$0	
ACH Payment list totaling:	\$0	
Health Benefit Wire transfers totaling:		

Medical Mutual Admin of	\$0	
Medical Mutual Claims of	\$0	
Medical Mutual Flex Admin of	\$0	
Medical Mutual Flex Claims of	\$0	
Journal Vouchers totaling:	\$237,410.11	
Then and Now list totaling:	\$149,534.64	
Debt Service wire list:	\$0	

Resolutions:

1. Transfer From Fund 1201, Motor Vehicle Gas Tax, To Fund 4256 (New Milford/Tallmadge)./Resolution No. 22-0220

GRANT ADMINISTRATOR

Present: Allison Diehl

Resolution:

1. Accept grant award in the amount of \$42,517 from the Ohio State Emergency Response Commission's Chemical Emergency Planning and Community Right-to-Know Fund 2021 grant program for the Portage County Office of Homeland Security and Emergency Management./Resolution No. 22-0221

Resolution No. 2

Commissioner Christian-Bennett noted we no longer have a Portage County Drug Task Force and Ms. Diehl explained this is for a grant from the beginning of 2021 that never had a resolution adopted to authorize the application and now they've received money and need to be able to accept the award. Commissioner Kline pointed out when they applied, the Drug Task Force was in effect and Commissioner Christian-Bennett asked to hold the item until we can get additional information. Administrator Crombie explained the Sheriff's Office had already received the funding and the Drug Task Force was in place at the time the grant was requested. Commissioner Christian-Bennett noted since the Drug Task Force was in place at the time of the grant, it should be acceptable to move forward.

2. Authorize the electronic grant application to the Ohio Department of Public Safety and Accept the Grant Award in the amount of \$25,000 for the 2020 Recovery Ohio Law Enforcement Subgrant on behalf of the Portage County Drug Task Force (Grant No. 2020-RO-ETF-R582)./Resolution No. 22-0222

MISCELLANEOUS ITEMS

Journal Entries:

1. The Board of Commissioners approved the March 2022 adjustments to the Portage County Water, Portage County Sewer, and Streetsboro Sewer billing accounts as reported on the adjustment reports submitted and reviewed by the Department of Budget and Financial Management.

Motion: Commissioner Badalamenti

Seconded: Commissioner Kline

All in Favor: Commissioner Badalamenti, Yea; Commissioner Kline, Yea;
Commissioner Christian-Bennett, Yea;

Motion Carries

2. The Board of Commissioners acknowledged receipt of the Amended Certificate of Estimated Resources Dated June 29, 2021, as presented by the Portage County Budget Commission.

Motion: Commissioner Badalamenti**Seconded: Commissioner Kline**

All in Favor: Commissioner Badalamenti, Yea; Commissioner Kline, Yea;
Commissioner Christian-Bennett, Yea;

Motion Carries

3. In accordance with ORC Section 3113.39, the Board of Commissioners received the 2021 Annual Report for Shelters for Victims of Domestic Violence as presented by Anne Face, Family & Community Services.

Motion: Commissioner Badalamenti**Seconded: Commissioner Kline**

All in Favor: Commissioner Badalamenti, Yea; Commissioner Kline, Yea;
Commissioner Christian-Bennett, Yea;

Motion Carries

Commissioner Christian-Bennett suggests the Executive Session with Attorney Chris Meduri be scheduled on Thursday, April 14th.

INTERNAL SERVICES

Present: Director JoAnn Townend

Discussion:

1. Tavern 1888 Lease

The Board did not raise rents or leases through the pandemic, but it's time if the Board would like to move forward. Currently, the rent at Tavern 1888 is \$766.88 and Director Townend suggests \$800.00 per month. The tenant typically pays late and includes the holdover rate, so she's actually been paying \$850.00. The Board asked Director Townend to review the lease and work with the tenant to establish a different due date so she doesn't continuously pay the late fee.

2. Hike & Bike Trail Wood Request

A neighbor that lives beside the Hike and Bike trail noticed several trees that are down on the Park District's property and the neighbor would like the wood. The Board asked Director Townend to follow up with Park District Director Chris Craycroft.

3. Iraquois Avenue, Brady Lake (Kent)

Robert Heeter is interested in purchasing a home that encroaches on the County's property. Director Townend will contact Attorney Meduri to see if the Board can transfer

the lot to Linda Mullen. Commissioner Kline asked if she was able to remove her husband's name from the deed as that was the holdup last time and Commissioner Christian-Bennett noted it was Sandy whose husband, John Byerly Sr., passed away. The Byerly home is on Ms. Mullen's property and Ms. Mullen's home is on County property. The appraised value of the County's property is \$5,000. Commissioner Christian-Bennett noted the only way to fix the problem is to replat the area and shift the ownership lines. The Board visited this issue some time ago and Ms. Byerly was working with an estate attorney to remove her husband's name from the deed.

The Board asked Director Townend to contact Attorney Meduri for additional information moving forward.

4. Juvenile Court Renovation

Judge Smith asked Director Townend and Shannon Kautzman to tour Juvenile Court to discuss options for the area. Director Townend asked an architect to take a look, as well, and he returned with a fee of \$23,800 plus reimbursables of \$900, to create a renovation plan for the Court. Director Townend wasn't clear whether Judge Smith had the funding in her budget, but the recent grant they received was for security. Judge Smith mentioned the possibility of utilizing ARPA funding and Commissioner Christian-Bennett noted we will need to check with the Grants Administrator to be sure it's an allowable expense. Administrator Crombie believes it should be an allowable expense and she will have Grants Administrator Diehl reach out to Judge Smith for additional information.

5. Hills Pond Dam (Pretty Glen)

Attorney Meduri prepared correspondence to the property owners at Hills Pond Dam and Director Townend received pushback from several of them. That specific issue has been referred to Attorney Meduri. The engineering firm wants to begin surveying work this month and be on the water in July, but in order to make that happen, we need to continue moving forward with the project. Director Townend has reached out to the Testa Group because they haven't responded to any correspondence sent by the County and she will reach out to them again.

The Board agreed to move forward with the engineering firm and Director Townend will follow up with the Testa Group and Attorney Meduri.

6. Building Quotes

Courthouse Elevators

Director Townend has the limited use limited access (LULA) elevator quote for the Courthouse and asked about the colors for the doors and the interior of the elevators. The Board agreed to use stainless steel for the outside and mahogany on the inside.

Annex Building

After talking to the architect about the Annex building, he recommends new footer drains around the Annex building because it continues to leak inside the basement. Director Townend also mentioned to him that the Board wanted the HVAC system replaced and as he walked around the building, he saw the front steps and recommended their removal and

replacement with a combination of steps and ramp. He also recommended the removal of the exterior elevator and the addition of a limited use limited access (LULA) elevator inside the annex for handicap accessibility. The cost is unknown at this point.

Commissioner Christian-Bennett commented that the Annex building is a beautiful building with a new roof and newer windows and it would cost a fortune to reconstruct it. She would like to see costs associated with the recommendations.

Director Townend pointed out that Job and Family Services is looking for a place to hold visitations and they could use the Annex in the interim.

Commissioner Christian-Bennett announced the Records Center is running out of room and several departments have a shorter retention schedule and could store their records in the Annex.

Director Townend will contact the architect for actual figures for the 4 projects, but the Board agreed the footers need done.

Commissioner Christian-Bennett noted moving the elevator inside would make the Annex more marketable because a lot of old buildings downtown don't have elevators.

Courthouse Parking Lot

The engineering firm presented a very basic plan that will allow 175 parking spots, along with a little bit of greenery and the Board agreed to move forward with the latest rendition so that the bid can be advertised. Director Townend will touch base with Immaculate Conception Parish to see if employees can park in the school parking lot temporarily until the lot has been completed.

Riddle Block Building

The window replacement, roof replacement, masonry restoration and the HVAC - total just shy of \$3 million.

Director Townend asked if there's a desire to look at the Ravenna City buildings for expansion of the Courthouse, which means employees at the Riddle Block could potentially move to that area. Commissioner Christian-Bennett asked what projects are the most pressing and Director Townend responded the HVAC and the roof, which costs about \$1 million.

Currently, the Riddle Block holds the Public Defender, Adult Probation and the CASA people.

The Board agreed to move forward with the HVAC and the roof at this time and the windows and masonry restoration will be placed on hold.

Administration Building

The architect suggests removing 2 of the 3 elevators in the Administration building and Director Townend responded that cannot be done for a 7 story building and the Board agreed.

Administration Building Lobby Renovation

The poured floor is set to be completed Memorial Day weekend and security will be present.

Subway Tiles in front of Board of Elections

Director Townend asked if the Board wanted the large white bricks on the wall across from the Board of Elections on the first floor to be painted and the Board agreed to paint them a darker shade of gray. The area will need to be sandblasted to some degree for the paint to adhere. Director Townend will provide a color chart.

Administration Building Entrance Way Gray Wash

Commissioner Christian-Bennett is not happy with the gray wash, Commissioner Kline noted it looks unfinished and Commissioner Badalamenti likes the wash and recommends waiting until the floor and baseboards are installed before doing anything.

The Board agreed to wait until the subway tiles (in front of the Board of Elections) have been painted to do anything more with the gray wash and Director Townend will get the project moving. Director Townend will provide a piece of the baseboard so the Board can see the color.

Prosecutor's Office Windows

They are still working with a contractor to try to find a solution. The contractor is willing to take apart the granite pieces on the side of the building and he will also try to figure out how they can get between the building and the back.

Motor Pool

There's been a lot of interest for the Motor Pool and Director Townend is hopeful she will receive at least one bid tomorrow.

7. Regional Airport Authority - RFQ Consultant

Director Townend provided the qualification statements and three companies responded for an Airport Consultant. After a brief discussion, the Board agreed to interview Steven Baldwin Associates and Aviation Management Consulting Group. The Clerk will schedule the meetings next week.

Resolutions:

1. The Board of Commissioners approves plans and specifications and set date for accepting bids for a Heavy Duty Portable Scales for the Portage County Engineer for use by the Portage County Sheriff./Resolution No. 22-0223

2. The Board of Commissioners agrees to set the request for proposal date for Family Team Meeting Facilitative Services for the Portage County Job & Family Services Department./Resolution No. 22-0224
3. The Board of Commissioners authorizes and enters into an Energized Community Grant (NEC Grant) with the Northeast Ohio Public Energy Council (NOPEC)./Resolution No. 22-0225
4. The Board of Commissioners agrees to amend Resolution No. 22-1083 adopted March 10, 2022, declaring the necessity to purchase four (4) vehicles with a trade-in of (4) four vehicles for use by the Portage County Sheriff./Resolution No. 22-0226

COUNTY TREASURER

Present: Brad Cromes

Discussion:

1. Revised Link Deposit Program – Portage County GrowLink

Since 2015, we've had a link deposit program it's been called the Home Improvement Program. The link deposit is a process whereby we take a portion of the county's investment pool and invest it with a local banking institution at an intentionally discounted rate, for which the banking institution makes capital available for lending in the community and supportive public policy project. So, the Home Improvement Program was aimed at home improvements and it's been relatively successful – lending over just over \$900,000 of the initial \$1 million allocated. Treasurer Cromes is looking at revamping the program to more closely align to offerings at the state level. This has been a conversation we've been having with the Treasurer of State's office for two to three years and the thought process is we can have a local program that's a force multiplier for existing programs at the state level. That's good for the community because we can meet some of those same public policy goals and make more capital available in Portage County.

We've targeted the State of Ohio's Eco Link program, which is about home energy improvements, the state of Ohio's small business programs that are aimed at job creation and retention and also a small business operation, and the state's agribusiness program to support family farms in the work that they do.

The Investment Advisory Committee approved this request to move forward.

The Board has a proposed resolution to move forward. The next steps in the process will be to talk to local banking institutions who are already participating in state level programs to ask them if they want to be part of a county level version of that, we would aggregate those together, signed memorandums of understanding and depository agreements with those institutions and then begin advertising the program's availability in the community. The upshot of that would be to do that by the summertime, and he'd like to include something about that in the tax bills so that people can be made aware of it.

Commissioner Badalamenti asked for clarification as to why Ohio didn't want to take this on once they realized how big this could be and Treasurer Cromes responded they were initially pretty enthusiastic about this, but as they dug into it, they began to realize if they did something for Portage County, they would need to do something for the other 87 counties in the state of Ohio, and also potentially every municipality in the state. So, with the administrative burden of that, they began to see it snowball pretty quickly. So that's where the direct partnership conversation stopped, but they said we had their blessing to move forward with a version that was tied to what they do in terms of all the parameters. So, we're borrowing all of the qualification standards, the thresholds for borrowing, etc.

Commissioner Badalamenti asked if more banks would be involved and Treasurer Cromes noted there are more banks that do the statewide lending programs and we had three local banks that did the Home Improvement program, so hopefully, we're able to bring in some of the larger institutions, as well.

Commissioner Christian-Bennett asked if this project will have \$2 million set aside and Treasurer Cromes noted we would do \$2 million, adding the business piece on and those are larger potential loans, and we'd be looking at that probably, again, in the future, potentially, if it goes well, for more. That's a conversation we had in concert with our investment management advisor and they are very comfortable with it as long as we're below 5% of the portfolio.

Commissioner Christian-Bennett asked how long will the loans be and Treasurer Cromes explained the loans vary in length, the Home Improvement loans would still be five years with a discount, so you could always go longer just without a discount. Obviously, the small business loans would be for two years one is renewable one is not depending on what you're doing.

Commissioner Kline asked if this will attract more borrows from the County and he responded it might and the fact that we're adding that main street component makes a difference and there are larger allocations available for that kind of thing, I think that we may see that go into effect.

Commissioner Kline would like to see educational material distributed before July, it's good to put it in the tax bills, but we need to get something out before July and Treasurer Cromes agreed the sooner we can, the better.

Resolution

1. Restructuring of Portage County Linked Deposit Program as "Portage GrowLink" and Approval of Funding Allocation. /Resolution No. 22-0227

HOMELAND SECURITY AND EMERGENCY MANAGEMENT AGENCY

Present: Deputy Director Lee

Deputy Director Lee presented a resolution for the disposal of severely outdated equipment and Administrator Crombie asked Mr. Lee to work with Internal Services to remove the items from inventory.

Resolution:

1. Declare obsolete and dispose of Portage County Personal Property Located at the Portage County HazMat Station 30./Resolution No. 22-0228

*

*

*

*

The Board discussed meeting on Tuesday, April 12th for the Executive Session with the Prosecutor's Office and the Clerk will advertise.

COUNTY ENGINEER'S OFFICE

Present: Chief Deputy Engineer Larry Jenkins

Mr. Jenkins noted the first resolution is an authorization for the ODOT's annual road salt bid that is due in April for the 2020 to 2023 season.

Resolution No. 2 is a Roadway Haul Use and Maintenance Agreement for the development called Maple Crest north which is an extension of Maplecrest drive behind Menards and Meijers.

Resolution No. 3 is a payment guarantee and plan review for the Turnpike Commerce Center in Shalersville.

Resolution No. 4 is a change order for last year's 405 resurfacing program.

Resolution No. 5 is to accept a surety bond for Maplecrest LLC. That's the performance guarantee for the complete development of Maplecrest for the extension of Maplecrest Road.

Resolution No. 6 is an escrow agreement for the inspection services at Maplecrest.

Resolution No. 7 is to accept the proposal from Mott MacDonald for Stow Street Bridge feasibility study.

Resolutions:

1. Authorization for ODOT's Annual Road Salt Bid (018-23) for the 2022-2023 Winter Season./Resolution No. 22-0229
2. Enter into a Roadway Haul use and Maintenance Agreement with Maplecrest, LLC, for a multiple-phase subdivision in certain portions of Portage County./Resolution No. 22-0230
3. Accept Escrow Agreement and Payment Guarantee for Plan Review & Construction Inspection Services for the Turnpike Commerce Center./Resolution No. 22-0231
4. Contract Change Order 1 & Final for 2021 405 Resurfacing./Resolution No. 22-0232
5. Accept Surety Bond for Maplecrest, LLC./Resolution No. 22-0233

6. Accept Escrow Agreement for Maplecrest, LLC./Resolution No. 22-0234
7. Accept proposal from Mott MacDonald for Stow Street Bridge Feasibility Study/Resolution No. 22-0235

* * * * *

Randolph Fairgrounds

Commissioner Badalamenti mentioned the Secretary of State called him on Wednesday evening saying they needed assistance as a President of the United States wanted to come to Portage County. We've heard multiple reasons why it cannot be held at the Randolph Fairgrounds including the fact that the parking area would be a mess, by-law restrictions and the fact that it's a political event.

Commissioner Badalamenti went on to say that the Fairgrounds belong to Portage County and he believes it's an honor to have a President of the United States in our County and that could generate \$4 million dollars in revenue for us.

Commissioner Badalamenti talked to the Secretary of State eight times in the last four days, Trump's team called Saturday, and everybody was hoping that we could get this done and he believes the Board of Commissioners has the ability to do it. It's our fairgrounds and to say that we do not want a President of the United States here because people may put ruts in the law is appalling, regardless of what President it is. I think every President that would like to come to Portage County should and it would be a great honor to have every one of them here.

Commissioner Christian-Bennett explained the Fairgrounds is a nonprofit organization and Administrator Crombie explained the County insures the buildings and the grounds but it's operated by an independent board. Commissioner Christian-Bennett noted Ohio Revised Code allows the Board to decide who they want and they've had a policy for 40 years that does not allow political rallies or political fundraising at the facility.

Commissioner Christian-Bennett mentioned Columbiana County's fairgrounds allow for such an event and they could host it and she also researched other venues and provided 2 separate locations within the County that would be willing to host the event.

REGIONAL PLANNING COMMISSION

Present: Lisa Reeves, CDBG Specialist

Ms. Reeves explained the County submitted a Target of Opportunity grant in the fall of last year for Family and Community Services and was awarded a grant in the amount of \$235,100. Ms. Reeves is asking for Board signatures on the grant agreement and to adopt the resolution authorizing same.

Resolution:

1. The Board of Commissioners authorizes the acceptance of the Ohio Development Services Agency, Office of Community Development for the 2021 CDBG Cares Act (CDBG-CV) program funds./Resolution No. 22-0236

* * * * *

RESOLUTION NO. 22-0220 - RE: TRANSFER FROM FUND 1201, MOTOR VEHICLE GAS TAX, TO FUND 4256 (NEW MILFORD/TALLMADGE)

It was moved by Anthony J. Badalamenti, seconded by Vicki A. Kline that the following resolution be adopted:

WHEREAS, the Portage County Board of Commissioners approved an operating transfer; now therefore be it

RESOLVED, that the following transfer of funds be made in the amount of \$698,848.84:

FROM:**FUND 1201, Motor Vehicle Gas Tax Fund**

ORGCODE- 12018109

Debit Expense Account

Object: 910000 – Transfers Out

\$698,848.84

TO:**FUND 4256, New Milford/Tallmadge**

ORGCODE – 42568102

Credit Revenue Account

Object: 280000 - Transfer In

Project: 36477

\$698,848.84

; and be it further

RESOLVED, that the County Auditor is hereby requested to make said transfer by Journal Entry, and that a certified copy of this resolution be filed with the County Auditor, the County Engineer and the Department of Budget and Financial Management, 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; Anthony J. Badalamenti, Yea;

*

*

*

*

*

**RESOLUTION No. 22-0221 - RE: ACCEPT GRANT AWARD IN THE AMOUNT
OF \$42,517 FROM THE OHIO STATE
EMERGENCY RESPONSE COMMISSION'S
CHEMICAL EMERGENCY PLANNING AND
COMMUNITY RIGHT-TO-KNOW FUND 2021
GRANT PROGRAM FOR THE PORTAGE
COUNTY HOMELAND SECURITY AND
EMERGENCY MANAGEMENT.**

It was moved by Anthony J. Badalamenti, seconded by Vicki A. Kline that the following resolution be adopted:

WHEREAS, the Portage County Office of Homeland Security and Emergency Management supports the Portage County Local Emergency Planning Committee and its efforts; and

WHEREAS, the Chemical Emergency Planning and Community Right-to-Know Fund grant program has awarded \$42,517 to Portage County Local Emergency Planning Committee; now therefore be it

RESOLVED, that the Board of Portage County Commissioners accepts the grant award in the amount of \$42,517 for the Portage County Office of Homeland Security and Emergency Management from the Chemical Emergency Planning and Community Right-to-Know Fund grant program from the Ohio State Emergency Response Commission; and be it further

RESOLVED, that a certified copy of this resolution be filed with the Auditor's Office, the Department of Budget & Financial Management, the Grant Administrator, and the Portage County Office of Homeland Security and Emergency Management; 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;

Anthony J. Badalamenti, Yea;

*

*

*

*

*

RESOLUTION NO. 22-0222

RE: AUTHORIZE THE ELECTRONIC GRANT APPLICATION TO THE OHIO DEPARTMENT OF PUBLIC SAFETY AND ACCEPT THE GRANT AWARD IN THE AMOUNT OF \$25,000 FOR THE 2020 RECOVERY OHIO LAW ENFORCEMENT SUBGRANT ON BEHALF OF THE PORTAGE COUNTY DRUG TASK FORCE. (GRANT NO. 2020-RO-ETF-R582)

It was moved by Anthony J. Badalamenti, seconded by Vicki A. Kline that the following resolution be adopted:

WHEREAS, the Ohio Department of Public Safety notified the Portage County Sheriff's Office in October, 2021 that the Portage County Drug Task Force was approved to receive grant funds in the amount of \$25,000.00 with no local match for the award period of January 1, 2021 through December 31, 2021, extended to June 30, 2022; and

WHEREAS, the Portage County Board of Commissioners strongly supports the Portage County Drug Task Force and their endeavors in fighting the war on drugs within Portage County; now therefore be it

RESOLVED, that the Board of Commissioners authorizes the application and accepts the 2020 Recovery Ohio Law Enforcement Subgrant Award for the grant period of January 1, 2021 through December 31, 2021 (extended to June 30, 2022) in the amount of \$25,000.00 with no local match requirement. These grant funds will be used for the purchase of computer and surveillance equipment to be used by members of the Portage County Drug Task Force, as well funds for reimbursement of overtime expenses for these members to perform drug interdiction operations and overdose death investigations. The recipient agency will have 100% ownership and control over the use of this equipment. The total grant amount is \$25,000.00; and be it further

RESOLVED, the Board of Commissioners authorizes the President of the Board to sign the acceptance documents; and be it further

RESOLVED, that a copy of this resolution be filed with the Portage County Auditor, the Department of Budget & Financial Management, the Grant Administrator, and the Portage County Sheriff's Office; 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 121.00 of the Ohio Revised Code.

Roll call vote as follows:

Vicki A. Kline, Yea; Sabrina Christian-Bennett, Yea; Anthony J. Badalamenti, Yea;

*

*

*

*

*

**RESOLUTION No. 22-0223 - RE: APPROVE PLANS AND SPECIFICATIONS
AND SET DATE FOR ACCEPTING BIDS
FOR HEAVY DUTY PORTABLE SCALES
FOR THE PORTAGE COUNTY ENGINEER
FOR USE BY THE PORTAGE COUNTY
SHERIFF.**

It was moved by Anthony J. Badalamenti, seconded by Vicki A. Kline that the following resolution be adopted:

WHEREAS, Resolution No. 21-0681 accepted a Memorandum of Understanding between the Portage County Commissioners, the Portage County Sheriff and the Portage County Engineer. This Memorandum of Understanding enforces ORC Chapter 5577 which sets forth prescribed weight, length, width and height limits for vehicles operated or moved upon the public highways, streets, bridges, and culverts within the State of Ohio, and

WHEREAS, the Portage County Engineer has determined it necessary to purchase said scales in which can be transported in a pickup for law enforcement purposes, and

WHEREAS, specifications for this project have now been completed and are on file with the Portage County Commissioners and the Portage County Engineer; now therefore be it

RESOLVED, that specifications, as submitted, are approved for purchasing heavy duty portable scales for the Portage County Engineer for use by the Portage County Sheriff in order to enforce ORC Chapter 5577, and be it further

RESOLVED, that sealed bids will be accepted by the Portage County Director of Internal Services, 1st Floor, Room 114, Portage County Administration Building, 449 South Meridian Street, Ravenna, Ohio 44266 until **2:00**

P.M., Local Time, **April 20, 2022**, and publicly opened and read aloud, and be it further

RESOLVED, that Notice of Receiving Bids shall be published in the Record Courier on **April 8, 2022** and **April 15, 2022** and a copy thereof be posted on the Official Bulletin Board of the Board of Portage County Commissioners forthwith, 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; Anthony J. Badalamenti, Yea;

*

*

*

*

*

**RESOLUTION NO. 22-0224 - RE: SET THE REQUEST FOR PROPOSAL DATE
FOR FAMILY TEAM MEETING FACILITATIVE
SERVICES FOR THE PORTAGE COUNTY
JOB & FAMILY SERVICES DEPARTMENT**

It was moved by Anthony J. Badalamenti, seconded by Vicki A. Kline that the following resolution be adopted:

RESOLVED, that the request for proposal specifications, for family team meeting facilitative services for the Portage County Job & Family Services Department be and hereby are approved; and be it further

RESOLVED, that sealed proposals, therefore, will be accepted by the Portage County Director of Internal Services, 1st floor- room 114, Portage County Administration Building, 449 South Meridian St., Ravenna, Ohio until 2:00 p.m. on April 27, 2022; and be it further

RESOLVED, that the notice of receiving proposals shall be published in the Record Courier on April 8, 2022 and a copy thereof be posted on the bulletin board of the Board forthwith; 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; Anthony J. Badalamenti, Yea;

*

*

*

*

*

**RESOLUTION NO. 22-0225 - RE: AUTHORIZE AND ENTER INTO AN
ENERGIZED COMMUNITY GRANT (NEC
GRANT) WITH THE NORTHEAST OHIO
PUBLIC ENERGY COUNCIL (NOPEC).**

It was moved by Anthony J. Badalamenti, seconded by Vicki A. Kline that the following resolution be adopted:

WHEREAS, Portage County, Ohio is a member of the Northeast Ohio Public Energy Council (NOPEC) and is eligible for one or more NOPEC Energized Community Grant(s) for 2022 (NEC Grant(s) as provided for the NEC Grant Program guidelines; and

WHEREAS, Portage County wishes to enter into a grant agreement with NOPEC, Inc. to receive one or more NEC Grant(s) for 2022; now therefore be it

RESOLVED, that the Board of Commissioners finds and determines that it is in the best interest of the County to accept the NEC Grant(s) for 2022 and authorizes the President of the Board to execute the grant agreement with NOPEC, Inc.; and be it further

RESOLVED, that this resolution is declared to be an emergency measure necessary for the immediate preservation of the public health, safety and welfare of Portage County, wherefore, this resolution shall be in full force and effect immediately upon its adoption by the Portage County Board of Commissioners; and be it further

RESOLVED, that a copy of this resolution be filed with the Portage County Auditor, the Department of Budget & Financial Management, and the Portage County Internal Services Department; 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 121.00 of the Ohio Revised Code.

Roll call vote as follows:

Vicki A. Kline, Yea; Sabrina Christian-Bennett, Yea; Anthony J. Badalamenti, Yea;

* * * *

**RESOLUTION NO. 22-0226 - RE: AMEND RESOLUTION NO. 22-0183,
ADOPTED MARCH 10, 2022 DECLARING
THE NECESSITY TO PURCHASE FOUR (4)
VEHICLES WITH A TRADE IN OF FOUR (4)
VEHICLES FOR USE BY THE PORTAGE
COUNTY SHERIFF.**

It was moved by Anthony J. Badalamenti, seconded by Vicki A. Kline that the following resolution be adopted:

WHEREAS, on March 10, 2022 the Board of Commissioners adopted Resolution No. 22-0183 in pursuant to ORC 307.41 declared it necessary to purchase four (4) pre-owned vehicles: 2018 Nissan Rogue 570782, 2016 Nissan Rogue 154220, 2017 Jeep Compass 186042 and 2014 Kia Sorrento 496956 for use by the Portage County Sheriff; and

WHEREAS, after further inspection of the of the 2018 Nissan Rogue 570782 there was something wrong with that vehicle and a 2018 Kia Sportage 458736 was substituted in its place; now therefore be it

RESOLVED, that Resolution No. 22-0183 is to be amended to read as follows:

* * * * *

WHEREAS, pursuant to ORC 307.41 declared it necessary to purchase four (4) pre-owned vehicles: 2018 Kia Sportage 458736, 2016 Nissan Rogue 154220, 2017 Jeep Compass 186042 and 2014 Kia Sorento 496956 for use by the Portage County Sheriff; and

WHEREAS, the purchase of the vehicles will be made from Liberty Ford Aurora; and

WHEREAS, the cost of the pre-owned vehicles with document, title and tag fees is Sixty eight thousand three hundred ninety-nine and 00/100 dollars (\$68,399.00); and

WHEREAS, the Sheriff's office has four (4) vehicles to trade-in: 2008 Jeep Wrangler, 2015 Ford Police Interceptor Utility, and two (2) 2012 Ford Fusions at the total trade-in allowance of Eighteen thousand seven hundred and 00/100 dollars (\$18,700.00); now therefore be it

RESOLVED, that the Portage County Board of Commissioners declares it necessary to purchase four (4) pre-owned vehicles and will trade-in four (4) vehicles for a total expenditure of Forty-nine thousand, six hundred ninety-nine and 00/100 dollars (\$49,699.00); the funding to be provided from the Sheriff's general fund; now therefore be it

RESOLVED, that a copy of this resolution be forwarded to 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 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; Anthony J. Badalamenti, Yea;

*

*

*

*

*

**RESOLUTION NO. 22-0227 - RE: RESTRUCTURING OF PORTAGE COUNTY
LINKED DEPOSIT PROGRAM AS
"PORTAGE GROWLINK" AND APPROVAL
OF FUNDING ALLOCATION**

It was moved by Anthony J. Badalamenti, seconded by Vicki A. Kline to approve the following resolution:

WHEREAS, Portage County Treasurer Brad Cromes has administered a linked deposit program, as contemplated by ORC 135.80, authorizing the Treasurer to place certificates of deposit at below market rates with eligible lending institutions, provided those institutions agree to lend the value of such deposits to eligible borrowers at rates below the present borrowing rate applicable to each borrower, since 2015; and

WHEREAS, that program has provided low-cost access to lending related to home improvement projects throughout Portage County via a partnership with local banking institutions; and

WHEREAS, similar programs are offered by the Treasurer of State and authorized by Ohio Revised Code for the purposes of small business development, agricultural support, and homeowner energy efficiency; and

- WHEREAS,** a number of banking institutions operating in Portage County are pre-authorized via the Treasurer of State to participate in state-backed linked deposit programs; and
- WHEREAS,** after review, the Portage County Investment Advisory Committee has passed a resolution adopting the parameters of a proposed Portage County linked deposit program mirroring state-level linked deposit programs to be called "Portage GrowLink"; now therefore be it
- RESOLVED,** that the Board of Commissioners hereby authorizes the creation of the Portage GrowLink program for the purpose of providing low-cost loans to county residents and businesses for energy efficiency improvements, small business development, and agricultural business support; and be it further
- RESOLVED,** that the Board of Commissioners hereby authorizes the Treasurer to make deposits under the program with banking institutions pre-authorized by the Treasurer of State for state-backed linked deposit programs operating in Portage County totaling, in sum, not more than \$2 million, provided such institutions provide sufficient collateralization to satisfy the requirements of ORC 135.18 et seq.; and be it further
- RESOLVED,** that the Board of Commissioners hereby incorporates by reference the program parameters attached as Exhibit A hereto; and be it further
- RESOLVED,** that the Board of Commissioners shall require the Treasurer to make an annual report on the program to the Board of Commissioners on behalf of the Investment Advisory Committee, and to provide executed depository agreements and other materials necessary for the implementation of the program from participating lending institutions upon request; 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; Anthony J. Badalamenti, Yea;

Exhibit A

RESOLUTION NO. 22-00001 -

RE: CREATION OF PORTAGE COUNTY GROWLINK PROGRAM AND APPROVAL
OF FUNDING ALLOCATION

It was moved by Mr. Badalamenti, seconded by Mr. Cromes to approve the following resolution:

- WHEREAS, Portage County Treasurer Brad Cromes has proposed the creation of a linked deposit program, to be named "Portage GrowLink," as contemplated by ORC 135.80 which authorizes the Treasurer to place certain investments at below market rates with eligible lending institutions, provided those institutions agree to lend the value of such investments to eligible borrowers at rates below the present borrowing rate applicable to each borrower; and
- WHEREAS, the Portage GrowLink program mirrors and compliments existing state-level linked deposit programs aimed at small business development, agribusiness, and home energy efficiency improvements; and
- WHEREAS, a number of banking institutions within Portage County participate in state-level linked deposit programs; and
- WHEREAS, the Portage County Investment Advisory Committee has reviewed and the parameters of a proposed Portage County GrowLink program described above and attached hereto as exhibits, and finds those parameters consistent with the County Investment Policy and applicable provisions of the ORC;

now therefore be it

- RESOLVED, that the Portage County Investment Advisory Committee hereby authorizes the creation of the Portage GrowLink program for the purpose of providing low-cost loans for small business development, agribusiness, and home energy efficiency improvements in Portage County; and be it further
- RESOLVED, that the Committee hereby authorizes the Treasurer to purchase investment instruments in support of the program with participating financial institutions doing business in Portage County totaling, in sum, not more than \$2 million, provided such institutions provide sufficient collateralization to satisfy the requirements of ORC 135.18 et seq.; and be it further
- RESOLVED, that the Committee finds and determines that all formal actions concerning and relating to the adoption of this resolution were taken in an open meeting and that all deliberations 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.

Voice vote as follows:

Anthony Badalamenti, Aye; Sabrina Christian-Bennett, Absent; Brad Cromes, Aye

I, Secretary of the Investment Advisory Committee, do hereby certify that the foregoing is a true and correct copy of a resolution of the Committee duly adopted March 24, 2022.



Secretary, Portage County Investment Advisory Committee



Brad Cromes
Portage County Treasurer

Portage County Linked Deposit Program Re-Launch Proposal
Portage GrowLink

Background.

In 2015, the Portage County Treasurer's Office, in partnership with local banks¹ and with the approval of the Board of Commissioners, launched a Home Improvement Program designed to benefit owners of single and multi-family dwellings within Portage County. Since the program's inception, local banking partners have provided low-interest loans to eligible borrowers totaling more than \$900,000. These loans have supported home remodels, vital system replacements, and major repairs to structures all over Portage County, preserving home values and positioning our communities to grow.

Loans under the program have been made available through linked deposits, not unlike those used for the State of Ohio's ECO-Link and other similar programs. The "link" in the program is the dollar amount. The Treasurer's Office has purchased certificates of deposit ("CDs") at participating financial institutions utilizing the County's investment portfolio. In exchange, the financial institutions have made a corresponding amount available to borrowers in the County at discounted interest rates.

As the program enters its 7th year and the CDs purchased in support of it continue to mature, and in light of the historically low interest rate environment, it is a good time to reexamine the program to determine how it might better serve County residents going forward. What follows is a proposal to revamp, rebrand, and expand the program to leverage state and County resources to help Portage County grow in 2021 and beyond.

"Linked Deposit" Generally.

As a reminder, while the program is based on linked deposits, the only "link" in the program is in the dollar amounts invested by Portage County and made available by lenders. Borrowers participating in the program will be required to qualify for a loan using participating financial institutions' existing qualification processes, and those institutions will bear all risks associated with the loans themselves.

In traditional linked deposit programs, governmental entities invest in certificates of deposit or some other similarly situated investment instrument, and take a discount on the interest

¹ Hometown Bank, Middlefield Banking Company and Portage Community Bank.

available on those deposits in an amount that corresponds to the discount provided to borrowers in the program.

Programs of this variety are authorized under ORC 135.353 *et seq.*, and closely track similar programs at the state level.

Existing Program Highlights.

Under Portage County's linked deposit program, which informally stopped issuing new loans in 2021, the interest rate from local banking institutions paid back on CDs was 0.15%. In exchange, banking institutions made a 2-3% discount available on a matched amount of lending. This rate varied from loan to loan and institution to institution.²

The Treasurer's initial purchase of CDs with local banking institutions totaled \$999,999.99, split equally among three participating institutions. At the conclusion of each year, funds not yet dedicated to the support of a loan under the program were reinvested in a new CD in order to keep the maximum discount term available for borrowers.

Under the former program, County residents could borrow monies for home repairs and improvements for a discount period of up to 5 years. Loans made for longer terms reverted to market rate at the time the loan was made after the 5-year discount term ended. Loan amounts ranged from a minimum of \$1,500 to a maximum of \$50,000, and were available to improve any single- or multi-family dwelling in the County with Auditor's appraised values of \$250,000 or less.³

Borrowers were limited to one loan each, subject to no income limitations.

In order to ensure that improvements were necessary and permanent, loans for pools, hot tubs, satellite dishes, and other non-fixtures were excluded from the program. Loans could not be used for new home construction, as a "bridge," or to refinance existing loans. These criteria were reviewed by Treasurer's Office staff prior to approval.

Program Launch and Utilization.

At the program's inception, the Treasurer's Office partnered with participating banks to raise public awareness of the program and optimize utilization.⁴ In the first year, 12 loans were made

² For details on the specific interest rates on a loan-by-loan basis, see the Treasurer's "Home Improvement List."

³ The initial maximum under the program was \$40,000, and was increased to \$50,000 in 2017 in an effort to improve program utilization. An increase in the maximum home value was also made at that time, from the initial \$175,000 to \$250,000.

⁴ For a full description of the public outreach strategy used at the time, please see the initial proposal for the program, dated 2015 and submitted in support of the Commissioners' resolution authorizing the program's creation.

under the program totaling \$235,192.⁵ In Year Two, an additional 7 loans were made, totaling \$130,698.⁶ Year Three saw 6 loans, totaling \$143,000, and Year Four saw 14 loans with a value of \$258,574.⁷ In Year Five of the program's availability, 6 loans were made with a value of \$102,655. In Year Six, no loans were made, and in Year Seven two loans were made with a value of \$24,094 for a program total of 47 loans valuing \$918,147 and an unused balance of \$81,852.99.⁸

Loan amounts have ranged from \$5,000 to \$50,000, on properties with values ranging from \$42,500 to \$369,000.⁹ Projects have ranged widely in scope, and included wells/septic systems, garage and driveway replacements, masonry repair, roof replacements, kitchen remodels, foundation work, solar panels, and many others.¹⁰

Concerns.

While our program utilization was sufficient throughout its existence, there were some elements bear closer examination. At the time of the program's launch, various stakeholders raised the question of the amount dedicated the program, and investment income foregone in support of it.

The program's utilization rate prior to the pandemic indicated demand existed for the program. Having said that, the program was limited in scope to home improvement projects, and did not respond to other areas of need in the community. In addition, the former model – static CDs with mid-length fixed terms – locked capital in for longer than was ideal, and limited the program's utility in low-rate environments like the one we find ourselves in.

Taken together, these concerns justify taking a second look at the program to see how it might be restructured to better serve the market in Portage County going forward.

Alternative Model – State of Ohio Linked Deposit Programs.

For some time, and in parallel to programs offered at the County level, the Treasurer of State's Office has offered linked deposit programs aimed at achieving public policy goals, among them small business growth, small business expansion, agricultural development, and energy conservation.¹¹

⁵ See Treasurer's "Home Improvement List" *supra*.

⁶ *Id.*

⁷ *Id.*

⁸ *Id.* No loans were made in Year Six of the program due (at least in part) to the COVID-19 pandemic and low available rates elsewhere in the market that resulted.

⁹ *Id.*

¹⁰ For a complete list, see Treasurer's "Home Improvement List."

¹¹ For a full list of programs, see http://ohiotreasurer.gov/Economic_Development.

These programs at the state level are structured slightly differently than the one formerly in place in Portage County. Rather than consisting of one-time lump sum investments that are renewed annually to extend program availability, state linked deposits are made on a loan-by-loan basis and funded "just in time."¹² The investment instrument utilized is generally a certificate of deposit, but can sometimes be a money market fund deposit. The discount received by borrowers in state programs varies, but has a floor of at least 1% below the otherwise accessible market rate.¹³ The specific rate for each loan is calculated by subtracting the current federal funds rate from the 2-year CD rate. All investment vehicles are of 2-year duration, with the capacity to make loans for 5 to 7 years.¹⁴

That basic framework is what underlies all of the state's linked deposit programming (though specific qualifications for loans vary from program to program).¹⁵ In addition to utilizing a different financing framework, the Treasurer of State's programs employ a "Veteran's Preference" that grants special consideration to loan applications by former members of the armed services.¹⁶

Proposed Program Change – Portage GrowLink.

While the Portage County Home Improvement Program served our community well for the past 7 years, the time has come for us to consider improvements that will expand its usefulness and extend its viability into the future. Marrying the program to offerings already in existence at the state level has the potential to create synergy, and in our view provides the best path forward for the program.

Starting in Spring 2022, the Portage County Treasurer's Office proposes relaunching the Home Improvement Program as "Portage GrowLink."¹⁷ The new program will utilize existing funds dedicated to the Home Improvement Program¹⁸, with up to an additional \$1 million from the County's Investment pool, to support home improvements, small business growth, city center revitalization, and agribusiness in Portage County.

¹² As a process matter, an applicant applies for loan at an eligible financial institution, and that institution applies to the Treasurer of State for participation in the linked deposit program. The Treasurer of State then approves the application, and makes a corresponding deposit at that time. See Jim Bernholtz, "Treasurer of State Programs Update." CPIM Conference presentation October 16, 2019.

¹³ *Id.*

¹⁴ This works because deposit amounts are based on a multiplier factor (for instance, a 5-year loan would be linked to a deposit amount equal to the full loan amount for two years). See Bernholtz *supra*. A County program would still be limited to a five-year duration under ORC 135.35.

¹⁵ For more information, see the Treasurer of State's "Economic Development" web page, http://ohiotreasurer.gov/Economic_Development. Last accessed May 6, 2021.

¹⁶ See individual program criteria, <https://tos.ohio.gov/initiatives-for-a-stronger-ohio>. Last accessed May 6, 2021.

¹⁷ "Portage GrowLink" identifies this program specifically with Portage County, while also tying back to "-Link" language in existing state programs.

¹⁸ As CDs in the existing Home Improvement Program mature, the proceeds will be set aside for use in the Portage GrowLink program. Existing loans under the old program, and CDs tied to those loans, will remain until maturity.

Portage GrowLink will compliment state programming and leverage limited resources for maximum impact in our community. Qualification criteria for the state's ECO-Link, GrowNOW, ReEnergize Ohio, and Ag-LINK programs will form the basis for qualification for Portage GrowLink funds.

Portage GrowLink funding will be available from all institutions operating within Portage County that are designated as participating financial institutions at the state level and who opt into the local program. To participate, prospective borrowers will indicate their interest in taking advantage of Portage GrowLink funding by completing an application form. The financial institution will then forward the borrower's application to the Portage County Treasurer's Office for processing using existing linked deposit program review protocols. Upon successful review by the Portage County Treasurer's Office, funds will be released to the borrower and a corresponding investment will be made with that institution.

Other Potential Areas For Future Consideration.

While tying Portage County's linked deposit initiatives to Treasurer of State's programs offers natural synergies, there are other areas that may bear investigation at some future point (either independently or in fuller partnership with the State of Ohio).

Among the most promising of these would be the development of a home ownership/talent attraction and retention initiative. Several Ohio municipalities are pursuing programs of this variety.¹⁹ In most cases, proposals incentivize those with student loan debt to purchase homes in local communities, for which those communities assist with repayment of student loan debt up to a certain cap.

How that might work at the County level – in the form of a linked deposit program – is something worth additional due diligence and examination.

Conclusion.

Portage County's linked deposit program has helped address an important public policy goal – assisting homeowners in maintaining their properties and preserving the value of those properties for our communities.

The changes proposed above are natural next steps as we look to provide additional value for and invest in Portage County. What's more, tying those changes to programs supported by the State of Ohio makes our local program a force multiplier and leverage state dollars to support our local businesses and residents. We believe the program will deliver value for Portage County, and look forward to implementing it in the days ahead.

¹⁹ See "Newburgh Heights Offers Student Loan Assistance For New Homeowners," <https://www.ideastream.org/news/newburgh-heights-offers-student-loan-assistance-for-new-homeowners>.



Brad Cromes, Portage County Treasurer
Portage County GrowLink Program Parameters

Overview.

The Portage County GrowLink Program benefits homeowners, small businesses and family farms in Portage County by making low-cost loans available for energy efficiency improvements, job creation/retention and operating expenses. Borrowers must qualify with a participating financial institution and the Treasurer's Office to participate in the program.

These loans are made available through linked deposits, not unlike those used for the State of Ohio's ECO-Link and other similar programs. The "link" in the program is the dollar amount. Portage County makes deposits at participating financial institutions of a portion of its total investment portfolio. In exchange, the financial institutions make a corresponding amount available to borrowers in the County at discounted interest rates.

Liability Limitations.

It is important to note that, while the program is based on linked deposits, the only "link" in the program is in the dollar amounts invested by Portage County and made available by lenders. Borrowers participating in the program are required to qualify for a loan using participating financial institutions' existing qualification processes, and those institutions bear all risks associated with the loans themselves.

Eligible Institutions.

Any banking institution that is pre-qualified as a linked deposit loan program provider with the Treasurer of State is eligible to participate in the Portage GrowLink Program. To sign up, institutions must provide documentation of their pre-qualified status, and affirmatively sign a memorandum of understanding with the Treasurer's Office and depository agreement with Portage County prior to commencing participation.

Available Loan Interest Rates.

The Portage County GrowLink Program offers borrowers discounted loan rates that are based on a combination of the federal funds rate and the chosen financial institution's premier CD rate at the time of the loan. The interest rate on loans under the program will be discounted between 1% - 3%, as follows:

The minimum available discount under the program is 1%. If the federal funds rate is \leq 1%, then the loan interest discount rate = 1%.

If the financial institution's premier CD rate – the federal funds rate is between 1% and 3%, then the loan interest discount rate = that value.

The maximum available discount under the program is 3%. If the financial institution's premier CD rate – the federal funds rate is \geq 3%, then the loan interest discount rate = 3%.

Program Financing.

In exchange for lower borrower rates, the Treasurer makes matched deposits at participating financial institutions. Deposits are made contemporaneously with the issuance of loans made under the program ("just in time"), and in corresponding amounts.

The linked deposit interest rate offered under the program shall be calculated as follows:

*The financial institution's premier CD rate – loan interest discount rate = linked deposit interest rate.**

**Exception: If the calculated interest rate is \leq 0%, then the linked deposit rate = 0%.*

The preferred instruments for linked deposits made under the program are certificates of deposit, but other similarly-situated banking products allowable under the County's investment policy may be substituted at a financial institution's request with the Treasurer's written approval. The term of such instruments shall correspond to the length of loans made under the program.

Amount Available.

A total of \$2,000,000 is available for lending across all participating institutions and all program areas, on a first-come/first-served basis.

Sign Up Period.

Prospective borrowers may sign up for the program by completing a loan application and program application at any participating financial institution. Applications will be reviewed for approval on a case-by-case basis by the Treasurer's Office and the lender.

Borrowers may sign up for the program immediately after the program's inception, and on a rolling basis thereafter. Borrowers are limited to one loan per program category at any one time, but may reapply consistent with the rules set forth in this document.

Loan Terms.

Under the Portage County GrowLink Program, County residents may borrow monies at discounted rates for the following periods:

Home energy efficiency improvement loans: 5 years
Small business job creation/retention loans: 2 years (renewable once)
Small business operating loans: 4 years (non-renewable)
Agribusiness operating loans: 1 year (renewable annually)

Loans may be made for longer periods of time under the program at the discretion of the lending institutions, but discounts to loan amounts will only apply to the periods specified above. After the expiration of the discount period, loan rates will revert to the market rate for similar loans offered at the original time of lending.

Loan Amounts.

Under the Portage County GrowLink Program, County residents may borrow the following amounts at a discounted rate:

Home energy efficiency improvement loans: \leq \$25,000
Small business job creation/retention loans: \leq \$200,000
Small business operating loans: \leq \$250,000
Agribusiness operating loans: \leq \$50,000

Loans may be made for greater sums under the program at the discretion of the lending institutions, but discounts are available only to the maximum amounts listed above. Any borrowing over and above those amounts shall be at the market rate for similar loans offered at the original time of lending.

Borrower Limitations.

In addition to any loan qualification limitations participating financial institutions may utilize, borrowers under the GrowLink Program shall be subject to the following limitations:

Borrowers must be current on all taxes owed to the County to participate, and remain so for the duration of the loan.

Borrowers are limited to one loan each per category at any given time.

In the interest of making improvements available to the greatest number of properties possible, no income limitations have been set.

Use Limitations.

Loan proceeds under the GrowLink Program must be utilized as follows:

Home energy efficiency improvement loans: Approved home energy efficiency improvements (see Form 2-H for details).

Small business job creation/retention loans: Creation or retention of at least one full-time or two part-time jobs per \$50,000 borrowed.

Small business operating loans: Renovation of existing structures, expansion of operations, upgrades/addition of equipment, or installation of approved energy efficiency products/systems.

Agribusiness operating loans: Finance upfront costs for feed, seed, fertilizer, fuel, and other related expenses.

Funds distributed under the program must be expended on a qualified project or returned to the issuing financial institution within one year of distribution. Participants will be required to provide documentation to that effect to the Treasurer's Office.

Participants who fail to spend loan proceeds on qualified projects and provide required documentation within one year of receiving loan funds will lose the discounted interest rate, and must repay any remaining balances at market interest rates calculated at the time of the loan's original issuance.

Veteran's Preference.

Veterans of the U.S. Armed Forces are eligible for special consideration under the GrowLink Program. In periods of high demand for funds under the program, applications from honorably discharged veterans (or their surviving spouses) will receive preference.

To receive the preference, prospective borrowers must check the box on their application indicating their veteran status, and present the Treasurer's Office with a Form DD214, Service Information Letter, or comparable documentation verifying military service dates and discharge status upon request.

Questions?

Feel free to contact the office of Brad Cromes, Portage County Treasurer with questions at 330-297-3586, or via email at bcromes@portageco.com. Treasurer's Office hours are 8am – 4:30pm, Monday – Friday, closed for federally observed holidays.

**PORTAGE GROWLINK PROGRAM
MEMORANDUM OF AGREEMENT FOR DEPOSIT OF PUBLIC FUNDS**

This agreement is made on the ____ day of _____, 20__, by and between _____ ("Depository Financial Institution" and/or "Bank"), located and doing business within the State of Ohio and the County of Portage, and said County ("Depositor").

Section 1. Depositor hereby designates Bank as a public depository for Depositor's inactive and interim deposits in support of the Portage GrowLink linked deposit program during the period beginning on the ____ day of _____, 20__, and continuing while said GrowLink program remains in existence and effect or until this agreement is modified or canceled by a subsequent writing.

Section 2. Bank hereby agrees to the following:

- a) To receive for deposit, during the period of designation, any funds of the Depositor and to deposit said funds into the account(s) designated by Depositor and agreed to by Bank; and
- b) To furnish the Depositor a monthly statement of account activity during any time that the Bank holds any deposits and scheduled statements for interim and inactive funds showing the activity and balance of funds on deposit in any account for which such a statement is customarily issued; and
- c) To furnish the Depositor with statements designating interest income attributable to each investment instrument issued in support of this agreement and said GrowLink program at the maturity of each instrument and upon request of the Depositor; and
- d) To pledge and deposit as collateral with a designated trustee, at the option of the Bank, either eligible securities or a pool of eligible securities in accordance with the provisions of Chapter 135 of the Ohio Revised Code; and
- e) To comply with the provisions of Chapter 135 of the Ohio Revised Code as of the date of this agreement and all amendments or supplements thereto enacted its period of efficacy.

Section 3. Depositor hereby agrees to the following:

- a) To be subject to the rules governing the account(s) in which the Depositor's inactive and interim funds are deposited; and
- b) To provide Bank with the names and signatures of those persons authorized to execute drafts on and make withdrawals from those accounts(s); and
- c) To provide documentation evidencing such authority as the Bank may request; and
- d) That the Bank may designate, at its option, the manner in which the inactive and interim funds of Depositor will be collateralized, provided that such collateralization is sufficient to meet the requirements of Chapter 135 of the Ohio Revised Code as of the date of this agreement and all amendments or supplements thereto enacted its period of efficacy.

REMAINDER OF PAGE LEFT BLANK INTENTIONALLY.

All parties to this memorandum, or their authorized representatives, hereby sign to confirm their acceptance of its terms and the obligations set forth herein.

For Depositor Portage County Treasurer's Office:

Printed Name/Title

Signature

Date

For Designating Entity Portage County Board of Commissioners:

Printed Name/Title

Signature

Date

For Depository Financial Institution:

Printed Name/Title

Signature

Date



Brad Cromes, Portage County Treasurer
Portage County GrowLink Program
Loan Subsidy Application (Form 1)

The Portage County GrowLink Program benefits homeowners, small businesses and family farms in Portage County by making low-cost loans available for energy efficiency improvements, job creation/retention and operating expenses. Borrowers must qualify to participate in the program, and the following application is designed to help us determine if you are a strong candidate for participation.

Applicant Name/DBA: _____
Parcel Address: _____
Parcel ID (if known): _____
Applicant Phone: _____
Applicant Email: _____
Veteran? ☐ Yes ☐ No

Lending Institution Name: _____
Branch Address: _____
Branch Phone: _____
Branch Fax: _____
Primary Contact Name: _____

Estimated Project Cost: _____
Requested Loan Amount: _____
Approved Loan Amount: _____
Loan Term: _____
Qualified/Discount Rate: _____ / _____

For Internal Use Only

Treas. Review

Date: _____
Initials: _____
App./Dec.? _____

Lender Review

Date: _____
Initials: _____
App./Dec.? _____
Disbursed (Y/N)? _____

PROCESSING NOTE TO LENDER: Send this form to the Treasurer's Office for review before disbursing funds. Upon approval by the Treasurer, final loan approval and disbursement of funds, please re-send this sheet to the Portage County Treasurer's Office with the approved loan amount, marked "DISBURSED" in the box provided above.

Who is going to perform the work (i.e. self, contractors, combination)? Please specify names and roles below:

Approximately how long will the proposed project take to complete?

Using the attached worksheet (Form 2H or 2B), please provide a detailed description of the proposed project.

Under penalty of law, the applicant states that he/she has accurately and truthfully answered the questions above and on the attached application, and has made application for loan funding at the named lending institution solely for purposes of home improvements under the Portage County GrowLink Program. The applicant pledges that funds will be used only for the purposes stated herein, and that using funds for other purposes constitutes an act of fraud punishable by law. The applicant promises to comply with monitoring efforts required by the Portage County Treasurer, and acknowledges that failure to do so may result in the loss of the loan subsidy offered under this program.

Applicant's Printed Name: _____
Date: _____

Applicant's Signature: _____

Please return to the Treasurer's Office by fax at 330-297-3393 or by email at surzycki@portageco.com.



Brad Cromes, Portage County Treasurer
Portage County GrowLink Program
Detailed Description of Proposed Project (Form 2B - Business)

The Portage County GrowLink Program benefits homeowners, small businesses and family farms in Portage County by making low-cost loans available for energy efficiency improvements, job creation/retention and operating expenses. Borrowers must qualify to participate in the program, and the following form is designed to help us determine if you are a strong candidate for participation.

Applicant Name/DBA: _____
 Parcel Address: _____
 Parcel ID (if known): _____

Please check all that apply.

☐ Small Business Job Creation/Retention Loan ☐ Small Business Operating Loan ☐ Agribusiness Operating Loan

Small Business Job Creation/Retention Loan Applicants

Interest rate reduction available on small business loans up to \$200,000 for two years. Renewable once. Applicants commit to creating/retaining at least one full-time or two part-time jobs for every \$50,000 borrowed.

Please describe the proposed project below (and on back if necessary):

Small Business Operating Loan Applicants

Interest rate reduction available on small business loans up to \$250,000 for four years. Non-renewable. Loan proceeds must be used to renovate existing structures, expand operations, upgrade/add equipment, or install energy efficiency products/systems.

Please describe the proposed project below (and on back if necessary):

Agribusiness Operating Loan Applicants

Interest rate reduction available on agribusiness loans up to \$50,000 annually. Renewable. Loan proceeds must be used to finance upfront operating costs for feed, seed, fertilizer, fuel, and other expenses.

Please describe the proposed project below (and on back if necessary):

Permit requirements vary from community to community, and it is the borrower's responsibility to check with the Building Department where he/she lives to verify whether or not the work described above requires permits. The undersigned pledges to comply with all monitoring efforts required by the Portage County Treasurer's Office and the borrower's community. Failure to do so may result in the loss of the loan subsidy under the program.

Applicant's Printed Name: _____ Applicant's Signature: _____
 Date: _____

Please return to the Treasurer's Office by fax at 330-297-3393 or by email at bcromes@portageco.com.



Brad Cromes, Portage County Treasurer
Portage County GrowLink Program
Detailed Description of Proposed Project (Form 2H - Homeowners)

The Portage County GrowLink Program benefits homeowners, small businesses and family farms in Portage County by making low-cost loans available for energy efficiency improvements, job creation/retention and operating expenses. Borrowers must qualify to participate in the program, and the following form is designed to help us determine if you are a strong candidate for participation.

Applicant Name: _____
Parcel Address: _____
Parcel ID (if known): _____

Home Energy Efficiency Improvement Applicants

Interest rate reduction available on home energy efficiency improvements. Maximum loan amount of \$25,000, maximum loan term of 5 years. All loan proceeds must be used in the completion of the specified project or returned to the issuing financial institution within one year of issuance.

Please check all that apply.

Home Energy Efficiency Permit Work (Exterior)

- ☐ Chimney installation/replacement
- ☐ Foundation waterproofing
- ☐ Driveway installation/replacement
- ☐ Foundation reinforcement/replacement
- ☐ Garage repair/replacement
- ☐ Gas line installation/replacement
- ☐ Gutter installation/replacement
- ☐ Roof replacement
- ☐ Solar panel installation/replacement
- ☐ Storm sewer installation/replacement
- ☐ Sanitary sewer installation/replacement
- ☐ Septic system installation/replacement
- ☐ Water line installation/replacement
- ☐ Window/door installation/replacement
- ☐ Siding installation/replacement

Home Energy Efficiency Permit Work (Interior)

- ☐ Air conditioning installation/replacement
- ☐ Attic remodel/insulation
- ☐ Basement addition/remodel
- ☐ Bathroom addition/remodel
- ☐ Electrical system installation/replacement
- ☐ Fireplace installation/replacement
- ☐ Furnace installation/replacement
- ☐ Hot water heater replacement
- ☐ Kitchen remodel
- ☐ Oil/gas furnace burner replacement
- ☐ Plumbing installation/replacement
- ☐ Other interior remodeling

Home Energy Efficiency Non-Permit Work (Exterior)

- ☐ Insulation/weather stripping
- ☐ Masonry repointing/repair

Are you undertaking other home improvements not described? Please explain below (or on reverse if needed):

Permit requirements vary from community to community, and it is the borrower's responsibility to check with the Building Department where he/she lives to verify whether or not the work described above requires permits. The undersigned pledges to comply with all monitoring efforts required by the Portage County Treasurer's Office and the borrower's community. Failure to do so may result in the loss of the loan subsidy under the program.

Applicant's Printed Name: _____ Applicant's Signature: _____
Date: _____

Please return to the Treasurer's Office by fax at 330-297-3393 or by email at bcromes@portageco.com.



Brad Cromes
Portage County Treasurer

Portage County GrowLink Program
Borrower's Reporting Form (Form 3)

The Portage County GrowLink Program benefits homeowners, small businesses and family farms in Portage County by making low-cost loans available for energy efficiency improvements, job creation/retention and operating expenses.

This form must be returned, with receipts, to the Portage County Treasurer's Office, 449 S. Meridian St., Ravenna, OH 44266, NO LATER than one year after loan funds have been disbursed.

Receipt/verification totals must match the amount of the loan under the program.

Failure to comply may result in the loss of the loan subsidy offered under the program.

Borrower Name: _____
Parcel Address: _____
Parcel ID (if known): _____
Borrower Phone: _____
Borrower Email: _____

Amount of Loan: _____
Total of Receipts: _____

Brief Project Description:

Receipts/verification attached? (Y/N)

Briefly describe:

Applicant's Printed Name: _____
Date: _____

Applicant's Signature: _____

Please return to the Treasurer's Office by fax at 330-297-3393 or by email at bcromes@portageco.com.

Dear Prospective Borrower –

Thank you for your interest in the Portage County GrowLink Program! The GrowLink Program benefits homeowners, small businesses and family farms in Portage County by making low-cost loans available for energy efficiency improvements, job creation/retention and operating expenses.

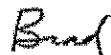
You are required to take a few steps to take advantage of the program. You must be approved for a loan through the bank's normal loan approval process. After you are approved, the bank will send us a list of the improvements you plan to make and/or your project. In the case of building projects, our office will send a copy of your application to the relevant Building and/or Health Departments in your local community. The application forms lists work that typically requires a permit for your reference, but each community's rules vary slightly, and we encourage you to contact your local Building and/or Health Department to make sure you are aware of the rules where you live before you start work.

If your project requires a contractor, we also encourage you to do your homework to ensure that your contractor is licensed, registered and/or bonded. You can obtain a list of contractors that meet these criteria from many sources, including the Better Business Bureau and your local Chamber of Commerce. You should know that, no matter what happens, your agreement with a contractor is a private one and not the responsibility of the County or your lender – so choose wisely.

Once your project is completed, we will ask you to provide receipts and documentation to our office verifying that you spent the loan money as agreed under the program. You will have one year from the time your loan is approved to complete the work and submit this paperwork to our office. If all the money has not been spent on home improvements, you will be required to return the unused portion to the lender. If, at any time, our office learns that you have failed to meet the program's requirements, your loan subsidy may be removed and you will be responsible for any outstanding balance at market interest rates as of the date of the original loan.

If you agree to these conditions and want to move forward with participating in the program, please sign and date the statement below. Thank you again for your interest in the Portage County GrowLink Program, and we look forward to helping you improve our County one home, business, and farm at a time!

My Best,



Brad Cromes
Portage County Treasurer

I have reviewed this letter, understand my responsibilities under the program, and authorize the bank to share my information with the Portage County Treasurer's Office.

Printed Name: _____ Signature: _____ Date: _____

Date:

Dear Borrower --

Congratulations on your recent approval for participation in the Portage County GrowLink Program! The GrowLink Program benefits homeowners, small businesses and family farms in Portage County by making low-cost loans available for energy efficiency improvements, job creation/retention and operating expenses. We are pleased to be able to assist you in completing your project.

After your loan was approved, your lender sent a description of your project, including a list of the improvements you plan to make (if any) to our office. We then forwarded relevant information to local building and/or health officials. This step ensures that projects are completed safely and according to local rules. Each community's rules vary slightly, and we encourage you to contact your local building and/or health officials to make sure you are aware of the rules where you live before you start work.

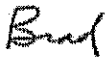
If your project requires a contractor, we encourage you make sure your contractor is licensed, registered and/or bonded. You can obtain a list of contractors that meet these criteria in a many places, including from the Better Business Bureau and your local Chamber of Commerce.

Once your project is completed, you must return receipts/documentation and the enclosed form to our office to verify that you spent the money as agreed. You will have one year from the time your loan is approved to complete the work and submit this paperwork to our office. If the project cost less than you initially anticipated, you may return the unused portion to your lender, but must verify that return as well.

If at any time our office learns that you have failed to meet the program's requirements, your loan subsidy may be removed and you will be responsible for any outstanding balance at the market interest rate available at the time the loan was originally made.

If you have any questions, please feel free to contact our office. Thank you again for taking advantage of the Portage County GrowLink Program, and we look forward to working with you to improve our County one home, business and farm at a time!

My Best,



Brad Cromes
Portage County Treasurer

Enc.

CC: Lending Institution
Local Health/Building Departments



Brad Cromes, Portage County Treasurer

GrowLink Program – Internal Processing Procedure

1. Receive 4-page loan application via fax or email from bank.
 - a. See attached Forms #1, #2B/#2H, #3 and "prospective borrower" letter.
2. The bank will notify the Treasurer's Office of approval or disapproval by initialing and checking "Approved" or "Declined" in the "Bank" field on Form #1. If loan is approved, the bank will indicate the amount of the loan and interest rate. If the bank declines a loan, file in the "Declined" folder.
3. Determine the amount of money available to loan. \$2M starting amount, less any existing loans under the program.
4. If there is money available to loan, proceed to step 5.
5. Check to make sure property taxes are current and that the applicant is the legal owner of the property and/or business (this information available for businesses from the Ohio Secretary of State's Office). Make sure that the requested loan amount complies with program limits in the request category.
6. Initial the "Treasurer" field on Form #1, check appropriate status "Approved" or "Declined," and enter the date form was reviewed by Treasurer's Office.
7. Fax or email forms back to the bank.
8. Enter all information into Treasurer's Office tracking Excel spreadsheet.
9. Update Treasurer spreadsheet with loan category, approval/denial date, loan amount, loan term, and interest rates (qualified and discounted). If declined, make note in the spreadsheet.
10. Make a copy of Form #2H/#2B and forward to the appropriate Building Department and Health Department for the jurisdiction.
11. Mail congratulations letter along with Borrower Reporting Form (see attached) to all loan recipients. Carbon copy to lending institution.
12. A month prior to the one-year anniversary of the loan disbursement date, send reminder letter to any borrowers that have not yet submitted the

Borrower Reporting Form (and copies of the home improvement receipts).
Carbon copy to lending institution and Treasurer.

13. If no response from reminder letter, ask the Treasurer to send "loan subsidy removal" letter. Carbon copy to lending institution and document in tracking spreadsheet.
14. Follow up with phone calls until all applicants have returned Borrower Reporting Form along with their receipts.
15. If applicant does not comply with requests for 90 days after one year anniversary of the loan, ask the Treasurer notify the borrower in writing of the amount of the loan balance that did not comply and will be withdrawn from the County's deposit/discount eligibility. Carbon copy to lending institution and document in tracking spreadsheet.

*

*

*

*

*

RESOLUTION No. 22-0228

**RE: DECLARE OBSOLETE AND DISPOSE OF
PORTAGE COUNTY PERSONAL
PROPERTY LOCATED AT THE PORTAGE
COUNTY HAZMAT STATION 30**

It was moved by Anthony J. Badalamenti, seconded by Vicki A. Kline that the following resolution be adopted:

WHEREAS, the Portage County personal property located at the Portage County Hazmat Station 30, 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>Description</u>	<u>Value</u>
SCBA Case	\$0
SCBA Case	\$0
SCBA Case	\$0
ITX Calibration Set Kit	\$0
ITX Calibration Set Kit	\$0
ITX Calibration Set Kit	\$0
Hazmat Unknowns Detection Kit	\$0
Expired MSA Biological Test Kit	\$0
Expired MSA Biological Test Kit	\$0
Expired MSA Biological Test Kit	\$0
Expired Calibration gas tank	\$0
Expired Calibration gas tank	\$0
Expired Calibration gas tank	\$0

[illegible]

; 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; Anthony J. Badalamenti, Yea;

*

*

*

*

*

RESOLUTION NO. 22-0229

-

**RE: AUTHORIZE THE PORTAGE COUNTY
ENGINEER TO PARTICIPATE IN THE OHIO
DEPARTMENT OF TRANSPORTATION'S
ANNUAL ROAD SALT BID (018-23) FOR
THE 2022-2023 WINTER SEASON.**

It was moved by Anthony J. Badalamenti, seconded by Vicki A. Kline that the following resolution be adopted:

WHEREAS,

the Portage County Commissioners, on behalf of the Portage County Engineer, hereby submits this written agreement to participate in the **Ohio Department of Transportation's (ODOT) Annual Road Salt Bid (018-23)** in accordance with Ohio Revised Code 5513.01(B) and hereby agrees to all of the following terms and conditions in its participation of the ODOT road salt contract:

- a. The Political Subdivision hereby agrees to be bound by all terms and conditions established by ODOT in the road salt contract and acknowledges that upon award of the contract by the Director of ODOT it shall be bound by all such terms and conditions included in the contract; and
- b. The Political Subdivision hereby acknowledges that upon the Director of ODOT's signing of the road salt contract, it shall effectively form a contract between the awarded salt supplier and the Political Subdivision; and
- c. The Political Subdivision agrees to be solely responsible for resolving all claims or disputes arising out of its participation in the ODOT road salt contract and agrees to hold the Department of Transportation harmless for any claims, actions, expenses, or other

damages arising out of the Political Subdivision's participation in the road salt contract; and

- d. The Political Subdivision's electronic order for Sodium Chloride (Road Salt) will be the amount the Political Subdivision agrees to purchase from its awarded salt supplier at the delivered bid price per ton awarded by the Director of ODOT; and
- e. The Political Subdivision hereby agrees to purchase a minimum of 90% of its electronically submitted salt quantities from its awarded salt supplier during the contract's effective period; and
- f. The Political Subdivision hereby agrees to place orders with and directly pay the awarded salt supplier on a net 30 basis for all road salt it receives pursuant to ODOT salt contract; and
- g. The Political Subdivision acknowledges that should it wish to rescind this participation agreement it will do so by written, emailed request by no later than Friday, April 29, 2022 by 5:00 P.M. The written, emailed request to rescind this participation agreement must be received by the ODOT Office of Contract Sales, Purchasing Section email: Contracts.Purchasing@dot.ohio.gov by the deadline. The Department, upon receipt, will respond that it has received the request and that it has effectively removed the Political Subdivision's participation request.

Furthermore, it is the sole responsibility of the Political Subdivision to ensure ODOT has received this participation agreement as well as the receipt of any request to rescind this participation agreement. The Department shall not be held responsible or liable for failure to receive a Political Subdivision's participation agreement and/or a Political Subdivision's request to rescind its participation agreement.

; now therefore be it

RESOLVED, that the Portage County Board of Commissioners authorize the Portage County Engineer to participate in the **Ohio Department of Transportation's Annual Road Salt Bid** (Contract 018-23) for the 2022-2023 Winter Season; and be it further

RESOLVED, The Political Subdivision hereby requests through this participation agreement a total of **6,000 TONS** of Sodium Chloride (Road Salt) of which the Political Subdivision agrees to purchase from its awarded salt supplier at the delivered bid price per ton awarded by the Director of ODOT; and

RESOLVED, by the following authorized person(s) that this participation agreement for the ODOT road salt contract is hereby approved, funding has been authorized, and the Political Subdivision agrees to the above terms and conditions regarding participation on the ODOT salt contract:

; 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 as follows:

Vicki A. Kline, Yea; Sabrina Christian-Bennett, Yea; Anthony J. Badalamenti, Yea;

*

*

*

*

*

**RESOLUTION NO. 22-0230 - RE: ENTER INTO A ROADWAY HAUL ROAD
USE AND MAINTENANCE AGREEMENT
WITH MAPLECREST, LLC, FOR A
MULTIPLE PHASE SUBDIVISION IN
CERTAIN PORTIONS OF PORTAGE
COUNTY.**

It was moved by Anthony J. Badalamenti, seconded by Vicki A. Kline that the following Resolution be adopted:

WHEREAS, the Portage County Board of Commissioners has jurisdiction over the roads and public rights-of-way comprising the county highway system; the Portage County Engineer has the authority to maintain and repair county roads; and

WHEREAS, Maplecrest, LLC, whose address is 1201 S. Main St., North Canton, OH 44720, intends to start construction of a project identified as the **Maplecrest Parkway Extension**, part of a multiple phase subdivision; and

WHEREAS, the Portage County Subdivision Rules and Regulations section 513 requires agreement to guarantee and protect existing roads during construction of a multiple phase subdivision; and

WHEREAS, in order to ingress and egress the sites for the project, Maplecrest, LLC and its subcontractors intend to use multiple County and/or Township roads within Portage County, as listed below;

1. Maplecrest Parkway (Length 0.33 miles);
2. International Drive (Length 0.13 miles)

; now therefore be it

RESOLVED, that the Board of Commissioners agrees to enter into an agreement with Maplecrest, LLC, 1201 S. Main St., North Canton, OH 44720, detailing the process for Maplecrest, LLC to guarantee the maintenance, repair, and restoration of affected roads resulting from the aforementioned use; 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 as follows:

Vicki A. Kline, Yea; Sabrina Christian-Bennett, Yea; Anthony J. Badalamenti, Yea;

*

*

*

*

*

RESOLUTION NO. 22-0231 - RE: AGREE TO ACCEPT THE ESCROW AGREEMENT AND PAYMENT GUARANTEE FOR PLAN REVIEW AND CONSTRUCTION INSPECTION SERVICES FOR THE TURNPIKE COMMERCE CENTER IN SHALERSVILLE TOWNSHIP, PORTAGE COUNTY.

It was moved by Anthony J. Badalamenti, seconded Vicki A. Kline by that the following Resolution be adopted:

RESOLVED, that, upon the recommendation of the Portage County Engineer and the Portage County Prosecutor's Office, the Board of Portage County Commissioners does hereby agree to accept the Escrow Agreement and the Payment Guarantee for Plan review and Construction Inspection Services for Turnpike Commerce Center in Shalersville Township, Portage County, and be it further

- RESOLVED,** that said agreement is between Geis Construction, Inc. (Developer) and Chicago Title Insurance Company (Escrow Agent), in the full and just sum of Forty-Five Thousand Dollars and 00/100 (\$45,000.00); and be it further
- RESOLVED,** the Board of Commissioners sign the Escrow Agreement, as approved by the Portage County Prosecutor's Office; 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 as follows:

Vicki A. Kline, Yea; Sabrina Christian-Bennett, Yea; Anthony J. Badalamenti, Yea;

*

*

*

*

*

RESOLUTION NO. 22-0232 - RE: ACCEPT CONTRACT CHANGE ORDER NO. 1 AND FINAL TO THE CONSTRUCTION AGREEMENT BETWEEN THE BOARD OF PORTAGE COUNTY COMMISSIONERS AND MELWAY PAVING CO., INC. FOR THE 2021 405 RESURFACING PROJECT, FOR THE RESURFACING OF VARIOUS PORTAGE COUNTY ROADS.

It was moved by Anthony J. Badalamenti, seconded Vicki A. Kline by that the following Resolution be adopted:

- WHEREAS,** Resolution 21-0386 accepted and awarded the bid of Melway Paving Co., Inc. for furnishing all labor, materials and equipment necessary to complete the **2021 405 Resurfacing Project**, for the resurfacing of various Portage County roads, and
- WHEREAS,** a contract was entered into with Melway Paving Co., Inc. in the total amount of \$642,249.00, and
- WHEREAS,** modifications to the project specifications resulted in a cost decrease, 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 with Melway Paving Co., Inc. covering the **2021 405 Resurfacing Project**, for

the resurfacing of various Portage County roads, and be it further

RESOLVED, that this Contract Change Order decreases the contract between Melway Paving Co., Inc. and Portage County by \$58,104.56 to **\$584,144.44**, and be it further

RESOLVED, that the Board of Portage County Commissioners authorize the execution of said Contract Change Order between Melway Paving Co., Inc. 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 as follows:

Vicki A. Kline, Yea; Sabrina Christian-Bennett, Yea; Anthony J. Badalamenti, Yea;

*

*

*

*

*

**RESOLUTION NO. 22-0233 - RE: AGREE TO ACCEPT THE SURETY BOND
AND PERFORMANCE GUARANTEE FOR
CONSTRUCTION OF STREET, STORM
SEWER, DRAINAGE IMPROVEMENTS,
EROSION AND SEDIMENT CONTROL FOR
THE MAPLECREST PARKWAY EXTENSION
IN BRIMFIELD TOWNSHIP, PORTAGE
COUNTY.**

It was moved by Anthony J. Badalamenti, seconded Vicki A. Kline by that the following Resolution be adopted:

RESOLVED, that, upon the recommendation of the Portage County Engineer and the Portage County Prosecutor's Office, the Board of Portage County Commissioners does hereby agree to accept the Surety Bond and the Performance Guarantee for Construction of Street, Storm Sewer, Drainage Improvements, Erosion and Sediment Control for the Maplecrest Parkway Extension in Brimfield Township, Portage County, and be it further

RESOLVED, that said Surety bond is between Maplecrest, LLC (owner/developer) and Hartford Fire Insurance Company, in the full and just sum of One Million Thirty-Eight Thousand Seven Hundred Ninety-Eight and 12/100 Dollars (\$1,038,798.12) for the benefit of 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 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; Anthony J. Badalamenti, Yea;

*

*

*

*

*

RESOLUTION NO. 22-0234 - RE: AGREE TO ACCEPT THE ESCROW AGREEMENT AND PAYMENT GUARANTEE FOR PLAN REVIEW AND CONSTRUCTION INSPECTION SERVICES FOR THE MAPLECREST PARKWAY EXTENSION IN BRIMFIELD TOWNSHIP, PORTAGE COUNTY.

It was moved by Anthony J. Badalamenti, seconded Vicki A. Kline by that the following Resolution be adopted:

RESOLVED, that, upon the recommendation of the Portage County Engineer and the Portage County Prosecutor's Office, the Board of Portage County Commissioners does hereby agree to accept the Escrow Agreement and the Payment Guarantee for Plan review and Construction Inspection Services for the Maplecrest Parkway Extension in Brimfield Township, Portage County, and be it further

RESOLVED, that said agreement is between Maplecrest, LLC. (Developer) and Premier Bank (Escrow Agent), in the full and just sum of Forty-Four Thousand Four Hundred Ninety and 00/100 Dollars (\$44,490.00); and be it further

RESOLVED, the Board of Commissioners sign the Escrow Agreement, as approved by the Portage County Prosecutor's Office; 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;

Anthony J. Badalamenti, Yea;

*

*

*

*

*

RESOLUTION NO. 22-0235

-

RE: ACCEPT FEE PROPOSAL OF MOTT
MACDONALD TO PROVIDE
PROFESSIONAL DESIGN SERVICES FOR
THE STOW STREET BRIDGE BEAM REPAIR
FEASIBILITY STUDY (# 194), IN THE CITY
OF KENT, PORTAGE COUNTY, OHIO.

It was moved by Anthony J. Badalamenti, seconded by Vicki A. Kline that the following resolution be adopted:

WHEREAS, the Portage County Engineer plans to Investigate the Repair of the Stow Street Bridge (# 194), in the City of Kent, Portage County; and

WHEREAS, the Portage County Engineer has determined that it will be necessary to acquire the services of an engineering consultant to provide a feasibility study for said bridge repair; and

WHEREAS, the Portage County Board of Commissioners, by Resolution No. 20-0710, authorized the Portage County Engineer to accept current statement of qualifications from engineering consultant firms seeking to provide professional services during the years of 2021 and 2022; and

WHEREAS, the Portage County Engineer selected **Mott MacDonald** from the list of consultants who have a statement of qualification on file for 2021 and 2022, to submit a technical and fee proposal to provide a feasibility study for said bridge repair; and

RESOLVED, that the Portage County Board of Commissioners does hereby accept the fee proposal of **Mott MacDonald** and authorizes the Portage County Engineer to enter into an agreement to provide a feasibility study for the project known as the **Stow Street Bridge Beam Repair Feasibility Study (# 194)**, in the City of Kent, Portage County, Ohio; and be it further

RESOLVED, that said professional design services will be performed by **Mott MacDonald**, 18013 Cleveland Parkway Drive, Suite 200, Cleveland, Ohio 44135, for a Lump Sum Fee of \$30,000; and be it further

RESOLVED, that the Portage County 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; Anthony J. Badalamenti, Yea;

*

*

*

*

*

RESOLUTION NO. 22-0236 - RE: ACCEPT THE OHIO DEVELOPMENT SERVICES AGENCY, OFFICE OF COMMUNITY DEVELOPMENT FOR THE 2021 CDBG CARES ACT (CDBG-CV) PROGRAM FUNDS

It was moved by Anthony J. Badalamenti, seconded by Vicki A. Kline that the following resolution be adopted:

- WHEREAS,** the Board of Portage County Commissioners adopted Resolution 21-0863 on November 18, 2021 and approved the filing of an application for the 2021 CDBG CARES Act (CDBG-CV) Program funds in the amount of \$235,100.00; and
- RESOLVED,** the Board of Portage County Commissioners accepts the 2021 CDBG CARES Act (CDBG-CV) Program funds in the total amount of Two Hundred Thirty-Five Thousand One Hundred Dollars (\$235,100.00); and be it further
- RESOLVED,** that the grant period begins February 1, 2021 and ends March 31, 2023; and be it further
- RESOLVED,** Portage County agrees to comply with all State and Federal Regulations and Guidelines in the administration and implementation of these funds and designate the President of the Portage County Board of Commissioners, or his/her designee, as the Chief Elected Official to sign all necessary documents in connection with this grant; and be it further
- RESOLVED,** 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;

Anthony J. Badalamenti, Yea;

*

*

*

*

*

Journal Entries

1. The Board of Commissioners authorized the Water Resources Department to begin negotiations with HDR Engineering, Inc. for a scope of engineering services proposal and eventual contract to complete the SCADA Master Plan. Once negotiations have been completed, the Water Resources Department will prepare and forward the appropriate Resolutions and Agreement for Board signature.

Motion: Commissioner Badalamenti

Seconded: Commissioner Kline

All in Favor: Commissioner Badalamenti, Yea; Commissioner Kline, Yea;
Commissioner Christian-Bennett, Yea;

Motion Carries

In accordance with Section 305.30 of the Ohio Revised Code and this Board's Resolution 21-0396, Part IX(I), the Board of Commissioners acknowledges and approves the County Administrator's approval to:

2. Approve the job description for a new position, Emergency Management Specialist, for the Portage County Emergency Management Agency.

Motion: Commissioner Badalamenti

Seconded: Commissioner Kline

All in Favor: Commissioner Badalamenti, Yea; Commissioner Kline, Yea;
Commissioner Christian-Bennett, Yea;

Motion Carries

3. Authorize the reclassification of McKenzie Villatoro from Office Manager to Emergency Management Specialist for the Portage County Emergency Management Agency effective April 4, 2022.

Motion: Commissioner Badalamenti

Seconded: Commissioner Kline

All in Favor: Commissioner Badalamenti, Yea; Commissioner Kline, Yea;
Commissioner Christian-Bennett, Yea;

Motion Carries

In accordance with Section 305.30(K) of the Ohio Revised Code and this Board's Resolution 21-0396 and this Board's Resolution 21-0878, the Board of Commissioners acknowledges and approves the County Administrator's approval to:

4. Direct the Auditor's Office to pay/process the March 31, 2022 bills/ACH payments, wires, journal vouchers and then & now's, as applicable, contingent upon the verification of the reports as presented by the County Auditor and reviewed by the Department of Budget and Financial Management.

Motion: Commissioner Badalamenti
Seconded: Commissioner Kline
 All in Favor: Commissioner Badalamenti, Yea; Commissioner Kline, Yea;
 Commissioner Christian-Bennett, Yea;
Motion Carries

Expenditure Review		
County Funds: (0001 – 8399)		
Bill Payment and ACH list totaling:		
Bill Payment list	\$564,282.94	(Includes late fees of: \$17.64)
ACH/Neil Group of	\$0	
ACH Payment list totaling:	\$0	
Health Benefit Wire transfers totaling:		
Medical Mutual Admin of	\$0	
Medical Mutual Claims of	\$0	
Medical Mutual Flex Admin of	\$0	
Medical Mutual Flex Claims of	\$0	
Journal Vouchers totaling:	\$237,410.11	
Then and Now list totaling:	\$149,534.64	
Debt Service wire list:	\$0	

5. The Board of Commissioners approved the March 2022 adjustments to the Portage County Water, Portage County Sewer, and Streetsboro Sewer billing accounts as reported on the adjustment reports submitted and reviewed by the Department of Budget and Financial Management.

Motion: Commissioner Badalamenti
Seconded: Commissioner Kline
 All in Favor: Commissioner Badalamenti, Yea; Commissioner Kline, Yea;
 Commissioner Christian-Bennett, Yea;
Motion Carries

6. The Board of Commissioners acknowledged receipt of the Amended Certificate of Estimated Resources Dated June 29, 2021, as presented by the Portage County Budget Commission.

Motion: Commissioner Badalamenti
Seconded: Commissioner Kline
 All in Favor: Commissioner Badalamenti, Yea; Commissioner Kline, Yea;
 Commissioner Christian-Bennett, Yea;
Motion Carries

7. In accordance with ORC Section 3113.39, the Board of Commissioners received the 2021 Annual Report for Shelters for Victims of Domestic Violence as presented by Anne Face, Family & Community Services.

Motion: Commissioner Badalamenti

Seconded: Commissioner Kline

All in Favor: Commissioner Badalamenti, Yea; Commissioner Kline, Yea;
Commissioner Christian-Bennett, Yea;

Motion Carries

*

*

*

*

*

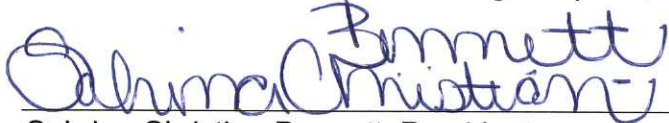
Commissioner Christian-Bennett asked about the Proclamation for Deputy Josh DeWitt and the Clerk will get him on the calendar next week.

Motion: by Commissioner Christian-Bennett, seconded by Commissioner Kline that the Board adjourns the Meeting of **April 5, 2022, at 11:08 AM.**

All in Favor: Commissioner Christian-Bennett, Yea; Commissioner Kline, Yea; Commissioner Badalamenti, Yea;

Motion Carries

We do hereby certify that the foregoing is a true and correct record of the Portage County Board of Commissioners' meeting of April 5, 2022.



Sabrina Christian-Bennett, President



Anthony J. Badalamenti, Vice President



Vicki A. Kline, Board Member



Amy Hutchinson, Clerk