



# 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, July 26, 2018

9:01 AM

Commissioners' Board Room

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

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

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

Also attending throughout the day Record Courier Reporter Matt Merchant.

Recessed to Solid Waste Management District: 9:01 AM

Reconvened: 9:12 AM

## ADMIN TEAM

Present: Human Resources Director Janet Kovick, Water Resources Director Gene Roberts, Department of Budget and Financial Management Director Todd Bragg and Internal Services Director JoAnn Townend

## HUMAN RESOURCES:

Resolutions - # 16 & 17

Journal Entries - # 3 to 5

## Discussion:

1. Draft of Section 10 – Use of County Property  
Director Kovick presents a draft Section 10 – Use of County Property from the Commissioners' Personnel Policy, in response to employees wanting to purchase their own office equipment. Director Kovick recommends the policy include the following language:

*Office adjustments involving ergonomic equipment must be pre-approved by Risk Management. Input from Human Resources Department will be sought when necessary. Purchases of equipment must be made by Portage County; employees are not permitted to bring outside items to the workplace.*

This is in addition to accommodations that are required through the medical process.

Director Roberts noted he has employees at Water Resources that have this type of ergonomic equipment and asked how the Board would like to handle the situation and the Board agreed the employee will now have to go through the process.

Commissioner Kerrigan asked for the guidelines that are going to be used when determined what is approved and what isn't and Director Townend will investigate and report back to the Board.

The draft policy has been reviewed and approved by the Prosecutor's Office on July 23, 2018 and Director Kovick will present a resolution to adopt the policy on August 2, 2018.

### **External Services**

Resolution - # 18

#### **Discussion:**

1. Water Resources website

Director Roberts is in the process of investigating communications on the Portage County Water Resources' website. Director Roberts would like to add a subject area entitled *Projects* specifically for current projects such as Chinn Allotment and Oakwood Development, so people have a resource to check the current status or documentation on a project. Director Roberts is in the process of writing a policy on what gets published and how it is removed from the website.

2. Facebook & Twitter

There is another section on the website that provides links to other media outlets such as Facebook and Twitter for county departments. Director Roberts would like to add Facebook and Twitter accounts for Water Resources in order to notify customers and everyone in a construction area about alerts or emergencies quickly. Director Roberts will bring back a policy for review and approval.

Commissioner Kerrigan asked if the current records retention policy cover social media and Director Bragg noted Information Technology Services Director Lloyd Alger may want to weigh in on the subject.

Director Roberts explained they cannot use Homeland Security's Reverse 9-1-1 system because it's not what they deem an emergency. Director Bragg asked if the same program could be available for Water Resources Department and Director Roberts will investigate.

3. Countywide Communications Meeting – MARCS overview

Director Shackelford presents a draft invitation for a countywide communications public meeting on Wednesday, September 12, 2018 at 6:00 PM at the NEOUCOM NEW Center and invites the Board to attend. The Board approved the draft and invitation to be sent out as soon as possible.

**DBFM:**

Resolution - #'s 1 to 5

Journal Entry - #1

Director Bragg presented and discussed the add on's.

**PLEASE ADD TO YOUR AGENDA**

July 26, 2018

**Motion To:** Amend the General Fund 2018 annual appropriation Resolution No. 17-0954, adopted December 19, 2017./18-0540

**RESULT:** ADOPTED [UNANIMOUS]

**MOVED:** Mike Kerrigan

**SECONDED:** Sabrina Christian-Bennett

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

**Motion To:** Amendment to the Non-General Fund 2018 annual appropriation Resolution No. 17-0955, adopted December 19, 2017. /15-0541

**RESULT:** ADOPTED [UNANIMOUS]

**MOVED:** Mike Kerrigan

**SECONDED:** Sabrina Christian-Bennett

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

**Discussion:**

1. Budget Calendar

Director Bragg presented and discussed the following budget calendar:

Preliminary Budget Discussions 7/25/18 TAB

Prior Budget Calendars

May	Tax Budget Entry
June	Tax Budget Development
July	Tax Budget Passage
August	Appropriations Recommendation Development
Early September	Recommendation Discussions with Commissioners
Late September	Recommendations released to Offices/Departments
October - early No	Recommendations reviews, revisions and hearings
November	Commissioners finalize appropriations
Early December	Appropriations Finalized and passed by 2nd week of Dec.

Recommendation Development

Typically the Commissioners provide general guidance, DBFM then prepares budget recommendations based on that guidance. Those recommendations are reviewed and amended by the commissioners, and then distributed to the various Offices and Departments in late September for their review.

1) Do the commissioners want to continue this practice?

We've talked about the wage study delaying the release of the recommended budgets to mid/late October. However guidance will be needed shortly after its release.

Guidance that is needed before development begins:

Thoughts on employee raises (COLA) vs. additional employees vs. capital expenditures ....

Health care changes

Support for outside agencies including RPC, Port Dev Board, Ohio State Coop.

Sheriff's union contracts

Pub Def reference point

Director Bragg brought up the requests to have the budget put into MUNIS and noted the tax budget could be put in, but is not adopted with detail. Commissioner Kerrigan has heard some are concerned that what they submit doesn't get entered if they are submitting something separately from MUNIS, and they wanted a confirmation that what Director Bragg has is what they sent. Director Bragg has no interest in balancing two systems on a daily basis. MUNIS is not a spreadsheet system and the process has been the same for five years.

Commissioner Kerrigan confirmed the hearings are after the recommendations and the Board could hold additional hearings or meetings prior to the actual recommendations being formulated. The Board agreed to two rounds of meetings: the first round would allow for explanations or justifications of why a department is asking for new or increased funding, with no deliberations, and the second round could be to move/adjust funding following the initial Board review. Director Bragg suggests including the meetings in with the April/May process next year, so a department can make its case before the tax budget has been adopted. Director Bragg will



prepare correspondence to Elected Officials and Department Heads to schedule the first round of meetings in early August.

Director Bragg explained 2019-2020 and the spring of 2021 will be very difficult years for the County in terms of the tight revenue situation, on top of expanding expenses for the jail, and increased health care costs.

Commissioner Christian-Bennett asked about cost savings for the Sheriff's Office by laying off part time courthouse security and Director Bragg noted his overtime will increase due to the layoffs because others will have to cover the vacant shifts and it could cost the County more. It may have been possible last year for the Sheriff to hire more people and reduced his costs because of the costly nature of overtime.

Commissioner Kline asked for an update on the Public Defender and Commissioner Christian-Bennett wondered when he is sending correspondence to the board and Director Townend reported he is working on putting something together in writing.

Director Bragg reiterated he will prepare correspondence for Board signature about the first round budget meetings and will provide the first two weeks in August (any day) for meetings.

#### **INTERNAL SERVICES:**

Resolution(s) - #'s 10 to 15

Journal Entry - # 6

#### **1. Mental Health and Recovery Board appointment**

Director Townend received notification from a Mental Health and Recovery Board reappointment that already has a background check, but the Board agreed to have her do a new one.

#### **MOTOR POOL**

Present: Joe Dillon, Internal Services Director JoAnn Townend and Department of Budget & Financial Management Director Todd Bragg

Director Dillon presented and discussed summary of his requests:

- County departments are not charged for labor, other municipalities are charge or if a County department has a specific order (ie. new tires), they will be invoiced.
- If an item is stocked in bulk (ie. fluids, lightbulbs), are not charged back to the department.
- Director Dillon suggests a usage fees across the Board that could be paid quarterly or through a one-time fee. Director Dillon's proposal would create a projected income of \$31,550.00 to the Motor Pool. Director Bragg pointed out the State funded departments may not provide reimbursements (ie. Office of Homeland Security and Emergency Management, Job and Family Services).
- Prioritization should be given to vehicles that do not have a back up, unique vehicles and by history of use.

- Commissioner Christian-Bennett asked when new Sheriff's vehicles come in and five are replaced, are five removed from service and Director Dillon noted that is how it's supposed to work.
- Current fuel site saves the County \$0.25 per gallon compared to pump price, which is the tax exemption and is the contracted state bid. The County used 113,000 gallons of fuel last year from the Motor Pool site.

## **UNITED WAY OF PORTAGE COUNTY**

Present: Human Resources Director Janet Kovick, Neil Mann, Shawna Borkoski, and Bill Childers, United Way.

Mr. Childers, Mr. Mann and Ms. Borkoski met with the Board to discuss the 2018 United Way campaign. The Commissioners discussed the possibility of having an incentive for Portage County employees who contribute and Director Kovick has a legal opinion on the subject she will forward to the Board.

Mr. Childers mentioned United Way has payroll deduction capabilities and employees have the option to specify an organization where they would like their donation to go.

Ms. Borkoski invites the Board to the Annual Campaign kick-off Wednesday, October 3<sup>rd</sup>, 4:00-6:00 PM at the NEW Center at NEOCOM.

## **RON HABOWSKI**

Present: Ron Habowski and Human Resources Director Janet Kovick

Mr. Habowski attending to obtain Board signature on the Ohio Patrolmen's Benevolent Association agreement with the Sheriff and the Board of Commissioners for Deputy Sheriffs. (See Resolution No. 18-0536 on the Consent Agenda).

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## **COMMISSIONERS' CONSENT AGENDA**

July 26, 2018

1. Approval of the July 19, 2018 and July 24, 2018 regular meeting minutes.

\* \* \* \* \*

## **RESOLUTIONS**

July 26, 2018

### **Budget & Financial Management:**

1. Approve the Thursday, July 26, 2018 wire transfers for health benefits as presented by the County Auditor and reviewed by the Department of Budget & Financial Management./18-0522
2. Approve the Thursday, July 26, 2018 Journal Vouchers, as presented by the County Auditor and reviewed by the Department of Budget & Financial Management. /18-0523

3. Approve the Tuesday, July 31, 2018 bills/ACH payments as presented by the County Auditor and reviewed by the Department of Budget & Financial Management./18-0524
4. Approve the Tuesday, July 31, 2018 Journal Vouchers, as presented by the County Auditor and reviewed by the Department of Budget & Financial Management./18-0525
5. Approve the Tuesday, July 31, 2018 Then & Now Certification, as presented by the County Auditor./18-0526

### **Job & Family Services**

6. Transfer from Fund 0001, General Fund to Fund 1410, Public Assistance./18-0527
7. Transfer from Fund 0001, General Fund to Fund 1414, Child Support./18-0528
8. Transfer from Fund 1415, Child Welfare Special Levy to Fund 1410 Public Assistance Fund./18-0529
9. Transfer from Fund 1414, Child Support Administration, to Fund 1410 Public Assistance./18-0530

### **Internal Services**

10. A resolution authorizing the purchase, through the Ohio Department of Transportation (ODOT) – contract #RSS901018, index #GDC093, of one (1) 2019 Ram 1500 regular cab truck – from Paul Sherry Chrysler Dodge Jeep RV for use by the Portage County Engineer./18-0531
11. Authorize execution of an agreement between the Portage County Board of Commissioners and the Portage County Soil and Water Conservation District for the purpose of cooperation and coordination as it relates to the execution of responsibilities of the Portage County Storm Water District./18-0532
12. Authorize execution of an agreement between the Portage County Board of Commissioners and the Portage County Combined Health District for the purpose of cooperation and coordination as it relates to the execution of responsibilities of the Portage County Storm Water District./18-0533
13. Declare obsolete and dispose of Portage County Personal Property located at the Portage County Board of Developmental Disabilities./18-0534
14. A resolution authorizing the purchase, through the State term schedule (STS) 800507, Index No. STS515, of one (1) Minuteman Snow and Ice Control Truck Equipment Packet from Concord Road Equipment Manufacturing, Inc, for use by the Portage County Engineer./18-0535

15. Accept and enter into a collective bargaining agreement between the Portage County Board of Commissioners and the Ohio Patrolmen's Benevolent Association for Deputy Sheriffs./18-0536

### Human Resources

16. Acceptance of food donated by Duma Meats, Inc. for employee appreciation luncheon./18-0537
17. Declare obsolete and authorize the donation of Portage County personal property to the Center of Hope./18-0538

### External Services

18. A resolution declaring the Board of Portage County Commissioners willingness and approval to accept a sanitary easement being part of original lot 44 & 45 of the City of Streetsboro, Portage County, Ohio, as part of county project, "SR 14 & Shady Lake Drive Sewer Extension", County Project No. ST-4-18-080-P./18-0539

**Motion To:** Approve the Consent Agenda for July 26, 2018

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

**MOVED:** Mike Kerrigan

**SECONDED:** Sabrina Christian-Bennett

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

\* \* \*  
**RESOLUTION NO. 18-0522**

\* \* \*  
**RE: WIRE TRANSFER APPROVED AND CERTIFIED  
TO THE PORTAGE COUNTY AUDITOR FOR  
PAYMENT.**

It was moved by Mike Kerrigan, seconded by Sabrina Christian-Bennett 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 July 26, 2018 in the total payment amount as follows:

1. \$86,201.70 to Medical Mutual - Admin; and
2. \$143,962.80 to Medical Mutual-Claims; and
3. \$7,664.90 to Wage Works-Contributions; 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, July 27, 2018	\$ 86,201.70
Wire Transfer on Friday, July 27, 2018	\$ 143,962.80
Wire Transfer on Friday, July 27, 2018	\$ 7,664.90

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. 18-0523                      -                      RE:    APPROVAL OF JOURNAL  
VOUCHERS/ENTRIES.**

It was moved by Mike Kerrigan, seconded by Sabrina Christian-Bennett 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:

07/26/18	930	\$ 120.00
07/26/18	866	54,513.98
07/26/18	892	2,408.00
Total		\$ 57,041.98

; 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. 18-0524**

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

It was moved by Mike Kerrigan, seconded by Sabrina Christian-Bennett 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 July 31, 2018 in the total payment amount of **\$686,384.82** 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, August 1, 2018, contingent upon the review of the Portage County Department of Budget and Financial Management, Department of Internal Services or other designee on July 31, 2018 in the total payment amount of **\$20.00 to Neil Group** 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. 18-0525****- RE: APPROVAL OF JOURNAL  
VOUCHERS/ENTRIES.**

It was moved by Mike Kerrigan, seconded by Sabrina Christian-Bennett 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:

07/31/18	1057	\$ 25.00
07/31/18	1056	32,750.84
07/31/18	1055	5,883.30
07/31/18	1031	1,582.00
07/31/18	1019	750.00
07/31/18	842	1,780.80
Total		\$ 42,771.94

; 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. 18-0526****- RE: ACCEPTANCE OF THEN AND NOW  
CERTIFICATIONS FOR PAYMENT.**



It was moved by Mike Kerrigan, seconded by Sabrina Christian-Bennett 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 **\$163,390.46** as set forth in Exhibit "A" dated **July 31, 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. 18-0527                      -                      RE:      TRANSFER FROM FUND 0001, GENERAL FUND  
TO FUND 1410, PUBLIC ASSISTANCE**

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

- WHEREAS,** the Portage County Board of Commissioners are mandated to provide payment of the county share of public assistance expenditures in accordance with section 5101.161 of the Ohio Revised code; and
- WHEREAS,** it is necessary to do a transfer of the mandated share funds from the General Fund; now therefore be it

**RESOLVED,** that the following transfer of funds be made in the amount of \$31,662.09 for the month of July 2018 as reviewed and recommended by the Department of Job & Family Services:

**FROM:**

FUND 0001, COUNTY GENERAL FUND

ORGCODE - 00100009

Debit Expense Account

Object: 910000 – Transfer Out \$31,662.09

**TO:**

FUND 1410, PUBLIC ASSISTANCE FUND

ORGCODE - 14100512

Revenue Account

Object: 280000 – Transfer In

Project: NONE \$31,662.09

; and be it further

**RESOLVED,** that the County Auditor is hereby requested to make said transfer by Journal Entry, and that a certified copy of this resolution be filed with the Portage County Auditor, the Portage County Job & Family Services and the Department of Budget and Financial Management; and be it further

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

Roll call vote as follows:

Vicki Kline, Yea;

Sabrina Christian-Bennett, Yea;

Mike Kerrigan, Yea;

**RESOLUTION NO. 18-0528 - RE: TRANSFER FROM FUND 0001, GENERAL FUND TO FUND 1414, CHILD SUPPORT ADMINISTRATION**

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

**WHEREAS,** the Portage County Board of Commissioners has agreed to provide the local match for Child Support IV-D contract payments; and

**WHEREAS,** it is necessary to do a transfer from the General Fund; now therefore be it

**RESOLVED,** that the following transfer of funds be made in the amount of \$11,012.55 for July 2018 IV-D contract payment local match as reviewed and recommended by the Department of Job & Family Services:

**FROM:**

FUND 0001, COUNTY GENERAL FUND

ORGCODE - 00100009

Debit Expense Account

Object: 910000 – Transfer Out \$11,012.55

**TO:**

FUND 1414, CHILD SUPPORT ADMINISTRATION

ORGCODE - 14140512

Revenue Account

Object: 280000 – Transfer In

Project NONE \$11,012.55

; and be it further

**RESOLVED,** that the County Auditor is hereby requested to make said transfer by Journal Entry, and that a certified copy of this resolution be filed with the Portage County Auditor, the Portage County Job & Family Services, and the Department of Budget and Financial Management; and be it further

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

Roll call vote as follows:

Vicki Kline, Yea;

Sabrina Christian-Bennett, Yea;

Mike Kerrigan, Yea;

**RESOLUTION NO. 18-0529                      -                      RE:    TRANSFER FROM FUND 1415, CHILD  
WELFARE SPECIAL LEVY FUND TO FUND 1410  
PUBLIC ASSISTANCE FUND**

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

**WHEREAS,** the Child Welfare Special Levy Fund owes the Public Assistance Fund for Shared Costs and Social Services cost pool costs paid out of the Public Assistance Fund; and

**WHEREAS,** it is necessary to do a transfer of funds to cover these costs; now therefore be it

**RESOLVED,** that the following transfer of funds be made in the amount of \$100,000.00 for partial payment of 3<sup>rd</sup> quarter SFY18 costs as reviewed and recommended by the Department of Job & Family Services:

**FROM:**

FUND 1415, CHILD WELFARE SPECIAL LEVY FUND

ORGCODE - 14150519

Debit Expense Account

Object: 912000 – JFS Shared

Project 5SHAR \$100,000.00

**TO:**

FUND 1410, PUBLIC ASSISTANCE FUND

ORGCODE - 14100512

Revenue Account

Object: 282000 – JFS Shared

Project 5SHAR \$100,000.00

; and be it further

**RESOLVED,** that the County Auditor is hereby requested to make said transfer by Journal Entry, and that a certified copy of this resolution be filed with the Portage County Auditor, the Portage County Job & Family Services, and the Department of Budget and Financial Management; and be it further

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

Roll call vote as follows:

Vicki Kline, Yea;

Sabrina Christian-Bennett, Yea;

Mike Kerrigan, Yea;

**RESOLUTION NO. 18-0530      -      RE:    TRANSFER FROM FUND 1414, CHILD  
SUPPORT ADMINISTRATION, TO 1410  
PUBLIC ASSISTANCE FUND**

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

**WHEREAS,** the Child Support Administration Fund owes the Public Assistance Fund for Shared Costs paid out of the Public Assistance Fund; and

**WHEREAS,** it is necessary to do a transfer of funds to cover these costs; now therefore be it

**RESOLVED,** that the following transfer of funds be made in the amount of \$32,532.08 for the month of June 2018 costs as reviewed and recommended by the Department of Job & Family Services:

**FROM:**

FUND 1414, CHILD SUPPORT ADMINISTRATION

ORGCODE - 14140519

Debit Expense Account

Object: 912000 – JFS - Shared

Project 5SHAR

\$32,532.08

**TO:**

FUND 1410, PUBLIC ASSISTANCE

ORGCODE - 14100512

Revenue Account

Object: 282000 – JFS - Shared

Project 5SHAR

\$32,532.08

; and be it further

**RESOLVED,** that the County Auditor is hereby requested to make said transfer by Journal Entry, and that a certified copy of this resolution be filed with the Portage County Auditor, the Portage County Job & Family Services, and the Department of Budget and Financial Management; and be it further

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

Roll call vote as follows:

Vicki Kline, Yea;

Sabrina Christian-Bennett, Yea;

Mike Kerrigan, Yea;

**RESOLUTION No. 18-0531**

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**RE: A RESOLUTION AUTHORIZING THE  
PURCHASE, THROUGH THE OHIO  
DEPARTMENT OF TRANSPORTATION (ODOT)  
- CONTRACT #RSS901018, INDEX #GDC093,**

**OF ONE (1) 2019 RAM 1500 REGULAR CAB  
TRUCK - FROM PAUL SHERRY CHYSLER  
DODGE JEEP RV FOR USE BY THE PORTAGE  
COUNTY ENGINEER.**

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

- WHEREAS,** pursuant to ORC 307.41 the Portage County Board of Commissioners declares it necessary to purchase one (1) **2019 RAM 1500 Regular Cab Truck** for use by the Portage County Engineer's road crew; and
- WHEREAS,** the Portage County Engineer, Michael A. Marozzi, wishes to purchase through the Ohio Department of Transportation (ODOT) - Contract #RSS901018, Index #GD093, one (1) **2019 RAM 1500 Regular Cab Truck**, and
- WHEREAS,** Paul Sherry Chrysler Dodge Jeep RV is the dealer authorized by the Ohio Department of Transportation to offer said **2019 RAM 1500 Regular Cab Truck** for a total cost of \$20,045.00 (includes base bid price of \$19,675.00 plus additional options and delivery); now therefore be it
- RESOLVED,** that the Board of Portage County Commissioners does hereby authorize Michael A. Marozzi, Portage County Engineer, to purchase one (1) **2019 RAM 1500 Regular Cab Truck** from Paul Sherry Chrysler Dodge Jeep RV, 8645 N. County Road 25-A, Piqua, Ohio 45356 for a total cost of \$20,045.00; 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 A. Kline, Yea;

Sabrina Christian-Bennett, Yea;

Mike Kerrigan, Yea;

**RESOLUTION No. 18-0532**

-

**RE: AUTHORIZE EXECUTION OF AN AGREEMENT  
BETWEEN THE PORTAGE COUNTY BOARD OF  
COMMISSIONERS AND THE PORTAGE  
COUNTY SOIL AND WATER CONSERVATION  
DISTRICT FOR THE PURPOSE OF  
COOPERATION AND COORDINATION AS IT  
RELATES TO THE EXECUTION OF  
RESPONSIBILITIES OF THE PORTAGE  
COUNTY STORM WATER DISTRICT**

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

**WHEREAS,** the Portage County Board of Commissioners intends to engage the Portage County Soil and Water Conservation District to perform certain monitoring, investigating, inspection and testing services required by Portage County's Ohio Environmental Protection Agency (OPEA) National Pollution Discharge Elimination System (NPDES) Phase II permit at a cost not to exceed \$364,735 for the period of January 1, 2018 through December 31, 2018; now therefore be it

**RESOLVED,** that the Portage County Board of Commissioners hereby authorize the execution of an agreement with the Portage County Soil and Water Conservation District for the purpose of cooperation and coordination as it relates to the execution of the responsibilities of the Portage County Storm Water District; 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. 18-0533                      -                      RE:    AUTHORIZE EXECUTION OF AN AGREEMENT BETWEEN THE PORTAGE COUNTY BOARD OF COMMISSIONERS AND THE PORTAGE COUNTY COMBINED GENERAL HEALTH DISTRICT FOR THE PURPOSE OF COOPERATION AND COORDINATION AS IT RELATES TO THE EXECUTION OF RESPONSIBILITIES OF THE PORTAGE COUNTY STORM WATER DISTRICT**

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

**WHEREAS,** the Portage County Board of Commissioners intends to engage the Portage County Combined General Health District to perform certain monitoring, investigating, inspection and testing services required by Portage County's Ohio Environmental Protection Agency (OPEA) National Pollution Discharge Elimination System (NPDES) Phase II permit at a cost not to exceed \$350,000.00 for the period of January 1, 2018 through December 31, 2018; now therefore be it



**RESOLVED,** that the Portage County Board of Commissioners hereby authorize the execution of an agreement with the Portage County Combined General Health District for the purpose of cooperation and coordination as it relates to the execution of the responsibilities of the Portage County Storm Water District; 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. 18-0534                      -                      RE:    DECLARE OBSOLETE AND DISPOSE OF  
PORTAGE COUNTY PERSONAL PROPERTY  
LOCATED AT THE PORTAGE COUNTY BOARD  
OF DEVELOPMENTAL DISABILITIES**

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

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

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

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

County Tag #	DD Tag #	Description
004248	003620	IBM typewriter
	006806	HP, printer
		Student desk

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. 18-0535**

-

**RE: A RESOLUTION AUTHORIZING THE PURCHASE, THROUGH THE STATE TERM SCHEDULE (STS) 800507, INDEX NO. STS515, OF ONE (1) MINUTEMAN SNOW AND ICE CONTROL TRUCK EQUIPMENT PACKAGE - FROM CONCORD ROAD EQUIPMENT MANUFACTURING, INC., FOR USE BY THE PORTAGE COUNTY ENGINEER.**

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

**WHEREAS,** Resolution 17-0223 authorized the purchase through the Ohio Department of Transportation's state contract of one 2017 Mack Tandem Axle Truck from R & R Truck Sales, Inc. for use by the Portage County Engineer; and

**WHEREAS,** the Portage County Engineer, Michael A. Marozzi, wishes to purchase through the State Term Schedule (STS) 800507, Index No. STS515, one (1) **Minuteman Snow and Ice Control Truck Equipment Package** to be installed on the above vehicle, and

**WHEREAS,** Concord Road Equipment Manufacturing, Inc. is the contractor authorized by the State of Ohio to offer said **Minuteman Snow and Ice Control Truck Equipment Package** -- at the State Contract price of \$68,762.67; now therefore be it

**RESOLVED,** that the Board of Portage County Commissioners does hereby authorize Michael A. Marozzi, Portage County Engineer, to purchase one (1) **Minuteman Snow and Ice Control Truck Equipment Package** from Concord Road Equipment Manufacturing, Inc., 348 Chester Street, Painesville, Ohio 44077 for a total cost of \$68,762.67; 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. 18-0536

-

**RE: ACCEPT AND ENTER INTO A COLLECTIVE  
BARGAINING AGREEMENT BETWEEN THE  
PORTAGE COUNTY BOARD OF  
COMMISSIONERS AND THE OHIO  
PATROLMEN'S BENEVOLENT ASSOCIATION  
FOR DEPUTY SHERIFFS.**

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

**WHEREAS,** the Collective Bargaining Agreement between the Portage County Commissioners and the Ohio Patrolmen's Benevolent Association for Deputy Sheriffs expired on December 31, 2017; now therefore be it

**RESOLVED,** that the Board of Portage County Commissioners does hereby accept and agree to enter into a Collective Bargaining Agreement between the Portage County Commissioners and the Ohio Patrolmen's Benevolent Association for Deputy Sheriffs; and be it further

**RESOLVED,** that this agreement shall be effective January 1, 2018 and shall continue in full force and effect through December 31, 2020; 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. 18-0537

-

**RE: ACCEPTANCE OF FOOD DONATED BY DUMA  
MEATS, INC, FOR EMPLOYEE APPRECIATION  
LUNCHEON.**

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

**WHEREAS,** the Portage County Board of Commissioners received food donated by Duma Meats, Inc. for the Employee Appreciation Luncheon held on June 23, 2018; and

**WHEREAS,** the attached Invoice details the donated food and value; now therefore be it

**RESOLVED,** that the Board of County Commissioners does hereby accept the donation from Duma Meats, Inc. with the value of \$1,707.38; 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. 18-0538 - RE: DECLARE OBSOLETE AND AUTHORIZE THE DONATION OF PORTAGE COUNTY PERSONAL PROPERTY TO THE CENTER OF HOPE.**

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

**WHEREAS,** that the Portage County personal property which is not needed for public use, or is obsolete or unfit for the use for which it was acquired, is declared as such and can be donated according to O.R.C. 307.12; and

**WHEREAS,** pursuant to O.R.C. 307.12 the Board of County Commissioners may donate such personal property valued under \$2,500.00 without advertisement or public notification to an eligible nonprofit organization that is located in Ohio; now therefore be it

**RESOLVED,** that the Board of County Commissioners authorizes the donation of the following items with the value of \$424.13 to the Center of Hope:

<b>Item:</b>	<b>Value:</b>
Hamburger/Hotdog buns	\$94.09
Duma Burgers	\$168.38
Duma Dogs	\$161.66

; 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. 18-0539**

-

**RE: A RESOLUTION DECLARING THE BOARD OF PORTAGE COUNTY COMMISSIONERS WILLINGNESS AND APPROVAL TO ACCEPT A SANITARY SEWER EASEMENT BEING PART OF ORIGINAL LOT 44 & 45 OF THE CITY OF STREETSBORO, PORTAGE COUNTY, OHIO, AS PART OF COUNTY PROJECT, "SR 14 & SHADY LAKE DRIVE SEWER EXTENSION", COUNTY PROJECT NO. ST-4 18-080-P.**

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

- WHEREAS,** Streetsboro 14, LLC, an Ohio limited liability company, the "Grantor" for and in consideration for One Dollar (\$1.00) and other valuable consideration, does hereby give and grant unto the Board of County Commissioners, Portage County, Ohio, the "Grantee", it's successors and assigns the perpetual right to a permanent sanitary sewer easement, situated in Original Streetsboro Township Lots 44 & 45, further known as being part of Block 1-R3 in the replat of Block 1-R Shady Lake Subdivision, recorded in Plat 2007-64 of the Portage County Records, City of Streetsboro, Portage County, Ohio; and
- WHEREAS,** a sanitary sewer line was constructed for County Project, "SR 14 & Shady Lake Drive Sewer Extension" County Project No. ST-4 18-080-P; and
- WHEREAS,** the sanitary sewer easement will allow the County to provide sanitary sewer service and maintenance to multiple commercial properties along State Route 14 and Shady Lake Drive for future development; and
- WHEREAS,** the sanitary sewer easement shall be 20' in width and approximately 427.19' in length containing 0.1953 acres; and
- WHEREAS,** the Grantor has prepared the sanitary sewer easement legal description and exhibit for acceptance according to the State of Ohio standards by a registered Professional Surveyor; and
- WHEREAS,** the Portage County Sanitary Engineer has reviewed the legal description and exhibit for the sanitary sewer easement as marked and attached in Exhibit A and Exhibit B; and
- WHEREAS,** the Portage County Sanitary Engineer recommends approval of the sanitary sewer easement; now therefore be it

**RESOLVED,** that this Board hereby ratifies and accepts the recommendation of the Sanitary Engineer to the sanitary sewer easement as presented; 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 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. 18-0540

**RE: AMENDMENT TO THE GENERAL FUND 2018 ANNUAL APPROPRIATION RESOLUTION NO. 17-0954 ADOPTED DECEMBER 19, 2017**

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

**RESOLVED,** that it has become necessary to amend the General Fund 2018 Annual Appropriation 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: <b>0001</b>	<b>General Fund</b>		
	<b>001 Commissioners</b>		
00014	Commissioners Contract Svcs	40,000	-
	MEMO TOTAL	<u>\$ 40,000</u>	<u>\$ -</u>
Note: Telephone			
	<b>010 Commissioners Other</b>		
00104	Commissioner Other Contract Sv	0	294,505
	MEMO TOTAL	<u>\$ -</u>	<u>\$ 294,505</u>
Note: Telephone			
	<b>014 Motor Pool</b>		
00144	Motor Pool CS	940	-
00146	Motor Pool CO	53,400	-
	MEMO TOTAL	<u>\$ 54,340</u>	<u>\$ -</u>
Note: Sheriff car extras Telephone			
	<b>016 Building Maintenance</b>		
00164	Building Maint Contract Svcs	26,000	-
	MEMO TOTAL	<u>\$ 26,000</u>	<u>\$ -</u>
Note: Telephone			



		<i>Increase</i>	<i>Decrease</i>
<b>017 Microfilm</b>			
00174	Microfilm Contract Services	60	-
	MEMO TOTAL	<u>\$ 60</u>	<u>\$ -</u>

Note: Telephone

<b>018 Human Resources</b>			
00184	Human Resources Contract Svcs	1,000	-
	MEMO TOTAL	<u>\$ 1,000</u>	<u>\$ -</u>

Note: Telephone

<b>020 Building Regulation Inspection</b>			
00204	Building Dept Contract Svcs	450	-
	MEMO TOTAL	<u>\$ 450</u>	<u>\$ -</u>

Note: Telephone

<b>100 Auditor</b>			
01004	Auditor Contract Svcs	1,480	-
	MEMO TOTAL	<u>\$ 1,480</u>	<u>\$ -</u>

Note: Telephone

<b>200 Treasurer</b>			
02004	Treasurer Contract Svcs	1,305	-
	MEMO TOTAL	<u>\$ 1,305</u>	<u>\$ -</u>

Note: Telephone

<b>300 Prosecutor</b>			
03004	Prosecutor Contract Services	3,300	-
	MEMO TOTAL	<u>\$ 3,300</u>	<u>\$ -</u>

Note: Telephone

		<i>Increase</i>	<i>Decrease</i>
<b>400 Recorder</b>			
04004	Recorder Contract Svcs	1,000	-
	MEMO TOTAL	<u>\$ 1,000</u>	<u>\$ -</u>

Note: Telephone

<b>500 Clerk of Courts</b>			
05004	Clerk of Courts Contract Svcs	4,300	4,250
	MEMO TOTAL	<u>\$ 4,300</u>	<u>\$ 4,250</u>

Note: Telephone

<b>520 Municipal Court</b>			
05204	Municipal Court Contract Svcs	18,200	-
	MEMO TOTAL	<u>\$ 18,200</u>	<u>\$ -</u>

Note: Telephone

<b>550 Domestic Relations</b>			
05504	Domestic Ct Contract Svcs	1,600	-
	MEMO TOTAL	<u>\$ 1,600</u>	<u>\$ -</u>

Note: Telephone

<b>560 Probate Court</b>			
05604	Probate Court Contract Svcs	2,900	-
	MEMO TOTAL	<u>\$ 2,900</u>	<u>\$ -</u>

Note: Telephone

<b>600 Coroner</b>			
06004	Coroner Contract Serv	500	-
	MEMO TOTAL	<u>\$ 500</u>	<u>\$ -</u>

Note: Telephone

		<u>Increase</u>	<u>Decrease</u>
<b>700 Sheriff's Department</b>			
07004	Sheriff Contract Services	220,752	100
07006	Sheriff Capital Outlay	0	30,752
07009	Sheriff Misc	100	
	MEMO TOTAL	<u>\$ 220,852</u>	<u>\$ 30,852</u>

Note: Trf to Contract Services Telephone

<b>800 Engineer's Department</b>			
08304	Tax Map Contract Svcs	350	-
	MEMO TOTAL	<u>\$ 350</u>	<u>\$ -</u>

Note: Telephone

<b>902 Board Of Elections</b>			
09024	Bd Of Elections Contract Svcs	3,350	-
	MEMO TOTAL	<u>\$ 3,350</u>	<u>\$ -</u>

Note: Telephone

<b>915 Data Processing Board</b>			
09154	ITS Contract Svcs	960	-
	MEMO TOTAL	<u>\$ 960</u>	<u>\$ -</u>

Note: Telephone

<b>920 Public Defender Commission</b>			
09204	Public Defender Contract Svcs	1,060	-
	MEMO TOTAL	<u>\$ 1,060</u>	<u>\$ -</u>

Note: Telephone

TOTAL MEMO BALANCE ALL AMENDMENTS		<u>\$ 383,007</u>	<u>\$ 329,607</u>
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Fund: 0002 General Fund 5739.026

**590 Adult Probation**

25905 GF Adult Probation MS

MEMO TOTAL

IncreaseDecrease

10,000

-

\$ 10,000\$ -

Note: Drug Testing kits

TOTAL MEMO BALANCE ALL AMENDMENTS\$ 10,000\$ -

; 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;

**RESOLUTION NO. 18-0541**

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

It was moved by Mike Kerrigan, seconded by Sabrina Christian-Bennett 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:

*Increase                      Decrease*

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<hr/>			
Fund:	<b>1001</b>	<b>Certificate Of Title Administr</b>	
	<b>500</b>	<b>Clerk of Courts</b>	
	10015	Certificate Of Title Admin MS	8,000
		MEMO TOTAL	<u>\$ 8,000</u>
			<u>-</u>

Note:

<hr/>			
Fund:	<b>1101</b>	<b>Enforcement And Education</b>	
	<b>700</b>	<b>Sheriff's Department</b>	
	11015	Enforcement & Education MS	4,769
		MEMO TOTAL	<u>\$ 4,769</u>
			<u>-</u>

Note: \$ for Educational

<hr/>			
Fund:	<b>1126</b>	<b>Reinvestment Incentive (JRIG)</b>	
	<b>590</b>	<b>Adult Probation</b>	
	11263	Reinvestmt Incentive JRIG PS	12,678
	11265	Reinvestmt Incentive JRIG MS	4,500
		MEMO TOTAL	<u>\$ 17,178</u>
			<u>-</u>

Note:

			<i>Increase</i>	<i>Decrease</i>
<hr/>				
Fund:	<b>1159</b>	<b>EMA Urban Search &amp; Rescue</b>		
	<b>930</b>	<b><i>Emergency Management Agency</i></b>		
	11594	Urban Search & Rescue CS	2,500	-
	11595	EMA Urban Search & Rescue MS	500	3,000
		<b>MEMO TOTAL</b>	<b>\$ 3,000</b>	<b>\$ 3,000</b>
			<hr/>	<hr/>
Note:	DECREASE FOR FUEL	DECREASE TO VEHICLE MAINT.	INCREASE FOR FUEL	INCREASE FOR VEHICLE MAINT.
<hr/>				
Fund:	<b>1166</b>	<b>EMPG Homeland Security Grant</b>		
	<b>930</b>	<b><i>Emergency Management Agency</i></b>		
	11663	EMPG Homeland Sec Salary&Fring	83,300	-
	11664	EMPG Homeland Security CS	18,250	-
	11665	EMPG Homeland Security MS	500	-
		<b>MEMO TOTAL</b>	<b>\$ 102,050</b>	<b>\$ -</b>
			<hr/>	<hr/>
Note:	Needed budget for 1st			
<hr/>				
Fund:	<b>1201</b>	<b>Motor Vehicle And Gas Tax</b>		
	<b>800</b>	<b><i>Engineer's Department</i></b>		
	12014	Engineer MVGT Contract Svcs	-	874,993
	12016	Engineer MVGT Capital Outlay	201,892	-
	12019	Engineer MVGT Misc Expense	874,993	-
		<b>MEMO TOTAL</b>	<b>\$ 1,076,885</b>	<b>\$ 874,993</b>
			<hr/>	<hr/>
Note:	Local Sh as Transfer	ROCK SPRING ROAD SEE ADD'L STABILIZATION	DESCRIPTION	
<hr/>				
Fund:	<b>1414</b>	<b>Child Support General Admini</b>		
	<b>051</b>	<b><i>Job And Family Services</i></b>		
	14144	JFS Child Support General CS	-	65,000
	14149	JFS Child Support General ME	65,914	914
		<b>MEMO TOTAL</b>	<b>\$ 65,914</b>	<b>\$ 65,914</b>
			<hr/>	<hr/>
Note:	Projected need			

		<i>Increase</i>	<i>Decrease</i>
Fund: <b>1415</b>	<b>Child Welfare - Special Levy</b>		
	<b>051 Job And Family Services</b>		
14154	JFS Child Welfare Levy CS	-	500,000
14159	JFS Child Welfare Levy ME	500,000	-
	MEMO TOTAL	<u>\$ 500,000</u>	<u>\$ 500,000</u>

Note: Projected need

Fund: <b>1480</b>	<b>Violence Against Women</b>		
	<b>300 Prosecutor</b>		
14803	Pros VAWA Grant Salary&Fringes	646	13,589
14804	Violence Against Women CS	-	2,049
	MEMO TOTAL	<u>\$ 646</u>	<u>\$ 15,638</u>

Note:

Fund: <b>4008</b>	<b>Wireless 911 Upgrades</b>		
	<b>700 Sheriff's Department</b>		
40084	Wireless 911 Upgrades CS	8,000	-
40085	Wireless 911 Upgrades MS	-	8,000
	MEMO TOTAL	<u>\$ 8,000</u>	<u>\$ 8,000</u>

Note: Trf needed for training

Fund: <b>5400</b>	<b>PCW General Administration</b>		
	<b>060 Water Resources</b>		
54004	Portage County Water CS	-	150,000
54005	Portage County Water MS	150,000	-
	MEMO TOTAL	<u>\$ 150,000</u>	<u>\$ 150,000</u>

Note: yearly adjustment

Fund: <b>7102</b>	<b>Cafeteria Benefits Program Pkg</b>		
	<b>018 Human Resources</b>		
71024	Cafeteria Benefits Program CS	81,000	-
	MEMO TOTAL	<u>\$ 81,000</u>	<u>\$ -</u>

Note: Addtl appropriation

TOTAL MEMO BALANCE FOR ALL FUNDS	<u>\$ 2,017,442</u>	<u>\$ 1,617,545</u>
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*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;

## **JOURNAL ENTRY**

July 26, 2018

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

1. The Board of Commissioners' signature requested on the Satisfaction of Mortgage form for Geneva Avenue Real Estate LLC of 4620 Crystal Parkway, Kent, OH 44240 to secure payment of \$185,000.00. The original document will be recorded by Neighborhood Development Services, Inc. Documents reviewed by the Department of Budget & Financial Management with no exceptions noted.

### **Commissioners**

2. In accordance with ORC 311.20, the Board of Commissioners acknowledged the receipt of the Portage County Sheriff's Monthly Jail Reports for expenditures and food costs for prisoners for June 2018.

### **Human Resources**

3. The Board of Commissioners signed the Personnel Action Form authorizing the full-time hire of Camaren Massey as an Income Maintenance Aide 2, replacing Glenna McCoy, for Portage County Job & Family Services, as presented by Janet Kovick, Human Resources Director. Anticipated start date is August 6, 2018. The Board of Commissioners agreed that this hire is

contingent upon the applicant passing the required pre-employment testing.

4. The Board of Commissioners approved the revised job description for the JFS Secretary position within Portage County Job & Family Services, as presented by Janet Kovick, Human Resources Director.
5. The Board of Commissioners agreed to retain Carrie Quotson as a part-time Clerk on a temporary basis until the new part-time Clerk is fully trained, for a total personnel cost not to exceed \$1800, as presented by Gene Roberts, External Services Director.

#### **Internal Services**

6. The Board of Commissioners approved adding the following assets of the Park District to the County CORSA Insurance Program as presented by the Director of Internal Services:
  1. 12-079-00-00-22-000, 35-093-00-00-016-000 - Tinkers Creek Greenway, 130 acres
  2. 04-015-00-00-002-000; 45-016-00-00-012-001 - Kent Bog Expansion, 215 acres
  3. 33-044-00-00-043-001; 33-044-00-00-043-000 - Ferrara Addition to Morgan Park, 40 acres
  4. Mini Excavator
  5. Argo Amphibious vehicle

**Motion To:** Approve the Journal Entries for July 26, 2018

**RESULT:** ADOPTED [UNANIMOUS]

**MOVED:** Mike Kerrigan

**SECONDED:** Sabrina Christian-Bennett

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

**Motion To:** Adjourn the Official Meeting of July 26, 2018 at 11:15 AM

**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.



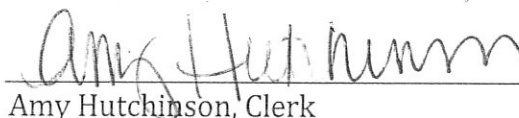
Vicki A. Kline, President



Sabrina Christian-Bennett, Vice President



Mike Kerrigan, Board Member



Amy Hutchinson, Clerk