



## 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

Thursday, March 8, 2018

9:01 AM

Commissioners' Board Room

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

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

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

Also attending throughout the day Tony Badalamenti and Record Courier Reporter Matt Merchant.

Recessed to Solid Waste Management District: 9:01 AM

Reconvened: 9:02 AM

**ADMIN TEAM**

Present: Human Resources Department Director Janet Kovick; John Vence, Water Resources Department; Department of Budget & Financial Management Director Todd Bragg; Internal Services Director JoAnn Townend

**EXTERNAL SERVICES:**

Resolution(s) - # 14 - 16

**Discussion:**

1. Memo of March 1, 2018, Design Engineer

The Portage County Water Resources Department has expended considerable time and funds advertising to fill the now vacant Design Engineer position in the Engineering Division, Design Section. Currently, the vacant position is pulled for public advertisement as no viable candidates have applied, even with the substantial pay increase were approved for the position.

In discussions between the Engineering Division Manager and Construction Section Supervisor, Dave Sloan has offered to fill the Design Engineer's vacancy. In order to free up Mr. Sloan to take on the back log of work in the Design Section, Director Roberts will be backfilling his duties in the Construction Section for the short term. This change will have no increase in operating costs as both the Construction Engineer and the Design Engineer are paid equally.

Director Roberts requests reassignment by transfer of David Sloan from his current duties as the Construction Engineer to his new assignment as the Design Engineer effective March 12, 2018. Journal Entry will be presented next week for Board consideration.

**HUMAN RESOURCES:**

Journal Entries - # 5 - 9

**Discussion:**

1. Employee Appreciation Luncheon

The Board was happy with the event last year and agreed to do something again this year in June. Commissioner Christian-Bennett asked how much revenue has been collected from the vending machines and Director Townend will investigate. Director Kovick mentioned they are looking into an ice cream truck or a Swenson's food truck, and Director Bragg commented they also have pretzel trucks, too. Director Kovick will check with Handle's Ice Cream and 'Popped' in Kent and will bring back additional information for Board discussion. The Board also agreed to continue the milestone anniversary certificates and mugs for those employees who have reached a certain number of years of employment with Portage County.

2. Angelo's Pizza Food Truck

Director Townend has been notified that the license for Angelo's Pizza has been approved by the City and the Health Department recommends the County check the zoning regulations before moving forward.

3. Mental Health & Recovery Board Executive Director Joel Mowrey's Retirement

Director Mowrey is retiring in January of 2019 and has asked the Human Resources Department to assist with posting the position and taking applications on their behalf. The Board is in agreement to have the Human Resources Department assist.

**DBFM:**

Resolution(s) - #'s 1 to 9

**Discussion:**

1. Finances:

Director Bragg presented and discussed a list of financial requests (pre December), Department of Budget & Financial Management's recommendation (pre December), requests received since November 2017 for 2018 and unfilled request for 2018 as follows:

3/8/18  
DBFM

	<u>Req.</u>	<u>DBFM Req.</u>	<u>Requests</u>	<u>Unfilled</u>
	<u>Change</u>	<u>change</u>	<u>since 11/17</u>	<u>Request for</u>
			<u>for 2018</u>	<u>2018</u>
100 Auditor				
Auditor Refactoring raises	63,540	0		63,540
IT - 2 Employees	140,000	0		140,000
IT to GF	85,000	???	-85,000	0 Janet has a solution without GF?
IT Refactor				25,000 Refactoring not completed
IT PT raise	2,500	0		2,500
IT OT	1,000	0		1,000
IT CS		0		0
IT MS	4,858	0		4,858
200 Treasurer				
Salary Adjustments	-1,341	-1,341		0
Travel	1,000	1,000		0
Gas	50	50		0
300 Prosecutor				
Cover Base Salaries	57,312	0		57,312
400 Recorder	No Requested Changes			
Staff raises			12,600	0 Recorders Technology fund.
500 Clerk of Courts	No Requested Changes			
510 Court of Appeals	No Requested Changes			
520 Muni Court	No Requested Changes			
530 Common Pleas Court	No Requested Changes			
540 Jury Commission	No Requested Changes			
550 Domestic Relation Court				
Mediator	80,538	78,333		0
Contractual Services (all)	9,775	100		9,675
Materials and supplies (all)	2,600	0		2,600
Wi-Fi	540	0		540
Metal Detector	5,800	5,800		0
Benefits changes			1,293	1,293
CPO Case Cards			4,220	4,220
CU to go			4,000	4,000 could be as many as 14 licenses 56,000
Mediation copier			1,200	1,200
Security wand			500	500
Furniture			0	0
Mediation signage				0
Full time Mediator (changed from PT wit Salary bump)			32,000	32,000
560, 570, 580 Probate & Juvenile Courts & Juv Probation				0
Raises for job parity	30,636	0	40,477	71,163
Parenting Class	18,000	?		18,000
New Clerk	71,000	0		71,000
590 Adult Probation	No Requested Changes			
Bullet Proof Vests			9,000	9,000
Checking room/work space			7,500	7,500
Ammunition				0
Security Cameras			12,500	12,500
Separate rooms for interrogation			15,000	15,000
New copier			1,500	1,500
500 Coroner	No Requested Changes			
700 Sheriff		0		0
800 Tax Map	No Requested Changes			
New drawers/counter if moved			20,000	20,000
Graphics based computers for CAD			4,000	4,000
902 Board of Elections	No Requested Changes			
903 Veterans	No Requested Changes			
915 Data Processing	No Requested Changes			
920 Public Defender Commission				0
Raises and additions to staff	60,623	0		60,623
Additional Staff	146,570	0		146,570
Additions to CS and MS	10,590	0		10,590
010 Commissioners Other				0
Regional Planning	Gran 46,000	0		46,000
	Planr 55,000	0		55,000
014 Motor Pool				
Total change	891,641	83,942	80,790	838,684
Current Total				42,918,408
Total Appropriation				43,002,350
RPC	55,000			
Port Deb Board	50,000			
Ohio State CE	90,000			
1.5%	390,000			

Director Bragg also presented and discussed the following Major Expenses that are pending with the Board:

Pending major expenses	<u>Draft Possibilities</u>				
	<u>2018</u>	<u>2019</u>	<u>2020</u>	<u>2021</u>	<u>2022</u>
Pretty Glen Dam		1,600,000			
BOE remodel	1,200,000				
Motor Pool Bldg					3,200,000
Drug treat/prevent	?	1,000,000	1,000,000	?	?
Staff costs in 0002	914,594	951,178	989,225	?	?
Additional Jail costs non labor	100,000	725,000	725,000	725,000	725,000
Additional Jail costs labor		0 - 325,000	0 - 325,000	0 - 325,000	0 - 325,000
Additional Jail cost during Const					
2018 needs					
Other Admin Bldg moves					
IT infrastructure/replacements					
Staffing					
Riddle Block					
Airport					
Rail Road					
Ravenna Courthouse					
EMA vehicle replacement					
CMS overhaul					

Judge Berger has requested a meeting with Director Bragg to discuss his request for \$135,000 and Director Bragg will need direction from the Board on how to proceed. Commissioner Kerrigan suggests the Board look into a salary survey that would show reasonable effort on the Board's part to rectify the situation. Director Townend will pull the bid award that was done a few years ago.

The Board agreed to recess in order to attend the PARTA Groundbreaking ceremony in Kent.

Recessed: 9:46 AM

Reconvened: 10:58 AM

Commissioner Kerrigan explained if the burden of proof is on the Board to determine it is unreasonable, without a wage study, the Board has nothing to back it up if you believe it's unreasonable.

Director Bragg noted the Board has room within the law to procure more funding through sales tax or property taxes and he mentioned there's a long way to go in order to prove financial hardship as the reason not to have to make the payments.

Commissioner Kerrigan suggested the Board work with Judge Berger to fund the programmatic request and delay anything with staff until a wage study can be completed across the Board.

The Board agreed to have Director Townend schedule Judge Berger next week to discuss.

#### **INTERNAL SERVICES:**

Resolution(s) - #'s 10 - 13

#### **PORTAGE DEVELOPMENT**

Present: Director Brad Ehrhart, Roger Pettit, Dan Dolan, Mike Elias, Nelson Township Trustee Anna Mae VanDerHoeven, Nelson Township Trustee Kevin Cihan, Nelson Township Trustee Joe Leonard, Brian Ross, Department of Budget and Financial Management Director Todd Bragg, Internal Services Director JoAnn Townend

Director Ehrhart met with the Board to discuss the area designated as the proposed Community Reinvestment Area (CRA) #8 in Nelson Township, Portage County (Brian Ross Racing).

The area designated as the CRA #8 is comprised of the Nelson Ledges Race Course and surrounding area and will begin at the center of State Route 305 at the Trumbull County line, then west to the center of Kyle Road, then south to the center of Knowlton Road, then east to the Trumbull County line, then north to the center of State Route 305.

The following are in favor of the project:

1. Nelson Township Trustee – Joe Leonard
2. Brian Ross Racing - Brian Ross
3. Nelson Township Trustee – Kevin Cihan
4. James A Garfield Superintendent Ted Lysiak
5. Nelson Township Trustee – Anna Mae VanDerHoeven

The following are opposed to the project:

1. Mike Elias
2. Roger Pettit

**Resolution:** Implementing Section 3735.65 through 3735.70 of the Ohio Revised Code establishing and describing the boundaries of a Community Reinvestment Area (CRA) #8 in Nelson Township, Portage County, Ohio, and designating a Housing Officer to administer the program and creating a Community Reinvestment Housing Council and a Tax Incentive Review Council./18-0190.

Commissioner Christian-Bennett left the meeting at 11:41 AM.

Recessed: 11:48 AM

Reconvened: 1:31 PM

**REGIONAL AIRPORT BOARD**

Present: Chris Gilmore, Homer Lucas, Regional Airport Board; Department of Budget and Financial Management Director Todd Bragg

Mr. Gilmore and Mr. Lucas met with the Board to present the following quarterly update:

**Financials:**

## Differences: 2016 to 2017

	2016	2017	Difference	
Income	122,671	124,051	1,380	
Expense				
			-2,474 decrease	Audit fee
			-18,261 decrease	Matching funds
			-1,482 decrease	Tractor repair
			2,904 increase	Real Estate taxes
			-19,313	93% of expense decrease
	133,533	112,826	-20,707	
Net income	-10,661	11,226	22,087 increase	

## Differences: 2017 to 2018 Budget

	2017	2018	Difference	
Income	124,051	133,485	9,434	
			11,124	Fuel Flow, income moved from 2017 to 2018
			1,200	User fee, Cales
			1,338	Leases, land, income moved from 2017 to 2018
			-2,044	Misc income
			-2,696	FAA reimbursement
			8,922	95% of income increase
Expense	112,825	148,566	35,741	
			-5,172 decrease	Local match
			3,500 increase	Grounds maint
			1,200 increase	Lights, REIL
			15,000 increase	Pavement maint
			1,958 increase	Payroll cost
			16,526 increase	Real Estate taxes
			2,927 increase	Snow removal
			35,939	100% of expense increase
Net income	11,226	-15,081	-26,307 decrease	

# Projecting 2018 Budget Forward

Non recurring items:

## Income

Fuel Flow FBO	
Normal	10,927
2018 budget	<u>16,682</u>
	-5,755

Lease, Land, FBO	
Normal	5,352
2018 budget	<u>5,798</u>
	-446

Income change	<u>-446</u>	-6,201
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Past due payments

## Expenses

Maint, Lights	
Normal	1,500
2018 budget	<u>2,700</u>
	-1,200

Expense change	<u>-1,200</u>	-1,200
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Install REILs

Net income change		-5,001
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Net income 2018 Budget	<u>-15,082</u>
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Net income projected beyond 2018	<u><u>-20,083</u></u>
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Fees, User	17,700
Leases, Hangars	85,680
Leases, Land	<u>10,918</u>
	114,298
	<u>20,083</u>

85.6% of total income  
17.6% Increase

## Projecting 2018 Budget Forward

Non recurring items:

## Income

Fuel Flow FBO		
Normal	10,927	
2018 budget	<u>16,682</u>	
		-5,755

Lease, Land, FBO		
Normal	5,352	
2018 budget	<u>5,798</u>	
		-446

Income change	<u>-446</u>	-6,201	Past due payments
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## Expenses

Maint, Lights		
Normal	1,500	
2018 budget	<u>2,700</u>	
		-1,200

Expense change	<u>-1,200</u>	-1,200	Install REILs
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Net income change		-5,001
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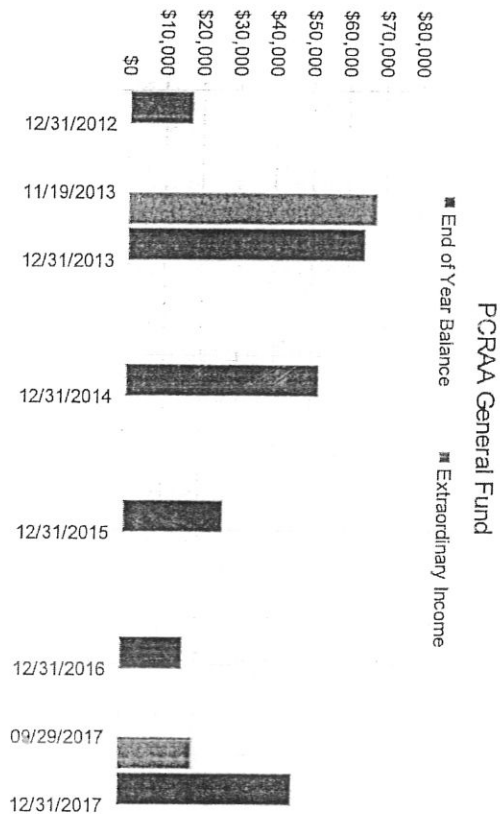
Net income 2018 Budget	<u>-15,082</u>
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Net income projected beyond 2018	<u><u>-20,083</u></u>
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Fees, User	17,700	
Leases, Hangars	85,680	
Leases, Land	<u>10,918</u>	
	114,298	85.6% of total income
	20,083	17.6% Increase

# PCRAA General Fund

	End of Year Balance	Extraordinary Income
12/31/2012	\$17,115	
11/19/2013		\$67,787 Insurance settlement for destroyed hangar
12/31/2013	\$64,542	
12/31/2014	\$52,478	
12/31/2015	\$27,040	
12/31/2016	\$16,779	
09/29/2017		\$20,000 Law suit settlement
12/31/2017	\$47,405	



## Fuel Flow Income

	Fuel Flow\$	Gallons (\$0.20/gal)	Past Due Mo.
2011	12,128.50	60,643	0
2012	10,383.17	51,916	0
2013	11,733.99	58,670	0
2014	16,376.32	81,882	2
2015	13,687.00	68,435	2
2016	8,843.79	44,219	3
2017	10,252.53	51,263	1

## Fuel Flow FBO, by year sold



# PORTAGE COUNTY REGIONAL AIRPORT AUTHORITY Profit and Loss Comparison 2016 actual versus 2017 actual

Income	Jan - Dec 2016	Jan - Dec 2017
Fees		
Fees, Fuel Flow	3,329.60	2,208.09
Fees, Fuel Flow, Commissioners	10,737.59	5,557.97
Fees, Fuel Flow, FBO		
Total Fees, Fuel Flow	\$14,067.19	\$7,766.06
Fees, User		
Fees, Key Card	1,180.00	260.00
Fees, Tie Down	160.00	
Fees, User, Commercial	2,700.00	3,900.00
Fees, User, Private	8,905.00	9,580.00
Fees, User, Private For Prior Period	900.00	
Fees, User, Support		
Fees, User, Support, FBO Hangars		
Fees, User, Support, Portage Flight Center	1,200.00	1,200.00
Total Fees, User	1,200.00	2,400.00
Total Fees	\$15,045.00	\$16,140.00
Leases, Hangars		
Leases, Hangars, Board Hangar #1	1,070.00	
Leases, Hangars, Board Hangars ABD	5,200.00	4,800.00
Leases, Hangars, Board Hangars ABD Repairs	47,776.38	50,763.62
	7,368.62	8,356.38
Leases, Hangars, Castle Hangar	55,145.00	59,120.00
Total Leases, Hangars	21,600.00	21,600.00
Leases, Land		
Leases, Land, FBO	5,352.00	4,460.00
Leases, Land, T-Hangars	5,120.00	5,120.00
Total Leases, Land		
Miscellaneous Income	0.62	1,255.00
BWC Overpayment		24.30
Donations		1,000.00
Gas Royalty Distribution (Black	71.76	50.31
Grant overpayment		20.05
Total Miscellaneous Income	\$72.38	\$2,349.66
	\$2,277.28	
		\$23,906.06
		\$85,520.00
		\$9,580.00
		\$2,349.66

	Jan - Dec 2016	Jan - Dec 2017
Reimbursements: FAA Audit		
Unapplied Cash Payment Revenue		\$2,696.00
Total Income	<u>\$122,671.57</u>	<u>\$124,051.72</u>
Expenses		
Advertising	958.70	
Legal Notice		
Total Advertising		
Audit Fee		
AWOS Expense		
AWOS Hardware Maintenance Contract		
AWOS Repair	2,100.00	2,738.80
AWOS Software Contract	750.00	
AWOS Telephone system	1,500.00	1,500.00
Total AWOS Expense	<u>551.67</u>	<u>572.94</u>
Bank Charges		
New Checks		
Service Charges	122.53	
Total Bank Charges	<u>7.00</u>	
Electricity		
Board Hangar 2	680.75	739.46
Board Hangars ABD	1,390.54	1,393.64
Field Sign	766.40	820.65
Fuel Pumps	652.85	668.70
Runway/Taxiway	<u>3,970.46</u>	<u>3,793.34</u>
Total Electricity		
Event		
Sep 2, 2018	150.00	123.80
Site Preparation		568.00
Total Event	<u>192.15</u>	
Gas		
Board Hangar 2		
Total Gas	<u>117.79</u>	<u>120.48</u>
Grant 28-16 misc. fee	\$117.79	\$120.48
Hangar Acquisition	\$46.00	
Chinn Hangars Payment		
Hangar Rental Reimbursement	\$31,070.76	\$31,070.76
		\$175.00

	Jan - Dec 2016		Jan - Dec 2017
Insurance			
Insurance, Airport Liability	2,494.00		2,805.00
Insurance, Hangars and Equipment	6,246.00		6,235.00
Treasurer's Bond	100.00		100.00
Total Insurance	\$8,840.00	\$300.00	\$9,140.00
Local Match	\$23,434.33	-\$18,261.46	\$5,172.87
Maintenance/Repairs			
Castle Hangar	637.36		923.24
Fuel Farm Repairs - First \$500.	-500.00		-500.00
Fuel Pumps/Card Reader	4,738.58		3,978.76
Grounds	3,467.17		1,514.81
Hangar Repairs	2,196.84		1,436.22
Lights	1,087.24		3,898.10
Lights, Repair, Overpayment	-300.00		
Tractor/Mowing Equipment	8,039.06		
Tractor/Mowing Equipment Repair Rebate	-2,659.66		
Total Maintenance/Repairs	\$16,706.59	-\$6,456.46	\$11,251.13
Miscellaneous			
Court Fees			211.50
Insurance Claim Settlement			1,000.00
Total Miscellaneous	\$0.00	\$1,211.50	\$1,211.50
Office Supplies/Postage	\$638.09		\$1,336.25
Payroll/Related Costs			
Miscellaneous			
Payroll Groundskeeper Salary	10,036.00		-77.76
Payroll Sec/Treas Salary	11,200.00		11,108.00
Related Costs Medicare	307.92		10,800.00
Related Costs OPERS Retirement	2,979.04		3,176.66
Related Costs OPERS Retirement Overage			3,067.12
Related Costs Workers Comp	650.39		77.76
Related Costs Workers Comp Reimbursement	-24.61		308.64
Total Payroll/Related Costs	\$25,142.74		\$25,364.18
Professional			
Board Member Conferences	1,128.90		0.00
Board Member Organizations	250.00		
Fire/Safety Inspection	154.10		
Organization Memberships			
Total Professional	\$1,533.00		\$1,600.00

	Jan - Dec 2016	Jan - Dec 2017
Real Estate Taxes		
Delinquent Payment Plan		10,678.88
Real Estate Tax Refund		-3,372.26
Storm Water Assessments		2,475.11
Total Real Estate Taxes	6,841.39	\$9,781.73
Refunds Of User Fees	\$6,841.39	\$600.00
Snow Removal		\$1,072.50
Unapplied Cash Bill Payment Expense	\$1,472.50	\$0.00
Web Site	\$0.00	\$747.95
Total Expenses	\$218.83	\$112,825.58
Net Operating Income	\$133,533.07	\$11,226.14
	<u>\$10,851.50</u>	<u>\$11,226.14</u>
	\$22,087.64	
Other Income		
Grant Income	367,781.00	98,168.95
Lawsuit Settlement	23,424.33	20,000.00
Matching Funds Transferred	\$411,215.33	5,172.87
Total Other Income	<u>\$411,215.33</u>	<u>\$123,341.82</u>
Other Expenses		
Engineering Services, AIP 28-16	50,400.12	15,965.00
FAA Grant 28-16	319,839.84	56,954.82
Grant 27-15	40,875.27	
Grant 29-17 Engineering Service		30,422.00
Total Other Expenses	<u>\$411,215.33</u>	<u>\$103,341.82</u>
Net Other Income	\$0.00	\$20,000.00
Net Income	<u>\$-10,861.50</u>	<u>\$31,226.14</u>

# PORTAGE COUNTY REGIONAL AIRPORT AUTHORITY Profit and Loss Comparison 2017 actual versus 2018 Budget

Income	Jan - Dec 2017	Jan - Dec 2018 Budget
Fees		
Fees, Fuel Flow		
Fees, Fuel Flow, Commissioners	2,208.09	2,200.00
Fees, Fuel Flow, FBO	5,557.97	11,124.03
Total Fees, Fuel Flow		16,582.00
Fees, User		
Fees, Key Card	260.00	100.00
Fees, Tie Down		100.00
Fees, User, Commercial	3,900.00	3,900.00
Fees, User, Private	9,580.00	10,000.00
Fees, User, Private For Prior Period		
Fees, User, Support		
Fees, User, Support, Cales		
Fees, User, Support, FBO Hangars	1,200.00	1,200.00
Fees, User, Support, Portage Flight Center	1,200.00	1,200.00
Total Fees, User	2,400.00	3,600.00
Total Fees	\$16,140.00	\$17,700.00
Leases, Hangars		
Leases, Hangars, Board Hangar #1		
Leases, Hangars, Board Hangars ABD	50,753.62	50,880.00
Leases, Hangars, Board Hangars ABD Repairs	8,356.38	8,400.00
Leases, Hangars, Castle Hangar	59,120.00	59,280.00
Total Leases, Hangars	21,600.00	21,600.00
Leases, Land		
Leases, Land, FBO	4,460.00	5,798.00
Leases, Land, T-Hangars	5,120.00	5,120.00
Total Leases, Land	9,580.00	10,918.00
Miscellaneous Income		
BWC Overpayment	1,255.00	255.00
Donations	24.30	0.00
Gas Royalty Distribution (Black	1,000.00	0.00
Grant overpayment	50.31	50.00
Total Miscellaneous Income	20.05	0.00
	\$2,349.66	\$105.00
	-2,044.66	

	Jan - Dec 2017	Jan - Dec 2018
Reimbursements FAA Audit	2,696.00	0.00
Unapplied Cash Payment Revenue		
Total Income	<u>\$124,051.72</u>	<u>\$133,485.00</u>
Expenses		
Advertising		
Legal Notice		
Total Advertising		
Audit Fee		
AWOS Expense		
AWOS Hardware Maintenance Contract		
AWOS Repair	2,738.80	2,900.00
AWOS Software Contract	1,500.00	1,500.00
AWOS Telephone system	572.94	575.00
Total AWOS Expense	<u>\$4,811.74</u>	<u>\$4,975.00</u>
Bank Charges		
New Checks		
Service Charges		
Total Bank Charges		
Electricity		
Board Hangar 2	739.46	800.00
Board Hangars ABD	1,393.64	1,400.00
Field Sign	820.65	900.00
Fuel Pumps	668.70	700.00
Runway/Taxiway	3,793.34	4,000.00
Total Electricity	<u>\$7,415.79</u>	<u>\$7,800.00</u>
Event		
Sep 2, 2018	123.80	
Site Preparation	563.00	1,000.00
Total Event		
Gas		
Board Hangar 2	5691.80	\$1,000.00
Total Gas	<u>120.48</u>	<u>130.00</u>
Grant 28-16 misc. fee	\$120.48	\$130.00
Hangar Acquisition		
Chin Hangars Payment	\$31,070.76	\$31,070.76
Hangar Rental Reimbursement	175.00	0.00

	Jan - Dec 2017	Jan - Dec 2018
Insurance		
Insurance, Airport Liability	2,805.00	3,000.00
Insurance, Hangars and Equipment	6,235.00	6,500.00
Treasurer's Bond	100.00	100.00
Total Insurance	\$9,140.00	\$9,600.00
Local Match	5,172.87	0.00
Maintenance/Repairs		
Castle Hangar	923.24	1,000.00
Fuel Farm Repairs - First \$500.	-500.00	-500.00
Fuel Pumps/Card Reader	3,978.78	4,000.00
Grounds		
Hangar Repairs	1,514.81	3,500.00
Lights	1,436.22	2,100.00
Lights, Repair, Overpayment		2,700.00
Pavement maintenance		15,000.00
Tractor/Mowing Equipment	3,898.10	0.00
Tractor/Mowing Equipment Repair Rebate		4,000.00
Total Maintenance/Repairs	\$11,251.13	\$31,800.00
Miscellaneous		
Court Fees	211.50	0.00
Insurance Claim Settlement	1,000.00	0.00
Total Miscellaneous	\$1,211.50	\$0.00
Office Supplies/Postage	1,336.25	800.00
Payroll/Related Costs		
Miscellaneous	-77.76	723.00
Payroll Groundskeeper Salary	11,109.00	12,000.00
Payroll Sec/Treas Salary	10,800.00	11,000.00
Related Costs Medicare	317.66	335.00
Related Costs OPERS Retirement	3,067.12	3,220.00
Related Costs OPERS Retirement Overage	77.76	0.00
Related Costs Workers Comp	308.64	282.00
Related Costs Workers Comp Reimbursement	-237.24	-237.00
Total Payroll/Related Costs	\$25,364.18	\$27,323.00
Professional		
Board Member Conferences		500.00
Board Member Organizations	0.00	160.00
Fire/Safety Inspection		800.00
Organization Memberships		
Total Professional	1,600.00	\$1,460.00

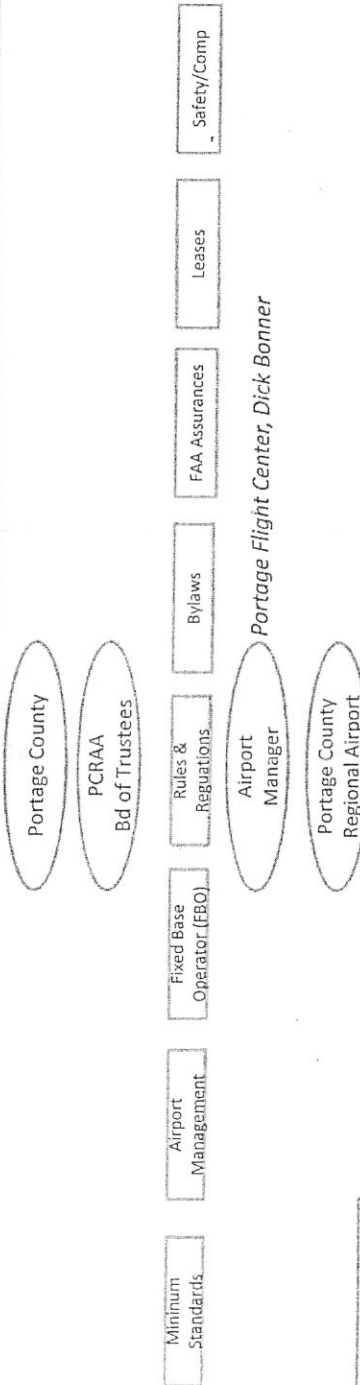
	Jan - Dec 2017	Jan - Dec 2018
Insurance		
Insurance, Airport Liability	2,805.00	3,000.00
Insurance, Hangars and Equipment	6,235.00	6,500.00
Treasurer's Bond	100.00	100.00
Total Insurance	\$9,140.00	\$9,600.00
Local Match	5,172.87	0.00
Maintenance/Repairs		
Castle Hangar	923.24	1,000.00
Fuel Farm Repairs - First \$500.	-500.00	-500.00
Fuel Pumps/Card Reader	3,978.76	4,000.00
Grounds		
Hangar Repairs	1,514.81	3,500.00
Lights	1,436.22	2,100.00
Lights, Repair, Overpayment		2,700.00
Pavement maintenance		15,000.00
Tractor/Mowing Equipment	3,898.10	0.00
Tractor/Mowing Equipment Repair Rebate		4,000.00
Total Maintenance/Repairs	\$11,251.13	\$31,800.00
Miscellaneous		
Court Fees		
Insurance Claim Settlement	211.50	0.00
Total Miscellaneous	1,000.00	0.00
Office Supplies/Postage	\$1,211.50	\$0.00
Payroll/Related Costs	1,336.25	800.00
Miscellaneous		
Payroll Groundskeeper Salary	-77.76	723.00
Payroll Sec/Treas Salary	11,108.00	12,000.00
Related Costs Medicare	10,800.00	11,000.00
Related Costs OPERS Retirement	317.66	335.00
Related Costs OPERS Retirement Overage	3,067.12	3,220.00
Related Costs Workers Comp	77.76	0.00
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Professional	\$25,364.18	\$27,323.00
Board Member Conferences		500.00
Board Member Organizations	0.00	160.00
Fire/Safety Inspection		800.00
Organization Memberships		
Total Professional	1,600.00	\$1,460.00

	Jan - Dec 2017	Jan - Dec 2018
Real Estate Taxes		
Delinquent Payment Plan	10,678.86	21,357.76
Real Estate Tax Refund	-3,372.26	
Storm Water Assessments	2,475.11	
Total Real Estate Taxes	\$9,781.73	\$28,307.76
Refunds Of User Fees	600.00	0.00
Snow Removal	1,072.50	4,000.00
Unapplied Cash Bill Payment Expense	0.00	0.00
Web Site	747.95	800.00
Total Expenses	\$12,825.58	\$148,566.52
Net Operating Income	<u>\$11,226.14</u>	<u>-\$15,081.52</u>
Other Income		
Grant Income	98,168.95	
Lawsuit Settlement	20,000.00	
Matching Funds Transferred	5,172.87	
Total Other Income	<u>\$123,341.82</u>	
Other Expenses		
Engineering Services, AIP 28-16	15,965.00	
FAA Grant 28-16	56,954.82	
Grant 27-15		
Grant 29-17 Engineering Service	30,422.00	
Total Other Expenses	<u>\$103,341.82</u>	
Net Other Income	<u>\$20,000.00</u>	
Net Income	<u>\$31,226.14</u>	

## Goals -- Board of Trustees

- Goals
  - status
- Administrative Reset
  - Financial, Legal, Operational
    - 80% Complete – hours/supervision
- Alignment
  - Stakeholders (FAA, ODOT, County, region, users)
    - 70% complete
- Plan Forward
  - Vision and Mission for Portage County and its transportation infrastructure
    - 10% complete
- Maintain Operations
  - Safety and accessibility
  - Pavement and structures
  - Capital Improvements
    - 50% complete

# Portage County Regional Airport



Portage Flight Center, Dick Bonner



- PCRAA Owns
  - Land
  - Pavement
  - Infrastructure & Equipment
  - Some buildings
- Manages (AM)
  - Operators / Businesses
  - Users / Tenants
  - Stakeholder interests (county, state, federal)

- Users
  - Local Businesses
  - Medical Ops
  - Local Students and Pilots
  - Charters
  - Freight Operators
  - Fixed Base Ops
  - Developers (hangars)
  - Flight schools
  - A&P schools

## Funding

- Operations
  - Rent, Fuel, Fees, Private
- Capital Improvements
  - FAA, ODOT, Rent, Fuel, Fees

4039 Nanway Blvd, Ravenna, OH 44266  
www.flykpcv.com

## 2018 Financial Outlook

- Operations continue to generate losses
  - Additional revenue required
  - Private donations, volunteer hours breach gaps
  - Need offset of expenses
    - NANWAY BLVD, Pavement Maintenance of airport ground
    - Official request to dedicate Nanway and gain County Engineer support of Airport Pavement Maintenance
- Capital Improvements
  - County/PCRAA local match is now funded through 2021
  - \$43,901.72 donated by Portage Airport Condo Association (aka PACA, through the fence, Northside)
    - Significant impact to the Portage County Airport and Portage County.
- Challenges – the same
  - Airport Management – too many volunteer hours
    - Board of Trustees – “doing” and “executing” vs “strategy” and “oversight”
    - Absence of day to day on airport presence and airport monitoring
    - Absence of day to day community / stakeholder contact
  - Funding

## 2018 Moving Forward

- Administrative (PCRAA Board)
  - Document review, re-write and control
    - Airport Management Agreement
    - Airport Hangar Leases
    - Historical Documents and Record Storage – in que (offices secured, furniture and cabinets donated)
    - Airport Operations manual
- Airport Champion
  - Commissioner Christian-Bennett!
- Airport Vision
  - KPOV – Portage County / 161,000 / 280 / \$560MM
    - 59 jobs / \$6.7MM output
  - KBJJ – Wayne County / 116,000 / 284 / \$738MM
    - 148 jobs / \$21.8MM output
  - 7G8 – Geauga County / 94,000 / 195 / \$369 MM
    - 72 jobs / \$10.8MM output

## 2018 Moving forward

- Achieve alignment – PCRAA/Portage County/Regional Community
  - Establish Vision and Mission
    - Easy access to airport grounds
    - Immediate access to major thoroughfares
    - Affordable operating environment (hangars- although limited, fuel, maintenance)
    - Safe aviation environment (all weather approaches), runway safety zones
    - No environmental impact from aviation operations
    - Good “general aviation” – provides a culture
      - Recreational flyers, events, community
    - Good “business aviation” provides funding
      - Fuel, service, land and hangar revenue
    - Industrial development opportunities
    - Job creation
    - Future plans

## Miscellaneous items

- Portage County Direction
- Legal Representation
- NANWAY BLVD
- Complete operations manuals & emergency plans
- Board Vacancy
  - Les Smeach resignation

- Mr. Gilmore discussed the need to have Nanway Boulevard paved and the Board indicated the County Engineer's office cannot do anything to the driveway because it's considered a private road. The Board could provide funding to the County Engineer for this specific project, but the costs would be around \$100,000. Mr. Gilmore asked if the road could be dedicated and Commissioner Kerrigan explained because it's not a through road, the County cannot take it, but the Township could.
- Mr. Gilmore asked about the County continuing to provide legal representation for 2018 as the Board has not denied or approved the request. The Board agreed it needs to get a plan and put it into action so that the Airport can begin to move forward. Mr. Gilmore noted the effort going on at the Statehouse to change the ruling from Mike DeWine's office which stated the County Prosecutor's Office could not represent Regional Airports, is now in committee for agreement.
- There is a Board vacancy from Les Smeach, so the position will need to be filled by the Board of Commissioners.
- Mr. Gilmore will be stepping down as President of the Airport Board because of his extensive travel obligations, and he has asked Mr. Lucas to pursue the position and Mr. Lucas is interested.
- The Board it is in agreement that it will need to visit a couple of the local Airports to decide what vision it wants for the Airport.
- Mr. Gilmore passed out information on what it would take to extend the runway. The information was originally presented in 2010 and today, it would cost about \$5 million dollars to extend the runway. Mr. Gilmore mentioned 95% of the cost could be paid utilizing FAA and ODOT funding. Commissioner Kerrigan explained there are two directions for the Airport: (1) downsize or (2) upgrade the facility, including the runway. If the facility was upgraded, it would entice additional business. This proposal would extend the runway and realign Infirmary Rd, and will not hinder the Sheriff's Office.



PROBABLE PROJECT COST

PORTAGE COUNTY REGIONAL AIRPORT  
RAVENNA, OHIO  
ROAD RELOCATION  
ACIP ESTIMATES

H33.001

02/05/10

ITEM NO	FAA SPEC	DESCRIPTION	QUANTITY	UNITS	UNIT PRICE	TOTAL
1	P-152	UNCLASSIFIED EXCAVATION	19,000	CY	\$6.00	\$114,000.00
2	P-155	COMPLIANCE W/POLLUTION, EROSION & SILTATION CONTROL	1	LS	\$30,000.00	\$30,000.00
3	P-209	CRUSHED AGGREGATE BASE COURSE	10,450	CY	\$40.00	\$418,000.00
4	P-409	BITUMINOUS SURFACE COURSE	5,200	TON	\$70.00	\$364,000.00
5	P-603	BITUMINOUS TACK COAT	1,035	GAL	\$3.00	\$3,105.00
6	P-612	FIELD OFFICE	1	LS	\$10,000.00	\$10,000.00
7	P-620	PAINTING	7,680	SF	\$1.50	\$11,520.00
8	D-701	MISCELLANEOUS DRAINAGE	1	LS	\$50,000.00	\$50,000.00
9	T-906	HYDROSEEDING	29,000	SY	\$0.55	\$15,950.00
10	L-127	TRAFFIC SIGN	25	EACH	\$750.00	\$18,750.00
11	M-100	MAINTENANCE AND PROTECTION OF TRAFFIC	1	LS	\$10,000.00	\$10,000.00
12	M-150	PROJECT SURVEY & STAKEOUT	1	LS	\$25,000.00	\$25,000.00
13	M-200	MOBILIZATION (4% MAXIMUM)	1	LS	\$42,675.00	\$42,675.00
SUBTOTAL CONSTRUCTION COST						\$1,113,000.00
CONTINGENCY (20%+/-)						\$223,000.00
TOTAL CONSTRUCTION COST IN 2009 DOLLARS						\$1,336,000.00
TOTAL CONSTRUCTION COST IN 2014 DOLLARS PER ACIP (5% INFLATION PER YEAR)						\$1,705,000.00
CONSTRUCTION ADMINISTRATION AND OBSERVATION (10%)						\$170,500.00
DESIGN (10%)						\$170,500.00
TOTAL PROBABLE PROJECT COST						\$2,046,000.00



## PROBABLE PROJECT COST

PORTAGE COUNTY REGIONAL AIRPORT  
RAVENNA, OHIO  
RUNWAY EXTENSION  
ACIP ESTIMATES

H33.001

02/05/10

ITEM NO	FAA SPEC	DESCRIPTION	QUANTITY	UNITS	UNIT PRICE	TOTAL
1	P-151	CLEARING & GRUBBING	29,100	SY	\$1.50	\$43,650.00
2	P-152	UNCLASSIFIED EXCAVATION	41,000	CY	\$6.00	\$246,000.00
3	P-156	COMPLIANCE W/POLLUTION, EROSION & SILTATION CONTROL	1	LS	\$50,000.00	\$50,000.00
4	P-209	CRUSHED AGGREGATE BASE COURSE	6,450	CY	\$40.00	\$258,000.00
5	P-401	BITUMINOUS SURFACE COURSE	3,250	TON	\$80.00	\$260,000.00
6	P-401	JOINT SEALING	325	LF	\$4.00	\$1,300.00
7	P-603	BITUMINOUS TACK COAT	650	GAL	\$3.00	\$1,950.00
8	P-612	FIELD OFFICE	1	LS	\$20,000.00	\$20,000.00
9	P-620	RUNWAY & TAXIWAY PAINTING	15,000	SF	\$2.00	\$30,000.00
10	P-620	PAINT REMOVAL	7,300	SF	\$5.00	\$36,500.00
11	D-701	MISCELLANEOUS DRAINAGE	1	LS	\$50,000.00	\$50,000.00
12	T-906	HYDRO-SEEDING	55,000	SY	\$0.55	\$30,250.00
13	L-108	AIRPORT LIGHTING CABLE	6,950	LF	\$1.50	\$10,425.00
14	L-108	COUNTERPOISE WIRE	6,250	LF	\$1.50	\$9,375.00
15	L-109	AIRPORT ELECTRICAL BUILDING EQUIPMENT	1	LS	\$20,000.00	\$20,000.00
16	L-110	4-WAY DUCT BANK, TYPE I	55	LF	\$80.00	\$4,400.00
17	L-110	2-INCH DIA. PVC CONDUIT IN TURF	6,250	LF	\$10.00	\$62,500.00
18	L-115	ELECTRIC JUNCTION CAN	4	EACH	\$600.00	\$3,200.00
19	L-125	MEDIUM INTENSITY T/W LIGHTS, BASE MOUNTED	35	EACH	\$1,000.00	\$35,000.00
20	L-125	MEDIUM INTENSITY R/W LIGHTS, BASE MOUNTED	20	EACH	\$1,000.00	\$20,000.00
21	L-125	GUIDANCE SIGNS	4	EACH	\$5,000.00	\$20,000.00
22	M-100	MAINTENANCE AND PROTECTION OF TRAFFIC	1	LS	\$30,000.00	\$30,000.00
23	M-150	PROJECT SURVEY & STAKEOUT	1	LS	\$30,000.00	\$30,000.00
24	M-200	MOBILIZATION (4% MAXIMUM)	1	LS	\$50,450.00	\$50,450.00
SUBTOTAL CONSTRUCTION COST						\$1,323,000.00
CONTINGENCY (20%+/-)						\$265,000.00
TOTAL CONSTRUCTION COST IN 2009 DOLLARS						\$1,588,000.00
TOTAL CONSTRUCTION COST IN 2015 DOLLARS PER ACIP (5% INFLATION PER YEAR)						\$2,128,000.00
CONSTRUCTION ADMINISTRATION AND OBSERVATION (10%)						\$212,800.00
DESIGN (10%)						\$212,800.00
TOTAL PROBABLE PROJECT COST						\$2,553,600.00

Commissioner Christian-Bennett will follow up with Director Townend about scheduling visits to Wayne County and Geauga County Airports and will also coordinate with Mr. Gilmore on the visits. The Board would also be interested in talking with Wayne and Geauga County Commissioners, as well.

## **HUMAN RESOURCES**

Present: Director Janet Kovick and Internal Services Director JoAnn Townend

The Board discussed the Compensation Management Study (CMS) and Director Townend mentioned the original bid was done in 2016 and she will pull the document and report back to the Board. Director Townend remembered the bid was awarded to Clemens Nelson, but the Board asked instead that the survey be done internally or whether Clemens Nelson could lower their charges.

2:32 PM Commissioner Kerrigan briefly left the meeting

2:33 PM Commissioner Kerrigan returned

## **JOB AND FAMILY SERVICES**

Present: Kellijo Jeffries, Human Resources Director Janet Kovick, and Internal Services Director JoAnn Townend

### **1. Space Issues:**

Director Jeffries met with the Board to discuss her need for additional space. She would like to work with Jack Kohl for lease options for Children Services and Child Support on a temporary lease basis and on a long term basis, possibly the Good Cents building so the entire department could be in one location. The Board supports Director Jeffries and Commissioner Kerrigan wonders if the Board could bundle Job and Family Services, WIC, Health Department together for one stop shopping in a new facility. The Board authorized Director Jeffries to explore the issue with Mr. Kohl and report back to the Board.

2:49 PM 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 for the dismissal of a public employee, official, licensee, or regulated individual. Also present: Human Resources Director Janet Kovick and Job and Family Services Director Kellijo Jeffries. Roll call vote: Sabrina Christian-Bennett, Yea; Mike Kerrigan, Yea; Vicki A. Kline, Yea;

2:55 PM 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.

### **2. Judge Berger's request for \$18,000 for Children First Parenting Class**

The Board discussed Judge Berger's request for additional funding in the amount of \$18,000 for the Children First Parenting Class. Director Jeffries believes it a good concept, but doesn't feel Job and

Family Services should provide additional funding to a program that is so new that she cannot ascertain whether it has been successful or not. Additionally, Job and Family Services is happy to be a partner supporting other programs, but Director Jeffries does not believe Job and Family Services should be the sole funding sources for any project.

Commissioner Kerrigan pointed out that the Board consider explaining to Judge Berger that they cannot fund the program at this time because it is too early to have enough data to support the outcome.

### 3. Compensation Management Study (CMS)

The Board can say no to Judge Berger's request for additional funding for increases, but it means nothing without any support or plan. Commissioner Kerrigan suggests the Board tell Judge Berger that it is working on a wage study for hard, concrete evidence to back up the claim that positions are either underpaid or over paid and how to move forward. This will show good faith that the Board is trying to fix the problem by coming forward with a plan, which could prevent other Judges from making the same request to the Board.

Director Townend will research the bids she received in 2016 and will schedule Clemens Nelson and the Human Resources Department to meet with the Board to discuss further.

## COMMISSIONERS' CONSENT AGENDA

March 8, 2018

1. Approval of the March 1, 2018 and March 6, 2018 regular meeting minutes.

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## RESOLUTIONS

March 8, 2018

### Budget & Financial Management:

1. Approve the Thursday, March 8, 2018 bills/ACH payments as presented by the County Auditor and reviewed by the Department of Budget & Financial Management./18-0174
2. Approve the Thursday, March 8, 2018 wire transfers for health benefits as presented by the County Auditor and reviewed by the Department of Budget & Financial Management./18-0175
3. Approve the Thursday, March 8, 2018 Journal Vouchers, as presented by the County Auditor and reviewed by the Department of Budget & Financial Management. /18-0176
4. Approve the Thursday, March 13, 2018 Then & Now Certification, as presented by the County Auditor./18-0177
5. Approve the Tuesday, March 13, 2018 bills/ACH payments as presented by the County Auditor and reviewed by the Department of Budget & Financial Management./18-0178

6. Approve the Tuesday, March 13, 2018 Journal Vouchers, as presented by the County Auditor and reviewed by the Department of Budget & Financial Management./18-0179
7. Approve the Tuesday, March 13, 2018 Then & Now Certification, as presented by the County Auditor./18-0180
8. Amendment to the Non General Fund 2018 annual appropriation Resolution No. 17-0955, adopted December 19, 2017. /18-0181
9. Closing of funds 4232 – 14 Culvert, 4233 – B Lake Road, 4234 – Prospect, 4236 High St Br./18-0182

#### **Internal Services**

10. Convene the Portage County 9-1-1 Planning Committee./18-0183
11. Set proposal date for a certified Peer Recovery Supporter Program (Recovery Coach) for the Department of Job & Family Services./18-0184
12. Approve the guaranteed maximum price (GMP) amendment from Granger Construction on the Justice Center Expansion/Renovation Project./A motion was made by Commissioner Kerrigan to **PULL THIS ITEM FROM CONSENT AGENDA**. Adopted later in the day – Resolution No. 18-0185.
13. Enter into an agreement between the Portage County Board of Commissioners on behalf of Water Resources and Prime Roof Solutions./18-0186

#### **External Services**

14. Approving the plans, specifications, estimate of cost, tentative surcharge and setting the date and time for acceptance of bids for the construction of Project No. BR-2 (12-140) Oakwood Acres Subdivision sanitary improvements, in the Portage County Sewer District, Brimfield Township./18-0187
15. General sewer agreement for sanitary sewer improvements to Meadow View Subdivision – Phase 7, Portage County Water Resources Department Project No. ST-4-17-230-P./18-0188
16. Acceptance of donations to the Office of the Portage County Dog Warden./18-0189

**Motion To:** Approve the Consent Agenda for March 8, 2018

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

\* \* \* \* \*

**ITEM PULLED FROM THE CONSENT AGENDA:**

12. Approve the guaranteed maximum price (GMP) amendment from Granger Construction on the Justice Center Expansion/Renovation Project. Director Townend reported other fees changed and they did not get back to her in time, so Director Townend presented a revised draft resolution for Board consideration. A motion was made by Commissioner Christian-Bennett, seconded by Commissioner Kerrigan, all in favor, motion carries./18-0185.

**RESOLUTION NO. 18-0174                      -                      RE:    BILLS APPROVED AND ACH CERTIFIED TO  
THE PORTAGE COUNTY AUDITOR FOR  
PAYMENT.**

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

**RESOLVED,**                      that the bills were approved and certified to the County Auditor for payment, contingent upon the review of the Portage County Department of Budget and Financial Management, Department of Internal Services or other designee on March 8, 2018 in the total payment amount of **\$505,809.01** for **Funds 0001-8299** as set forth in the Accounts Payable Warrant Report on file in the office of the Portage County Auditor; and be it further

**RESOLVED,**                      that the ACH payment is approved as certified to the County Auditor for payment on or after Friday, March 9, 2018, contingent upon the review of the Portage County Department of Budget and Financial Management, Department of Internal Services or other designee on March 8, 2018 in the total payment amount of **\$2,135.49 to Moneris** as set forth in the Accounts Payable Warrant Report on file in the office of the Portage County Auditor; and be it further

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

Roll call vote as follows:

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

**RESOLUTION NO. 18-0175                      -                      RE:    WIRE TRANSFER APPROVED AND CERTIFIED  
TO THE PORTAGE COUNTY AUDITOR FOR  
PAYMENT.**

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

**RESOLVED,**

that the bills were approved and certified to the County Auditor for payment, contingent upon the review of the Portage County Department of Budget and Financial Management, Department of Internal Services or other designee on March 8, 2018 in the total payment amount as follows:

1. \$945.00 to Wage Works Admin-Fund 7101; and
2. \$7,947.36 to Wage Works Claims; and
3. \$ 91,920.92 to Medical Mutual Claims; and

as set forth in the Accounts Payable Warrant Report on file in the office of the Portage County Auditor; and be it further

**RESOLVED,**

that the Board of Commissioners authorizes the wire transfer for the charges relating to health benefits, as presented by the Portage County Auditor's Office:

Wire Transfer on Friday, March 9, 2018	\$ 945.00
Wire Transfer on Friday, March 9, 2018	\$ 7,947.36
Wire Transfer on Friday, March 9, 2018	\$ 91,920.92

and be it further

**RESOLVED,**

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

Roll call vote as follows:

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

**RESOLUTION NO. 18-0176                      -                      RE:    APPROVAL OF JOURNAL  
VOUCHERS/ENTRIES.**

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

**WHEREAS,**

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

**WHEREAS,**

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

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

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

03/08/18	234	\$ 420.00
03/08/18	221	3,898.63
03/06/18	217	124.69
03/06/18	215	74.92
03/06/18	214	9,187.20
03/06/18	205	124.69
03/06/18	187	180.85
Total		\$ 14,010.98

; and be it further

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

Roll call vote as follows:

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

**RESOLUTION NO. 18-0177                      -                      RE:    ACCEPTANCE OF THEN AND NOW  
CERTIFICATIONS FOR PAYMENT.**

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

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

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

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

**RESOLVED,** that the expenditures listed herein are properly certified by the County Auditor in the amount of **\$37,374.38** as set forth in Exhibit "A" dated **March 8, 2018** shall be paid; and be it further

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

Roll call vote as follows:

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

RESOLUTION NO. 18-0178 - RE: **BILLS APPROVED AND CERTIFIED TO THE  
PORTAGE COUNTY AUDITOR FOR PAYMENT.**

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

**RESOLVED,** that the bills were approved and certified to the County Auditor for payment, contingent upon the review of the Portage County Department of Budget and Financial Management, Department of Internal Services or other designee on March 13, 2018 in the total payment amount of **\$280,792.54** for **Funds 0001-8299** as set forth in the Accounts Payable Warrant Report on file in the office of the Portage County Auditor; and be it further

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

Roll call vote as follows:

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

**RESOLUTION NO. 18-0179****RE: APPROVAL OF JOURNAL  
VOUCHERS/ENTRIES.**

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

- WHEREAS,** the Ohio Revised Code requires that warrants be approved by the Board of Commissioners prior to their issuance; and
- WHEREAS,** there are other similar financial transactions defined as journal vouchers/entries that are dissimilar in that they are used to pay for charges for services from one county department and/or fund to another department and/or fund and thus are processed in lieu of issuing a warrant; and
- WHEREAS,** the Journal Vouchers/Entries are recommended by the County Auditor's Office for review and approval by the Board of Commissioners; now therefore be it
- RESOLVED,** that the Board of Commissioners approves the following Journal Vouchers/Entries, as presented by the County Auditor's Office:

03/13/18	390	\$ 5,191.00
03/13/18	389	5,668.75
03/13/18	372	30,154.32
03/13/18	221	3,898.63
03/13/18	217	124.69
03/13/18	215	74.92
Total		\$ 45,112.31

; and be it further

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

Roll call vote as follows:

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

**RESOLUTION NO. 18-0180****RE: ACCEPTANCE OF THEN AND NOW  
CERTIFICATIONS FOR PAYMENT.**

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

- WHEREAS,** Ohio Revised Code Section 5705.41 (D)(1) authorizes the expenditure of moneys, provided a certificate of the County Auditor is supplied stating that there was at the time of the making of such contract or order and at the time of the execution of such certificate a sufficient sum appropriated for the purpose of such contract and in the treasury or in process of collection to the credit of an appropriate fund free from any previous encumbrances (Then and Now Certification); and
- WHEREAS,** the Then and Now Certification is recommended by the State Auditor's Office, the Portage County Auditor's Office, and the Portage County Prosecutor's Office; and
- WHEREAS,** a listing of expenditures, attached hereto as Exhibit "A" and incorporated herein by reference, has been certified by the County Auditor according to Ohio Revised Code section 5705.41 (D)(1); now therefore be it
- RESOLVED,** that the expenditures listed herein are properly certified by the County Auditor in the amount of **\$86,603.91** as set forth in Exhibit "A" dated **March 13, 2018** shall be paid; and be it further
- RESOLVED,** that the Board of Commissioners finds and determines that all formal actions of this Board concerning and relating to the adoption of this resolution were taken in an open meeting of this Board and that all deliberations of this Board that resulted in those formal actions were in meeting open to the public in compliance with the law including Section 121.22 of the Ohio Revised Code.

Roll call vote as follows:

Vicki A. Kline, Yea;

Sabrina Christian-Bennett, Yea;

Mike Kerrigan, Yea;

## RESOLUTION NO. 18-0181

RE: **AMENDMENT TO THE NON GENERAL FUND 2018 ANNUAL APPROPRIATION RESOLUTION NO. 17-0955 ADOPTED DECEMBER 19, 2017.**

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

**RESOLVED,** that it has become necessary to amend the Non General Fund 2018 Annual Appropriation, from the unappropriated, certified fund balance in the amounts and for the purposes set forth in the enumeration shown below as reviewed and recommended by the Director of Budget & Financial Management:

		<i>Increase</i>	<i>Decrease</i>
Fund: 1000	Recorder Equipment		
400	Recorder		
10003	Recorder Equipment Salary&Frng	15,767	-
	<b>MEMO TOTAL</b>	<b>\$ 15,767</b>	<b>\$ -</b>

Note:

Fund: 1014	Common Pleas Tech Spec Proj		
530	Common Pleas Court		
10146	Common Pleas Tech Spec Proj CO	20,000	-
	<b>MEMO TOTAL</b>	<b>\$ 20,000</b>	<b>\$ -</b>

Note:

Fund: 1340	PCBDD General Administration		
905	Developmental Disabilities Bd		
13403	PCBDD Salaries & Fringes	144,200	1,158,625
13404	PCBDD General Admin CS	444,112	-
13405	PCBDD General Admin MS	-	42,403
13406	PCBDD General Admin CO	233,000	-
13407	PCBDD General Admin OE	2,450	-
13409	PCBDD General Admin ME	50	-
	<b>MEMO TOTAL</b>	<b>\$ 823,812</b>	<b>\$ 1,201,028</b>

Note: modification

		<i>Increase</i>	<i>Decrease</i>
Fund: 1390	Women Infants And Children		
053	<i>Women, Infants &amp; Children</i>		
13903	WIC Salary & Fringes	19,000	-
13904	Women Infants & Children CS	12,300	-
	MEMO TOTAL	<u>\$ 31,300</u>	<u>\$ -</u>

Note:

Fund: 4100	PCBDD Capital Projects		
905	<i>Developmental Disabilities Bd</i>		
41004	MRDD Capital CS	18,500	-
41006	MRDD Capital CO	117,750	-
	MEMO TOTAL	<u>\$ 136,250</u>	<u>\$ -</u>

Note: modification

Fund: 4240	Center Rd Widen/Bridge Rplcm		
800	<i>Engineer's Department</i>		
42406	Center Rd Widening CO	116,002	-
	MEMO TOTAL	<u>\$ 116,002</u>	<u>\$ -</u>

Note: TO BOOK ODOT

Fund: 4242	Liberty St Bridge Rplcmt		
800	<i>Engineer's Department</i>		
42424	Liberty St Bridge Rplcmt CS	100,000	-
42426	Liberty St Bridge Rplcmt CO	-	100,000
	MEMO TOTAL	<u>\$ 100,000</u>	<u>\$ 100,000</u>

Note: TO BOOK ODOT  
DISBURSEMENTS

Fund: 5800	Freedom Secondary Railroad		
010	<i>Commissioners Other</i>		
58007	Freedom Secondary Railroad OE	5,855	-
	MEMO TOTAL	<u>\$ 5,855</u>	<u>\$ -</u>

Note:

TOTAL MEMO BALANCE FOR ALL FUNDS	<u>\$ 1,248,986</u>	<u>\$ 1,301,028</u>
----------------------------------	---------------------	---------------------

*Increase*

*Decrease*

; and be it further

**RESOLVED,** that the notes of explanation in this resolution are for informational purposes only and are not intended to restrict the expenditure of those appropriated funds to any single purpose. Such funds are for the use of all expenditures that are lawful under the approved appropriation; and be it further

**RESOLVED,** that a certified copy of this resolution be filed with the County Auditor; and be it further

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

Roll call as Follows:

Vicki Kline, Yea;

Sabrina Christian-Bennett, Yea;

Mike Kerrigan, Yea;

[illegible]

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

**WHEREAS,** fiscal activity has ceased in Funds 4232, 4233, 4234, and 4236, all payments have been made and the Treasurer's Cash Balance for each is \$0.00; now therefore be it

**RESOLVED,** that Fund 4232 – 14 Culvert, 4233 – B Lake Rd, 4234 - Prospect, and 4236 – High St. Br., are hereby closed as recommended by the Director of Budget and Financial Management; and be it further

**RESOLVED,** that a certified copy of this resolution be filed with the Portage County Auditor, and the Engineer'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 Kline, Yea;                      Sabrina Christian-Bennett, Yea;                      Mike Kerrigan, Yea;

**RESOLUTION NO. 18-0183                      -                      RE:    CONVENE THE PORTAGE COUNTY 9-1-1  
PLANNING COMMITTEE.**

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

**WHEREAS,**                      Ohio Revised Code Section 128.06 requires that the Board of Commissioners adopt a resolution to convene the Portage County 9-1-1 Planning Committee; now therefore be it

**RESOLVED,**                      the Portage County Board of Commissioners agrees to convene the Portage County 9-1-1 Planning Committee on Tuesday, March 20, 2018 at 1:30 PM in the Portage County Homeland Security and Emergency Management Office Emergency Operations Center, 8240 Infirmary Road, Ravenna, OH 44266 (Shalersville Township) to discuss, but not limited to the following items:

A. Appointing a Technical Advisory Committee per ORC 128 to assist in updating the County 911 Plan.

B. Recommendations for the updating of the County 911 Plan

C. State 911 Compliance Standards and auditing procedures

D. County 911 Funds balance and future funding options

; and be it further

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

Roll Call Vote as Follows:

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

**RESOLUTION NO. 18-0184                      -                      RE:    SET PROPOSAL DATE FOR A CERTIFIED PEER  
RECOVERY SUPPORTER PROGRAM (RECOVERY**

**COACH) FOR THE DEPARTMENT OF JOB &  
FAMILY SERVICES.**

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

- RESOLVED,** that the proposal specifications for a certified peer recovery supporter program (recovery coach) for the Department of Job & Family Services hereby are approved; and be it further
- RESOLVED,** that sealed proposals, therefore, will be accepted by the Director of the Portage County Office of Internal Services, 7th floor – room 702, Portage County Administration Building, 449 South Meridian St., Ravenna, Ohio until 2:00 p.m., E.S.T. on April 18, 2018; and be it further
- RESOLVED,** that the notice of receiving proposals shall be published in the Record Courier on March 14, 2018, a copy thereof be posted on the bulletin board of the Board forthwith and posted on the County website; and be it further
- RESOLVED,** that the Board of Commissioners finds and determines that all formal actions of this Board concerning and relating to the adoption of this resolution were taken in an open meeting of this Board and that all deliberations of this Board that resulted in those formal actions were in meetings open to the public in compliance with the law including Section 121.22 of the Ohio Revised Code.

Roll call vote as follows:

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

**RESOLUTION NO. 18-0185                      -                      RE:    APPROVE THE GUARANTEED MAXIMUM  
PRICE (GMP) AMENDMENT FROM GRANGER  
CONSTRUCTION ON THE JUSTICE CENTER  
EXPANSION/RENOVATION PROJECT.**

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

- WHEREAS,** on May 23, 2017 the Board of Commissioners agreed to enter into an agreement with Granger Construction as the construction manager at risk for the addition and renovation of the Portage County Justice Center through resolution 17-0423; and
- WHEREAS,** on March 6, 2018 Granger Construction presented the Guaranteed Maximum Price Amendment (GMP) for review and subsequent approval; and
- WHEREAS,** upon review of the construction costs of the bids received by Granger Construction; the following alternates presented for acceptance: 1, 2, 3, 4, 5, 6, 9, 10, 11, 16, 19, 20

and 21; construction management costs; construction soft costs and owner soft costs, it is the recommendation of the Portage County Director of Internal Services that the GMP Amendment be accepted at a total cost of (\$19,923,635.00); now therefore be it

**RESOLVED,** that the Portage County Board of Commissioners enter into GMP amendment with Granger Construction, 6267 Aurelius Rd., Lansing MI 48911 in the amount of Nineteen million, nine hundred, twenty-three thousand, six hundred thirty-five and 00/100 (\$19,923,635.00); and be it further

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

Roll call vote as follows:

Vicki Kline, Yea;

Sabrina Christian-Bennett, Yea;

Mike Kerrigan, Yea;

**RESOLUTION NO. 18-0186      -      RE:    ENTER INTO AN AGREEMENT BETWEEN THE  
PORTAGE COUNTY BOARD OF  
COMMISSIONERS ON BEHALF OF WATER  
RESOURCES AND PRIME ROOF SOLUTIONS.**

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

**WHEREAS,** the Portage County Water Resources Department has the need for ridge cap replacement on the main front office roof at 8116 Infirmary Road., Ravenna,; and

**WHEREAS,** Prime Roof Solutions has the ability to provide such services; now therefore be it

**RESOLVED,** that the Board of Portage County Commissioners does hereby agree to enter into an agreement with Prime Roof Solutions, PO Box 230, Rootstown OH 44272; and be it further

**RESOLVED,** that the total cost of the ridge cap replacement shall be Three thousand, six hundred, eighty-seven and 00/100 dollars (3,687.00); and be it further

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

Roll call vote as follows:

Vicki Kline, Yea;

Sabrina Christian-Bennett, Yea;

Mike Kerrigan, Yea;

**RESOLUTION NO. 18-0187**

-

**RE: APPROVING THE PLANS, SPECIFICATIONS, ESTIMATE OF COST, TENTATIVE SURCHARGE AND SETTING THE DATE AND TIME FOR ACCEPTANCE OF BIDS FOR THE CONSTRUCTION OF PROJECT NO. BR-2 (12-140) OAKWOOD ACRES SUBDIVISION SANITARY IMPROVEMENTS, IN THE PORTAGE COUNTY SEWER DISTRICT, BRIMFIELD TOWNSHIP.**

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

- WHEREAS,** this Board by Resolution No. 74-78, adopted April 11, 1974, established Portage County Regional Sewer District, hereinafter called the "SEWER DISTRICT"; and
- WHEREAS,** this Board, by Resolution No. 12-0832, adopted September 18, 2012, authorized the preparation of plans, specifications and estimate of cost for Project No. BR-2 (12-140), OAKWOOD ACRES SUBDIVISION SANITARY IMPROVEMENTS hereinafter referred to as the "PROJECT"; and
- WHEREAS,** this Board, by Resolution No. 15-0955, adopted November 5, 2015, approved said plans and set the project to bid, with bids received until February 10, 2016; and
- WHEREAS,** this Board, by Resolution No. 16-0062, adopted January 21, 2016, described the improvement as to its nature and its location, route, and termini; declared that it is necessary to construct the PROJECT for the purpose of preserving, protecting, and promoting the public health and welfare; referred to the aforementioned plans, specifications, estimate of cost, and a tentative assessment, stating the place where they are on file; provided that the cost would be specially assessed against the benefitted properties within an assessment district; and described the boundaries of the district to be assessed; and
- WHEREAS,** the PROJECT was delayed to seek grant funding for the PROJECT from the Ohio Public Works Commission, as described in Resolutions No. 16-0453 & 16-0908, and subsequent resolutions; and
- WHEREAS,** time to award a contract with respect to the bid described in Resolution No. 15-0955, above, has expired; the entire bid proceedings and all bids submitted have been invalidated; and it is now necessary to re-bid the project; and

**WHEREAS,** this Board has reconsidered how it will pay the cost of the improvement; and

**WHEREAS,** copies of the plans, specifications, and estimate of cost, and any revisions thereto, are on file in the office of the Clerk and Portage County Water Resources and available for examination; and

**WHEREAS,** the revised pre-bid total project cost estimate is \$1,038,000; now therefore be it

**RESOLVED,** that this Board approves the said plans, specifications, and estimate of cost, and any revisions thereto, for said PROJECT; and be it further

**RESOLVED,** that this Board ratifies the description of the improvement as to its nature and its location, route and termini, as well as the determination that it is necessary to construct the PROJECT for the purpose of preserving, protecting, and promoting the public health and welfare, found in Resolution No. 16-0062, and incorporates the same herein as though fully set forth; and be it further

**RESOLVED,** the PROJECT estimated cost of \$1,038,000 is to be paid for from an accepted and approved Ohio Public Works Commission grant in the amount of \$250,000, and the remainder estimated cost of \$788,000 to be paid from user rates and charges fixed under authority of Revised Code § 6117.02, as changed from time to time as considered advisable. No part of the cost of the improvement will be paid by special assessment; and be it further

**RESOLVED,** the boundaries of the improvement area shall be the same as those described as "benefited properties located within the Assessment District," defined in Resolution No. 16-0062, called hereafter the improvement area; and be it further

**RESOLVED,** that this Board shall follow a process for this improvement PROJECT pursuant to Revised Code § 6117.06(B), and agrees to provide notice and opportunity for hearing, at a meaningful time and in a meaningful manner, to afford residents in the improvement area sufficient information in reference to the PROJECT and the estimated cost, as follows:

- i) At a date, time and location to be set by future action of the Board, the Board shall hear objections to and endorsements of the improvement, the tentative cost, and the boundaries of the improvement area;
- ii) Not less than twenty-four days prior to said hearing, the Board shall cause notice of the hearing to be published once a week for two consecutive weeks in a newspaper of general circulation in the county;
- iii) On or before the date of the second publication, the Board shall cause to be sent by certified mail a copy of the notice to every owner of property within the bounds of the improvement area whose address is known;
- iv) Not less than five days after said hearing, at a date, time and location to be set by the Board, the Board shall ratify the plans for the improvement and the character and termini thereof, the boundaries of the improvement area, and

the tentative cost, then, if it decides to proceed therewith, shall declare the determination of the Board to proceed with the construction of the improvement;

- v) For five days after the hearing described in this division (i), the Board will accept written objections to be preserved and filed in the office of the Board, and upon receipt will give, by hand delivery or regular mail, written notice of the date, time and location of the hearing to proceed with the improvement;
- vi) The Board may amend the plans in any manner considered advisable, but if the boundaries of the improvement area are amended to include any property not theretofore included, the Board shall hold an additional hearing prior to the hearing to proceed with the improvement, subject to the same process of notice as outlined above;
- vii) On the completion of the PROJECT, the actual cost thereof shall be ascertained. If the actual cost exceeds the estimated cost, notification shall be given to all property owners within the boundaries of the improvement area of the actual cost;
- viii) But the Board may dispense with the above notice(s) and hearing(s) if all owners of property within the bounds of the improvement area state, in writing, that they have examined the plans for the improvement PROJECT, the bounds of the improvement area, the estimate of cost, and the estimate of connection charge and sanitary sewer rate surcharge, and that they have no objections to them; and be it further

**RESOLVED,** that sealed bids for the construction of the PROJECT will be accepted by the Portage County Commissioners until 2:30 PM on April 4, 2018, at Room 708 on the seventh floor of the County Administration Building, 449 South Meridian Street, Ravenna, Ohio; be it further

**RESOLVED,** that the Notice of receiving bids shall be posted in the Record Courier on March 12 and March 19, 2018 and the Clerk of this Board is directed to post said Notice on the official bulletin board in the office of the County Commissioners. This advertisement for bids can also be found on Portage County's website at: [www.co.portage.oh.us](http://www.co.portage.oh.us) under county bid notices; be it further

**RESOLVED,** that the Clerk of this Board is hereby directed to certify a copy of this Resolution to the County Auditor, Internal Services and the Department of Budget and Financial Management; be it further

**RESOLVED,** it is hereby found and determined that all formal actions of this Board concerning and relating to the adoption of this resolution were adopted in an open meeting of this Board, and that all deliberations of this Board and of any of its committees that resulted in such formal action, were in meetings open to the public, in compliance with all legal requirements including Section 121.22 of the Ohio Revised Code.

Roll call vote as follows:

Vicki Kline, Yea;

Sabrina Christian-Bennett, Yea;

Mike Kerrigan, Yea;

**RESOLUTION NO. 18-0188**

-

**RE: GENERAL SEWER AGREEMENT FOR  
SANITARY SEWER IMPROVEMENTS TO  
MEADOW VIEW SUBDIVISION - PHASE 7,  
PORTAGE COUNTY WATER RESOURCES  
DEPARTMENT PROJECT NO. ST-4 17-230-P.**

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

- WHEREAS,** Frontier MV, LLC (OWNER) will construct 1,614 linear feet of 8-inch sanitary sewer and 1,323 linear feet of 6-inch sanitary sewer and all necessary appurtenances to provide sanitary sewer service to (27) sub-lots, within the Meadow View Subdivision - Phase 7, situated in the City of Streetsboro, Original Lot 66, Portage County, Ohio; and
- WHEREAS,** after construction, the OWNER will convey the sanitary sewer improvements as a gift to Portage County to own, operate, and maintain; and
- WHEREAS,** the OWNER has prepared plans and specifications for the MEADOW VIEW SUBDIVISION - PHASE 7 (PROJECT), County Project Number ST-4 17-230-P, per the Portage County Water Resources Department (PCWR) standards and specifications; now therefore be it
- RESOLVED,** that this Board does hereby agree to enter into a General Sewer Agreement with the OWNER; and be it further
- RESOLVED,** the PROJECT will be constructed at the OWNER'S expense, for the sum of One Hundred Thirty Seven Thousand One Hundred Ninety Dollars and Zero Cents (\$137,190.00); and be it further
- RESOLVED,** this Board authorizes the OWNER to begin construction of the PROJECT to provide sanitary sewer service to (27) sub-lots, within the Meadow View Subdivision - Phase 7, situated in the City of Streetsboro, Original Lot 66, Portage County, Ohio; and be it further
- RESOLVED,** that after construction, to the satisfaction of the Director of PCWR, the Board will accept the PROJECT as a gift to own, operate and maintain; and be it further
- RESOLVED,** that the Board of Commissioners finds and determines that all formal actions of this Board concerning and relation to the adoption of this resolution were adopted in an open meeting of this Board and any of its committees that resulted in such formal action, were in meetings open to the public, in compliance with all legal requirements including Section 121.22 of the Ohio Revised Code.

Roll call vote as follows:

Vicki Kline, Yea;

Sabrina Christian-Bennett, Yea;

Mike Kerrigan, Yea;

**RESOLUTION NO. 18-0189**

-

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

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

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

Name	Address	
Kelly S. Vitello	915 Cimarron Oval Aurora Oh 44202	\$53
Monica Butler	8060 Wolff Dr Garrettsville Oh 44231	\$40

; now therefore, be it

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

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

Roll call vote as follows:

Vicki A. Kline, Yea;

Sabrina Christian-Bennett, Yea;

Mike Kerrigan, Yea;

**RESOLUTION NO. 18-0190**

-

**RE: A RESOLUTION IMPLEMENTING SECTIONS  
3735.65 THROUGH 3735.70 OF THE OHIO  
REVISED CODE ESTABLISHING AND  
DESCRIBING THE BOUNDARIES OF A  
COMMUNITY REINVESTMENT AREA #8 IN  
NELSON TOWNSHIP, PORTAGE COUNTY,  
OHIO AND DESIGNATING A HOUSING OFFICER  
TO ADMINISTER THE PROGRAM AND  
CREATING A COMMUNITY REINVESTMENT  
HOUSING COUNCIL AND A TAX INCENTIVE  
REVIEW COUNCIL.**

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

**WHEREAS,** The Portage County Board of Commissioners desires to pursue all reasonable and legitimate incentive measures to assist and encourage development in specific areas of Portage County that have not enjoyed reinvestment by remodeling or new construction; and

**WHEREAS,** a survey of housing (**see Exhibit A**) as required by Ohio Revised Code (ORC) Section 3735.66 has been prepared for the area to be included in the proposed Community Reinvestment Area; and

**WHEREAS,** the maintenance of existing and construction of new structures in such area would serve to encourage economic stability, maintain real property values, and generate new employment opportunities; and

**WHEREAS,** the remodeling of existing structures or the construction of new structures in this Community Reinvestment Area constitutes a public purpose for which real property exemptions may be granted; now therefore be it

**ORDAINED,** by the Board of Commissioners of Portage County, Ohio that:

**Section 1:** The area designated as the Community Reinvestment Area #8 constitutes an area in which housing facilities or structures of historical significance are located, and in which new construction or repair of existing facilities has been discouraged:

**Section 2:** Pursuant to ORC Section 3735.66, the Community Reinvestment Area #8 in Nelson Township, is hereby established in the following described area:

**The area designated as the CRA #8 that is comprised of the Nelson Ledges Race Course and surrounding area (per the township trustees letter), will begin at the center of State Route 305 at the Trumbull County line, then west to the center of Kyle Road, then south to the center of Knowlton Road, then east to the Trumbull County line and then north to the center of State Route 305.**

The Community Reinvestment Area is approximately depicted as the red lined area on the map attached to this Resolution, marked **Exhibit B**, and by this reference incorporated herein.

Industrial, commercial and residential properties consistent with the applicable zoning regulations within the designated Community Reinvestment Area will be eligible for exemptions under this program.

**Section 3:** All properties identified in Exhibit B as being within the designated Community Reinvestment Area are eligible for this incentive. This proposal is a

public/private partnership intended to promote and expand conforming uses in the designated area.

**Section 4:** Within the Community Reinvestment Area, the percentage of the tax exemption on the increase in the assessed valuation resulting from improvements to commercial and industrial real property and the term of those exemptions shall be negotiated on a case-by-case basis in advance of construction or remodeling occurring according to the rules outlined in the ORC Section 3765.67. The results of the negotiation as approved by this Board will be set in writing in a Community Reinvestment Area Agreement as outlined in ORC Section 3735.671. For residential property, a tax exemption on the increased in the assessed valuation resulting from the improvements as described in ORC Section 3735.67 shall be granted upon application by the property owner and certification thereof by the designated Housing Officer for the following periods.

- a. Five (5) years, for the remodeling of every residential dwelling unit containing not more than two housing units, and upon which the cost of remodeling is at least \$2,500, as described in ORC Section 3735.67, and with such exemption being fifty percent (50%) for each of the five (5) years.
- b. Five (5) years, for the remodeling of every residential dwelling unit containing more than two housing units and upon which the cost of remodeling is at least \$5,000, as described in ORC Section 3735.67, and with such exemption being fifty percent (50%) for each of the five (5) years.
- c. Five (5) years, for any new residential dwelling construction as described in ORC Section 3735.67, with such exemption being fifty percent (50%) for each of the five (5) years.
- d. Up to, and including twelve (12) years, and up to, and including, 100% (one hundred percent) for the remodeling of existing commercial and industrial facilities and upon which the cost of remodeling is at least \$5,000 (five thousand dollars), as described in ORC Section 3735.67, the term and percentage of which shall be negotiated on a case-by-case basis in advance of the remodeling occurring.
- e. Up to, and including fifteen (15) years, and up to, and including, 100% (one hundred percent) for the construction of new commercial or industrial facilities, the term and percentage of which shall be negotiated on a case-by-case basis in advance of construction occurring.

If remodeling qualifies for an exemption, during the period of the exemption, the dollar amount of the increase in market value of the structure shall be exempt from real property taxation. If new construction qualifies for an exemption, during the

period of the exemption the exempted percentage of the structure shall not be considered to be an improvement on the land on which it is located for the purpose of real property taxation.

**Section 5:** All commercial and industrial projects are required to comply with the state application fee requirements of ORC Section 3735.672 (C) and the local annual monitoring fee of one percent of the amount of taxes exempted under the agreement – a minimum of \$500 up to a maximum of \$2,500 annually.

**Section 6:** To administer and implement the provisions of this Resolution, Bradford R. Ehrhart is designated as the Housing Officer as described in Sections 3735.65 through 3735.70.

**Section 7:** That a "Community Reinvestment Area Housing Council" shall be created consisting of two members appointed by the Board of Commissioners of Portage County, two members appointed by the Nelson Township Trustees and one member appointed by the Planning Commission of Portage County. The majority of the members shall then appoint two additional members who shall be residents within the area. Terms of the members of the Council shall be for three years. An unexpired term resulting from a vacancy in the Council shall be filled in the same manner as the initial appointment was made. The Community Reinvestment Area Council shall make an annual inspection of the properties within the district for which an exemption has been granted under Section 3735.67 of the ORC. The Council shall also hear appeals under Section 3735.70 of the ORC.

A Tax Incentive Review Council shall be established pursuant to ORC Section 5709.85 and shall consist of three representatives appointed by the Board of County Commissioners, two representatives appointed by the Nelson Township Trustees, the county auditor or designee and a representative of each affected Board of Education. At least two members must be residents of Nelson Township. The Tax Incentive Review Council shall review annually the compliance of all agreements involving the granting of exemptions for commercial or industrial real property improvements under Section 3735.671, of the ORC and make written recommendations to the Board of Trustees and Portage County Commissioners as to continuing, modifying or terminating said agreement based upon the performance of the agreement.

**Section 8:** The Portage County Board of Commissioners reserves the right to re-evaluate the designation of Community Reinvestment Area #8 after December 31, 2019, at which time the Portage County Board of Commissioners may direct the Housing Officer not to accept any new applications for exemptions as described in Section 3735.67 of the ORC.

**Section 9:** The Community Reinvestment Area Council shall make an annual inspection of the properties within the district for which an exemption has been

granted under Section 3735.67 of the ORC. The council shall also hear appeals under 3735.70 of the ORC.

**Section 10:** The Portage County Board of Commissioners hereby 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 this formal action was in a meeting open to the public in compliance with the law including Section 121.22 of the ORC.

**Section 11:** That this resolution shall take effect and be enforce from and after the earliest period allowed by law and upon confirmation by the Director the Ohio Development Services Agency of the findings in this resolution.

**Section 12:** The Portage County Board of Commissioners is hereby directed and authorized to petition the Director of the Ohio Development Services Agency to confirm the findings contained within this resolution.

Voice vote as follows:

Vicki Kline, Yea;

Sabrina Christian-Bennett, Yea;

Mike Kerrigan, Yea;

# COUNTY RESOLUTION - EXHIBIT A

## Attachment

### General Description

The area designated as the proposed CRA #8 is to include the area comprised of Nelson Ledges Race Course and surrounding area. This will be from the center of State Route 305 at the Trumbull County line, then west to the center of Kyle Road, then south to the center of Knowlton Road, then east to the Trumbull County line and the north to the center of State Route 305. The area of the CRA is to include commercial, industrial and residential (see outline on map).

There are many structures in the proposed area that are in need of repair and have been discouraged for development. Nelson Township does not have water and sewer servicing the township which is a great deterrent to development in this township.

At least one building of historical significance

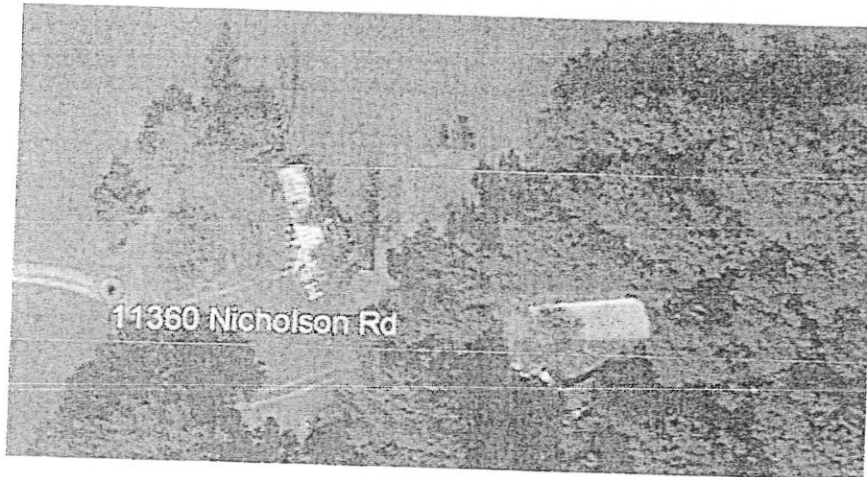
### Housing Survey

A survey of housing and other structures within CRA #8 – Nelson Township revealed the following:

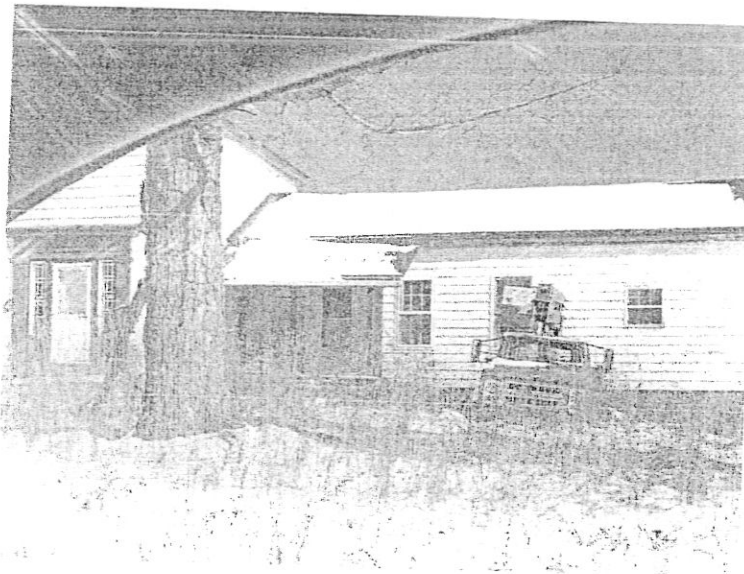
The property on the left at 11360 Nicholson Road in Nelson Township is falling down. Both structures in the photo need major repairs. The one on the left needs probably needs torn down.



This is the same residence as shown on the previous page and also appears to need a new roof.

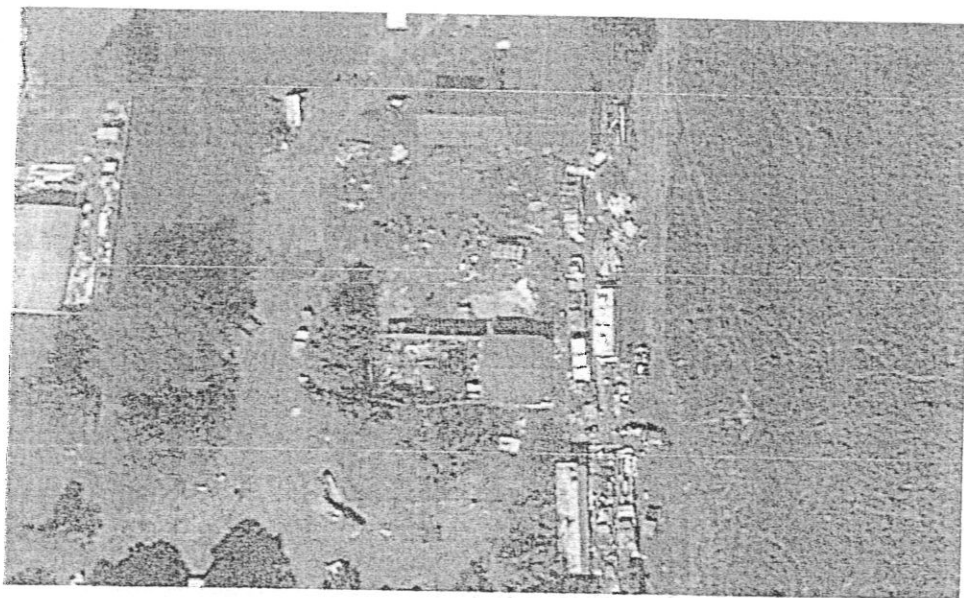


11302 Nicholson Road is described on the next page. It appears the awning over the door needs replaced.

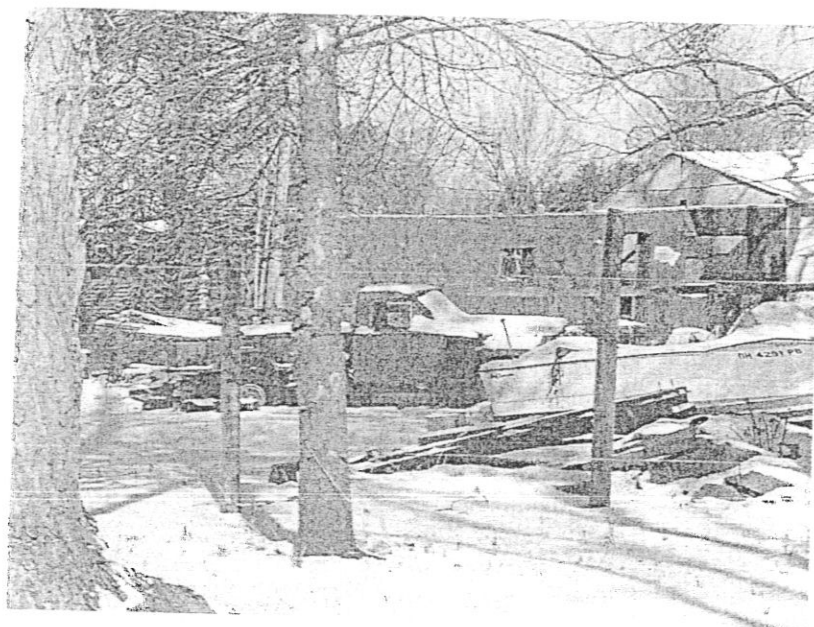




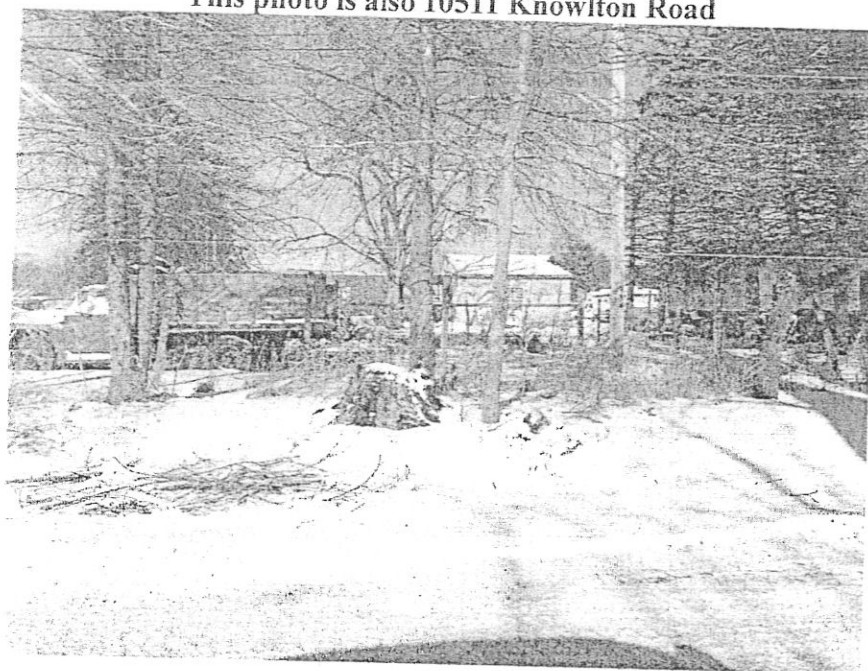
The two pictures above are of 11302 Nicholson Road in Nelson Township. This residence is also in need of major repair. Gutters are falling off, it needs new windows, doors and painted. Since it is a very old home it most likely needs a new roof too. The yard can also use a good clean up.



This is the aerial of 10511 Knowlton Road in Nelson Township. The back of the building appears to be missing the roof and it appears to be falling down. No windows or doors. The property is not in good condition. Junk vehicles and other things all over the property. Also see same property on next page.



This photo is also 10511 Knowlton Road



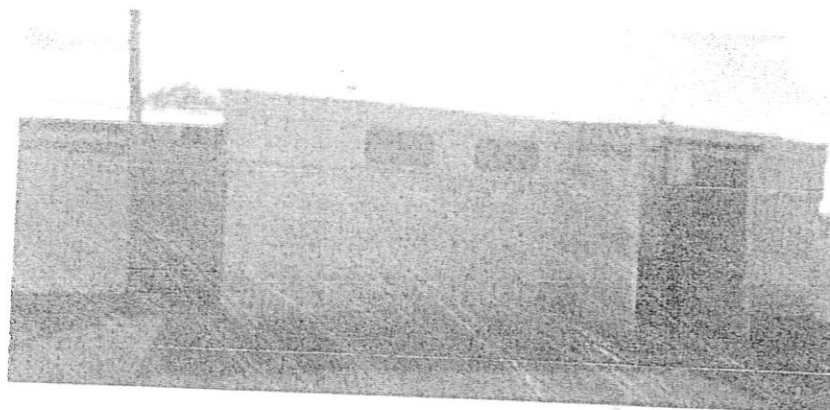
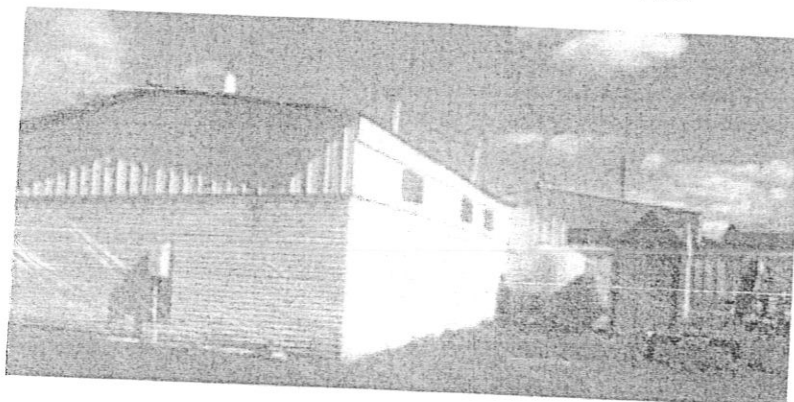
The next two photos are of property 10441 Knowlton Road. It also needs repairs many. Needs painted or sided, new windows, new doors, most likely new gutters. Very old home that needs work.

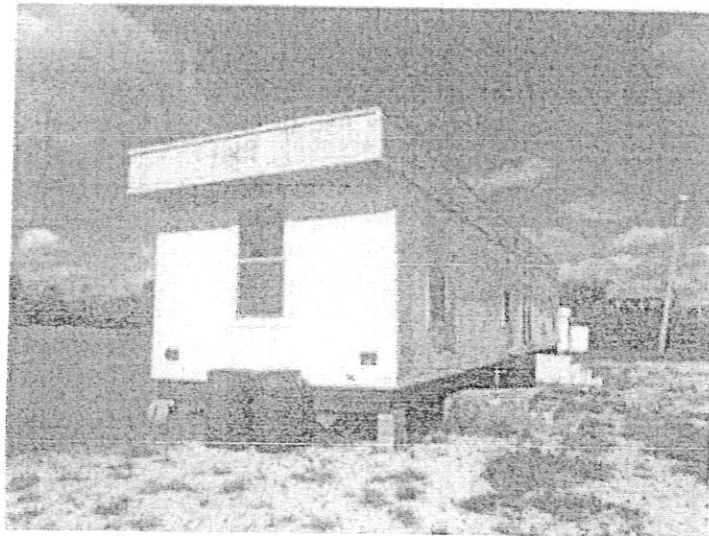
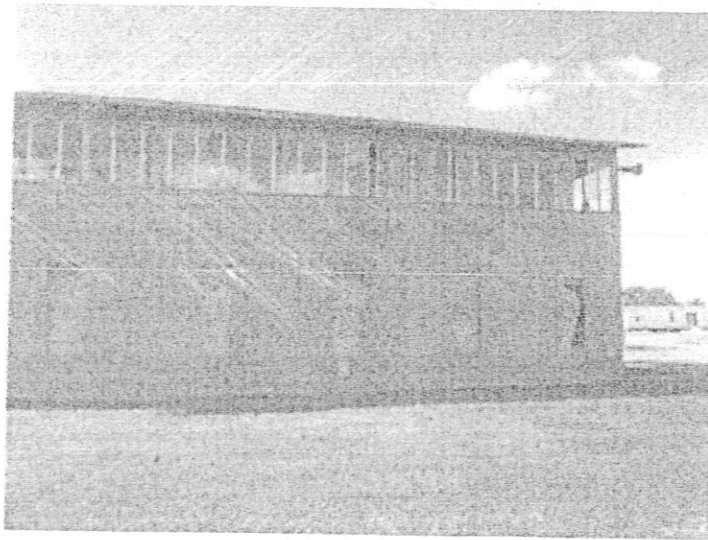
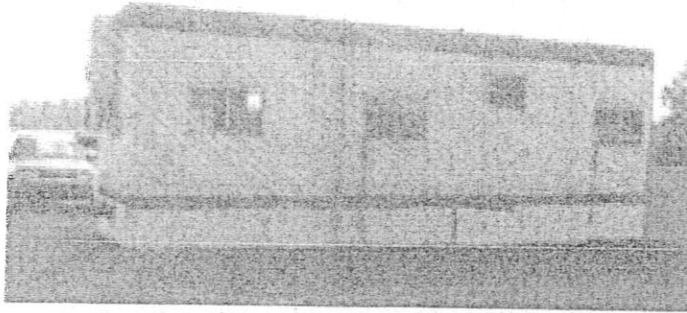


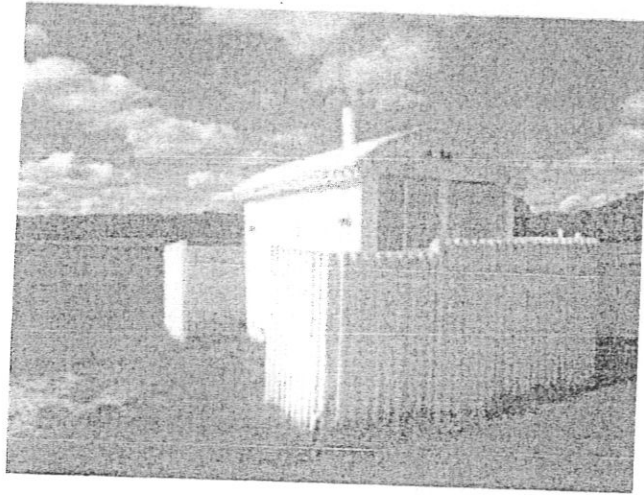
The photo below at 10183 Knowlton Road appears to have a structure that at one time was a complete building and now needs to be completely torn down.



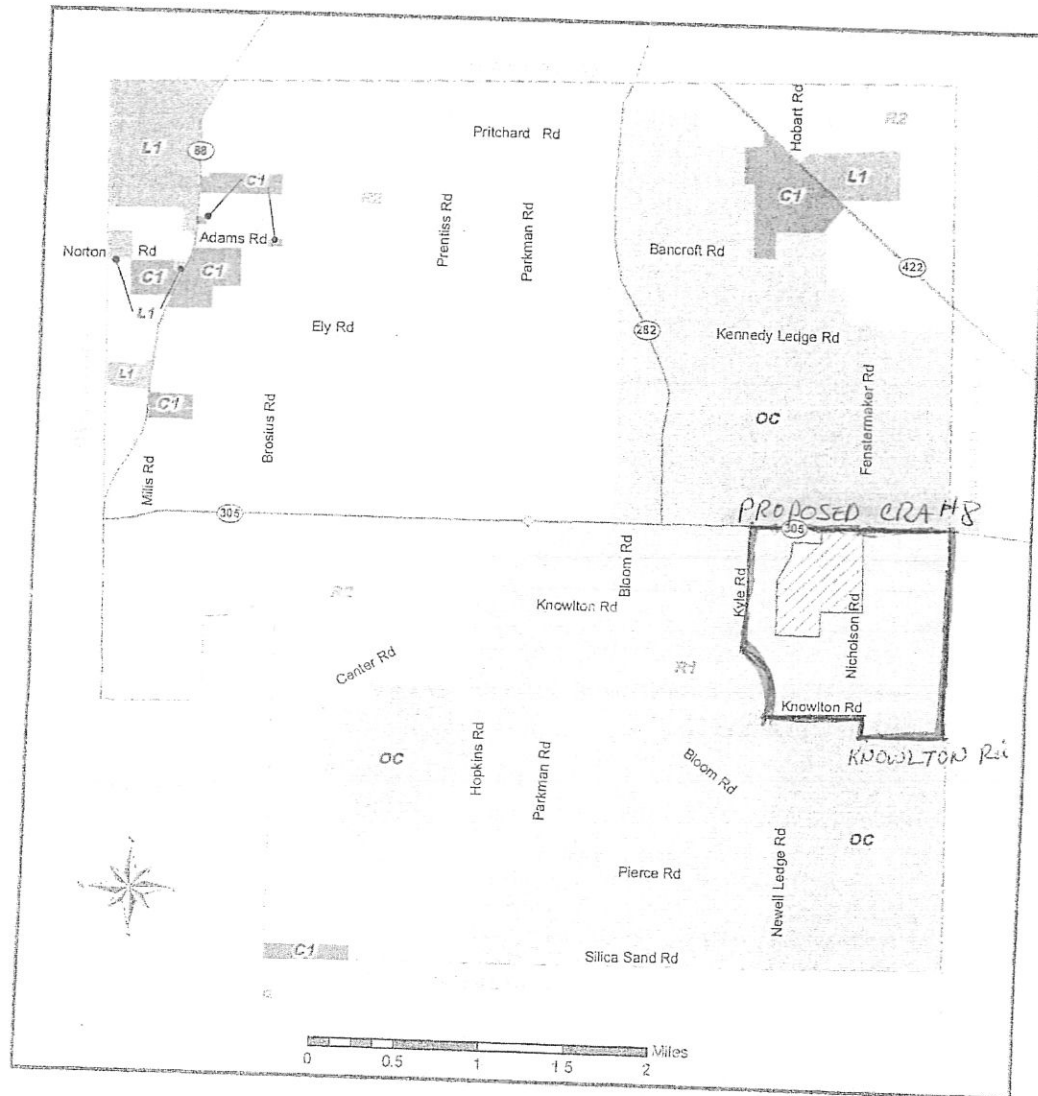
The following six (6) photos are of structures that are on the Nelson Race Track property that the owners state are in terrible condition and they would like to have removed.







# COUNTY RESOLUTION - EXHIBIT B



## NELSON TOWNSHIP ZONING - 2017

- |  |                                   |
|--|-----------------------------------|
| Entertainment motorsports commercial (EMC-1) | Moderate Density Residential (R2) |
| Open Space Conservation (OC)                 | Community Commercial (C1)         |
| Rural Residential (R1)                       | Light Industrial (L1)             |

Prepared by Portage County Regional Planning Commission, January 2017.

PCRPC

## COUNTY RESOLUTION - EXHIBIT B

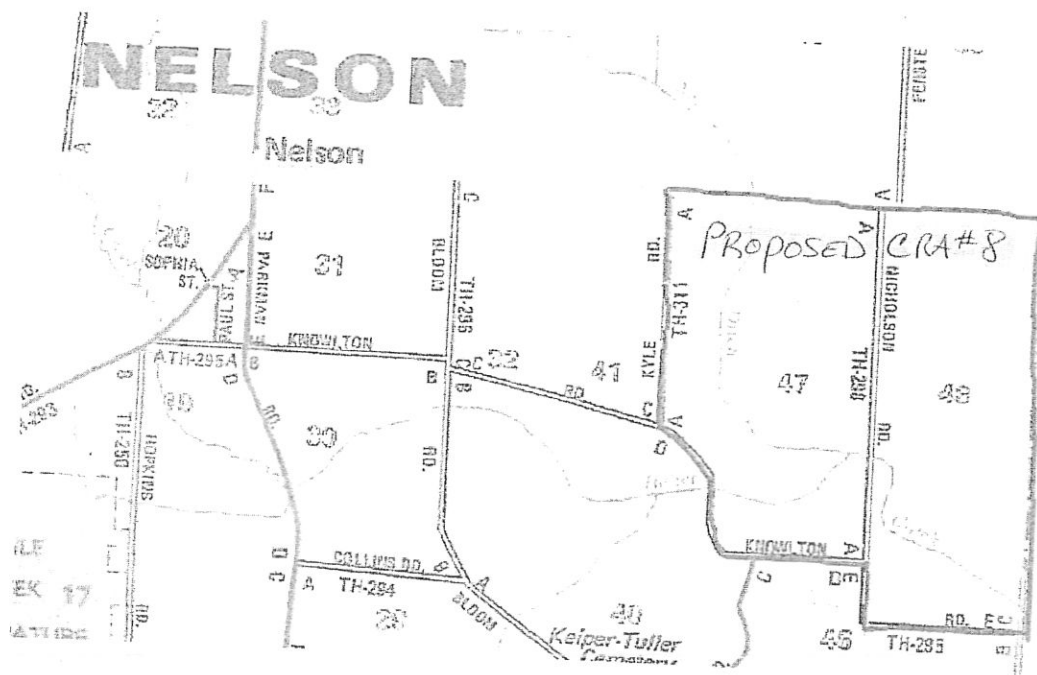
**Nelson Township, Portage County**

P.O. Box 377

Garrettsville, Ohio 44231-0377

Phone 330-527-5142

Email nelsontownship@aol.com

New community reinvestment area outline:

We appreciate the support your team has provided and look forward to taking the next steps with this endeavor.

Sincerely,

Kevin Cihan

CC: Chris Meduri, Portage County Prosecutor's Office  
 John David Finney, Nelson Township Fiscal Officer  
 Ted Lysiak, James A. Garfield Local Schools  
 Diana Fierle, Portage Development Board  
 Brian Ross and Brian A. Ross

Kevin Cihan  
 Trustee  
 330-527-0891

Ann Mae Vanderhoeven  
 Vice-Chairperson, Trustee  
 330-527-4969  
 An Equal Opportunity Employer

Joe Leonard  
 Chairperson, Trustee  
 330-527-5276

## **JOURNAL ENTRY**

March 8, 2018

### **Commissioners**

1. The Board of Commissioners acknowledged receipt of the February 27, 2018 Amended Certificate of Estimated Resources for the year beginning January 1, 2018 as submitted by the Portage County Budget Commission.
2. The Board of Commissioners acknowledged receipt of the 2017 Annual Report, as presented by the Portage County Municipal Court Presiding and Administrative Judge Kevin T. Poland.
3. The Board of Commissioners acknowledged receipt of the Portage County Investment Reconciliation for the Month of February 2018, received on March 6, 2018, as presented by the County Auditor and County Treasurer.

### **Department of Budget & Financial Management**

4. The Board of Commissioners approved the February 2018 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.

### **Human Resources**

5. The Board of Commissioners signed the Personnel Action Form authorizing the promotion of Brianna Moore from Social Service Worker 2 to Social Service Worker 3, replacing Kate Fahey, for the Portage County Department of Job & Family Services effective March 19, 2018, presented by Janet Kovick, Human Resources Director.
6. The Board of Commissioners signed the Personnel Requisition authorizing the three day internal posting of the full time permanent Social Service Worker 2 replacing Brianna Moore for Portage County Job & Family Services with external posting if no internal appointment is made, presented by Janet Kovick, Human Resources Director.
7. The Board of Commissioners approved the revised job description for the Office Manager position in the Portage County Building Department, as presented by Janet Kovick, Human Resources Director, and Gene Roberts, External Services Director.
8. The Board of Commissioners approved the revised job description for the Clerk I position in the Portage County Building Department, as presented by Janet Kovick, Human Resources Director, and Gene Roberts, External Services Director.
9. The Board of Commissioners approved the revised job description for the Clerk II position in the Portage County Building Department, as presented by Janet Kovick, Human Resources Director, and Gene Roberts, External Services Director.

**Motion To:** Approve the Journal Entries for March 8, 2018

**RESULT:** **ADOPTED [UNANIMOUS]**

**MOVED:** Sabrina Christian-Bennett

**SECONDED:** Mike Kerrigan

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

**Motion To:** Adjourn the Official Meeting of March 8, 2018 at 3:07 PM

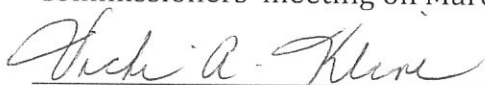
**RESULT:** **ADOPTED [UNANIMOUS]**

**MOVED:** Sabrina Christian-Bennett

**SECONDED:** Mike Kerrigan

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

We do hereby certify that the foregoing is a true and correct record of the Portage County Board of Commissioners' meeting on March 8, 2018.



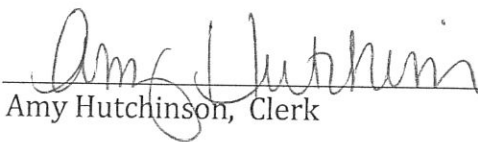
Vicki A. Kline, President



Sabrina Christian-Bennett, Vice President



Mike Kerrigan, Board Member



Amy Hutchinson, Clerk