

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, September 6, 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: 9:02 AM

Reconvened: 9:37 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:

Journal Entries - #6 to 10

Director Kovick had a correction to Journal Entry #8, the Collection Systems Operator I was listed under Job and Family Services, but it should be Water Resources Department.

Commissioner Christian-Bennett motioned to pull Journal Entry #8, but Commissioner Kerrigan noted Journal Entries are not consent items, so they can be approved as revised. Commissioner Christian-Bennett motioned to pull Journal Entry #8 anyway and Director Kovick will bring it forward next week for consideration.

JOURNAL ENTRY

September 6, 2018

8. The Board of Commissioners signed the Personnel Action Form authorizing the full-time hire of Stephen Flynn as a Collection Systems Operator I, replacing Kevin Novak, for

Portage County Job and Family Services, as presented by Janet Kovick, Human Resources Director. Anticipated start date is October 1, 2018. The Board of Commissioners agreed that this hire is contingent upon the applicant passing the required pre-employment testing. /PULLED FROM THE CONSENT AGENDA FOR CONSIDERATION NEXT WEEK.

Discussion:

1. Election Day Leave

Director Kovick noted there's more to the Election Day policy than just allowing employees to take off. The last sentence under Item 1 says 'Regardless of the type of leave used, Election Day leave shall be granted in one increment of eight (8) hours'. Additionally, 'paid leave is not available to train or qualify as a precinct elections officials, or to perform paid work on any other day', so an employee could take vacation if it meets the qualifications of vacation. Director Townend pointed out the current policy indicates 'part-time, shift employees, seasonal employees and temporary employees are not eligible for Election Day leave. Director Kovick noted no payroll code is established to cover Election Day and part time, seasonal and temporary employees do not get leave, vacation, personal or comp time. Commissioner Kerrigan pointed out the policy makes it stricter and in areas the Board contradicts itself. He went on to say the Board still needs to keep the general tone of encouraging employees to be a part of this while utilizing personal, vacation or comp time.

Commissioner Kerrigan also mentioned the Board needs to clarify Section 1. which states 'employees obtaining such employment may retain the compensation paid by the Board of Elections for that work'. Commissioner Christian-Bennett pointed out that back in the day, if employees were getting paid by the County, employees would need to refund the Board of Elections' check. Commissioner Christian-Bennett suggested sending a memo to clarify the policy.

Commissioner Kerrigan believes the Commissioners need a policy that states employees may retain the compensation. Director Bragg mentioned although it is not specified, the County lets employees keep the Board of Elections' check on a day they are not working.

The Board discussed employees working the polls, if it's technically considered employment and do they report the income. Director Bragg mentioned the Secretary of State is listed in the system and he will need to check whether their checks are payroll checks or vendor check. Director Townend mentioned poll workers are put into MUNIS in the vendor category.

The Board agreed to amend Section K., Election Day Leave Policy as follows:
Item No. 1: Keep the first two sentences and eliminate the last two sentences
Item No. 2: Keep as is in the Policy
Item Nos. 3 and 4: Eliminate

Director Kovick will bring back a draft for Board consideration.

DBFM:

Resolutions - #'s 1 to 7

Journal Entries - #1 & 2

Director Bragg has certifications for unpaid invoices to property taxes for Solid Waste Management District and Water Resources and the amount have increased slightly for sewer and water.

INTERNAL SERVICES:

Resolutions - # 11 to 12

Regional Planning will be moving to the Administration Building in September and the movers will require an 11 hour day. Director Townend asked if the Board would require security for the move and as long as someone keeps an eye on the door, the Board does not require security.

COMMISSIONERS' CONSENT AGENDA

September 6, 2018

1. Approval of the August 30, 2018 and September 4, 2018 regular meeting minutes.

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RESOLUTIONS

September 6, 2018

Budget & Financial Management:

1. Approve the Thursday, September 6, 2018 wire transfers for health benefits as presented by the County Auditor and reviewed by the Department of Budget & Financial Management./18-0629
2. Approve the Thursday, September 6, 2018 Journal Vouchers, as presented by the County Auditor and reviewed by the Department of Budget & Financial Management. /18-0630
3. Approve the Tuesday, September 11, 2018 bills/ACH payments as presented by the County Auditor and reviewed by the Department of Budget & Financial Management./18-0631
4. Approve the Tuesday, September 11, 2018 Journal Vouchers, as presented by the County Auditor and reviewed by the Department of Budget & Financial Management./18-0632
5. Approve the Tuesday, September 11, 2018 Then & Now Certification, as presented by the County Auditor./18-0633
6. Accept the grant award from the Ohio Office of Criminal Justice Services for the Portage County Sheriff's Department, for a JAG Grant entitled 'MDT Communication and Access for Patrol Fleet'; Subgrant number 2017-JG-A02-6306./18-0634

7. Transfer from Fund 0001, General Fund to Funds 2201-Marine Patrol, 1414 Children Services Admin, 1480-Violence Against Woman./18-0635

Job and Family Services

8. Transfer from Fund 0001, General Fund to Fund 1410, Public Assistance Fund./18-0636
9. Transfer from Fund 1415, Child Welfare Special Levy Fund to Fund 1410 Public Assistance Fund./18-0637
10. Transfer from Fund 0001, General Fund to Fund 1414, Child Support Administration./18-0638

Internal Services

11. Approving and accepting the Portage County Budget Commission's alternative method of apportioning and distributing the Local Government Fund./18-0639
12. Declare obsolete and authorize the donation of Portage County personal property to the Galion Police Department./18-0640

Motion To: Approve the Consent Agenda for September 6, 2018

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

PLEASE ADD TO YOUR AGENDA
September 6, 2018

Motion To: A resolution of the Board of County Commissioners of the County of Portage, Ohio, approving, solely for the purposes of Section 147 (F) of the Internal Revenue Code, the issuance by the Capital Trust Agency of its Senior Living Revenue Bonds (American Eagle Portfolio Project), Series 2018, for the purpose of financing the Senior Living Facilities herein described, one of which is located in the County, and providing an effective date./18-0642

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

**RESOLUTION NO. 18-0629 - RE: WIRE TRANSFER APPROVED AND CERTIFIED
TO THE PORTAGE COUNTY AUDITOR FOR
PAYMENT.**

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

RESOLVED, that the bills were approved and certified to the County Auditor for payment, contingent upon the review of the Portage County Department of Budget and Financial Management, Department of Internal Services or other designee on September 6, 2018 in the total payment amount as follows:

1. \$7,645.67 to Wage Works Claims-Fund 7101; and
2. \$106,015.60 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, September 7, 2018	\$ 7,645.67
Wire Transfer on Friday, September 7, 2018	\$ 106,015.60

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. 18-0630 - 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:

09/06/18	296	\$ 8,313.24
09/06/18	295	3,322.34
09/06/18	294	74.92
09/06/18	293	124.69
09/06/18	292	180.85
09/06/18	290	350,569.83
09/06/18	289	9,541.80
09/06/18	288	846.39
09/06/18	179	196.00
09/06/18	175	7,189.56
09/06/18	144	13,032.29
09/06/18	143	10,306.56
Total		\$ 403,698.47

; 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. 18-0631 - 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 11, 2018 in the total payment amount of **\$763,318.08** 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. 18-0632 - 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:

09/11/18	344	\$124.69
09/11/18	346	48.00
09/11/18	459	107,139.52
09/11/18	460	742.63
Total		\$ 108,054.84

; 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. 18-0633

**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 **\$21,666.36** as set forth in Exhibit "A" dated **September 11, 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. 18-0634

RE: ACCEPT THE GRANT AWARD FROM THE OHIO
OFFICE OF CRIMINAL JUSTICE SERVICES FOR
THE PORTAGE COUNTY SHERIFF'S
DEPARTMENT, FOR A JAG GRANT ENTITLED
'MDT: COMMUNICATION AND ACCESS FOR
PATROL FLEET'; SUBGRANT NUMBER 2017-
JG-A02-6306.

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

- WHEREAS,** the Portage County Commissioners adopted Resolution 17-0440 on May 30, 2017 and authorized the 2017 Ohio Office of Criminal Justice Services JAG grant application in the amount of \$74,740.01 with no local match requirement, and
- WHEREAS,** the Ohio Office of Criminal Justice Services has approved the grant application in the amount of \$30,000.00 for Mobile Data Terminal equipment and technology; now therefore be it
- RESOLVED,** that the Portage County Board of Commissioners accepts the Ohio Office of Criminal Justice Services grant award for the Portage County Sheriff's Office in the amount of \$30,000.00 with no local match requirement, for Mobile Data Terminal equipment and technology; and be it further
- RESOLVED,** the award period for this grant is from January 1, 2018 thru December 31, 2018, with a close out deadline of March 1, 2019; and be it further
- RESOLVED,** that the Portage County Board of Commissioners authorizes Sheriff David W. Doak to sign any and all documents pertaining to the acceptance of this grant; and be it further
- RESOLVED,** that a copy of this resolution and the agreement be forwarded to the Portage County Sheriff, Portage County Auditor, 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 meetings open to the public in compliance with the 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. 18-0635

-

**RE: TRANSFER From Fund 0001, General Fund To
Funds 1102-Marine Patrol, 1414-Children
Services Admin, 1480-Violence Against
Women.**

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

WHEREAS, Local Matches are better classified as operating transfer; and

WHEREAS, the Portage County Board of Commissioners approved an operating transfer and reversal of local matches; now therefore be it

RESOLVED, that the following local match reversal and transfer of funds be made in the amount of \$73,354.04

FROM:

FUND 0001, General Fund

Debit Expense Account

ORGCODE- 00100009 Obj: 910000 - Transfers Out \$73,354.04

Credit Expense Account

ORGCODE - 00100004 Obj: 492100 - Local Match \$73,354.04

TO:

FUND 1102, Marine Patrol

Credit Revenue Account

ORGCODE - 11027002 Obj: 280000 - Transfer In \$7,239.06

Project: 8A000

Debit Revenue Account

ORGCODE - 11027001 Obj: 194000 - Local Match \$7,239.06

Project: 8A000

FUND 1414, Children Services Admin

Credit Revenue Account

ORGCODE - 14140512 Obj: 280000 - Transfer In \$51,117.53

Debit Revenue Account

ORGCODE - 14140511 Obj: 194000 - Local Match \$51,117.53

FUND 1480, Violence Against Women

Credit Revenue Account

ORGCODE - 14803002 Object: 280000 - Transfer In \$14,997.45

Project: 8A588

Debit Revenue Account

ORGCODE - 14803001 Obj: 194000 - Local Match

\$14,997.45

Project: 8A588

and be it further

RESOLVED,

that the County Auditor is hereby requested to make said reversal and transfer by Journal Entry, and that a certified copy of this resolution be filed with the County Auditor, 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. 18-0636

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**RE: TRANSFER FROM FUND 0001, GENERAL FUND
TO FUND 1410, PUBLIC ASSISTANCE FUND**

It was moved by Sabrina Christian-Bennett, seconded by Mike Kerrigan 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 \$31,662.07 for the month of September 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

\$31,662.07

TO:

FUND 1410, PUBLIC ASSISTANCE FUND

ORGCODE - 14100512

Revenue Account

Object: 280000 - Transfer In

Project: NONE

\$31,662.07

; 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. 18-0637

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**RE: TRANSFER FROM FUND 1415, CHILD
WELFARE SPECIAL LEVY FUND TO FUND 1410
PUBLIC ASSISTANCE FUND**

It was moved by Sabrina Christian-Bennett, seconded by Mike Kerrigan 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 \$105,000.00 for the 1st estimate of 4th 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 \$105,000.00

TO:
 FUND 1410, PUBLIC ASSISTANCE FUND
 ORGCODE - 14100512
 Revenue Account
 Object: 282000 - JFS Shared
 Project 5SHAR \$105,000.00

; 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. 18-0638 - RE: TRANSFER FROM FUND 0001, GENERAL FUND TO FUND 1414, CHILD SUPPORT ADMINISTRATION

It was moved by Sabrina Christian-Bennett, seconded by Mike Kerrigan 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 \$2,000.32 for August 2018 IV-D contract payment local match on the CSEA IV-D Domestic contract for service for April 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 \$2,000.32

TO:

FUND 1414, CHILD SUPPORT ADMINISTRATION

ORGCODE - 14140512

Revenue Account

Object: 280000 - Transfer In

Project NONE \$2,000.32

; 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. 18-0639

**RE: APPROVING AND ACCEPTING THE PORTAGE
COUNTY BUDGET COMMISSION'S
ALTERNATIVE METHOD OF APPORTIONING
AND DISTRIBUTING THE LOCAL GOVERNMENT
FUND.**

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

WHEREAS,

Portage County is a participating political subdivision and has been provided with an alternative method of apportioning the local government fund as put forth in Exhibit "A" attached to this Resolution; now therefore be it

RESOLVED, that the Board of Portage County Commissioners does hereby approve and accept the percentages set forth in the alternative method of apportioning and distributing the local government fund, for a term of five (5) years, and as set forth in Exhibit "A"; and be it further

RESOLVED, that the Clerk for the Board of Commissioners is hereby directed to certify a copy of this Resolution to the Portage County Budget Commission; 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;

EXHIBIT A

Total Local Government Fund

Subdivision	% of Total LGF
Townships	
Atwater	0.887%
Brimfield	1.639%
Charlestown	0.794%
Deerfield	0.895%
Edinburg	0.872%
Franklin	1.162%
Freedom	0.897%
Hiram	0.855%
Mantua	1.091%
Nelson	0.927%
Palmyra	0.905%
Paris	0.789%
Randolph	1.139%
Ravenna	1.524%
Rootstown	1.427%
Shalersville	1.176%
Suffield	1.238%
Windham	0.801%
Township totals	19.018%

Cities

Aurora	5.142%
Kent	17.231%
Ravenna	7.226%
Streetsboro	5.142%
City totals	34.741%

Villages

Garrettsville	1.392%
Hiram	1.392%
Mantua	1.392%
Sugarbush	0.362%
Windham	1.442%
Mogadore	0.461%
Village totals	6.441%

PORTAGE COUNTY	39.800%
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Grand Totals	100.000%
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RESOLUTION NO. 18-0640

RE: DECLARE OBSOLETE AND AUTHORIZE THE
DONATION OF PORTAGE COUNTY PERSONAL

**PROPERTY TO THE GALION POLICE
DEPARTMENT.**

It was moved by Sabrina Christian-Bennett, seconded by Mike Kerrigan 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 to the federal government, the state, any political subdivision of the state or a county land reutilization corporation without advertisement of public notification; now therefore be it
- RESOLVED,** that the Board of County Commissioners authorizes the donation of Ford Crown Victoria Havis K-9 inserts and radiotronics ace K9 (Hot-n-pop) overheat protection systems to the Galion Police Department; 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. 18-0641 - RE: ENTER INTO A COMMUNITY REINVESTMENT
AREA AGREEMENT WITHIN COMMUNITY
REINVESTMENT AREA #7, CONFIRMATION -
AREA NO. 133-75189-01 LOCATED IN
SUFFIELD TOWNSHIP, PORTAGE COUNTY
OHIO, WITH HAMRICK MANUFACTURING &
SERVICE INC.**

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

- WHEREAS,** Community Reinvestment Area #7 within the corporate boundaries of the Township of Suffield, Portage County, Ohio, was confirmed by the Ohio Department of Development as Confirmation Area No. 133-75189-01 on August 13, 2012; and

WHEREAS, in accordance with Section 3735.65 through 3735.70 of the Ohio Revised Code, the Portage County Board of Commissioners appointed Bradford Ehrhart as Housing Officer for Community Reinvestment Area #7; and

WHEREAS, in accordance with Section 3735.671 of the Ohio Revised Code, the County of Portage must approve in writing all agreements within Community Reinvestment Area #7 wishing to establish, occupy, and renovate or expand businesses within the area; and

WHEREAS, the County of Portage is in receipt of an agreement which contains all information required under Section 3735.671 of the Ohio Revised Code from Hamrick Manufacturing & Service Inc. with their main offices located at 1436 Martin Road, Mogadore, Ohio 44260 in Suffield Township; and

WHEREAS, this agreement between Portage County and Hamrick Manufacturing & Service Inc. is upon the expressed conditions herein and in the event of any substantial default by any party in the performance of those conditions, this agreement shall terminate, at the option of either party, upon thirty days written notice from the non-defaulting party without correction; now therefore be it

RESOLVED, that the Board of Portage County Commissioners finds and determines that all formal actions of the 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; now therefore be it further

RESOLVED, that the Portage County Board of Commissioners does hereby approve this Agreement as agreed to by and between the parties herein included:

Roll call vote as follows:

Vicki Kline, Yea;

Sabrina Christian-Bennett, Yea;

Mike Kerrigan, Yea;

RESOLUTION NO. 18-0642

RE: A RESOLUTION OF THE BOARD OF COUNTY COMMISSIONERS OF THE COUNTY OF PORTAGE, OHIO, APPROVING, SOLELY FOR THE PURPOSES OF SECTION 147(F) OF THE INTERNAL REVENUE CODE, THE ISSUANCE BY THE CAPITAL TRUST AGENCY OF ITS SENIOR LIVING REVENUE BONDS (AMERICAN EAGLE PORTFOLIO PROJECT), SERIES 2018, FOR THE PURPOSE OF FINANCING THE SENIOR LIVING FACILITIES HEREIN DESCRIBED, ONE OF WHICH IS LOCATED IN THE COUNTY, AND PROVIDING AN EFFECTIVE DATE.

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

WHEREAS, the Board of County Commissioners (the "Board") of the County of Portage, Ohio (the "County"), has been informed that the Capital Trust Agency (the "Issuer") proposes to issue a principal amount not exceeding \$275,000,000 of its Senior Living Revenue Bonds (American Eagle Portfolio Project), Series 2018, in one or more tax-exempt or taxable series (the "Bonds"), the proceeds of which will be loaned to American Eagle Delaware Holding Company LLC, a Delaware limited liability company (the "Borrower"), and/or one or more related and/or affiliated entities (collectively, the "Obligated Group"), for the purpose of financing or refinancing, including through reimbursement, (i) the acquisition, construction, renovation, installation and equipping of the Senior Living Facilities (as hereinafter defined) to provide independent living, assisted living and memory care facilities for the elderly, (ii) the funding of an operating and maintenance fund to finance certain capital expenditures and start-up costs related to the Senior Living Facilities, (iii) the funding of one or more debt service reserve funds for the Bonds, and (iv) the payment of certain costs of issuing the Bonds (collectively, the "Project"); and

WHEREAS, the Senior Living Facilities consist of approximately seventeen independent living, assisted living and memory care facilities located in several states, including the State of Ohio (the "State"), one of which is located in Ravenna, Ohio (the "Ravenna Project"), and the remaining sixteen senior living facilities located in Alabama, Colorado, Florida, Minnesota, Ohio, Tennessee, Texas and Wisconsin (collectively with the Ravenna Project, the "Senior Living Facilities"); and

WHEREAS, the Ravenna Project is a senior living community in Ravenna, Ohio, known as Brookdale Ravenna, located on approximately 5.57 acres at 141 Chestnut Hills Drive, Ravenna, Portage County, Ohio, including land, buildings and equipment, consisting of approximately 50 assisted living or memory care units (including approximately 53 beds) to be acquired by American Eagle Ravenna LLC, an Ohio limited liability company whose sole member is the Borrower, with proceeds of the Bonds not to exceed \$10,670,000; and

WHEREAS, the Borrower and the Issuer have requested the Board approve the issuance of the Bonds for purposes of Section 147(f) of the Code; and

WHEREAS, the Bonds, when issued by the Issuer, will be special, limited obligations of the Issuer payable solely from the proceeds to be derived from the repayment of the related loan to the Borrower or from the security pledged therefor by the Obligated Group, and the County will not be obligated to pay the Bonds or have any obligation or liability pecuniary or otherwise in any respect whatsoever with respect to the Bonds or the Ravenna Project; now therefore be it

RESOLVED, by the Board of County Commissioners of the County of Portage, Ohio:

SECTION 1. Public Hearing. Pursuant to the Notice published in the *Record-Courier*, a newspaper of general circulation in the County, not less than fourteen (14) days prior to the date hereof, a public hearing was held before the Board, as required by Section 147(f) of the Code on August 30, 2018. A proof of publication of such Notice is attached hereto as Exhibit A and minutes of such public hearing will be kept on file with the Clerk of the Board of County Commissioners (the "Clerk"), and are hereby incorporated herein by reference.

SECTION 2. Approval for Purposes of Section 147(f) of the Code. Solely for the purposes of Section 147(f) of the Internal Revenue Code of 1986, as amended, the Board hereby approves the issuance of the Bonds by the Issuer in an aggregate principal amount not exceeding \$275,000,000.

SECTION 3. Payment of Fees and Costs by Borrower. The fees and expenses of the County shall be paid by the Borrower at or prior to issuance of the Bonds.

SECTION 4. No Liability or Endorsement. The County shall have no obligation with respect to the Bonds, and the approval given herein by the Board shall not be deemed or construed to create any obligation or liability, pecuniary or otherwise, of the County, in connection with either the Bonds or the Project in any respect whatsoever and the Issuer shall so provide in the documents related to the issuance of the Bonds. The general credit or taxing power of the County and the State or any political subdivision or public agency thereof shall not be pledged to the payment of the Bonds. No statement, representation or recital made herein shall be deemed to constitute a legal conclusion or a determination by the County that any particular action or proposed action is required, authorized or permitted under the laws of the State or the United States.

No recourse under or upon any obligation, covenant or agreement of this Resolution or the Bonds or any agreement executed in connection with the Bonds, or for any claim based thereon or otherwise in respect thereof, shall be had against any member of the Board, the Clerk or the Prosecuting Attorney or any other staff or professionals retained by the County in connection with the issuance of the Bonds, as such, past, present or future, either directly or through the County, it being expressly understood (a) that no personal liability whatsoever shall attach to, or is or shall be incurred by, the members of the Board, the Clerk or the Prosecuting Attorney or any other staff or professionals retained by the County in connection with the issuance of the Bonds, as such, under or by reason of the obligations, covenants or agreements contained in this Resolution or implied therefrom, and (b) that any and all such personal liability, either at common law or in equity or by constitution or statute, of, and any and all such rights and claims against, every such member of the Board, the Clerk or the Prosecuting Attorney or any other staff or professionals retained by the County in connection with the issuance of the Bonds, as such, are waived and released as a condition of, and as a consideration for, the execution of this Resolution on the part of the County.

SECTION 5. Limited Scope of Approval. The approval given herein shall not be construed as: (i) an endorsement of the creditworthiness of the Borrower or the financial viability of the Project, (ii) a recommendation to any prospective purchaser to purchase the Bonds, (iii) an evaluation of the likelihood of the repayment of the debt service on the Bonds, or (iv) approval of any necessary rezoning applications or approval or acquiescence to the alteration of existing zoning or land use nor approval for any other regulatory permits relating to the Ravenna Project, and the Board shall not be construed by reason of its adoption of this Resolution to make any endorsement, finding or recommendation or to have waived any right of the Board or to have estopped the Board from asserting any rights or responsibilities it may have in such regard.

SECTION 6. Indemnification. The receipt of the Indemnification Certificate and Agreement of the Borrower and the bond underwriter attached hereto as Exhibit B and Exhibit C, respectively, and incorporated hereby by reference, are a material inducement to the County in granting the approvals set forth herein.

SECTION 7. That it is found and determined that all formal actions of this Board concerning and relating to the adoption of this Resolution were adopted in an open meeting of this Board, and that all deliberations of this Board and of any of its committees that resulted in such formal action, were in meetings open to the public, in compliance with the law, including Section 121.22 of the Ohio Revised Code, and the rules of this Board in accordance therewith.

SECTION 8. Effective Date. This Resolution shall take effect immediately upon its adoption.

Roll call vote as follows:

Vicki A. Kline, Yea;

Sabrina Christian-Bennett, Yea;

Mike Kerrigan, Yea;

CERTIFICATE

The undersigned, duly appointed and acting Clerk of the Board of County Commissioners of the County of Portage, Ohio, does hereby certify that the foregoing is a true and correct copy of a resolution adopted by such Board on September 6, 2018, together with an extract from the minutes of the meeting at which that resolution was adopted to the extent pertinent thereto.

Clerk, Board of County Commissioners,
County of Portage, Ohio

September 6, 2018

Exhibit A: Publisher's Affidavit Regarding Notice of Public Hearing
Exhibit B: Borrower's Certificate and Indemnification Agreement
Exhibit C: Underwriter's Certificate and Indemnification Agreement

EXHIBIT A
PROOF OF PUBLICATION

[Follows.]

EXHIBIT B

BORROWER'S CERTIFICATE AND INDEMNIFICATION AGREEMENT

September 6, 2018

The undersigned hereby certifies that he or she is authorized to execute and deliver this Indemnification Certificate of the Borrower and further represents, on behalf of American Eagle Delaware Holding Company, LLC, a Delaware limited liability company (the "Borrower"), and/or one or more related and/or affiliated entities (collectively, the "Obligated Group"), the following (capitalized terms not otherwise defined herein shall have the meaning ascribed thereto in Resolution No. 2018-__ adopted by the Board of County Commissioners (the "Board") of the County of Portage, Ohio (the "County") on September 6, 2018 (the "County Resolution") approving the issuance of the hereinafter defined Bonds:

- (1) At the request of the Borrower, the Capital Trust Agency (the "Issuer") proposes to issue a principal amount not exceeding \$275,000,000 of its Senior Living Revenue Bonds (American Eagle Portfolio Project), Series 2018 (the "Bonds"), the proceeds of which will be loaned 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 (as defined in the County Resolution) to provide independent living, assisted living and memory care facilities for the elderly, (ii) the funding of an operating and maintenance fund to finance certain capital expenditures and start-up costs related to the Senior Living Facilities, (iii) the funding of one or more debt service reserve funds for the Bonds, and (iv) the payment of certain costs of issuing the Bonds (collectively, the "Project");
- (2) The Senior Living Facilities consist of seventeen independent living, assisted living and memory care facilities located in several states, including the State of Ohio (the "State"), one of which is located in Ravenna, Ohio (the "Ravenna Project"). The Ravenna Project is a senior living community in the County, known as Brookdale Ravenna, located on approximately 5.57 acres at 141 Chestnut Hills Drive, Ravenna, Ohio, including land, buildings and equipment, consisting of approximately 50 assisted living or memory care units (including approximately 53 beds) to be acquired by American Eagle Ravenna LLC to be financed or refinanced from the proceeds of the Bonds in an amount not exceeding \$10,670,000;
- (3) The issuance of the Bonds to finance the Project: (i) is appropriate to the needs and circumstances of, and will make a significant contribution to, the economic growth of the County, (ii) will provide or preserve gainful employment, (iii) will promote commerce within the State, (iv) will provide safe, decent and accessible housing for the elderly, and (iv) will serve a public

purpose by advancing the economic prosperity, public health, and the general welfare of the State and its people by providing for an assisted living facility within the meaning of Chapter 159, Part II, Florida Statutes, as amended;

(4) The County will continue to be able to cope satisfactorily with the impact of the Ravenna Project and will be able to provide, or cause to be provided when needed, the public facilities, including utilities and public services, that will be necessary for the operation, repair, and maintenance of the Ravenna Project and on account of any increases in population or other circumstances resulting therefrom;

(5) In order to finance the costs of the Project from the proceeds of the Bonds on a tax-exempt basis, it is necessary to hold a public hearing and approve the issuance of the Bonds for the purposes of Section 147(f) of the Internal Revenue Code of 1986, as amended (the "Code");

(6) The Borrower has requested the Board to hold such public hearing and approve the issuance of the Bonds for purposes of Section 147(f) of the Code; and

(7) The County desires indemnification from the Borrower as a material inducement to the Board holding such hearing and granting the foregoing approval.

NOW THEREFORE, THE UNDERSIGNED, ON BEHALF OF THE BORROWER, DOES HEREBY: Agree to defend the County and its officials, employees, attorneys and agents and the members of the Board, and hold the County and its officials, employees, attorneys and agents and the members of the Board, harmless against any and all claims, losses, liabilities or damages to property or any injury or death of any person or persons occurring in connection with the issuance of the Bonds or the acquisition or operation of the Ravenna Project by or on behalf of the Borrower, including in the case of any and all negligence of such indemnitee, or in any way growing out of or resulting from the Ravenna Project or from the issuance, sale or delivery of the Bonds, including, but not limited to, liabilities or costs arising under the Code, the Securities Act of 1933, the Securities Exchange Act of 1934 or any applicable securities law of the State, including, without limitation, all costs and expenses of the County, including reasonable attorneys' fees, incurred in connection therewith.

IN WITNESS WHEREOF, the Borrower has executed this Indemnification Certificate of the Borrower this 6th day of September, 2018.

AMERICAN EAGLE DELAWARE HOLDING
COMPANY LLC, a Delaware limited liability
company

By: See Page B3

Name:

Title:

[Signature Page | Borrower's Certificate and Indemnification Agreement – Portage County]

EXHIBIT C
UNDERWRITER'S INDEMNITY AGREEMENT

September 6, 2018

The undersigned on behalf of Piper Jaffray & Co. (the "Underwriter"), hereby proposes to enter into the following agreement, in consideration for the approval pursuant to Section 147(f) of the Internal Revenue Code of 1986, as amended, of the Capital Trust Agency Senior Living Revenue Bonds (American Eagle Portfolio Project), Series 2018 (the "Bonds") by the County of Portage, Ohio (the "County"), as follows:

The Underwriter represents to the County that (i) the Bonds will be offered and sold by the Underwriter in accordance with applicable state and federal laws and (ii) the Underwriter will provide access to an Official Statement to purchasers of the Bonds in accordance with applicable laws.

The Underwriter agrees to indemnify and hold harmless the County and its respective members, directors, officers, agents and employees (all of such indemnified parties being herein referred to as "Indemnified Parties") against any and all losses, claims, damages and liabilities (including without limitation the reasonable costs of investigating and defending any such claim or liability and the reasonable counsel fees incurred in connection therewith) (i) arising out of a violation by the Underwriter of its representations made in this Agreement; (ii) arising out of any statement or information contained in the offering document relating to the Bonds (the "Offering Memorandum") which was provided in writing by the Underwriter, or describing therein the Underwriter or its activities with respect to the Bonds, that is untrue in any material respect, or the omission therefrom of any information regarding the Underwriter or its activities with respect to the Bonds which should be contained therein which is necessary to make the statements therein, in the light of the circumstances under which they are made, not misleading in any material respect; or (iii) caused by the failure of the Underwriter to comply with any registration or qualification requirements applicable to the Underwriter of the Bonds under any securities or "Blue Sky" law of any jurisdiction in which such registration or qualification is required; or (iv) caused by the failure of the Underwriter to comply with any applicable rule of the Municipal Securities Rulemaking Board; and to the extent of the aggregate amount, paid in settlement of any litigation commenced or threatened arising from a claim based upon any such violation or failure to comply, if such settlement is effected with the written consent of the Underwriter.

In case any claim shall be made or action brought against the Indemnified Parties, based upon the Offering Memorandum or this Agreement, in respect of which indemnity may be sought against the Underwriter, the Indemnified Parties shall promptly notify the Underwriter in writing setting forth the particulars of such claim or action and the Underwriter shall assume the defense thereof, including the retaining of counsel and the payment of all expenses. The Indemnified Parties shall have the right to retain separate counsel in any such action and to participate in the defense thereof, but the fees and expenses of such counsel shall be at the expense of the Indemnified Parties unless the retaining of such counsel has been specifically approved by the Underwriter. If the Underwriter shall not have retained counsel for the defense of any such action or if the Indemnified Parties shall be advised and reasonably conclude that there may be defenses available to the County which are different from or additional to those available to the Underwriter, the Underwriter shall not have the right to direct the defense of action on behalf of any of the Indemnified Parties and the Indemnified Parties shall have the right to retain separate

counsel in any such action and to participate in the defense thereof, and the fees and expenses of such counsel shall be assumed by the Indemnified Parties.

This Agreement is made solely for the benefit of the Indemnified Parties, and no other person, partnership, association or corporation shall acquire or have any rights hereunder or by virtue hereof. All representation and agreements by the undersigned in this Agreement shall survive the delivery of and payment for the Bonds, provided that said representations shall speak only as of the date hereof.

This Agreement may be executed in several counterparts, each of which, when so executed, shall be deemed to be an original, and such counterparts shall together constitute one and the same instrument.

This Agreement shall be governed by the laws of the State of Ohio.

[The remainder of this page is intentionally left blank; signature page follows.]

IN WITNESS WHEREOF, the parties have caused their duly authorized representatives to execute and delivery this Indemnity Agreement as of the date first written above.

PIPER JAFFRAY & CO.

By: _____

Name: _____

Title: _____

[Signature Page | Underwriter's Indemnity Agreement – AE Portage County – Ravenna]

OFFICE OF HOMELAND SECURITY AND EMERGENCY MANAGEMENT

Present: Director Ryan Shackelford, Water Resources Director Gene Roberts

- Reoccurring preparedness activities are captured in the training exercise plan.
- The Department is ahead of the game in terms of mitigation.
- Training is coming in early 2019 for mitigation planning and the mitigation planning updates starts mid 2019. If the grant is awarded, the plan will go through the Federal Emergency Management Agency (FEMA), which will take a year and a half for the process.
- The core of the administration has been done, but there are still sub-plans and appendices that need to be completed, such as
 - Debris Management – once approved by FEMA, it will return 5% in public assistance dollars.
 - Donations Management
 - Spontaneous volunteers
 - Pre-Disaster Recovery plan
- The Department had an intern in the fall and spring semesters, who tracked the different resources from the northern part of the County (fire apparatus, service department, police apparatus, shelter locations).
- There have been a lot of unfunded mandates to other partners, specifically the Medicaid or Medicare services (facility, nursing home, day cares, schools, hospital) that have reached out to Office of Homeland Security and Emergency Management for assistance.
- Communications – there is a September meeting scheduled about radio communications that was sent to all Elected Officials, Township Trustees, City and Village Mayors and the first response community.
- Countywide active shooter plan – Director Shackelford is trying to bring everyone together to discuss new guidance and standards about how to respond to an incident. Director Shackelford is also working on a template that can be sent out to each community so they can adopt it specifically for their community.
- Director Shackelford is hoping to receive equipment and training standards through grants and other opportunities to get the firefighters and law enforcement trained to a certain and consistent standard.

- The Sheriff has a new 9-1-1 coordinator starting Monday – Daniel Young, who currently works at the Sheriff's Department.
- Uniformity is needed with 9-1-1 center.
- Director Shackelford's budget included a fourth employee (Planner) for future discussions in 2019 and 2020.
- The Motor Pool situation is going much smoother since the Office of Homeland Security and Emergency Management received a budget increase for Maintenance.
- The sustainability of Station 30 must be looked at.
- For the first time, everything and has been safety inspected and maintained at the Office of Homeland Security and Emergency Management.
- Ohio Emergency Management Agency opened up supplemental funding, so the Department submitted the entire 7th quarter (covered by General Revenue Fund) to Ohio Emergency Management Agency for a 50% reimbursement, which equates to \$37,000 back to the General Revenue Fund.

Recessed: 10:14 AM

Reconvened: 10:15 AM

LAW LIBRARY

Present: Department of Budget & Financial Management Director Todd Bragg

The Law Library has its own fund which is fueled by court fees. The balance in the Law Library's fund is approximately \$700,000 and the Law Library is asking to take money from their unappropriated certifications for placement into their labor lines. The funding will still be coming from within that funding and they are not asking for any money from the Board or the General Fund. The Board is in agreement for Director Bragg to prepare a budget amendment for next week's consideration.

Recessed: 10:17 AM

Reconvened: 10:23 AM

PORTAGE DEVELOPMENT

Present: Director Brad Ehrhart and Brian Ebie, Hamrick Manufacturing and Service Inc.

Director Ehrhart presents a Community Reinvestment Area (CRA) Agreement located in Suffield Township, with Hamrick Manufacturing and Service Inc. (Hamrick). Hamrick is planning to construct a new 4,800 square foot building, in addition to the existing building, located at 1436 Martin Road, Suffield Township. Total project cost is approximately \$450,000, of which \$400,000 is for the new building with furniture and fixtures going towards the remaining balance. Hamrick will create 3 additional new jobs over the next 3 years for an annual payroll of \$112,320 and will retain 35 jobs for a payroll of \$1.8 million dollars.

Hamrick is asking the Board for a ten-year 50% property tax abatement on the improvement to the property.

Director Ehrhart mentioned there is support from the Trustees and the school district and Maplewood have been informed.

Motion To: Enter into a community reinvestment area agreement within community reinvestment area #7, confirmation – Area No. 133-75189-01 located in Suffield Township, Portage County, Ohio, with Hamrick Manufacturing and Service, Inc./18-0641

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

Director Ehrhart mentioned he is the Secretary/Treasurer of the Portage County Transportation Improvement District (TID) and noted they have 2 Tax Increment Financing (TIF) applications approved at the state level – one for the City of Streetsboro for their City Center project and one for the City of Ravenna for improvements at the Chestnut Commerce Center (former General Electric building). Director Ehrhart would like assistance in working with the County Auditor's Office to set up an account so the TID can act as a pass-through. Director Ehrhart will also need an agreement between the TID and the Cities and will be needing assistance from the Prosecutor's Office to review the documents. The Board agreed Director Ehrhart should work with Director Bragg to put a draft resolution together for Board consideration and Director Townend for assistance with the Prosecutor's Office.

Director Ehrhart also reported there is an opportunity for a major headquarters for the US Department of Agriculture and Director Ehrhart is working on a 3 site proposals for office operations: the City of Aurora (former Geauga Lake property), the City of Streetsboro (behind Walmart) and Brimfield Crossings (the southwest quadrant of the SR 43 and I-76 interchange). The deadline for submittal of the application is September 14, 2018 and the Board has requested a copy.

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JOURNAL ENTRY

September 6, 2018

Department of Budget & Financial Management

1. The Board of Commissioners signed the September 10, 2018 correspondence to Portage County Auditor Janet Esposito including a listing of Final Certification of Delinquent Accounts for the sewer and water service billings through August 21, 2018 in accordance with Ohio Revised Code Section 6117.33, as presented by the Department of Budget & Financial Management.

2. The Board of Commissioners authorized the electronic submission of the Ohio Office of Criminal Justice Services Quarterly grant Report for Domestic Violence Intervention Project, Grant No. 2017-WF-VA2-8222 for the period ending June 30, 2018, as presented by Donya Buchanan, Family & Community Services. Documents reviewed by the Department of Budget & Finance with no exceptions noted.

Commissioners

3. The Board of Commissioners acknowledged the receipt of the August 28, 2018 correspondence from the Portage County Board of Elections noting galley proofs of all ballots to be used at the General Election on November 6, 2018 election will be on display September 4th and 5th, 2018.
4. The Board of Commissioners acknowledged receipt of the August 31, 2018 Certificate of the County Auditor that the Total Appropriations from each fund do not exceed the Official Estimate Resources for the fiscal year beginning January 1, 2018, as presented by the Portage County Auditor's Office.
5. The Board of Commissioners approved the August 2018 adjustments to the Portage County Water, Portage County Sewer, and Streetsboro Sewer billing accounts as reported on the adjustment reports submitted and reviewed by the Department of Budget and Financial Management.

Human Resources

6. The Board of Commissioners signed the Personnel Action Form authorizing the promotion of Christopher Brunette from Laborer to Treatment Plant Operator in Training, due to successfully completing his EPA Class I Wastewater Exam, for Portage County Water Resources effective August 27, 2018, presented by Janet Kovick, Human Resources Director.
7. The Board of Commissioners signed the Personnel Action Form authorizing the full-time hire of Michael Mihalich as a Construction Supervisor, replacing David Sloan, for Portage County Water Resources, 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.
8. The Board of Commissioners agreed to hold the Personnel Action Form for Stephen Flynn as a Collection Systems Operator I because the original Journal Entry listed Job and Family Services when it should have stated Water Resources Department. ***/PULLED FROM THE CONSENT AGENDA FOR CONSIDERATION NEXT WEEK.***
9. The Board of Commissioners accepted the recommendation of the Human Resources Department Director and authorized the Portage County Health District to offer flu shots at the Wellness Fair for Portage County employees on October 9 and October 11, 2018.

The cost of each vaccine is:

- Flu vaccine - \$30.00
- High Dose Flu vaccine (for ages 65 and older) - \$60.00

- Prevna pneumonia vaccine* - \$215.00
- Pneumovax vaccine* - \$105.00

Funding for this expense is available in the Employee Benefit Fund.

10. The Board of Commissioners approved the revised job description for the Clerical Specialist 3 position within Portage County Job & Family Services, as presented by Janet Kovick, Human Resources Director.

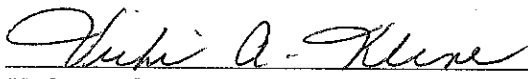
Motion To: Approve the Journal Entries for September 6, 2018 as revised.

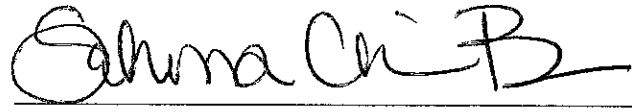
RESULT:	ADOPTED [UNANIMOUS]
MOVED:	Sabrina Christian-Bennett
SECONDED:	Mike Kerrigan
AYES:	Sabrina Christian-Bennett, Mike Kerrigan, Vicki A. Kline

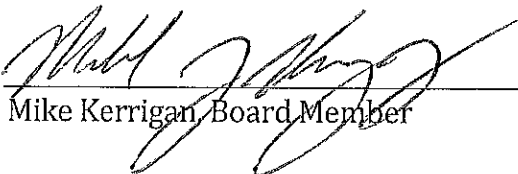
Motion To: Adjourn the Official Meeting of September 6, 2018 at 10:41 AM

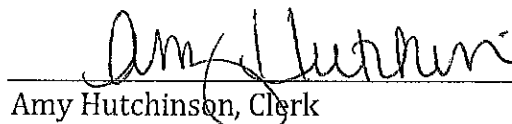
RESULT:	ADOPTED [UNANIMOUS]
MOVED:	Mike Kerrigan
SECONDED:	Sabrina Christian-Bennett
AYES:	Mike Kerrigan, Sabrina Christian-Bennett, Vicki A. Kline

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