



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, August 30, 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, Deerfield Township Trustee Ed Dean and Tony Badalamenti

Recessed to Solid Waste Management District: 9:01 AM
Reconvened: 9:02 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 and WIC Director Amy Cooper

HUMAN RESOURCES:

Journal Entries - #5 - 13

Journal Entry #13 is an unpaid two week leave of absence for a part time WIC employee.

Discussion:

1. Policy on Volunteering

Last week, Human Resources Department employee Jenna Morgan met with United Way regarding volunteering at the Center of Hope or the County Clothing Center and found out both volunteering opportunities would be during the day. Since the County has no volunteering policy in place, Director Kovick presented a draft policy for Board consideration. Commissioner Kerrigan suggests adding language that defines what a charitable organization is, such as a 'a federally tax exempt non-profit organization'. The Board discussed the need to have a policy

and agreed the volunteering policy may not be necessary as Commissioner Christian-Bennett pointed out the Personnel Policy already addresses personal days, vacation and compensation for employees. The Board agreed it doesn't need a volunteering policy at this time, but asked Director Kovick to bring back the Election Day policy next week.

The Board talked about receiving pledge forms, payroll deductions and monetary donations for United Way and to continue to gather prizes from Elected Officials for a raffle project using United Way pledge forms names to pull from. Director Kovick will send out an email detailing the event.

Commissioner Christian-Bennett asked Director Bragg about Solid Waste hosting an event with the Solid Waste Districts in Northeast Ohio to collectively address the contamination issues facing all Solid Waste Districts. Director Steiner is requesting \$100.00 to cover refreshment costs for the event. Since it is County business being discussed and Portage County Solid Waste Management District is hosting the event, there should be no problems with the funding request.

2. Flu Vaccine Clinic for 2018

Director Kovick is requesting authorization for the Portage County Health District to host a flu clinic this fall, offering flu vaccinations to all Portage County employees.

The flu clinic will be held during the Wellness Fair in the Portage County Administration Building Room 167 on the following dates:

Tuesday, October 9, 2018 2:00 PM-6:00 PM
Thursday, October 11, 2018 10:00 AM-1:00 PM

The cost of each vaccine is

- Flu vaccine \$30.00
- High dose flu vaccine (for ages 65 and older) \$60.00
- Prevnar pneumonia vaccine \$215.00
- Pneumovax vaccine \$105.00

In 2017, 251 vaccines were given with a total cost of \$10,195.00, with funding available in the Employee Benefit fund.

Director Kovick will prepare a Journal Entry next week for Board consideration and will compose correspondence to all employees.

EXTERNAL SERVICES

Resolution - # 18

Journal Entry - #4

DBFM:

Resolutions - #'s 1 to 8

For Resolution No. 7, General Fund budget amendment, the Board discussed \$17,500 for outsourcing the Sheriff's cruiser, but the amount is actually \$20,700, which the Board approved.

Director Bragg asks that the Board pull Resolution No. 8, Non General Fund budget amendment and Commissioner Kerrigan made a motion to pull the resolution from the Consent Agenda.

RESOLUTION:

8. Amendment to the Non General Fund 2018 annual appropriation Resolution No. 17-0955, adopted December 19, 2017./***PULLED FROM CONSENT AGENDA AND ADOPTED UNDER SEPARATE MOTION./18-0616***

Director Bragg presents a new version of Resolution No. 8, Amendment to the Non General Fund 2018 annual appropriation Resolution No. 17-0955, adopted December 19, 2017 for Board consideration. The only difference is on page 3 – Fund 5322 was added for Oakwood Acres Subdivision as there wasn't a code set up until yesterday.

Motion To: Amendment to the Non General Fund 2018 annual appropriation Resolution No. 17-0955, adopted December 19, 2017 for Board consideration./18-0616

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

Discussion:

1. Budget

Director Bragg presents the following summary of 2019 requested additions to current funding levels. The Board has requested Director Bragg hold off on budget discussions until after the compensation study comes in.

2019 Requested Additions to Current Funding Levels

8/30/18 TAB

Commissioners

comm	
C other	+16,000 for Board Docs
DBFM	Maintain current spending
Int Serv	Maintain current spending
Motor Pool	\$40,000 to cover \$137,966 in salary increases; 30,000 for tools; \$33,000 for GPS
HR	
Bldg Maint	Maintain current spending
Bldg Reg	Need and additional \$80,000 to maintain current work, additional positions
WIC	Slight increase to match as more grant funds were awarded
EMA	Requested an additional \$6,700; however will not need that as Ryan continues to work on alternative funding etc.
Auditor	Salary adjustments
Treasurer	2%; +\$2,000 for dues; +\$9,500 for computer equipment
Prosecutor	3%, 10,000 for additional outside contract work, phones will be an issue at some point.
Recorder	2,500 Cabinets for plats, money to fix old books
Clerk	3 to 5%, copiers need reviewed
C Pleas	3%; +900 to memberships (increased); office setup for Gordon; 24 chairs for jury room; refurbish wood benches through courthouse
Muni	3%; secure Wi-Fi
Domestic	3%; \$6,500 for CPO cards; \$4,500 for 'CU to Go'; \$65,000 for carpet; return to 2017 budget levels where lines were cut in 2018.
Probate	Additional \$5,170 to 2018 revised has been ordered
Juv Crt	Additional \$195,547 to 2018 revised has been ordered
Juv Prob	Additional \$22,336 to 2018 revised has been ordered
Probation	3%; \$4,000 for salary adjustments; dividers in vehicles, new desks,
Coroner	\$2,000 increased training; \$5,000 for staff adjustments; \$1,500 for office equipment and specimen locker (\$700); PT investigator for night shift (?)
Sheriff	Working on 2019 Request
Tax Map	New Counter and map drawers; new drafting style workstations
Veterans	Additional \$29,890.41 requested
Brd of Elec	Salary increases, Election worker increases, space alterations
IT	+\$6,500 for server reprogram; +\$900 for toner; +\$6,400 for equipment; \$1,800 for env sealer in Auditor's office \$198,360 moved to IT for software.
Pub Def	Working on 2019
Regional	+40,000 for Comp. Plan
Port Dev	Maintain current funding
OSU ext	+4,700 to maintain current programs/ +\$15,000 to expand ANR to 3/4 tome.
Airport	In progress

Commissioner Kerrigan moved to remove Resolution No. 6 from the Consent Agenda because there were a couple of errors in the text.

Resolution:

6. Accept FY 19 Woman, Infants, and Children (WIC) Administration./***PULLED FROM CONSENT AGENDA, BUT ADOPTED UNDER SEPARATE MOTION ONCE CORRECTED./18-0614***

Motion To: Accept FY 19 Woman, Infants, and Children (WIC) Administration./18-0614

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

INTERNAL SERVICES:

Resolutions - # 11 -17 and 19 - 20

Discussion:

1. PUCO rental

The Field Supervisor from the Public Utilities Commission of Ohio (PUCO) stopped at the Administration Building looking for an area to rent for a field investigator and Director Townend is asking if the Board would feel comfortable renting a room to them on the first floor for an extended amount of time. The Board agreed to the rental and Director Townend will contact the Supervisor and advise the County's current rate for rental is \$12.35 a square foot. The Board approved the request and Director Townend will also prepare a lease agreement if they are in agreement with the square footage cost.

2. Donation to Galion Police Department

The County has some canine inserts for 2011 Crown Vic cruisers and Galion Police Department will soon be getting a canine and has use for the inserts if the Board is willing to donate them. The County is legally allowed to donate because it's another subdivision of the State. The Board is in agreement and Director Townend will prepare a resolution for Board consideration next week.

COMMISSIONERS' CONSENT AGENDA

August 30, 2018

1. Approval of the August 23, 2018 and August 28, 2018 regular meeting minutes.

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RESOLUTIONS

August 30, 2018

Budget & Financial Management:

1. Approve the Thursday, August 30, 2018 wire transfers for health benefits as presented by the County Auditor and reviewed by the Department of Budget & Financial Management./18-0609

2. Approve the Thursday, August 30, 2018 Journal Vouchers, as presented by the County Auditor and reviewed by the Department of Budget & Financial Management. /18-0610
3. Approve the Tuesday, September 4, 2018 bills/ACH payments as presented by the County Auditor and reviewed by the Department of Budget & Financial Management./18-0611
4. Approve the Tuesday, September 4, 2018 Journal Vouchers, as presented by the County Auditor and reviewed by the Department of Budget & Financial Management./18-0612
5. Approve the Tuesday, September 4, 2018 Then & Now Certification, as presented by the County Auditor./18-0613
6. Accept FY 19 Woman, Infants, and Children (WIC) Administration./ ***PULLED FROM CONSENT AGENDA, BUT ADOPTED UNDER SEPARATE MOTION.***/18-0614
7. Amendment to the General Fund 2018 annual appropriation Resolution No. 17-0954, adopted December 19, 2017./18-0615
8. Amendment to the Non General Fund 2018 annual appropriation Resolution No. 17-0955, adopted December 19, 2017 (Revised version). ***PULLED FROM CONSENT AGENDA AND ADOPTED UNDER SEPARATE MOTION.***/18-0616

Job and Family Services

9. Acceptance of cash donations from organizations, and businesses to support the Portage County Job & Family Services Annual Senior Forum Event./18-0617
10. Acceptance of cash donations from JFS employees at Employee Enhancement Committee (EEC) pizza and salad bar lunches./18-0618

Internal Services

11. The Portage County Board of Commissioners certifies to the Portage County Auditor annual maintenance assessments for the county assessed ditches to be levied on the 2018 tax duplicate payable in 2019./18-0619
12. Approve specifications and set bid dates for reroofing of Portage County Administration Building./18-0620
13. Amend Resolution No. 17-0797 adopted October 24, 2017, designating financial institutions as depositories of public money./18-0621
14. Enter into an agreement for a visitation aide services between the Board of Commissioners on behalf of the Portage County Job & Family Services and Family and Community Services, Inc./18-0622

15. Approve specifications and set the proposal date for Prevention, Retention & Contingency (PRC) services for the Portage County Department of Job & Family Services./18-0623
16. A resolution creating a Tax Incentive Review Council (TIRC) for Nelson Township, Portage County, Ohio./18-0624
17. Enter into an agreement between the Portage County Board of Commissioners on behalf of the Water Resources and Gardiner System Service Solution for HVAC Maintenance and Service./18-0625
18. Rescind Resolution No. 05-1218 approving the Tuscany at the Portage Development Plan pursuant Section 5709.77 of the Ohio Revised Code./18-0626
19. Rescind Resolution No. 05-1237 creating an incentive district and declaring improvements to certain parcels of real property to be a public purpose, describing the public improvements to be made to directly benefit those parcels, requiring the owners of the improvements thereon to make service payments in lieu of taxes, establishing a county public improvement tax increment equivalent fund for the deposit of such service payments, approving a compensation agreement with Field Local School District, and related authorizations pursuant to Ohio Revised Code Sections 5709.77, 5709.78, 5709.79 and 5709.80./18-0627

External Services

20. Authorize application for FY17 supplemental Emergency Performance Grant (EMPG) funds on behalf of the Portage County Office of Homeland Security & Emergency Management./18-0628

Motion To: Approve the Consent Agenda as revised for August 30, 2018

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

RESOLUTION NO. 18-0609 - RE: WIRE TRANSFER AND ACH 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 August 30, 2018 in the total payment amount as follows:

1. \$2,100.00 to Wage Works Admin-Fund 7101; and
2. \$205,147.46 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, August 31, 2018	\$ 2,100.00
Wire Transfer on Friday, August 31, 2018	\$ 205,147.46

and be it further

RESOLVED, that the ACH payment is approved as certified to the County Auditor for payment on or after Friday, August 30, 2018, contingent upon the review of the Portage County Department of Budget and Financial Management, Department of Internal Services or other designee on August 30, 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 A. Kline, Yea; Sabrina Christian-Bennett, Yea; Mike Kerrigan, Yea;

**RESOLUTION NO. 18-0610 - 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:

08/30/18	1324	\$ 771.64
08/30/18	1323	20,920.00
08/30/18	1322	549.93
Total		\$ 22,241.57

; 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. 18-0611 - 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 September 4, 2018 in the total payment amount of **\$422,645.62** 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. 18-0612

-

**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:

09/04/18	14	\$ 22,201.67
09/04/18	15	1,666.60
09/04/18	16	2,690.00
09/04/18	17	1,278.00
09/04/18	18	3,220.00
09/04/18	19	3,902.00
09/04/18	34	22.80
Total		\$ 34,981.07

; 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. 18-0613

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**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 **\$46,504.81** as set forth in Exhibit "A" dated **September 4, 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. 18-0614

-

**RE: ACCEPT FY19 WOMEN, INFANTS, AND
CHILDREN (WIC) ADMINISTRATION GRANT**

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

- WHEREAS,** on April 12, 2018, the Board of Commissioners adopted Resolution No. 18-0260 authorizing the electronic application to the Ohio Department of Health

for the FY19 WIC Grant (October 1, 2018 through September 30, 2019) under the grant number 06710041WA1119; and

WHEREAS, the Ohio Department of Health issued a Notice of Award dated 8/14/18 which was sent to WIC Director Amy Cooper, awarding \$1,065,705.00 to the Women, Infants, and Children's (WIC) Program of Portage and Columbiana Counties; and

RESOLVED, that the Portage County Board of Commissioners accepts the Ohio Department of Health FY19 award of \$1,065,705.00 for the Women, Infants, and Children's Program of Portage and Columbiana Counties; 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. 18-0615

**RE: AMENDMENT TO THE GENERAL FUND 2018 ANNUAL APPROPRIATION RESOLUTION
NO. 17-0954 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 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:

		<u>Increase</u>	<u>Decrease</u>
Fund: 0001	General Fund		
010	Commissioners Other		
00104	Commissioner Other Contract Sv	0	200,000
00107	Commissioner Other Other Exp	0	285,882
00109	Commissioner Other Misc Expens	200,000	-
	MEMO TOTAL	<u>\$ 200,000</u>	<u>\$ 485,882</u>
Note:	JFS mandated now by 2018 SOPHOS	Grant thru Mental Health	
014	Motor Pool		
00145	Motor Pool MS	9,630	-
00146	Motor Pool CO	11,122	-
	MEMO TOTAL	<u>\$ 20,752</u>	<u>\$ -</u>
Note:	Outfit new vehicles		
016	Building Maintenance		
00163	Building Maint Salary & Fringes	2,254	-
	MEMO TOTAL	<u>\$ 2,254</u>	<u>\$ -</u>
Note:	Retirement/leave payouts		
017	Microfilm		
00173	Microfilm Salary & Fringes	1,454	-
	MEMO TOTAL	<u>\$ 1,454</u>	<u>\$ -</u>
Note:	Retirement/leave payouts		

100 Auditor

01003 Auditor Salary & Fringes

MEMO TOTAL

Increase

Decrease

13,510

-

\$ 13,510

\$ -

Note: Retirement/leave payouts

300 Prosecutor

03003 Prosecutor Salary & Fringes

MEMO TOTAL

47,073

-

\$ 47,073

\$ -

Note: Retirement/leave payouts

500 Clerk of Courts

05003 Clerk of Courts Salary & Fring

MEMO TOTAL

12

-

\$ 12

\$ -

Note: Retirement/leave payouts

520 Municipal Court

05203 Municipal Court Salary&Fringes

MEMO TOTAL

6,903

-

\$ 6,903

\$ -

Note: Retirement/leave payouts

530 Common Pleas Court

05303 Common Pleas Salary & Fringes

MEMO TOTAL

14,508

-

\$ 14,508

\$ -

Note: Retirement/leave payouts

550 Domestic Relations

05503 Domestic Ct Salary & Fringes

MEMO TOTAL

7,153

-

\$ 7,153

\$ -

Note: Retirement/leave payouts

		<u>Increase</u>	<u>Decrease</u>
570 Juvenile Court			
05703	Juvenile Court Salary& Fringes	7,163	-
05704	Juvenile Court Contract Svcs	2,225	-
05705	Juvenile Court Materials & Sup	0	2,225
	MEMO TOTAL	<u>\$ 9,388</u>	<u>\$ 2,225</u>

Note: cover expense in contracts cover expense to end of fy Retirement/leave payouts

590 Adult Probation			
05903	Adult Probation Salary&Fringes	37,534	-
05904	Adult Probation Contract Svcs	5,000	-
	MEMO TOTAL	<u>\$ 42,534</u>	<u>\$ -</u>

Note: Grant thru Mental Health Retirement/leave payouts

700 Sheriff's Department			
07003	Sheriff Salary & Fringes	109,982	-
	MEMO TOTAL	<u>\$ 109,982</u>	<u>\$ -</u>

Note: Retirement/leave payouts

915 Data Processing Board			
09154	ITS Contract Svcs	24,235	-
	MEMO TOTAL	<u>\$ 24,235</u>	<u>\$ -</u>

Note: 2018 SOPHOS ANTI-VIRUS

920 Public Defender Commission			
09203	Public Defender Salary&Fringes	9,101	-
09204	Public Defender Contract Svcs	2,750	-
09205	Public Defender Materials&Supp	0	2,750
	MEMO TOTAL	<u>\$ 11,851</u>	<u>\$ 2,750</u>

Note: Retirement/leave payouts

TOTAL MEMO BALANCE ALL AMENDMENTS	<u>\$ 511,609</u>	<u>\$ 490,857</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;

RESOLUTION NO. 18-0616

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: 1007	Comp Legal Research Common Pls		
530	Common Pleas Court		
10074	Comp Lgl Res Probate CS	500	-
	MEMO TOTAL	<u>\$ 500</u>	<u>\$ -</u>

Note: TAB entered this line for

550	Domestic Relations		
10075	Comp Lgl Res Probate MS	-	500
	MEMO TOTAL	<u>\$ -</u>	<u>\$ 500</u>

Note:

Fund: 1101	Enforcement And Education		
700	Sheriff's Department		
11014	Enforcement & Education CS	-	2,000
11015	Enforcement & Education MS	2,000	-
	MEMO TOTAL	<u>\$ 2,000</u>	<u>\$ 2,000</u>

Note: \$ needed for DUI

Fund: 1112	Sheriff Inmate Commissary		
700	Sheriff's Department		
11123	Shrf Inmate Commis Salary&Frin	-	15,000
11125	Sheriff Inmate Commissary MS	49,300	-
	MEMO TOTAL	<u>\$ 49,300</u>	<u>\$ 15,000</u>

Note: Less salary needed, Addtl approp for
operations

		<i>Increase</i>	<i>Decrease</i>
Fund: 1201	Motor Vehicle And Gas Tax		
800	Engineer's Department		
12015	Engineer MVGT Materials&Suppli	220,000	-
	MEMO TOTAL	<u>\$ 220,000</u>	<u>\$ -</u>

Note: TO FINISH CHIP &

Fund: 1205	SA Ditch Mnt - Lavelle Heights		
800	Engineer's Department		
12054	SA Ditch Mnt Lavelle Height CS	3,034	-
	MEMO TOTAL	<u>\$ 3,034</u>	<u>\$ -</u>

Note: 8/16/13 REPAIRS

Fund: 1207	SA Ditch Mnt - Wahoo		
800	Engineer's Department		
12074	SA Ditch Mnt Wahoo CS	3,319	-
	MEMO TOTAL	<u>\$ 3,319</u>	<u>\$ -</u>

Note: 7/31/17 & 8/8/18

Fund: 1301	Marriage Licenses		
560	Probate Court		
13014	Marriage Licenses CS	4,050	-
	MEMO TOTAL	<u>\$ 4,050</u>	<u>\$ -</u>

Note: cover exp to year end

Fund: 1414	Child Support General Admini		
051	Job And Family Services		
14143	JFS Child Supp Salary&Fringes	-	67,000
14149	JFS Child Support General ME	67,000	-
	MEMO TOTAL	<u>\$ 67,000</u>	<u>\$ 67,000</u>

Note: Projected need

	<i>Increase</i>	<i>Decrease</i>
Fund: 4242 Liberty St Bridge Rplcmt		
800 Engineer's Department		
42424 Liberty St Bridge Rplcmt CS	-	35,759
42426 Liberty St Bridge Rplcmt CO	113,272	-
MEMO TOTAL	<u>\$ 113,272</u>	<u>\$ 35,759</u>

Note: TO BOOK ODOT

Fund: 5322 Oakwood Acres Subdivision		
060 Water Resources		
53226 Oakwood Acres Subdiv CO	850,000	-
MEMO TOTAL	<u>\$ 850,000</u>	<u>\$ -</u>

Note: Oakwood

Fund: 6200 Electronic Fingerprinting		
700 Sheriff's Department		
62003 Electronic Fingerprint Fringes	-	2,000
62006 Electronic Fingerprinting CO	16,504	-
MEMO TOTAL	<u>\$ 16,504</u>	<u>\$ 2,000</u>

Note: To purch fingerprint eqpt New fingerprint
equipment

Fund: 7000 Central Services (Purchasing)		
012 Central Purchasing Services		
70004 Central Services Purchasing CS	200,000	-
MEMO TOTAL	<u>\$ 200,000</u>	<u>\$ -</u>

Note: Addt'l Appropriation

TOTAL MEMO BALANCE FOR ALL FUNDS	<u>\$ 1,528,979</u>	<u>\$ 122,259</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;

**RESOLUTION NO. 18-0617 - RE: ACCEPTANCE OF CASH DONATIONS FROM
ORGANIZATIONS, AND BUSINESSES TO
SUPPORT THE PORTAGE COUNTY JOB AND
FAMILY SERVICES ANNUAL SENIOR FORUM
EVENT**

It was moved by Sabrina Christian-Bennett, seconded by Mike Kerrigan to approve the following resolution:

WHEREAS, the Portage County Job & Family Services received a total of \$250.00 in cash donations from two organizations, and/ or businesses; and

WHEREAS, donations of \$50.00 were received from Americare Home Health, Brooks House Assisted Living, Ohio Health Benefits and Arbors of Streetsboro now therefore be it

RESOLVED, that, on behalf of the Portage County Job & Family Services and in accordance with Ohio Revised Code Section 9.20, the Portage County Board of Commissioners accepts the donations in the amount of \$250.00 from the following organizations, and/ or businesses; and be it further

Donor	Contact (Requirement)	Address	Donation
Americare Home health	DEBBIE CONWAY	102 W. Bryant St. Brian Ohio 43506	\$50.00
Brooks House Assisted Living	CHRISTINE BROOKS	18144 Claridon-Troy R Hiram Oh 44234	\$50.00
LONGMEADOW	DAN WASHBURN	102 W BRYAN ST BRYAN OH 43506	\$50.00
OHIO HEALTH BENEFITS	ERIN KOON	PO BOX 411 11681 HAYDEN ST HIRAM OH 44334	\$50.00
ARBORS AT STREETSBORO	CHRISTY GREEN	1645 MAPLEWOOD DR - STREETSBORO OH 44241	\$50.00

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. 18-0618

**- RE: ACCEPTANCE OF CASH DONATIONS FROM JFS
EMPLOYEES AT EMPLOYEE ENHANCEMENT
COMMITTEE (EEC) PIZZA AND SALAD BAR
LUNCHES**

It was moved by Sabrina Christian-Bennett, seconded by Mike Kerrigan to approve the following resolution:

- WHEREAS,** the Portage County Job & Family Services received cash donations in the amount of \$158.45 from Portage JFS employees at Employee Enhancement Committee (EEC) pizza and salad bar lunches
- WHEREAS,** donations totaling the amount of \$158.45 from Portage JFS employees were received on June 5, 2018 and July 6, 2018; now therefore be it
- RESOLVED,** that, on behalf of the Portage County Job & Family Services and in accordance with Ohio Revised Code Section 9.20, the Portage County Board of Commissioners accepts the donations in the amount of \$158.45 from Portage JFS employees for the Portage JFS Employee Enhancement Committee
- 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. 18-0619 - RE: THE PORTAGE COUNTY BOARD OF COMMISSIONERS CERTIFIES TO THE PORTAGE COUNTY AUDITOR ANNUAL MAINTENANCE ASSESSMENTS FOR COUNTY ASSESSED DITCHES TO BE LEVIED ON THE 2018 TAX DUPLICATE PAYABLE IN 2019.

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

- WHEREAS,** the Portage County Board of Commissioners wishes to certify to the Portage County Auditor **Annual Maintenance Assessments for County Assessed Ditches** which are to be levied on the 2018 tax duplicate payable in 2019, now therefore be it
- RESOLVED,** that this Board hereby certifies to the Portage County Auditor **Annual Maintenance Assessments for County Assessed Ditches** which are to be levied on the 2018 tax duplicate payable in 2019 as indicated on the attached lists; and be it further
- RESOLVED,** that a copy of this Resolution be filed with the Portage County Auditor'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 meetings open to the public in compliance with the law including Section 121.22 of the Ohio Revised Code.

Roll call vote was as follows:

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

**RESOLUTION NO: 18-0620 - RE: APPROVE SPECIFICATIONS AND SET BID
DATES FOR REROOFING OF PORTAGE COUNTY
ADMINISTRATION BUILDING.**

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

RESOLVED, that the bid specifications for receiving bids for the reroofing of the Portage County Administration Building east and west slate areas, be approved;

RESOLVED, that sealed bids, 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 Street, Ravenna, Ohio until 2:00 p.m., E.S.T. on September 19, 2018 and publicly opened and read; and be it further

RESOLVED, that the notice of receiving bids shall be published in the Record Courier on September 4 and 11, 2018 and a copy thereof be posted on the County's website and on the bulletin board of the Board forthwith; and be it further

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

Roll call vote as follows:

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

**RESOLUTION NO. 18-0621 - RE: AMEND RESOLUTION NO. 17-0797 ADOPTED
OCTOBER 24, 2017, DESIGNATING FINANCIAL
INSTITUTIONS AS DEPOSITORIES OF PUBLIC
MONEY.**

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

WHEREAS, that it has become necessary to amend resolution 17-0797 adopted October 24, 2017 for the Designation of Financial Institutions as Depositories of Public Moneys of the County of Portage to include active moneys and to exclude inactive moneys and/or all moneys coming lawfully into the possessions and/or custody of the Portage County Treasurer as follows:

RESOLVED, that the following financial institutions be designated as recognized public depositories for active moneys of Portage County for a period of four (4) years, from November 21, 2017 to November 20, 2021:

JPMorgan Chase Bank
Huntington National Bank
Home Savings Bank
First National Bank
Chemical Bank

; and be it further

RESOLVED, that the Board of County 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 a 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. 18-0622 - RE: ENTER INTO AN AGREEMENT FOR A
VISITATION AIDE SERVICES BETWEEN THE
BOARD OF COMMISSIONERS ON BEHALF OF
PORTAGE COUNTY JOB & FAMILY SERVICES
AND FAMILY AND COMMUNITY SERVICES,
INC.**

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

WHEREAS, Portage County Job & Family Services is in need of Visitation Aide services *for* parents/custodians whose children have been placed in the custody of Portage County Job and Family services and need supervised visits with their

child(ren) at CONTRACTOR's agency to enhance understanding and awareness of necessary parenting skills needed to increase the likelihood of reunification, case closure and to ensure the bonding relationship with child and care taker; and

WHEREAS, Requests for Proposals were sent to eight (8) potential service providers; and

WHEREAS, one (1) proposal was received, opened and tabulated for Visitation Aide Services on June 20, 2018; and

WHEREAS, Family and Community Services, Inc. is willing and able to provide these services; and

WHEREAS, the Agreement will be used to detail the terms of the relationship between Portage County Job & Family Services and Family and Community Services, Inc; now therefore be it

RESOLVED, that the Board of Portage County Commissioners does hereby enter into an Agreement between the Board of Commissioners on behalf of Portage County Job & Family Services and Family and Community Services, Inc. with its principal place of business located at 705 Oakwood Street Ste 221, Ravenna, Ohio 44266, for the period August 20, 2018 through June 30, 2019, with the option to renew two (2) additional years; and be it further

RESOLVED, that the total amount of this Agreement is not to exceed Seventy-Two thousand eight hundred fourteen and 13/100 dollars (\$72,814.13); 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. 18-0623

- RE: APPROVE SPECIFICATIONS AND SET THE PROPOSAL DATE FOR PREVENTION, RETENTION & CONTINGENCY (PRC) SERVICES FOR THE PORTAGE COUNTY 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 specifications for receiving proposals for prevention, retention, & contingency (prc) services for the Portage County Department of Job & Family Services be and hereby are approved; and be it further
- RESOLVED,** that sealed proposals, therefore, will be accepted by the Portage County Director of Internal Services, 7th floor - room 702, Portage County Administration Building, 449 South Meridian St., Ravenna, Ohio until 2:30 p.m., E.S.T. on September 19, 2018; and be it further
- RESOLVED,** that the notice of receiving bids shall be published in the Record Courier on September 5, 2018, the County's website and a copy thereof be posted on the bulletin board of the Board forthwith; and be it further
- RESOLVED,** that the Board of Commissioners finds and determines that all formal actions of this Board concerning and relating to the adoption of this resolution were taken in an open meeting of this Board and that all deliberations of this Board that resulted in those formal actions were in meetings open to the public in compliance with the law including Section 121.22 of the Ohio Revised Code.

Roll call vote as follows:

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

**RESOLUTION NO. 18-0624 - RE: A RESOLUTION CREATING A TAX INCENTIVE
REVIEW COUNCIL (TIRC) FOR NELSON
TOWNSHIP PORTAGE COUNTY OHIO**

It was moved by Sabrina Christian-Bennett, and seconded by Mike Kerrigan to approve the following:

- WHEREAS,** a Tax Incentive Review Council (TIRC) is required to annually review all agreements involving the granting of exemptions for real property improvements in a tax incentive district; now therefore be it
- RESOLVED,** by the Board of County Commissioners of the County of Portage that the County hereby creates a Nelson Township Tax Incentive Review Council, with its membership to be appointed in accordance with Ohio Revised Code Section 5709.883(A) (2) as follows:
- 1) Three (3) members appointed by the Board of Commissioners;
 - 2) Two (2) members appointed by the Nelson Township Board of Trustees;

- 3) Auditor of Portage County or, his/her designee (1);
- 4) An individual appointed by each of the Board of Education for the James A. Garfield School District (1);
- 5) An individual appointed by Board of Education for Maplewood Career Center (1) if they wish to be on it (it is not mandatory); and be it further

- RESOLVED,** that Council shall, in accordance with Ohio Revised Code Section 5709.883 (c), review annually the compliance of all agreements involving the granting of exemptions for real property improvements under Ohio Revised Code Section 5709.88 and make written recommendations to this board for continuation, modification or cancellation of those agreements based upon the performance of each agreement; and be it further
- RESOLVED,** that the Board of Commissioners authorizes the advertisement of the openings on this council; and be it further
- RESOLVED,** that a copy of this resolution be filed with the Portage County Auditor; and be it further
- RESOLVED,** that the Board of Commissioners finds and determines that all formal actions of this Board concerning and relating to the adoption of this resolution were taken in an open meeting of this Board, and that all deliberations of this Board that resulted in those formal actions were in meetings open to the public in compliance with the law including Section 121.22 of the Ohio Revised Code.

Roll call vote as follows:

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

**RESOLUTION NO. 18-0625 - RE: ENTER INTO AN AGREEMENT BETWEEN THE
PORTAGE COUNTY BOARD OF
COMMISSIONERS ON BEHALF OF WATER
RESOURCES AND GARDINER SYSTEM SERVICE
SOLUTIONS FOR HVAC MAINTENANCE AND
SERVICE.**

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 HVAC maintenance and service at 8116 Infirmary Road., Ravenna OH; and
- WHEREAS,** Gardiner System Service 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 a three (3) year agreement with Gardiner System Service, 31200 Bainbridge Rd., Solon OH 44139; and be it further
- RESOLVED,** that HVAC maintenance and services provided under this agreement shall be an annual fee of Four thousand, eight hundred and 00/100 dollars (\$4,800.00) to be paid quarterly in the amount of One thousand, two hundred and 00/100 dollars (\$1,200.00); and be it further
- RESOLVED,** that the agreement is effective from September 1, 2018 through August 31, 2021; 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. 18-0626 - RE: RESCIND RESOLUITON NO. 05-1218
APPROVING THE TUSCANY AT THE PORTAGE
DEVELOPMENT PLAN PURSUANT TO SECTION
5709.77 OF THE OHIO REVISED CODE.**

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

- WHEREAS,** the Board of Commissioners adopted Resolution No. 05-1218 on December 6, 2005 to approve the Tuscany at Portage Development Plan with the Board of Trustees of Suffield Township; and
- WHEREAS,** the Suffield Township Trustees upon the recommendation of the Tax Incentive Review Council (TIRC) wish to discontinue the TIF agreement since the company (GP Tree Service and Bednar Properties) does not plan on moving forward with the project; now therefore be it
- RESOLVED,** that the Board of Commissioners of the County of Portage, Ohio does hereby agree that Resolution No. 05-1218 dated December 6, 2005, approving the Tuscany at the Portage Development Plan pursuant to Section 5709.77 of the Ohio Revised Code with the Suffield Township Board of Trustees be rescinded; and be it further

RESOLVED, this Board 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 and of any committees that resulted in those formal actions were in meetings open to the public, in compliance with the law.

Roll call vote as follows:

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

RESOLUTION NO. 18-0627 - RE: RESCIND RESOLUTION NO. 05-1237 CREATING AN INCENTIVE DISTRICT AND DECLARING IMPROVEMENTS TO CERTAIN PARCELS OF REAL PROPERTY TO BE A PUBLIC PURPOSE, DESCRIBING THE PUBLIC IMPROVEMENTS TO BE MADE TO DIRECTLY BENEFIT THOSE PARCELS, REQUIRING THE OWNERS OF THE IMPROVEMENTS THEREON TO MAKE SERVICE PAYMENTS IN LIEU OF TAXES, ESTABLISHING A COUNTY PUBLIC IMPROVEMENT TAX INCREMENT EQUIVALENT FUND FOR THE DEPOSIT OF SUCH SERVICE PAYMENTS, APPROVING A COMPENSATION AGREEMENT WITH FIELD LOCAL SCHOOL DISTRICT, AND RELATED AUTHORIZATIONS PURSUANT TO OHIO REVISED CODE SECTIONS 5709.77, 5709.78, 5709.79, AND 5709.80.

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

WHEREAS, the Board of Commissioners adopted Resolution No. 05-1237 on December 15, 2005 to create an incentive district and declare Improvements with respect to such parcels of real property located in Suffield Township, an unincorporated territory of the County of Portage, to be public purpose, thereby authorizing the exemption of those improvements from real property taxation for a period of time, and provide for making the service payments in lieu of taxes by the owner of such parcels, and establish a county public improvement tax increment equivalent fund into which such service payments shall be deposited and approving a compensation agreement with Field Local School District, and related authorizations; and

WHEREAS, the Suffield Township Trustees, upon the recommendation of the Tax Incentive Review Council (TIRC) wish to discontinue the TIF agreement since the company

(GP Tree Service and Bednar Properties) does not plan on moving forward with the project; now therefore be it

RESOLVED, that the Board of Commissioners of the County of Portage, Ohio does hereby agree that Resolution No. 05-1237 dated December 15, 2005, approving the incentive district and declare Improvements with respect to such parcels of real property located in Suffield Township be rescinded; and be it further

RESOLVED, this Board 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 and of any of its committees that resulted in those formal actions were in meetings open to the public in compliance with the law.

Roll call vote as follows:

Vicki Kline, Yea;

Sabrina Christian-Bennett, Yea;

Mike Kerrigan, Yea;

**RESOLUTION NO. 18-0628 - RE: AUTHORIZE APPLICATION FOR FY17
SUPPLEMENTAL EMERGENCY MANAGEMENT
PERFORMANCE GRANT (EMPG) FUNDS ON
BEHALF OF THE PORTAGE COUNTY OFFICE
OF HOMELAND SECURITY & EMERGENCY
MANAGEMENT.**

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

WHEREAS, the Ohio Emergency Management Agency advised the Portage County Office of Homeland Security & Emergency Management in an August 16, 2018, email that should Portage County be determined eligible for supplemental reimbursement from the Emergency Management Performance Grant (EMPG) Fiscal Year 2017 performance period, a request for a supplemental reimbursement should be submitted for Ohio EMA review and postmarked no later than September 7, 2018; now, therefore, be it

RESOLVED, that the Board of Portage County Commissioners authorizes the application for Fiscal Year 2017 EMPG funds in the amount of thirty-six thousand, six hundred twenty dollars and 99/100, (\$36,620.99) on behalf of the Portage County Office of Homeland Security & Emergency Management; and be it further

RESOLVED, that the Board of Commissioners authorizes Commissioner Vicki A. Kline, President of the Board, to sign the application for Fiscal Year 2017 Supplemental Emergency Management Performance Grant; and be it further

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

Recessed: 9:29 AM

Reconvened: 10:01 AM

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BUILDING DEPARTMENT QUARTERLY MEETING

Present: Charles Corcoran

Director Corcoran met with the Board to discuss the Building Department's Quarterly Status Report:

Commercial Building Projects

- **Maplecrest Development** – The first project submittal was received for site lighting and underground fire maintenance for the Meijer's store and the permit will be issued tomorrow. They will need to have both the lighting and maintenance done before Meijer's can submit for their building permit.
- **County jail expansion** – Work is progressing. The Building Department is waiting for additional information from the architectural firm before they can move forward on several of their submittals. The inspections are progressing on what has been approved. The contractor has been really great to work with.
- **Schools – Rootstown Elementary roof replacement project** – Work started on the roof replacement project without approvals and permits from the Building Department. The Department issued a stop work order and an application and drawings were submitted on August 30, 2018. Numerous school systems have submitted applications for special locking arrangements and these applications are in progress.
- **Hiram Village** – Director Corcoran met last week with the college to help with some of the processes because they have numerous projects coming up. College dorm stairwell repair and restroom upgrades projects are underway.
- **Mantaine Corporation** – Mantaine has submitted sprinkler upgrade drawings to expand storage capabilities in their building.

- **Garrettsville Village** – The Building Department is working with the owner, Zoning and Fire Department, regarding an illegal occupancy of a commercial use in residential accessory structure. Garrettsville Village is getting a Taco Bell, but it is still unclear where it will be located.
- **Suffield Township** – Hamrick Corporation has submitted drawings to add a warehouse storage building to their present manufacturing building.
- **Mantua Township** - Working with the owner, Zoning and Fire Department and the State Fire Marshall, regarding a change of use of a building from Storage Occupancy to Manufacturing and/or High Hazard occupancy, the installation of manufactured office installation without required approvals and permits and the presence of high toxic materials on site without proper OBC.
- **State Fire Marshall** – The State Fire Marshall has mandated certain occupancies that are required to have carbon monoxide detectors installed by mid January 2019. The Building Department is working with our Fire Departments who are notifying applicable occupancies to help explain the situation (daycares, nursing homes, schools and certain residential applications). Initial reviews are completed in approximately 4 to 7 days of submittal for commercial. Re-reviews are completed within 4 to 7 days of re-submittal.

Residential Building Projects

- There are large numbers of new residential projects in developments that are being submitted and processed weekly by the Building Department. Ryan Homes is very active and workflow is steady to increasing. Major work areas are Brimfield and Rootstown.
- Numerous individual smaller projects (decks, additions, handicapped ramps, accessory buildings) are being submitted daily so the workflow is steady to increasing.
- The Building Department is working in conjunction with the numerous Zoning Departments in the County on non-approved and non-permitted projects/occupancies that are found under construction, which are being identified and addressed, and many require stop work orders being issued (ie. residential foundations being replaced without approvals and permits, accessory structures being constructed without approvals and permits, and accessory structures being built over property lines).
- Reviews are completed in approximately 3 to 4 days of submittal.
- Based on discussions with numerous residential contractors, the projected residential construction outlook appears very exciting into mid 2019.

Flood Plain Administration

- The Flood Plain Administrator attended the two-day State Flood Plain Conference in early August in Columbus. There are many changes in the Federal approval process due to administration changes. The Building Department continues to receive flood plain applications relative to work being done in Federal Emergency Management Agency (FEMA) established plains. This includes work by First Energy, Dominion Gas and private individuals. Mantua Township is working with the owner, Township and the Black Brook Conservancy, regarding non-approved/non-permitted work in the floodplain on Mantua

Center Road. Commissioner Kerrigan asked if this is in any way related to the ditches along Mantua Center Road because the Black Brook Conservancy has reached out to the Commissioners' Office trying to figure out who actually owns the road. Director Corcoran mentioned the flood plain area and the Black Brook Conservancy overlay each other. There are a couple of areas the Black Brook Conservancy goes out beyond the flood plain area, so the two areas overlay each other and there are several areas of flooding that have been going on for the past 150 years. There is also a water quality issue that has to be accounted for because it goes into Akron's water supply.

- **Vehicles** – At the recommendation of the Motor Pool, Truck 4108, which is currently being used by the Building Inspection, will be demoted to lesser duties due to a potential transmission issue. Truck 4107 (current vehicle used by the Chief Building Official and also as a back-up vehicle) will be reassigned to the Building Inspector.
- **Fee increase** – New application forms with the previously approved fee increases will be presented to the Commissioners next week for review and approval before posting on the web and being available at the counters. The fee increases will start at the beginning of October and the forms are currently being finalized. Many of the contractors agree the fee increase is over due.
- **Building Department numbers**
 - Plan review of commercial applications \$5,407.50
 - Registrations \$21,900
 - Report totals \$76,644.82
 - Total \$103,952.32
 - The numbers are up from last year at approximately 19% across the board.
 - Second quarter plan review \$9,012.50
 - Second quarter registrations \$9,900.00
 - Second quarter report total \$ 98,249.54
 - Total Second Quarter \$117,162.04
 - Inspections 1st Quarter 1,081
 - Inspections 2nd Quarter 1,297
 - Total Inspections 2,378
 - In July, the permit increase for one year was 21% for residential and 10% on commercial.

WOMAN, INFANTS, AND CHILDREN (WIC) QUARTERLY MEETING

Present: Director Amy Cooper

- July caseloads were 4,000 for both Columbiana and Portage clinics.
- WIC's numbers are down and they are seeing this trend nationally and statewide, which has also affected Columbiana and Portage County.
- Director Cooper contributes some of the decline to birthrates going down and people moving out of Ohio.

- WIC is doing marketing and trying to meet the needs of the community.
- WIC is doing more targeted advertising and outreach to food banks, local clinics, doctor's offices, and vital statistics.
- Many families forget their appointments and lose their benefits so the Department is sending out "we miss you" postcards and are doing reminder phone calls.
- The clinics accept walk-ins.
- Director Cooper attended the transportation collaborative with the Health District so if the family cannot make it to WIC, they provide options with PARTA.
- Commissioner Christian-Bennett mentioned Job and Family Services have a transportation program, but WIC is not a billable service through Medicaid, so the transportation is only to Medicaid appointments.
- WIC is working with PARTA as they have free fares on Friday and reduced rates with children being free.
- Managed Care companies consider WIC a preventative care.
- Social media is important and WIC is trying to become acclimated with the process to promote WIC.
- There is a slight increase in Portage County when people return to Kent State University.
- Both clinics are seeing an increase of foster care children and kin-ship providers.
- WIC is just finished up the distribution of coupons for the farmers' market program, with just over 800 vouchers distributed in both clinics.
 - The farmers' market coupons contain \$20.00 worth of vouchers for fresh local grown produce, which also helps local farmers.
 - Portage County has 8 farmers, with 4 farmers in Columbiana, and WIC also contracts with Haymaker farmers' market.
- It is breastfeeding awareness month in both counties and Columbiana has combined farmers' market and breastfeeding awareness month.
 - Coupons are distributed at the Clinic and at Haymaker.
- WIC has received word they will be receiving an extra \$19,000 for a grant that starts in October for the purchase new computers.
 - After WIC gets their new computers, they will be getting a new system. The new system will allow WIC to go off site and certify clients.
- There is a lot of uncertainty in WIC and Director Cooper won't know anything until the grant is released next April in terms of who may be putting their hat in the ring for who will apply for the grant. The Health Department is very interested and the hope is that it will come to fruition.
- Staff is uncertain whether they will be laid off and have to reapply with the new agency or if they will be transferred.
- Director Cooper is also concerned about the clinic space and where they will be located, but the Board hasn't discussed both issues, but is willing to work with the Health Department.

The Board would like a few corrections to a resolution Director Cooper presented on the Consent Agenda and Director Cooper will address and bring back to the Board for adoption later today.

The Board asked if WIC has a presence at the Randolph Fair and Director Cooper indicated many years ago they did and she will consider it for next year. The Health Department does have WIC's material present at the fair.

Recessed: 10:44 AM

Reconvened: 11:04

PUBLIC COMMENT

Present: None

Recessed: 11:05 AM

Reconvened: 11:31 AM

Recessed for TEFRA Public Hearing: 11:31 AM

TEFRA PUBLIC HEARING (Tax Equity and Fiscal Responsibility Act of 1982)

Brookdale, Ravenna
Thursday, August 30, 2018
11:30 AM

Present: Commissioner Kline, Commissioner Kerrigan, Commissioner Christian-Bennett, Joshua Grossman, Dinsmore & Shohl LLP, Clerk Amy Hutchinson and Record Courier Reporter Matt Merchant.

I. CALL TO ORDER – Commissioner Kline

Commissioner Kline called the meeting to order at 11:31 AM.

II. PURPOSE OF THE HEARING – Commissioner Kline

Notice was given on August 9, 2018 in the Record-Courier newspaper that a public hearing would be held on Thursday, August 30, 2018, at 11:30 AM, in the Board Room of the Board of County Commissioners of Portage County, Ohio, Portage County Administration Building, 7th Floor, 449 S. Meridian Street, Ravenna, Ohio. The purpose of the hearing is to consider authorization of a plan of finance that includes the issuance of the Bonds by the Capital Trust Agency (CTA) to provide funds to be loaned by the CTA to the Borrower for the purpose of financing or refinancing, including through reimbursement, (i) the acquisition, construction, renovation, installation and equipping of the Senior Living Facilities to provide independent living, assisted living and memory care facilities for the elderly, (ii) funding an operating and maintenance fund to finance certain capital expenditures and start-up costs related to the Senior Living Facilities, (iii) funding one or more debt service reserve funds for the Bonds, and (iv) paying certain costs of issuing the Bonds (collectively, the "Project").

III. SWEARING IN OF THOSE WHO ARE SPEAKING – Commissioner Kline

Do you solemnly affirm under the penalties of the law of perjury of the State of Ohio that the testimony you are about to give shall be the truth, the whole truth and nothing but the truth? **Please respond:** I do.

Mr. Grossman responded – I do.

IV. EXPLANATION OF THE PROJECT – Joshua Grossman

Mr. Grossman indicated he is acting as the Borrower's counsel in this transaction for American Eagle. This public hearing is being held in connection with the possible issuance by the Capital Trust Agency of its' Senior Living Revenue Bonds, American Eagle Portfolio Project, Series 2018. The bonds are anticipated to be issued in a principle amount not to exceed \$275 million and the loan is to American Eagle Delaware Holding Company LLC.

The bond proceeds will be used to finance or refinance the acquisition, construction, renovation, installation and equipping of various senior living facilities located throughout the county, to provide independent living, assisted living, and memory care facilities for the elderly, possibly funding an operating and maintenance fund to finance certain capital expenditures and start up costs. The proceeds of the bonds that will be used here in Portage County will be in an amount no greater than \$10,670,000 and will be used by American Eagle to acquire a senior living community known as Brookdale Ravenna, located at 141 Chestnut Hills Drive in Ravenna, Ohio.

Once issued, the bonds will not be the County's debt, there will be special limited obligations of the Capital Trust Agency (the Issuer) and will be payable solely out of the revenue income and receipts pledged to the payment thereof by American Eagle. No Portage County tax payer dollars will be pledged or used to pay back the bonds and the bonds will not constitute a debt or a general obligation of the County or in any way effect the ability of the County to issue its own debt.

V. PUBLIC COMMENT

1. Commissioner Kerrigan asked why this issue needs to come before the Board and Mr. Grossman indicated there is a Federal tax rule, IRS Section 147(F), which states that even if the County or local jurisdiction is not issuing the bonds, you would still need to obtain approval for any facility that is located in that jurisdiction (referred to as host jurisdiction approval), because it's an issue with tax exempt bonds and the County must be asked for approval to proceed with the project.
2. Commissioner Kerrigan asked if the resolution and agreement have been reviewed by the Prosecutor's Office and since it hasn't been reviewed by either, the Board agreed to hold approval until Commissioner Kerrigan can speak with Attorney Denise Smith.

A motion was made by Mike Kerrigan, seconded by Sabrina Christian-Bennett that the Board adjourn the Public Hearing at 11:38 AM

* * * *

Reconvened into Regular Session: 11:38 AM

Recessed: 11:38 AM to contact the Prosecutor's Office

Reconvened: 11:41 AM

After talking to Attorney Smith, Commissioner Kerrigan confirmed the document and resolution should be reviewed by the Prosecutor's Office and Squire Patton Boggs prior to the Board moving forward.

The Board decided it does not need Mr. Grossman to return next week for the adoption of the Resolution, as staff will e-mail him a copy.

JOURNAL ENTRY

August 30, 2018

Commissioners

1. The Board of Commissioners acknowledged receipt of the 2017 Annual Report, as presented by the Portage County Sheriff's Office.
2. The Board of Commissioners acknowledged receipt of the August 28, 2018 Amended Certificate of Estimated Resources for the year beginning January 1, 2018 as submitted by the Portage County Budget Commission.
3. In accordance with ORC 311.20, the Board of Commissioners acknowledged receipt of the Portage County Sheriff's Monthly Jail Reports for expenditures and food costs for prisoners for August 2018.

External Services

4. The Board of Commissioners approved a \$4,100 increase to the Building Department's budget to be used as needed to backfill an employee on extended medical leave.

Human Resources

5. In relation to the Collective Bargaining Agreement between the Board of Commissioners (on behalf of the Portage County Water Resources) and Teamsters Local Union #436, the Board of Commissioners signed Personnel Action Forms for wage increases for forty-two (42) Water Resources employees, as stipulated in the Collective Bargaining Agreement.
6. The Board of Commissioners signed the Personnel Action Form authorizing the promotion of Bradley Hays from Treatment Plant Operator I to Wastewater Treatment Plant Mechanic, new position, for Portage County Water Resources effective September 10, 2018, presented by Janet Kovick, Human Resources Director.

7. The Board of Commissioners signed the Personnel Action Form authorizing the promotion of Diane Rogers from Income Maintenance Aide 2 to Eligibility Specialist, replacing Christine Herra, for Portage County Job & Family Services effective September 17, 2018, presented by Janet Kovick, Human Resources Director.
8. The Board of Commissioners signed the Personnel Requisition authorizing the three-day internal posting of the full time permanent Income Maintenance Aide 2, replacing Diane Rogers, for Portage County Job & Family Services with external posting if no internal appointment is made, presented by Janet Kovick, Human Resources Director.
9. The Board of Commissioners signed the Personnel Action Form authorizing the full-time hire of Kristel Razayeski as an Eligibility Specialist, replacing Betty Wells, for Portage County Job & Family Services, as presented by Janet Kovick, Human Resources Director. Anticipated start date is September 17, 2018. The Board of Commissioners agreed that this hire is contingent upon the applicant passing the required pre-employment testing.
10. The Board of Commissioners signed the Personnel Action Form authorizing the full-time hire of Laura Beach as an Eligibility Specialist, replacing Theresa Nelson, for Portage County Job & Family Services, as presented by Janet Kovick, Human Resources Director. Anticipated start date is September 17, 2018. The Board of Commissioners agreed that this hire is contingent upon the applicant passing the required pre-employment testing.
11. The Board of Commissioners signed the Personnel Action Form authorizing the full-time hire of NaShay Kendrick as an Eligibility Specialist, replacing Lauren Lieberman, for Portage County Job & Family Services, as presented by Janet Kovick, Human Resources Director. Anticipated start date is September 17, 2018. The Board of Commissioners agreed that this hire is contingent upon the applicant passing the required pre-employment testing.
12. The Board of Commissioners signed the Personnel Action Form authorizing the full-time hire of Marcy Cohen as an Eligibility Specialist, replacing Lynn Porter, for Portage County Job & Family Services, as presented by Janet Kovick, Human Resources Director. Anticipated start date is September 17, 2018. The Board of Commissioners agreed that this hire is contingent upon the applicant passing the required pre-employment testing.
13. The Board of Commissioners authorized an unpaid leave of absence for a part-time WIC employee, presented by Janet Kovick, Human Resources Director.

Motion To: Approve the Journal Entries for August 30, 2018

RESULT: ADOPTED [UNANIMOUS]

MOVED: Sabrina Christian-Bennett

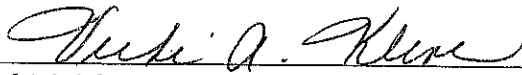
SECONDED: Mike Kerrigan

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

Motion To: Adjourn the Official Meeting of August 30, 2018 at 11:42 AM

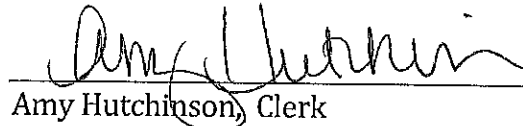
RESULT:	ADOPTED [UNANIMOUS]
MOVED:	Mike Kerrigan
SECONDED:	Sabrina Christian-Bennett
AYES:	Mike Kerrigan, Sabrina Christian-Bennett, Vicki A. Kline

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