



## Portage County Board of Commissioners

Regular Meeting

~ Minutes ~

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

JoAnn Townend, Acting Clerk  
330-297-3600

Thursday September 13, 2018

9:02 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	Absent
Mike Kerrigan	Board Member	Present

Also attending throughout the day Record Courier Reporter Ken Lahmers.

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

### **HUMAN RESOURCES:**

Journal Entries - #2 to 7

Resolution: # 14

### **Discussion:**

#### **1. 2018 United Way Campaign Goal**

The Board discussed the United Way campaign and noted only payroll deductions are counted towards the County's campaign goal. Commissioner Kerrigan would like to see the County's goal by percent participation so that people who pay by credit card or check can be included in the County's goal. The Board agreed to have the Human Resources Department track both monetary contributions, with a goal of \$10,000, and percentage of employee participation.

Commissioner Kerrigan asked Director Kovick to research what percentage of employees participated last year.

### **EXTERNAL SERVICES**

Resolution: # 15

Journal Entry: #1

**DBFM:**

Resolutions - #'s 1 to 12

Journal Entry: #8

Director Bragg asked if the Board could pull Resolution No. 12 from the Consent Agenda and Commissioner Kerrigan made that motion.

**RESOLUTION:**

12. Cash advance from Fund 0001, General Fund to Fund 1251 CDBG./***PULLED FROM THE CONSENT AGENDA***

The resolution was drafted on Friday, but a posting was done on Tuesday and took some of the money needed for the cash advance.

**INTERNAL SERVICES:**

Resolution - # 13

**COMMISSIONERS' CONSENT AGENDA**

September 13, 2018

1. Approval of the September 6, 2018 and September 11, 2018 regular meeting minutes.

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**RESOLUTIONS**

September 13, 2018

**Budget & Financial Management:**

1. Approve the Thursday, September 13, 2018 wire transfers for health benefits as presented by the County Auditor and reviewed by the Department of Budget & Financial Management./18-0643
2. Approve the Thursday, September 18, 2018 Journal Vouchers, as presented by the County Auditor and reviewed by the Department of Budget & Financial Management. /18-0644
3. Approve the Tuesday, September 18, 2018 bills/ACH payments as presented by the County Auditor and reviewed by the Department of Budget & Financial Management./18-0645
4. Approve the Tuesday, September 18, 2018 Journal Vouchers, as presented by the County Auditor and reviewed by the Department of Budget & Financial Management./18-0646
5. Approve the Tuesday, September 18, 2018 Then & Now Certification, as presented by the County Auditor./18-0647

6. Accept the FY 2019 Juvenile Court Grant agreement and funding application for the Ohio Department of Youth Services Subsidy Grant (RECLAIM OHIO) on behalf of the Portage County Juvenile Court. /18-0648
7. Cash advance from Fund 0001, General Fund to Fund 0002./18-0649
8. Accept the Ohio Department of Justice Program, Violence Against Women grant (VAWA), Domestic Violence Intervention Project Number 2017-WF-VA2-8222 for grant year 2018./18-0650
9. Accept the grant award from the 2017-2018 Ohio Attorney General's Drug Use Prevention Grant (DARE) on behalf of the Portage County Sheriff. (Grant No. 2017DUP1667-1067)./18-0651
10. Transfer from Fund 0001, General Fund to Fund 1103, DARE./18-0652
11. Amendment to the Non General Fund 2018 annual appropriation Resolution No. 17-0955, adopted December 19, 2017. /18-0653
12. Cash advance from Fund 0001, General Fund to Fund 1251 CDBG./**PULLED FROM THE CONSENT AGENDA**

#### **Internal Services**

13. Accept contract change order No. 2 and final to the construction agreement between the Board of Portage County Commissioners and Marucci and Gaffney Excavating Company for the project known as the Liberty Street Bridge Replacement in the Village of Garrettsville, Portage County./18-0655

#### **Human Resources**

14. Adoption of revised Section 22 – Paid leaves of absence in Portage County Board of Commissioners Personnel Policy Manual./18-0656

#### **External Services**

15. Acceptance of donations to the Office of the Portage County Dog Warden./18-0657

**Motion To:** Approve the Consent Agenda for September 13, 2018

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

**RESOLUTION NO. 18-0643**

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

It was moved by Mike Kerrigan, seconded by Vicki A. Kline 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 13, 2018 in the total payment amount as follows:

1. \$158,986.60 to Wage Works Claims-Fund 7101; 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 14, 2018                      \$ 158,986.60

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, Absent;                      Mike Kerrigan, Yea;

**RESOLUTION NO. 18-0644                      -                      RE:      APPROVAL OF JOURNAL  
VOUCHERS/ENTRIES.**

It was moved by Mike Kerrigan, seconded by Vicki A. Kline 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:

09/13/18	587	\$ 2,100.00
09/13/18	586	450.00
09/13/18	585	37,728.93
09/13/18	582	262,500.00
09/13/18	580	26,251.43
Total		\$ 329,030.36

; 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, Absent; Mike Kerrigan, Yea;

**RESOLUTION NO. 18-0645 - RE: BILLS APPROVED AND CERTIFIED TO THE PORTAGE COUNTY AUDITOR FOR PAYMENT.**

It was moved by Mike Kerrigan, seconded by Vicki A. Kline 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 18, 2018 in the total payment amount of **\$1,599,700.30** 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, Absent;                      Mike Kerrigan, Yea;

**RESOLUTION NO. 18-0646                      -                      RE:      APPROVAL OF JOURNAL  
VOUCHERS/ENTRIES.**

It was moved by Mike Kerrigan, seconded by Vicki A. Kline 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:

09/18/18	603	\$ 13,424.64
09/18/18	604	3,521.58
09/18/18	605	11,153.48
09/18/18	606	3,057.00
09/18/18	617	4,043.34
09/18/18	663	68,645.00
Total		\$ 103,845.04

; 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, Absent;                      Mike Kerrigan, Yea;

**RESOLUTION NO. 18-0647**

**RE: ACCEPTANCE OF THEN AND NOW  
CERTIFICATIONS FOR PAYMENT.**

It was moved by Mike Kerrigan, seconded by Vicki A. Kline 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 **\$52,142.46** as set forth in Exhibit "A" dated **September 18, 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, Absent;

Mike Kerrigan, Yea;

**RESOLUTION NO. 18-0648**

**RE: ACCEPT THE FY 2019 JUVENILE COURT  
GRANT AGREEMENT AND FUNDING  
APPLICATION FOR THE OHIO DEPARTMENT  
OF YOUTH SERVICES SUBSIDY GRANT  
(RECLAIM OHIO) ON BEHALF OF THE  
PORTAGE COUNTY JUVENILE COURT.**

It was moved by Mike Kerrigan, seconded by Vicki A. Kline that the following resolution be adopted:

- WHEREAS,** the Board of Commissioners adopted Resolution No. 18-0390 on June 7, 2018 authorizing the Juvenile Court Grant Agreement and Funding Application to the State of Ohio, Department of Youth Services for the FY 2019 ***Tentative Base Allocation*** (YSG/510) for Portage County Juvenile Court of **\$222,543.00** and FY 2019 ***Tentative Variable Allocation*** (Reclaim/401) is **\$377,188.46** (for an allocation subtotal of **\$599,731.46**) with no local match; and
- WHEREAS,** The Court had a tentative Subsidy Grant Carryover (YSG + Reclaim) of **\$59,308.00**, making the total available FY 2019 Program Funds to be **\$659,039.46**;
- WHEREAS,** the total ***Subsidy Grant Estimated Program Costs*** (YSG + Reclaim) and total estimated expenditures for the Portage County Juvenile Court application is **\$634,457.62**;
- WHEREAS,** leaving a ***Total Unallocated Funds*** of **\$24,581.84** in the Subsidy Grant Unallocated Funds (YSG + Reclaim) making is possible to make amendments to the Grant if need be; now therefore be it;
- RESOLVED,** that the grant allocation is for the biennial period beginning July 1, 2017 and ending June 30, 2019 subject to the terms and conditions of the agreement; and be it further;
- RESOLVED,** that the Board of Commissioners does hereby accepts the Grant from the Ohio Department of Youth Services for FY 2019 ***Tentative Base Allocation*** (YSG/510) for the Portage County Juvenile Court of **\$222,543.00** and FY 2019 ***Tentative Variable Allocation*** (Reclaim/401) up to **\$366,744.28**, (for an Allocation Subtotal of **\$589,287.28**) with no local match for the time period of July 1, 2018 through June 30, 2019 and be it further;
- RESOLVED,** that the approved Subsidy Grant Carryover (YSG + Reclaim) makes the ***Total Available FY 2019 Program Funds*** to be **\$648,595.28** and the estimated base and variable estimated program costs and ***Total Estimated Expenditures*** in the grant application is **\$638,957.62** and thereby leaving ***Total Unallocated Funds*** of **\$9,637.66** in the Subsidy Grant (YSG & RECLAIM); and be it further;
- RESOLVED,** that a certified copy of this resolution be filed with the County Auditor, Department of Budget and Financial Management, and Juvenile Court; 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, Absent;

Mike Kerrigan, Yea;



**RESOLUTION NO. 18-0649**

**RE: CASH ADVANCE FROM FUND 0001, GENERAL  
FUND TO FUND 0002**

It was moved by Mike Kerrigan, seconded by Vicki A. Kline that the following resolution be adopted:

**WHEREAS,** Encumbrances in excess of current cash and certification balances need entered for continued construction on the Jail expansion and renovation project, and revenues to fund 0002 are not expected to catch up with the pace of expenditures until collections end in the spring of 2021; now therefore be it;

**RESOLVED,** that the following long term cash advance be made:

Debit: 00100009 920000	\$3,000,000.00
Credit: 20100002 290000	\$3,000,000.00

;and be it further

**RESOLVED,** the advance will be repaid to the General Fund as surplus revenues are finally received over the course of 2020 and 2021, and be it further

**RESOLVED,** that the County Auditor is hereby requested to make said cash advance by Journal Entry, and that a certified 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 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, Absent;                      Mike Kerrigan, Yea;

**RESOLUTION NO. 18-0650**

**RE: ACCEPT THE OHIO DEPARTMENT OF JUSTICE  
PROGRAM, VIOLENCE AGAINST WOMEN  
GRANT (VAWA), DOMESTIC VIOLENCE  
INTERVENTION PROJECT NUMBER 2017-WF-  
VA2-8222 FOR GRANT YEAR 2018.**

It was moved by Mike Kerrigan, seconded by Vicki A. Kline that the following resolution be adopted:

- WHEREAS,** at the request of Family & Community Services, Inc. the Board of Commissioners adopted Resolution No. 18-0216 authorizing the re-submittal of a grant application under the subgrant number 2017-WF-VA2-8222; now therefore be it
- RESOLVED,** that the Board of Commissioners accepts the United States Department of Justice Office of Criminal Justice Services (OCJS) Violence Against Women Act (VAWA) for the Domestic Violence Intervention Project grant on behalf of the Portage County Prosecutor's Office, implementing agency for the grant; and be it further
- RESOLVED,** that the Board of Commissioners notes that the grant is effective January 1, 2018 through December 31, 2018 with an Office of Criminal Justice Services total grant award amount for **2017-WF-VA2-8222 of forty-four thousand nine hundred ninety two dollars and thirty three cents (\$44,992.33)** with a **required General Fund cash match of fourteen thousand nine hundred ninety seven dollars and forty five cents (\$14,997.45)** for a **Total Budget for of Fifty nine thousand nine hundred eighty nine dollars and seventy eight cents (\$59,989.78)**; and be it further
- RESOLVED,** that a transfer from the General Fund in the amount of **not to exceed \$59,750**, to cover additional program costs will be utilized for this program; and be it further
- RESOLVED,** that a copy of this resolution will be filed with the Portage County Department of Budget & Financial Management, the Portage County Auditor and the Portage County Prosecutor's Office; and be it further
- RESOLVED,** that the Board of Commissioners finds and determines that all formal actions of this Board concerning and relating to the adoption of this resolution were taken in an open meeting of this Board and that all deliberations of this Board that resulted in those formal actions were in meeting open to the public in compliance with the law including Section 121.22 of the Ohio Revised Code.

Roll call vote as follows:

Vicki Kline, Yea;

Sabrina Christian-Bennett, Absent;

Mike Kerrigan, Yea;

**RESOLUTION NO. 18-0651**

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**RE: ACCEPT THE GRANT AWARD FROM THE 2017-2018 OHIO ATTORNEY GENERAL'S DRUG USE PREVENTION GRANT (DARE) ON BEHALF OF THE PORTAGE COUNTY SHERIFF. (GRANT NO. 2017DUP1667-1067)**

It was moved by Mike Kerrigan, seconded by Vicki A. Kline that the following resolution be adopted:

- WHEREAS,** the Portage County Board of Commissioners adopted Resolution No. 17-0270 on March 28, 2017 and authorized the grant application to the Ohio Attorney General's Office for funding to teach the DARE curriculum in grades Kindergarten through 8<sup>th</sup> grade; and
- WHEREAS,** the Portage County Board of Commissioners strongly supports the concept of DARE (Drug Use Prevention) and the resultant important information disseminated to young people, and
- WHEREAS,** the Ohio Attorney General's Office has notified us that our grant application has been approved for funding in the amount of \$ 33,908.16; now therefore be it
- RESOLVED,** that the Portage County Board of Commissioners does hereby accept the FY 2017 - 2018 Ohio Drug Use Prevention Grant Award for the grant period of September 1, 2017 through August 31, 2018 in the amount of \$ 33,908.16 **with a required local match of \$ 33,908.16 being provided from the Portage County general fund.** The total grant amount is **\$67,816.32**; and be it further
- RESOLVED,** that the Board of Commissioners authorizes the Portage County Sheriff to sign any and all documents pertaining to the acceptance of this grant; and be it further
- RESOLVED,** that a copy of this resolution be filed with the Portage County Auditor, the Portage County Sheriff, and the Department of Budget & 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 a meeting open to the public in compliance and accordance with the law including Section 121.22 of the Ohio Revised Code.

Roll Call Vote as follows:

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

**RESOLUTION NO. 18-0652                      -                      RE:    TRANSFER FROM FUND 0001, GENERAL FUND  
TO FUND 1103, DARE**

It was moved by Mike Kerrigan, seconded by Vicki A. Kline that the following resolution be adopted:

**WHEREAS,** Portage County has received and accepted the 2017-2018 DARE grant requiring a 33,908.16 local match; now therefore be it;

**RESOLVED,** that the following transfer be made:

Debit: 00100009 910000	\$33,908.16
Credit: 11037002 280000	\$33,908.16

;and be it further

**RESOLVED,** that the County Auditor is hereby requested to make said cash advance by Journal Entry, and that a certified 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 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, Absent;                      Mike Kerrigan, Yea;

**RESOLUTION NO. 18-0653**

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

It was moved by Mike Kerrigan, seconded by Vicki A. Kline 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: 1004 DTAC - Treasurer		
200 Treasurer		
10044 DTAC Treasurer CS	4,000	-
MEMO TOTAL	<u>\$ 4,000</u>	<u>\$ -</u>

Note:

Fund: 1019 Tax Certification Admin		
200 Treasurer		
10193 Tax Cert Admin Salary&Fringes	7,075	-
MEMO TOTAL	<u>\$ 7,075</u>	<u>\$ -</u>

Note:

Fund: 1081 Law Library Resources		
908 Law Library Resources Board		
10813 Law Library Resources Fringes	3,730	-
MEMO TOTAL	<u>\$ 3,730</u>	<u>\$ -</u>

Note:

Fund: 1201 Motor Vehicle And Gas Tax		
800 Engineer's Department		
12015 Engineer MVGT Materials&Suppli	150,000	-
MEMO TOTAL	<u>\$ 150,000</u>	<u>\$ -</u>

Note:

		<i>Increase</i>	<i>Decrease</i>
Fund: 1330	<b>Dog And Kennel</b>		
045	<b><i>Dog And Kennel</i></b>		
13309	Dog Warden Misc Expense	2,500	-
	<b>MEMO TOTAL</b>	<b>\$ 2,500</b>	<b>\$ -</b>

Note:

Fund: 1390	<b>Women Infants And Children</b>		
053	<b><i>Women, Infants &amp; Children</i></b>		
13904	Women Infants & Children CS	-	1,200
13905	Women Infants & Children MS	1,200	-
	<b>MEMO TOTAL</b>	<b>\$ 1,200</b>	<b>\$ 1,200</b>

Note:

Fund: 1415	<b>Child Welfare - Special Levy</b>		
051	<b><i>Job And Family Services</i></b>		
14154	JFS Child Welfare Levy CS	400,000	-
14159	JFS Child Welfare Levy ME	400,000	-
	<b>MEMO TOTAL</b>	<b>\$ 800,000</b>	<b>\$ -</b>

Note: Projected need

Fund: 1481	<b>Prosecutors State Grant</b>		
300	<b><i>Prosecutor</i></b>		
14814	Pros Victim Assist Contract Sv	138	-
	<b>MEMO TOTAL</b>	<b>\$ 138</b>	<b>\$ -</b>

Note:

Fund: 3115	<b>SA PCS Bonds 2004</b>		
010	<b><i>Commissioners Other</i></b>		
31158	SA PCS Bonds 2004 DS	-	5,807
31159	SA PCS Bonds 2004 ME	5,807	-
	<b>MEMO TOTAL</b>	<b>\$ 5,807</b>	<b>\$ 5,807</b>

Note:

		<i>Increase</i>	<i>Decrease</i>
Fund: 5400	PCW General Administration		
060	<i>Water Resources</i>		
54003	Portage Co Water Salary&Fringe	250,000	-
54006	Portage County Water CO	-	250,000
	MEMO TOTAL	<u>\$ 250,000</u>	<u>\$ 250,000</u>

Note:

Fund: 7040	Centralized Accounting Service		
011	<i>Budget &amp; Financial Management</i>		
70403	Central Acctg Serv Salary&Frin	40,570	-
	MEMO TOTAL	<u>\$ 40,570</u>	<u>\$ -</u>

Note:

TOTAL MEMO BALANCE FOR ALL FUNDS	<u>\$ 1,265,020</u>	<u>\$ 257,007</u>
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*Increase                      Decrease*

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; 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, Absent;

Mike Kerrigan, Yea;

**RESOLUTION NO. 18-0654**

This resolution was inadvertently omitted. This is for numbering purposes only.

**RESOLUTION No. 18-0655                      -        RE:    ACCEPT CONTRACT CHANGE ORDER NO. 2  
AND FINAL TO THE CONSTRUCTION  
AGREEMENT BETWEEN THE BOARD OF  
PORTAGE COUNTY COMMISSIONERS AND  
MARUCCI AND GAFFNEY EXCAVATING  
COMPANY FOR THE PROJECT KNOWN AS THE  
LIBERTY STREET BRIDGE REPLACEMENT IN  
THE VILLAGE OF GARRETTSVILLE, PORTAGE  
COUNTY.**

It was moved by Mike Kerrigan, seconded by Vicki A. Kline that the following resolution be adopted:

**WHEREAS,** Resolution 17-0325 accepted and awarded the bid of Marucci and Gaffney Excavating Company for furnishing all labor, materials and equipment necessary to complete the project known as the **Liberty Street Bridge Replacement** in the Village of Garrettsville, Portage County, and



**WHEREAS,** a contract was entered into with Marucci and Gaffney Excavating Company in the total amount of \$872,000.00, and

**WHEREAS,** Resolution 17-0919 accepted Contract Change Order No. 1 to said construction contract which increased the contract by \$75,661.30 to \$947,661.30, and

**WHEREAS,** the project has been completed and resulted in cost underruns totaling \$2,608.00, now therefore be it

**RESOLVED,** that the Board of Portage County Commissioners do hereby accept contract Change Order 2 and Final to the construction contract with Marucci and Gaffney Excavating Company covering the **Liberty Street Bridge Replacement** Project in the Village of Garrettsville, Portage County, and be it further

**RESOLVED,** that this Contract Change Order, in the amount of \$2,608.000, **DECREASES** the contract between Portage County and Marucci and Gaffney Excavating Company to **\$945,053.30**, and be it further

**RESOLVED,** that the Board of Portage County Commissioners authorizes the execution of said Contract Change Order between Marucci and Gaffney Excavating Company and Portage County; 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, Absent;

Mike Kerrigan, Yea;

**RESOLUTION NO. 18-0656                      -                      RE:    ADOPTION OF REVISED SECTION 22 (K) -  
PAID LEAVES OF ABSENCE (ELECTION DAY  
LEAVE) IN THE PORTAGE COUNTY BOARD OF  
COMMISSIONERS PERSONNEL POLICY  
MANUAL.**

It was moved by Mike Kerrigan, seconded by Vicki A. Kline that the following Resolution be adopted:

**WHEREAS,**                      *Election Day Leave* in Section 22 – Paid Leaves of Absence in the Portage County Board of Commissioners' Personnel Policy Manual has been revised to add clarity to the section and reduce duplication of language within the section; and

**WHEREAS,** Section 22 (K) – Election Day Leave now reads as:

- 1) *Any full-time employee of the Board of Commissioners may be permitted to use available Personal Days, Vacation Leave, or Compensatory Time in order to perform paid work as a precinct elections official for the Portage County Board of Elections on any Election Day. Employees obtaining such employment may retain the compensation paid by the Board of Elections for that work.*
- 2) *Use of paid Election Day Leave is subject to the operational needs of the department and must be scheduled and approved in advance in accordance with departmental policy for the use of Personal Days, Vacation Leave, and Compensatory Time.*

; now therefore be it

**RESOLVED,** that the Board of Commissioners does hereby adopt revised Section 22(K) Election Day Leave in the Personnel Policy Manual; and be it further

**RESOLVED,** that this said Section 22 (K) – Election Day Leave will supersede all prior versions of Section 22(K); 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, Absent;

Mike Kerrigan, Yea;

**PORTAGE COUNTY BOARD OF COMMISSIONERS  
PERSONNEL POLICY MANUAL**

**PAID LEAVES OF ABSENCE SECTION 22**

EFFECTIVE: 09/13/2018  
RESOLUTION: 18-0656

**K. ELECTION DAY LEAVE**

- 3) Any full-time employee of the Board of Commissioners may be permitted to use available

Personal Days, Vacation Leave, or Compensatory Time in order to perform paid work as a precinct elections official for the Portage County Board of Elections on any Election Day. Employees obtaining such employment may retain the compensation paid by the Board of Elections for that work.

- 4) Use of paid Election Day Leave is subject to the operational needs of the department and must be scheduled and approved in advance in accordance with departmental policy for the use of Personal Days, Vacation Leave, and Compensatory Time.

**RESOLUTION NO. 18-0657                      -                      RE:    ACCEPTANCE OF DONATIONS TO THE OFFICE  
OF THE PORTAGE COUNTY DOG WARDEN.**

It was moved by Mike Kerrigan, seconded by Vicki A. Kline that the following resolution be adopted:

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

	<b>Name</b>	<b>Address</b>
Randolph Fair- public	fairgrounds	\$794
John Perry	125 S. Mantua St Kent Oh 44240	\$500

; now therefore, be it

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

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

Roll call vote as follows:

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

Recessed: 9:15 AM

Reconvened: 9:20 AM

**PROSECUTOR'S OFFICE**

Present: Attorney David Garnier

In order to get the plat approved for the Maplecrest project in Brimfield Township, the Developer contributed funding for the Escrow Account. Since the project is now moving forward, the

Developer has requested funding in the Escrow Account be returned. Attorney Garnier noted the FAA determines the actual amount to release in case of a default by Maplecrest.

Attorney Garnier presented a draft resolution to release escrow funds for construction of sanitary sewer and water improvements, storm sewer and drainage improvements for Maplecrest, which includes a subordinate conditional assignment of the construction manager agreement. Attorney Garnier will prepare figures for the release as an attached Exhibit A to the Resolution and will return this afternoon for further discussion.

## **REGIONAL PLANNING COMMISSION**

Present: Director Todd Peetz and Attorney David Garnier

- The Regional Planning Commission building was not sold yesterday, but the agreement with the County is moving forward for the Planning Commission's move to the 6<sup>th</sup> floor next Saturday, September 22, 2018.
- The building currently has a renter from the United States Department of Agriculture (USDA), with a 5 year lease and a 90 day clause to vacate. It appears the 90 day clause is for USDA to opt out, not Portage County and Attorney Garnier noted the contract language was not perfectly clear. The USDA is aware and understands the situation, but requires the Planning Commission to honor the contract by providing comparable space (150 sq. ft.) and to move the renter along with them.
- Wherever the Board decides to put the USDA renter, the area will need to be wired for secure computer access. Information Technology Services (ITS) suggests the Board find space on the first floor for the office because of the wiring and Director Peetz suggests the Board continue to charge rent at \$325.00/month, with free utilities, for utilization of a room for the remainder of the contract.
- Director Townend noted there are 4 or 5 offices on the first floor that could be rented out.
- The rented will need a parking space in F lot because the vehicle will be left overnight.
- The Board agreed to continue to charge the \$325.00/month to the USDA.
- Commissioner Kerrigan asked if the contract should be rewritten and Director Peetz noted the contract should be rewritten with the Board directly for the remaining terms of the agreement.
- In terms of the Regional Planning Commission building, Director Peetz will contact a commercial realtor to discuss leasing options once the Planning Commission approves.
- Director Townend will also advertise the bid in the larger newspapers and the Crane Business Journal.
- Commissioner Kerrigan would like to see the building sold and the bids could be lowered.
- Director Peetz mentioned the building is in good shape with one roof being 2 years old and the other being 3; the HVAC units are 20 years old and would cost \$25,000 to replace all 5; the parking lot surface is in need of repair (resurface cost of \$1,800); and the handicapped ramp needs repaired (replacement cost \$10,000-\$15,000).
- Terry Montz currently occupies 1 space in the building, PASSAGES occupies 2 additional spaces, paying full rent and the other spaces was utilized by the Regional Planning Commission.

- The debt is approximately \$180,000 to USDA, \$62,000 to the Commissioners, and moving expenses of approximately \$3,500 to \$4,000; Total \$246,000.
- The building was appraised at \$375,000.
- The Regional Planning Commission invested \$600,000 into debt services, which does not account for the maintenance of the building.
- In terms of rewiring for USDA, Director Bragg suggests the Board wait and see what the property sells for and use sale proceeds for the expense.
- Director Peetz will report back to the Planning Commission's Executive Committee and see what they want to do.

## **RON HABOWSKI**

Present: Sheriff Doak, Human Resources Department Janet Kovick and Ron Habowski

9:56 AM In accordance with the Ohio Rev. Code 121.22(G)(4), it was moved by Mike Kerrigan, seconded by Vicki A. Kline that the Board of Commissioners move into executive session to review negotiations or bargaining sessions with public employees concerning their compensation or other terms and conditions of their employment. Also Present: Sheriff Doak, Human Resources Department Director Janet Kovick and Ron Habowski. Roll call vote: Mike Kerrigan, Yea; Vicki A. Kline, Yea; Sabrina Christian-Bennett, Absent.

10:17 AM Upon conclusion of the above referenced discussion, it was moved by Mike Kerrigan, seconded by Vicki A. Kline that the Board of Commissioners move out of executive session. Roll call vote: Mike Kerrigan, Yea; Vicki A. Kline, Yea; Sabrina Christian-Bennett, Absent.

After exiting executive session, the Board took no action.

The Board agreed the final resolutions for the Sheriff's bargaining agreements will be held until next Thursday.

## **COUNTY RECORDER**

Present: Lori Calcei

Since 2013, the Recorder's Office has been collecting \$4.50 in set aside money from each document recorded and would like to continue the practice in 2019 for equipment and technology upgrades for the office. The fund can also be used towards salaries of employees who operate the equipment and a small percentage is going towards the salaries of two employees. The set aside money generates about \$90,000 a year, but the need exceeds the funding amount. Commissioner Kerrigan asked if the Recorder has discretion over the fees and Recorder Calcei reported the State sets the fees, but the set aside fees could be increased to a maximum of \$8.00.

**Motion To:** Authorize the Document Fee Set Aside for the Portage County Recorder./18-0658

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

**RESOLUTION No. 18-0658 - RE: AUTHORIZE THE DOCUMENT FEE SET ASIDE FOR PORTAGE COUNTY RECORDER.**

It was moved by Mike Kerrigan, seconded by Vicki A. Kline that the following resolution be adopted:

**WHEREAS,** pursuant to Section 317.32(1) of the Ohio Revised Code, the Board of Commissioners received a September 7, 2018 written request from the Portage County Recorder to continue the Set Aside Fund presently established to supplement the equipment needs for the Recorder's office; now therefore be it

**RESOLVED,** that the Board of Portage County Commissioners does hereby agree to the set aside \$4.50 (Four Dollars and Fifty Cents) of fees collected for recording a document for the next year beginning January 1, 2019 through December 31, 2019; and be it further

**RESOLVED,** that a copy of this resolution be filed with the Portage County Recorder, the Portage County Auditor and the Portage County Department of Budget & 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, Absent;                      Mike Kerrigan, Yea;

Recessed: 10:27 AM

Reconvened: 11:09 AM

**OSU EXTENSION**

Present: Area Leader for Portage County Eric Barrett and Extension Educator Robin Christensen

Mr. Barrett met with the Board to discuss the following:

- Updated training due to IRS determinations
- Farm Bill
- SNAP Ed (Supplemental Nutrition Assistance Program Education)

- Cooking matters program
- First time home buyer's program
- Teen safer driving program
- Co-parenting class
- Commissioner Kerrigan noted the County is in desperate need for farmers to take biosolids from the County's Streetsboro plant. The product is free and the County will deliver. Commissioner Kerrigan will also talk to Soil and Water and will send the biosolid analysis to Mr. Barrett for review. Mr. Barrett also offered to contact farmers who carry pesticide licenses for possible assistance with the biosolids and suggests a meeting with Soil and Water, OSU Extension and Commissioner Kerrigan to discuss further. Mr. Barrett also suggested using biosolids for conservation such as hunting (for wildlife food plots to attract deer) and Commissioner Kerrigan will talk to the Park District and the local hunting clubs.
- Commissioner Kerrigan brought up the budget and the previous discussion about in-kind contribution to offset expenditures and Mr. Barrett is interested in space and will provide square footage needs for the Board to explore. Mr. Barrett explained his need for night meetings if the Extension Office moved and the Board recommended Reed Memorial Library and Director Townend will check the rates for security services in the evening for the Administration Building.

Mr. Barrett discussed services they are currently providing in Columbiana County:

- Utilizing respite dollars for day camps during the summer.
- Educational Service Center - talking with the career centers concerning opportunities that are available and what grants they would be interested in.
- Real money, real world – teachers are trained and students learn about finances and real world simulations are conducted for experience.
- Wellness program – 6<sup>th</sup> to 8<sup>th</sup> grade students are taught mindfulness about screen time.

Commissioner Kerrigan noted Russ Bennett is with Cuyahoga County Educational Services Center and they welcome partnership opportunities.

#### **Discussion:**

##### **1. Commissioners' 1<sup>st</sup> floor bulletin board:**

Commissioner Kerrigan asked Director Townend to prepare a standard letter to send when someone posting non-county business related items on the bulletin board.

Recessed: 11:50 AM

Reconvened: 1:01 PM

#### **PROSECUTOR'S OFFICE**

Present: Attorney David Garnier and Department of Budget & Financial Management Director Todd Bragg

The Board met again with Attorney Garnier to discuss the specifics of releasing the escrow funds for the Maplecrest project.

At the conclusion of the discussion, the Board agreed to release \$3,801,787.27 and asked that Attorney Garnier work with Maplecrest LLC's counsel to determine whether they want the remaining \$659,868.57 or if the Board should retain it. Attorney Garnier noted Maplecrest LLC did not specify a dollar amount requested, so there is room for the Board to release what it considers to be appropriate.

**Motion To:** Agree to release escrow funds for construction of sanitary sewer and water improvements and construction of streets, storm sewer and drainage improvements for the Maplecrest Developments project, Portage County Water Resources Project No. BR-2 (17-160-P) and Maplecrest Parkway Subdivision No. 1 and Tallmadge Road Improvements in Brimfield Township, Portage County./18-0659

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

Commissioner Kerrigan will follow up with Dan DeHoff and let him know Attorney Garnier will be in contact to confirm the intent of the remaining \$659,868.57.

**RESOLUTION NO. 18-0659                      -                      RE:                      AGREE TO RELEASE ESCROW FUNDS FOR CONSTRUCTION OF SANITARY SEWER AND WATER IMPROVEMENTS AND CONSTRUCTION OF STREET, STORM SEWER AND DRAINAGE IMPROVEMENTS FOR THE MAPLECREST DEVELOPMENT PROJECT, PORTAGE COUNTY WATER RESOURCES PROJECT NO. BR-2 17-160-P AND MAPLECREST PARKWAY SUBDIVISION NO. 1 AND TALLMADGE ROAD IMPROVEMENTS IN BRIMFIELD TOWNSHIP, PORTAGE COUNTY.**

It was moved by Mike Kerrigan, seconded by Vicki A. Kline that the following Resolution be adopted:

**WHEREAS,** Maplecrest, LLC, an Ohio limited liability company ("OWNER"), is the owner and developer of Maplecrest Parkway Subdivision No. 1 (the "Project") located in Brimfield Township, Portage County, Ohio; and

**WHEREAS,** The County Commissioners of Portage County, Ohio ("COUNTY") and OWNER have established two Escrow Agreements in the combined total amount of FOUR MILLION FOUR HUNDRED FIFTY-FIVE THOUSAND NINE HUNDRED NINETY-EIGHT AND 57/100 DOLLARS (\$4,455,998.57) (the "Escrow Funds") with WesBanco Bank, Inc. ("BANK"). The Escrow Funds held by BANK are on deposit in the "Escrow Account"; and

**WHEREAS,** the OWNER has delivered Performance Agreement(s) to the COUNTY for the completion of the sanitary and water improvements and Brimfield South Pump Station improvements, Project No. BR-2 17-160-P, and the construction of street, storm sewer and drainage improvements for the Maplecrest Parkway Subdivision No. 1 and



Tallmadge Road Improvements in Brimfield Township, Portage County (collectively, the "Improvements"), in accordance with and in relation to the Regulations and Specifications as required under the Portage County Regional Planning Commission Subdivision Rules and Regulations for the plat of the Project; and

**WHEREAS,** the Escrow Account and the Performance Agreements are in place as security for the completion of the Improvements for the Project as set forth in the Performance Agreements; and

**WHEREAS,** this Board by Resolution No. 18-0521, adopted July 19, 2018, for and in relation to the Project, adopted a resolution 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 revenue sharing agreement with Field Local School District, and related authorizations pursuant to Revised Code sections 5709.77, 5709.78, 5709.79, and 5709.80; providing for certain public improvements to be made on behalf of the County by the Development Finance Authority of Summit County ("DFA"); authorizing the execution and delivery of a revenue sharing agreement with Brimfield Township; and approving other actions; and

**WHEREAS,** the COUNTY entered into a Tax Increment Financing and Cooperative Agreement dated as of July 1, 2018 (the "Cooperative Agreement"), establishing the Tax Increment Financing for the Project among the Development Finance Authority of Summit County (the "DFA"), OWNER, Meijer Stores Limited Partnership ("Meijer"), Menard, Inc. ("Menard") and U.S. Bank National Association (the "Bond Trustee") to finance the costs of the Improvements through bonds (the "Bonds") issued by the DFA and funds deposited by Menard (the "Menard Deposit") as provided in the Cooperative Agreement; and

**WHEREAS,** the COUNTY has caused the DFA to provide, on behalf of the COUNTY, for the acquisition, construction, improvement and equipping of the Improvements in accordance with the terms of the Cooperative Agreement; and

**WHEREAS,** pursuant to the terms and conditions of the Cooperative Agreement, the DFA Tax Exempt Development Revenue Bond Closing occurred on July 31, 2018, at which time Menard funded the Bond Trustee with the amount of ONE MILLION SEVEN HUNDRED NINETY-SIX THOUSAND EIGHTY-ONE DOLLARS (\$1,796,081.00), OWNER funded the Bond Trustee with ONE HUNDRED THOUSAND DOLLARS (\$100,000.00), and KeyBanc Markets funded the Bond Trustee in amount of THREE MILLION SIX HUNDRED TWELVE THOUSAND SEVEN HUNDRED DOLLARS (\$3,612,700.00), for a total amount deposited with the Bond Trustee in the amount of FIVE MILLION FIVE HUNDRED EIGHT THOUSAND SEVEN HUNDRED EIGHTY-ONE DOLLARS (\$5,508,781.00), (the "TIF Closing Proceeds"); and

- WHEREAS,** the Bond Trustee is obligated to disburse the TIF Closing Proceeds for approved Project costs pursuant to the terms of the Cooperative Agreement and the Disbursing and Payment Agreement, of even date with the Cooperative Agreement, for Project costs associated with the Improvements; and
- WHEREAS,** the COUNTY has determined that it is appropriate and necessary to maintain in full force and effect the Performance Agreements but to release so much of the Escrow Accounts to OWNER which are comprised of hard cost estimates for which there are equivalent funds budgeted in TIF Closing Proceeds, and to release so much of the Escrow Accounts to OWNER which are comprised of reinvested interest accrued through July, 2018; and
- WHEREAS,** the COUNTY has determined that a Subordinate Conditional Assignment by OWNER to COUNTY, of the Construction Manager Agreement entered into by and between OWNER and DFA dated as of July 1, 2018, is in the interests of the COUNTY, such that, in the event of failure by OWNER to complete its obligations under the above-referenced agreements, if Meijer and Menard fail or refuse to accept assignment of the Construction Manager Agreement, the COUNTY may do so and complete the performance thereunder for the construction of the Improvements; now therefore be it
- RESOLVED,** that an amount of funds for hard cost estimates for the Improvements for the Project, in the amounts provided on Exhibit A, which is attached hereto and made a part hereof, being held in the Escrow Accounts, has been sufficiently replaced with TIF Closing Proceeds for the completion of the Improvements under the Cooperative Agreement, and that upon BANK's receipt of written approval of both Meijer and Menard, these amounts shall be immediately released from the Escrow Accounts, from each account in accordance with the attached Exhibit A, and paid directly to OWNER; and be it further
- RESOLVED,** that an amount of funds equal to reinvested interest accrued through July, 2018 in said Escrow Accounts shall be immediately released from the Escrow Accounts, from each account in accordance with the attached Exhibit A, and paid directly to OWNER; and be it further
- RESOLVED,** that this Board agrees to cause for its part the Subordinate Conditional Assignment of Construction Manager Agreement, as described hereinabove, to be executed; and be it further
- RESOLVED,** that upon execution of the Conditional Assignment as contemplated herein, this Board shall consider what other funds, if any, may be responsibly released at that time to OWNER from the Escrow Accounts, and from time to time thereafter as this Board may determine, and may cause approval of any such future release to be made by the action of the Board; and be it further
- RESOLVED,** that the Performance Agreements shall remain in full force and effect as against the OWNER; and be it further

**RESOLVED,** that the BANK shall continue to administer any funds that may remain in said Escrow Accounts in accordance with the Agreements thereto; and be it further

**RESOLVED,** that the clerk of this Board is hereby directed to convey, by electronic mail, which is to be followed by regular mail, a certified copy of this Resolution to BANK, with Exhibit A signed by a majority of this Board affixed thereto; and be it further

**RESOLVED,** that the Board of Commissioners finds and determines that all formal actions of this Board concerning and relation to the adoption of this resolution were adopted in an open meeting of this Board and any of its committees that resulted in such formal action, were in meetings open to the public, in compliance with all legal requirements including Section 121.22 of the Ohio Revised Code.

Roll call vote as follows:

Vicki Kline, Yea;

Sabrina Christian-Bennett, Absent;

Mike Kerrigan, Yea;

## Exhibit A

Pursuant to the Escrow Agreements dated May 24, 2018 by and between Maplecree, LLC, Portage County, Ohio, and Wesbanco Bank, Inc., relating to the project known as Maplecree Parkway Subdivision No. 1, and in accordance with Resolution 18-\_\_\_ to which this Exhibit A is attached, the undersigned have approved partial release of funds from the accounts and in the amounts listed below, for immediate release to OWNER upon BANK's receipt of written approval of both Meijer and Menard.

Account Name: Wesbanco Trust & Investment Svcs Maplecree-Portage Cty Engineer Escrow

Account No: \*\*\*0693

Hard cost estimate to release: \$2,802,558.81

Reinvested interest to release: \$4,269.71

Total amount to release this date: \$2,806,828.52

Account Name: Wesbanco Trust & Investment Svcs Maplecree-Portage Co Water Resources Escrow

Account No: \*\*\*0684

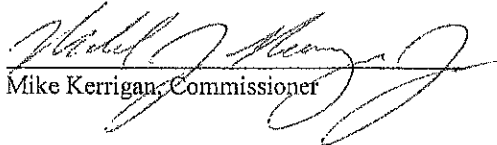
Hard cost estimate to release: \$993,571.19

Reinvested interest to release: \$1,387.56

Total amount to release this date: \$994,958.75

  
Vicki Kline, Commissioner

Sabrina Christian-Bennett, Commissioner

  
Mike Kerrigan, Commissioner

Engineer	TIF Line	TIF total	TIF equiv	In escrow					
Engineer	17	\$ 1,641,149.00	\$ 1,608,149.00	\$ 1,608,149.00	Tailmadge				
	33	\$ 384,966.00	\$ 160,814.90	\$ 160,814.90	Contingency				
	4.11	\$ 160,815.00	\$ 160,814.90	\$ 160,814.90	Inspection				
	18	\$ 1,882,231.00	\$ 1,194,409.81	\$ 1,194,409.81	Parkway				
	33	\$ -	\$ 119,440.98	\$ 119,440.98	Contingency				
	4.9	\$ 182,723.00	\$ 119,440.98	\$ 119,440.98	Inspection				
	n/a	\$ -	\$ -	\$ -	256.61 inc. value	6/1/2018	\$ 3,363,070.57	deposit 5/30	
	n/a	\$ -	\$ -	\$ -	4,013.10 inc. value	7/2/2018	\$ 3,367,340.28	7/31 value	\$ 2,806,828.52
	n/a	\$ -	\$ -	\$ -	- inc. value	8/1/2018			\$ 560,511.76
	n/a	\$ -	\$ -	\$ -	- inc. value	9/3/2018			
PCWR	16	\$ 360,750.00	\$ 360,750.00	\$ 360,750.00	Pump Station				
	33	\$ -	\$ 36,075.00	\$ 36,075.00	Contingency				
	4.10	\$ 36,075.00	\$ -	\$ -	Inspection				
	18	\$ -	\$ 632,821.19	\$ 632,821.19	Water & Sewer				
	33	\$ -	\$ 63,281.81	\$ 63,281.81	Contingency				
	4.9	\$ -	\$ 63,282.02	\$ -	Inspection				
	n/a	\$ -	\$ -	\$ -	83.39 inc. value	6/1/2018	\$ 1,092,928.00	deposit 5/30	
	n/a	\$ -	\$ -	\$ -	1,304.17 inc. value	7/2/2018	\$ 1,094,315.56	7/31 value	
	n/a	\$ -	\$ -	\$ -	- inc. value	8/1/2018			\$ 994,958.75
	n/a	\$ -	\$ -	\$ -	- inc. value	9/3/2018			\$ 99,356.81
		\$ 4,648,709.00	\$ 4,519,280.59	\$ 4,461,655.84					\$ 3,801,787.27
									\$ 659,868.57
Initial total:									
				\$ 4,455,998.57					

9/13/18  
Maple  
Crest  
18-0659

**JOURNAL ENTRY**

September 13, 2018

**External Services**

1. The Board of Commissioners authorized Commissioner Vicki A. Kline, President of the Board, to sign the "Wastewater Prescription Change of Public Parks for the Ravenna, Hiram-Garrettsville, and Portage County Facilities Planning Areas Response Form", selecting the option no objection to the proposed revision, as presented by the Portage County Water Resources Department.

**Human Resources**

2. 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 Water Resources, 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.
3. The Board of Commissioners signed the Personnel Action Form authorizing the full-time hire of Matthew DeWalt as an Engineering Technician I, replacing Jacqueline Kaluza, for Portage County Water Resources, 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.
4. The Board of Commissioners signed the Personnel Action Form authorizing the full-time hire of Tyler Williams as a Social Service Worker 2, replacing Shynice Steward, for Portage County Job & 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.
5. The Board of Commissioners signed the Personnel Action Form authorizing the full-time hire of Crystal Sasinouski as a Child Support Specialist, replacing Diane Jones, for Portage County Job & 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.
6. The Board of Commissioners signed the Personnel Action Form accepting the resignation of Kathleen Piascik, Social Service Worker 3, for Portage County Job & Family Services, effective October 5, 2018, presented by Janet Kovick, Human Resources Director.
7. The Board of Commissioners signed the Personnel Requisition authorizing the three-day internal posting of the full time permanent Social Service Worker 3, replacing Kathleen Piascik, for Portage County Job & Family Services with external posting if no internal appointment is made, presented by Janet Kovick, Human Resources Director.

**Department of Budget & Financial Management**

8. The Board of Commissioners authorized Commissioner Kline, President of the Board, to sign the State of Ohio Office of Community Development Request for Payment and Status of Funds Report Draw No. 11 and 12 and to submit the request to the State as presented by the Neighborhood Development Services as follows:

Draw 11

Grant No.	Activity Name	Activity No.	Amt Requested
B-F-16-1CJ-1	Street Improvements	3	\$ 27,800.00
Total			\$27,800.00

Draw 12

Grant No.	Activity Name	Activity No.	Amt Requested
B-F-16-1CJ-1	General Admin	2	\$ 20,000.00
Total			\$ 20,000.00

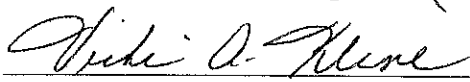
**Motion To:** Approve the Journal Entries for September 13, 2018

**RESULT:** ADOPTED  
**MOVED:** Mike Kerrigan  
**SECONDED:** Vicki A. Kline  
**AYES:** Mike Kerrigan, Vicki A. Kline  
**ABSENT:** Sabrina Christian-Bennett

**Motion To:** Adjourn the Official Meeting of September 13, 2018 at 2:09 PM

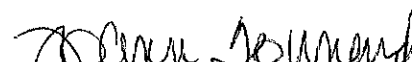
**RESULT:** ADOPTED  
**MOVED:** Mike Kerrigan  
**SECONDED:** Vicki A. Kline  
**AYES:** Mike Kerrigan, Vicki A. Kline  
**ABSENT:** Sabrina Christian-Bennett

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

----- ABSENT -----  
Sabrina Christian-Bennett, Vice President

  
Mike Kerrigan, Board Member

  
JoAnn Townend, Acting Clerk