



# Portage County Board of Commissioners

Regular Meeting

~ Minutes ~

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

Amy Hutchinson, Clerk  
330-297-3600

Tuesday, March 13, 2018

9:30 AM

Commissioners' Board Room

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

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

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

Also attending: Internal Services Director JoAnn Townend and Record Courier Reporter Matt Merchant.

## 1. 2018 Veterans Day Event:

Commissioner Christian-Bennett mentioned there is a meeting tomorrow with Internal Services Director JoAnn Townend, Commissioner Christian-Bennett, Clerk Amy Hutchinson and Veteran Services Director Rich McClellan at 1:30 PM to discuss this year's Veterans Day event. The Board agreed this year's event will be a scaled back and will be held at the Ravenna Courthouse on November 11, 2018.

## 2. Administration Building Security:

9:32 AM In accordance with the Ohio Rev. Code 121.22(G)(6), it was moved by Commissioner Christian-Bennett, seconded by Commissioner Kerrigan that the Board of Commissioners move into executive session to discuss details relative to the security arrangements and emergency response protocols for a public body or a public office. Also present: Internal Service Director JoAnn Townend. Roll call vote: Sabrina Christian-Bennett, Yea; Mike Kerrigan, Yea; Vicki A. Kline, Absent.

9:56 AM Upon conclusion of the above referenced discussion, it was moved by Commissioner Christian-Bennett, seconded by Commissioner Kerrigan that the Board of Commissioners move out of executive session. Roll call vote: Sabrina Christian-Bennett, Yea; Mike Kerrigan, Yea; Vicki A. Kline, Absent.

After exiting executive session, the Board took no action.

## 3. Hills Pond Dam:

Director Townend has talked with Shawn Arden (EMH&T) and will contact Mr. John Emig to appraise the easements needed from the property owners to remove the dam and maintain the property afterwards. Mr. Emig may need to enter their property as part of the

appraisal process. Director Townend will find out the cost of the appraisal and will report back to the Board.

**4. Freedom Secondary Rail:**

Director Townend spoke with Herb Shanklin, from ABC Railway, and he has located the addendum that should have been attached to the Original Agreement with ABC. The addendum indicates Portage Private Industry Council (PPIC) should receive 75% of the traffic costs and that money could be used to take care of the repairs on the railway. Mr. Shanklin will research why the County has not been receiving payment and will also investigate Director Townend's request for a rail car count.

Commissioner Kerrigan has spoken with Neighborhood Development Services and they may be interested in the railway.

Commissioner Christian-Bennett asked if Director Townend has scheduled a time to ride the rail and Director Townend will ask Mr. Shanklin once he calls back.

**5. Microfilming Process:**

Microfilm Director Cooper met with the company recommended by Geauga County and has also received pricing on microfilming equipment. The Board agreed it is interested in moving forward with digitally scanning documents.

**6. Board Appointments Criminal Records Policy:**

Internal Services Director Townend and Commissioner Christian-Bennett will be working together on this project. Commissioner Christian-Bennett contacted CCAO and received several policy samples from other Counties that they intend to review.

**7. Appendices for Board Appointment Applications:**

Director Townend is working on a listing of Internal and External Appointments.

**8. Board Appointment Application:**

Commissioner Kerrigan received an application from another County and he will review and bring back for further Board discussion.

**9. CCAO Survey – County Building Security:**

Commissioner Christian-Bennett would like to discuss next week.

Next week's discussion items: Veteran's Day, Security, Board Appointments (Application, Criminal Records Policy and Appendices) and CCAO Survey – County Building Security.

**Motion To:** Adjourn the Official Meeting of March 13, 2018 at 10:09 AM

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

**MOVED:** Sabrina Christian-Bennett

**SECONDED:** Mike Kerrigan

**AYES:** Sabrina Christian-Bennett, Mike Kerrigan

**ABSENT:** Vicki A. Kline

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

----- ABSENT -----

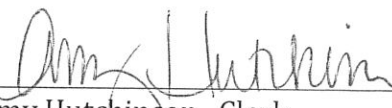
Vicki A. Kline, President



Sabrina Christian-Bennett, Vice President



Mike Kerrigan, Board Member



Amy Hutchinson, Clerk