



Portage County Board of Commissioners

Regular Meeting

~ Minutes ~

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

Amy Hutchinson, Clerk
330-297-3600

0988

Tuesday, February 27, 2018

9:30 AM

Commissioners' Board Room

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

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

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

Also attending throughout the day Record Courier Reporter Matt Merchant.

9:31 AM In accordance with the Ohio Revised Code 121.22(G)(1), it was moved by Sabrina Christian-Bennett, seconded by Mike Kerrigan that the Board of Commissioners move into executive session to consider the dismissal of a public employee, official, licensee, or regulated individual. Also present: Attorney Denise Smith, Internal Services Director JoAnn Townend and Human Resources Director Janet Kovick. Roll call vote: Sabrina Christian-Bennett, Yea; Mike Kerrigan, Yea; Vicki A. Kline, Yea;

9:46 AM Upon conclusion of the above referenced discussion, it was moved by Sabrina Christian-Bennett, seconded by Mike Kerrigan that the Board of Commissioners move out of executive session. Roll call vote: Sabrina Christian-Bennett, Yea; Mike Kerrigan, Yea; Vicki A. Kline, Yea;

After exiting executive session, the Board took no action.

WORK SESSION:

The Board discussed the following topics:

1. Applications for Board appointments.
 - Opening on Airport Board and Mental Health Board
 - Compare Director Townend's version and Judge Berger's version
 - Use Prosecutor's form as the policy instead of creating a felony list policy
 - Would like to focus on having one basic application, along with an addendum for any opening that required additional information

2. Motor Pool
3. Security
 - Director Townend is investigating
4. Leadership/Staff Meetings monthly or quarterly – One Board member to attend
 - The Board would like to touch base more often with its Directors on a one to one basis
5. Reorganization from 2017/LEAN Six Sigma:
 - Water Resources Department was investigating training for LEAN Six Sigma at their facility
 - Any training would need to be tailored to the Public Sector
 - Looking at the reorganizational from 2017 will determine the role of a County Administrator
6. Reviews: Annual vs. Bi-Annual
 - The review should be tied to something
7. Comprehensive Plan
 - Regional Planning Commission will be coming to present to the Board
 - The County has never had a Comprehensive Plan
 - Comprehensive Plan covers economic impact
 - Not having a plan could impact the County's ability to receive grant funding
8. Promotional items
 - Would like to hand out items when the Board is speaking at events
 - Has taken items from Job and Family Services
 - Needs to be something of substance for marketing
 - Investigate budget for the expense
9. Board of Elections
10. Airport
11. Conference Room
 - Must be located on the first floor
 - Space assessment
12. Kent Med One Center Transfer
 - Delayed
 - The County holds the title on behalf of University Hospital (formerly Robinson Memorial Hospital)
 - If any of the sites were to be sold off, money is to be returned to the Hospital's Foundation Board

- It went out for bid and Testa was the successful bidder, but he is in the process of obtaining financing – extension of sixty days
- The Foundation already has the funding earmarked for an expansion at the hospital

13. Veterans Day

- Director McClellan from the Veterans Services has volunteered to assist in the planning of the event this year
- The Board is in agreement to bring Veterans Day event back to the Courthouse and the Commissioners' Clerk will work with Director McClellan on coordinating the event
- The Board agreed to scale the event down
- There's a need for a better sound system and Woodsy's volunteered last year to provide one for the event
- Tents are a good idea, but the sprinkler system is a concern

14. Hills Pond Dam

- The dam needs to be removed
- The Board needs to apply for a grant to remove the dam
- This project could be assigned to Jim Greener for further investigation and review
 - Commissioner Kerrigan will discuss with Mr. Greener

15. Microfilming Process

- The Board will need to decide if it wants to replace the equipment, outsource, or use the process like the Recorder's Office and Clerk of Court's Office uses (scanning the work in and having microfilm developed from the scan) that we looked at in Geauga County to get information on. How do we deal with the current situation of documents – third party, staff member, etc.

16. County Administrator

- Most pressing and least pressing

17. Space Planning

- Job and Family Services may be in need of additional space soon and the Board may need to get a plan in place soon
- Regional Planning Commission is still unresolved
- Commissioner Kerrigan met with DS Architecture regarding Board of Election space and they mentioned they already have a plan for the sixth floor (done in 2014) and won the bid for the new Motor Pool building
- The Regional Planning Commission could assist

18. Airport

- Not really a space plan, but capital improvement money is limited

19. Veterans Day Ceremony

- Commissioner Christian-Bennett will talk with Director Townend to get with Rich McClellan and the Commissioners' Clerk to begin discussion about Veterans Day
- Commissioner Kerrigan suggest involving Mr. McClellan as much as possible in the planning of the event

20. Website changes/Additions

- Website going live today
- Additions, corrections, and changes could be discussed next week, Clerk will advise Shannon Jenkins to be on call
- Amy Hutchinson and Julie Gonzales are assigned for website updates for the Board of Commissioners
- Topic for next work session: Portage County website
- Who is the point of contact for the website

The Board agreed at the end of each work session, it will pick another topic to focus on for the following week – next week the Board will discuss website changes. The agenda will also allow for updates on individual projects from the current list and new work session items, as well.

The Board talked about the Regional Planning Commission and the possible move to the Administration Building. The Board agreed it makes sense to have them in the Administration Building.

21. Building Department Fees

- The Board is in agreement that fees need to be increased, but how much still needs to be discussed
- Director Roberts was supposed to report back to the Board in reference to a plan in regards to several issues the Building Department was having last year

22. Applications for Board appointments

- The Commissioners can do a broad application with input from each Board
- Commissioner Christian-Bennett suggests the Board begin with review of the application Director Townend prepared
- The Commissioners can use its application for everyone and have Judge Berger's application be the addendum page
- The Commissioners agreed it wants to include the Boards in the process, but not with the decision making. (ie. to supply names of individuals that would be good candidates)
- Process is threefold – (1) setting a policy, (2) create the basic application, and (3) reach out to other Boards to see what additional criteria they have.
 - The Board agreed to the following:
 - Commissioner Kline will reach out to the Boards to compile the additional requirements or information needed from applicants for the addendum
 - Commissioner Kerrigan will focus on the primary document
 - Commissioner Christian-Bennett will work on the policy

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The Board agreed website changes will be the topic for next Tuesday and the Clerk will advise Shannon Jenkins to be on call for questions.

Commissioner Kerrigan will prepare a draft agenda similar to the Admin Team agenda and will update the work session pending items.

Recessed: 10:40 AM

Reconvened: 10:59 AM

**2017 COMMUNITY DEVELOPMENT CRITICAL INFRASTRUCTURE GRANT
BAUER AVENUE, WINDHAM VILLAGE
PUBLIC HEARING**

Thursday, February 27, 2018 at 11:00 AM
Commissioner's Boardroom

Present: Commissioner Kline, Commissioner Christian-Bennett, Commissioner Kerrigan, Clerk Amy Hutchinson, Portage County Commissioners' Office; Lisa Reeves, Todd Peetz, Regional Planning Commission; Debbie Blewitt

Commissioner Kline called the meeting to order at 11:00 AM

I. Introduction

II. Purpose of the Hearing – Todd Peetz

The purpose of the Public Hearing is to talk about the 2017 Community Development Critical Infrastructure Grant for Windham Village. Even though last week's project for the City of Ravenna and today's project for Windham Village would be in competition with each other, they would also be in competition with everyone else. Director Peetz is presenting this application on Windham's behalf and recommends Board approval to move forward.

III. Discussion of the Critical Infrastructure Grant – Todd Peetz

The proposed project improvements are to replace the entire waterline including service and fire hydrants along Bauer Avenue, replace the roadway up to the subgrade and replace the pavement extending the whole length of the roadway with 6" of asphalt. Sidewalk and ADA ramps will be replaced as well as spot curb repairs to provide ADA access along the corridor. This will restore the access to residents, eliminate the roadway and pedestrian hazards that currently exist, bring the Village into compliance with State and Federal requirements, provide safe access to the schools and eliminate an unsafe drinking water risk to the school district.

The cost estimate is as follows:

- Waterline \$85,000
- Roadway \$75,000
- Sidewalk \$15,000
- Curb Ramps \$ 7,500
- Engineering \$60,000
- Contingency \$20,000
- Administration \$20,000

TOTAL \$290,000

The Village of Windham will contribute \$29,000.

IV. Questions/Comments

1. Department of Budget and Financial Management Director Todd Bragg asked that the Board grant authority to the Department of Budget and Financial Management to invoice from the Administrative portion of the grant, not to exceed 5% and the Board agreed. Director Peetz noted Neighborhood Development Service did not have access to MUNIS, but the Planning Commission does, so there will be less work for the Department of Budget and Financial Management. Ms. Reeves noted the verbiage would be incorporated into the agreement.
2. Commissioner Kline asked when the project will be awarded and Ms. Reeves indicated they should know something in about a month.

Hearing no further comments, the Public Hearing was adjourned at 11:02 AM

1. **Resolution:** Authorizing the filing of an application with the Ohio Development Services Agency, Office of Community Development for the 2017 CDBG Community Development Critical Infrastructure Grant for Bauer Avenue in the Village of Windham./18-0157.

Resolution held from Thursday, February 22, 2018:

1. **Resolution:** Authorize the filing of an application for the 2017 Community Development Critical Infrastructure program grant funds, and enter into an administrative agreement with Portage County Regional Planning Commission for Vine and Gill Street, City of Ravenna./18-0158

RESOLUTION No. 18-0157

**RE: AUTHORIZING FILING AN APPLICATION
WITH THE OHIO DEVELOPMENT SERVICES
AGENCY, OFFICE OF COMMUNITY**

**DEVELOPMENT FOR THE 2017 CDBG
COMMUNITY DEVELOPMENT CRITICAL
INFRASTRUCTURE GRANT**

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

WHEREAS: Portage County is permitted to apply for 2017 CDBG Community Development Critical Infrastructure Grant funds in the amount of \$290,000; and

WHEREAS: Portage County desires to utilize these funds to make needed road, waterline, sidewalk improvements on Bauer Avenue in the Village of Windham; now therefore bet it

RESOLVED: The Board of Portage County Commissioners authorize the filing of the 2017 CDBG Community Development Critical Infrastructure Grant in the amount of \$290,000 to be administered by the Portage County Regional Planning Commission; 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 designates the President of the Portage County Board of Commissioners as 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;

Mike Kerrigan, Yea;

**RESOLUTION NO. 18-0158 - RE: AUTHORIZE THE FILING OF AN APPLICATION
FOR THE 2017 COMMUNITY DEVELOPMENT
CRITICAL INFRASTRUCTURE PROGRAM
GRANT FUNDS, AND ENTER INTO AN
ADMINISTRATIVE AGREEMENT WITH
PORTAGE COUNTY REGIONAL PLANNING
COMMISSION**

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

- WHEREAS,** Portage County is eligible to apply for the Ohio Development Services Agency for the 2017 Community Development Critical Infrastructure Program Funds in an amount of \$300,000; and
- WHEREAS,** Portage County desires to utilize these available monies to provide assistance to the City of Ravenna in the completion of the Vine and Gill Street Infrastructure Project, and administration services as eligible under the grant guidelines; now therefore be it
- RESOLVED,** that the Portage County Board of Commissioners authorizes the filing of the 2017 Critical Infrastructure Program Grant application in an amount of \$300,000.00, and such grant is to be administered and implemented by the Portage County Regional Planning Commission; and be it further
- RESOLVED,** that the Board of Commissioners authorizes Vicki A. Kline as the President of the Board, or her designee to sign the necessary application documents, as presented by the Portage County Regional Planning Commission; and be it further
- RESOLVED,** that the Board of Commissioners agrees to enter into an administrative agreement with the Portage County Regional Planning Commission designating the Portage County Regional Planning Commission as the Grant Administrator for the Portage County 2017 Critical Infrastructure Program Grant, should the grant be awarded, and be it further
- RESOLVED,** that the Board of Commissioners finds and determines that all formal actions of this Board concerning and relating to the adoption of this resolution were taken in an open meeting of this Board and that all deliberations of this Board that resulted in those formal actions were in meetings open to the public in compliance with the law including Section 121.22 of the Ohio Revised Code.

Roll call vote as follows:

Vicki Kline, Yea;

Sabrina Christian-Bennett, Yea;

Mike Kerrigan, Yea;

Recessed: 11:05 AM

Reconvened: 12:19 PM Commissioner Christian-Bennett not attending

PROBATE/JUVENILE COURT

Present: Judge Robert Berger and Tammy Dolin; Department of Budget and Financial Management Director Todd Bragg

Judge Berger and Ms. Dolin met with the Board to discuss the following \$ 140,000 requests that were denied by the Board:

- \$18,000 for the Children's First parenting class
- Request for an additional Deputy Clerk in Juvenile Court to aid in the explosion of Abuse, Neglect and Dependency case filings
- Adjustment of salaries for nine key personnel

The Board would like time to discuss where they can potentially get funding from and noted Job and Family Services may be able to assist with the cost of the parenting class.

Judge Berger pointed out he does not want to Court Order the increase, but he will in order to do what is best for the Courts in order to discharge their constitutional and statutory duties.

The Board agreed to discuss this issue further once it hears back from Judge Berger as to whether funding could be distributed over a certain time period (ie. two years), but Director Bragg will bring options for Board consideration on Tuesday.

After the meeting with Judge Berger, the Board continued discussion with Director Bragg concerning the budget and the sales tax.

Motion To: Adjourn the Official Meeting of Tuesday February 27, 2018 at 1:40 PM

RESULT: ADOPTED [UNANIMOUS]

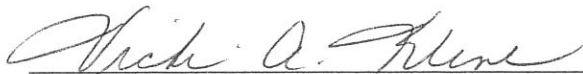
MOVED: Mike Kerrigan

SECONDED: Vicki A. Kline


AYES: Mike Kerrigan, Vicki A. Kline

ABSENT: Sabrina Christian-Bennett

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



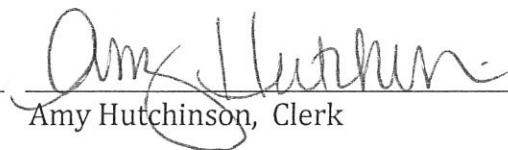
Vicki A. Kline, President



Sabrina Christian-Bennett, Vice President



Mike Kerrigan, Board Member



Amy Hutchinson, Clerk