



Portage County Board of Commissioners

Organizational and Regular Meeting

~ Minutes ~

0674

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

Amy Hutchinson, Clerk
330-297-3600

Thursday, January 4, 2018

9:00 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

Also attending throughout the day Commissioner Elect Mike Kerrigan and Record Courier Reporter Matt Merchant.

PORTAGE COUNTY BOARD OF COMMISSIONERS ORGANIZATIONAL MEETING

Present: Internal Services Director JoAnn Townend

RESOLUTIONS

1. Nominations and Resolution for President of the Board – Vicki A. Kline./18-0001
2. Nominations and Resolution for Vice-President of the Board – Sabrina Christian-Bennett./18-0002
3. Resolution to appoint Clerk for the Board – Amy Hutchinson./18-0003
4. Resolution to appoint Acting Clerk – JoAnn Townend./18-0004
5. Resolution for the purpose of setting regular and special meetings and establishing rules for the meetings for the Board./18-0005

Public Comment will be held on Thursdays at 11:00.

Director Townend pointed out the section that indicates the general public can request a copy of the agenda ahead of time and a sentence was added that the request will remain active for three months, as the ultimate intent is to direct the public to the Commissioners' website.

6. Resolution to approve the use of Consent Agendas./18-0006
Director Townend made two small changes to the Resolution: (1) The approval of bills, wire transfers and journal vouchers will be made by either Director Bragg or Director

Townend, in case Director Bragg is not available; (2) The wording 'health benefit' wire transfers was removed and replaced with 'wire transfers'.

7. Designee to attend Public Records Training on behalf of the Board of Commissioners – Amy Hutchinson./18-0007

DISCUSSION

1. Scheduling of Board of Commissioners' calendar

The Board agreed any appointments the Commissioners attend on behalf of the Board should be listed on the Board's calendar.

2. Stationery

The Board agreed the Commissioners' names should be listed on County letterhead in the order of President, Vice President and Board Member. Commissioner Kline does not want CPA listed after her name on County letterhead.

3. Official appointments of Board members or their designee

The Board discussed its yearly Board appointments and agreed to hold the resolution until Mike Kerrigan is officially named as a Commissioner next week.

4. Appointments to various Boards by Board of Commissioners – Procedure

Director Townend knows of at least four Counties that utilize an application process for appointments to various Boards and Commissions. Director Townend will forward sample applications to the Commissioners for review, in order to create one final document that can be forwarded to the Prosecutor's Office for final approval. Once approved, Director Townend intends to put the application on the website so interested parties can apply online.

5. Weather

Tomorrow's wind chill is expected to be -23 and the Commissioners' Personnel Policy indicates the building closes at -20. The concerns are for the public coming in and finding the building closed and for the Ravenna Courthouse as the Board does not have jurisdiction to close the building. Additionally, Riddle Block is also a concern because there are several departments under one roof - some employees of the Board and some are employees of the Court. Director Townend will contact the Presiding Judge at the Courthouse and Adult Probation's Director Cathy Poling to discuss. If the Board does close the Administration Building, she will also contact PARTA so they will be made aware of the closure. All County employees who signed up will be notified through the Office of Homeland Security and Emergency Management's WENS system if the weather is below -20 and the building is closed.

6. Commissioners' Website

Director Townend asks the Board to review the Commissioners' website for any changes it would like to incorporate in 2018.

Director Bragg asked what are the expectations for Department Heads updating their web page and Mr. Kerrigan shared that an operation our size should have a person in each division responsible for content and also a lead person to monitor the site from Information Technology Services.

ADMIN TEAM

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

HUMAN RESOURCES

Journal Entries - 5 - 14

Discussion

1. Revised BOC personnel policy manual (full draft sent to BOC by HR)

The Board agreed to wait to discuss until Mike Kerrigan becomes Commissioner and Attorney Smith also had comments to include, as well. Director Townend will route color copies for Board review and discussion next week.

EXTERNAL SERVICES

Resolution - 19

Discussion

1. WR reorganization of transferring sludge to the collections dept.

Director Roberts would like to make a minor reorganization within Portage County Water Resources by transferring one position from Portage County Wastewater Treatment Plant to the Collections Division. The change is necessary since there are more employees with CDLs in the Collection System Section than in the Portage County Wastewater Treatment Plant Section and the minor reorganization will allow for easier scheduling of sludge hauling. Additionally, having a majority of the employees with CDLs in the Collection Systems Section will allow for more employee availability for direct callouts when sewer backups occur. The change will also provide additional time to work on the back log of pending maintenance at the Wastewater Treatment Plants. The changes are brought on by retirements and the new Collective Bargaining Agreement language eliminating the Equipment Operator Job Classification in favor of all employees being Treatment Plant Operators.

With the approval of the Board of Commissioners, Director Roberts requests Jeff Whetsel be transferred to Collections effective immediately. There will be no change in wages or seniority./Journal Entry #7.

2. New Milford Road trees.

Mr. Luketic, owner of the property located at 4534 New Milford Road, Rootstown Township, contacted Portage County Water Resources (PCWR) regarding damage to trees on his property

which he maintains as a for profit forest in association with Ohio Department of Natural Resources Division of Forestry.

In September 9, 2015, Mr. Luketic noted the dying trees and filed an incident report with the Rootstown Water Company. The source of the water was found to be east of his property at 4456 Hatrick Road. The unused service for this property was leaking, flowing underground, onto Mr. Luketic's property and settling in a low area of his standing timber. In June 2015, Mr. Luketic contacted the Rootstown Water Company regarding an unusual area of saturated soil in his standing timber.

Starting on August 14, 2014, PCWR became the operator of record for the Rootstown Water Company system during consideration of taking over the system and continued to do so until October 1, 2015 when PCWR took ownership.

In the spring of 2016, Mr. Luketic requested and received a letter from Mr. Aaron Kash, Ohio Department of Natural Resources (ODNR) Service Forester (dated July 22, 2016), in which Mr. Kash noted that approximately 1/2 acre of dead trees with the most likely cause being the confirmed water main break. Mr. Luketic is requesting consideration of the County to reimburse him for his losses.

Director Roberts requests this issue be referred to the Portage County Prosecutor's Office for a legal opinion regarding PCWR liability.

The Board agreed to have Director Roberts contact Attorney Smith for the requested legal opinion.

10:19 AM In accordance with the Ohio Rev. Code Ann. 121.22(G)(2), it was moved by Sabrina Christian-Bennett, seconded by Vicki A. Kline that the Board of Commissioners move into executive session to consider the purchase of property for public purposes. Also present: Human Resources Director Janet Kovick, Water Resources Director Gene Roberts, Department of Budget and Financial Management Director Todd Bragg, Internal Services Director JoAnn Townend and Commissioner Elect Mike Kerrigan. Roll call vote: Sabrina Christian-Bennett, Yea; Vicki A. Kline, Yea;

10:23 AM Upon conclusion of the above referenced discussion, it was moved by Sabrina Christian-Bennett, seconded by Vicki A. Kline that the Board of Commissioners move out of executive session. Roll call vote: Sabrina Christian-Bennett, Yea; Vicki A. Kline, Yea;

After exiting executive session, the Board took no action.

DBFM

Resolution(s) - #'s 1 to 4

Journal Entries - 15 - 16

Discussion

1. NOPEC grant letter

Director Bragg explained periodically NOPEC awards grants to its members and this year Portage County has been awarded a \$ 57,000 grant. The Board received a grant award last year and the funding was used to complete work on the Riddle Block. Director Bragg suggests using this year's funding for the Motor Pool roof and he will start the process.

2. EPA release water control loan fund grant

Director Bragg received an e-mail stating the Ohio EPA has released their water control loan fund and the average award is \$300,000 with a 40% local match. One project that would qualify for this type of funding is the removal of Hills Pond dam. Director Bragg is careful to point out the removal itself would not qualify, but the restoration of the stream would. The grant is due March 16th and awarded in June, but the Board will need to decide if it wants to apply this year and if it's removing or restoring the dam. If the grant is awarded, the Board has three years to utilize the grant. The Board agreed to move forward with applying for the grant.

Director Bragg also mentioned his concern with fire suppression and will reach out to the City of Akron for a stronger commitment regarding the dry hydrant from the reservoir to Martin Road.

Director Bragg and Director Townend will begin working with the Regional Planning Commission and EMH&T (Shawn Arden) and Water Resources Director Roberts will contact the local EPA Surface Water Division for possible additional funding for the project.

INTERNAL SERVICES:

Resolution(s) - #'s 5 – 18

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COMMISSIONERS' CONSENT AGENDA

January 4, 2018

1. Approval of the December 19, 2017 regular meeting minutes.

RESOLUTIONS

January 4, 2018

Budget & Financial Management:

1. Approve the Tuesday, January 9, 2018 bills/ACH payments as presented by the County Auditor and reviewed by the Department of Budget & Financial Management./18-0008
2. Approve the Tuesday, January 9, 2018 Journal Vouchers, as presented by the County Auditor and reviewed by the Department of Budget & Financial Management./18-0009
3. Approve the Tuesday, January 9, 2018 Then & Now Certification, as presented by the County Auditor./18-0010

4. Appointment of Tracy Alarcon as Apiarist of Portage County for year of 2018./18-0011

Internal Services:

5. Enter into a memorandum of understanding Children First Parenting/Mediation Program Services between the Board of Commissioners on behalf of the Portage County Department of Job & Family Services and the Portage County Juvenile Court./18-0012
6. Enter into a subgrant agreement between the Portage County Board of Commissioners on behalf of the Portage County Department of Job & Family Services and the Northeast Ohio Consortium Council of Governments for Ohiomeansjobs Center Operator and Adult and Dislocated Workers Services./18-0013
7. Enter into amendment no. 3 between the Board of Commissioners on behalf of the Portage County Department of Job & Family Services and Family & Community Services, Inc. for an Intensive Intervention Case Management/Therapeutic Intervention Program./18-0014
8. Accept proposal of EMH&T for providing "on call" consulting services relating to the administration of the Portage County Storm Water District./18-0015
9. A resolution authorizing the use of Force Account and the issuance of highway permits for the Portage County Engineer highway department for year 2018./18-0016
10. Reduce load limits 35% on all County and Township roads in Portage County effective January 31, 2018, or as soon thereafter as signs are posted./18-0017
11. Enter into real estate lease agreement for the property located at 213 South Chestnut Street, Ravenna, OH./18-0018
12. Enter into real estate agreement for the property located at 215 South Chestnut Street, Ravenna, OH./18-0019
13. Enter into a real estate lease agreement for the property located at 209 South Chestnut Street (Riddle Block) Ravenna, OH with Job & Family Services./18-0020
14. Enter into real estate lease agreement for the property located at 449 South Meridian Street, Ravenna, OH with Job & Family Services for offices on floors two, three and visitation WIC/Share Area./18-0021
15. Enter into a real estate lease agreement for the property located at 466 South Chestnut Street (Annex Building) Ravenna, OH with Job & Family Services./18-0022
16. Set proposal date for the request for qualifications for professional engineering services for a special project in 2018 for the Portage County Water Resources Department./18-0023

17. Approve specifications and set the proposal date for intensive intervention case management therapeutic intervention for the Portage County Department of Job & Family Services./18-0024
18. Enter into an agreement between the Board of Commissioners and Workplace Services Corporation dba Lifeservices EAP for the Employee Assistance Program./18-0025

External Services

19. Acceptance of donations to the Office of the Portage County Dog Warden./18-0026

Motion To: Approve the Consent Agenda for January 4, 2018

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

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**RESOLUTION NO. 18-0001 - RE: COMMISSIONER ELECTED PRESIDENT OF THE
BOARD OF PORTAGE COUNTY
COMMISSIONERS FOR THE YEAR 2018.**

It was moved by Sabrina Christian-Bennett, seconded by Vicki A. Kline that the following resolution be adopted:

RESOLVED, that Commissioner Vicki A. Kline is elected President for 2018 to preside at all regular and special sessions thereof for a term of one year or until the next organizational meeting of the Board; 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;

**RESOLUTION NO. 18-0002 - RE: COMMISSIONER ELECTED VICE PRESIDENT
OF THE BOARD OF PORTAGE COUNTY
COMMISSIONERS FOR THE YEAR 2018.**

It was moved by Vicki A. Kline, seconded by Sabrina Christian-Bennett that the following resolution be adopted:

RESOLVED, that Commissioner Sabrina Christian-Bennett is elected Vice President for 2018 for a term of one year or until the next organizational meeting of the Board; 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;

RESOLUTION NO. 18-0003 - RE: APPOINT CLERK OF THE BOARD OF PORTAGE COUNTY COMMISSIONERS FOR THE YEAR 2018.

It was moved by Sabrina Christian-Bennett, seconded by Vicki A. Kline that the following resolution be adopted:

RESOLVED, that Amy Hutchinson is appointed by the Board of Portage County Commissioners as Clerk of the Board for the year 2018 or until the next organizational meeting of the Board; 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;

RESOLUTION NO. 18-0004 - RE: APPOINT ACTING CLERK IN THE ABSENCE OF THE CLERK OF THE PORTAGE COUNTY BOARD OF COMMISSIONERS FOR 2018.

It was moved by Sabrina Christian-Bennett, seconded by Vicki A. Kline that the following resolution be adopted:

RESOLVED, that JoAnn Townend is appointed by the Board of Portage County Commissioners as Acting Clerk, in the absence of the Clerk for the Board, for the year 2018 or until the next organizational meeting of the Board; 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;

RESOLUTION No. 18-0005 - RE: FOR THE PURPOSE OF SETTING REGULAR AND SPECIAL MEETINGS, AND ESTABLISHING RULES FOR THE MEETINGS OF THE BOARD OF PORTAGE COUNTY COMMISSIONERS.

It was moved by Sabrina Christian-Bennett, seconded by Vicki A. Kline that the following resolution be adopted:

WHEREAS, Ohio Revised Code Section 121.22 concerning open public meetings, it is required that this Board adopt rules relative to scheduling regular and special Board meetings and to provide notice of these meetings; now therefore be it

RESOLVED, that the annual organizational meeting of the Board shall be held in accordance with Ohio Revised Code Section 305.05 and not later than the second Monday of January of each year; and be it further

RESOLVED, that fifty such regular session will be held each year in accordance with Ohio Revised Code Section 305.06; and be it further

RESOLVED, that the Board of Commissioners agrees to meet on Tuesdays and Thursdays, but suspends its Tuesday meetings unless a meeting is deemed necessary to complete county business, keeping the Thursday meeting days each week commencing at 9:00 AM and concluding at the end of business; and be it further

RESOLVED, that said meetings are to be held at the Portage County Administration Building, 7th Floor, 449 South Meridian Street, Ravenna, Ohio; and be it further

RESOLVED, the Board of Commissioners will determine in advance when meetings will be scheduled on a Tuesday and provide the proper notifications in accordance with Ohio law; and be it further

- RESOLVED,** that notices of upcoming meetings are published on the Portage County Board of Commissioners' agenda, which is posted on the first floor and seventh floor bulletin boards in the Portage County Administration Building, and on the Commissioners' calendar located <http://www.co.portage.oh.us/commissioners.htm>; and be it further
- RESOLVED,** that Executive Sessions will be held pursuant to Ohio Revised Code Section 121.22 (D2) and (G); and be it further
- RESOLVED,** that special and emergency sessions will be held at the call of the Board of Commissioners; and be it further
- RESOLVED,** that the Clerk of the Board shall give notice to the media of the date, time, location and purpose of a special session no later than twenty-four hours before the meeting is to start or, if not possible, as soon as the special session has been called; and be it further
- RESOLVED,** any person may request the time and place of all regularly scheduled meetings by submitting a request to the Clerk of the Board; and be it further
- RESOLVED,** any person, upon written request, as provided herein, may obtain reasonable advance notification of all meetings at which any specific item appears on the agenda. Each person shall file, with the Clerk, a written request specifying their person's name, address, telephone number and/or e-mail address, along with the specific type of public business that is of interest, and the amount of time this request covers (not to exceed three months); and be it further
- RESOLVED,** that public comment is welcomed by the Board of Commissioners beginning at or as close to 11:00 a.m. A three-minute session (per person) will be placed on the agenda to allow for comments and questions from the public and media pertaining to topics and business items that have been discussed at that day's meeting. The Commissioners note that they will require those wishing to address the Board of Commissioners to complete a *Public Comment Request Form* prior to the Public Comment portion of the meeting; 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;

RESOLUTION NO. 18-0006

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RE: APPROVE THE USE OF CONSENT AGENDAS
FOR THE BOARD OF PORTAGE COUNTY
COMMISSIONERS.

It was moved by Sabrina Christian-Bennett, seconded by Vicki A. Kline that the following resolution be adopted:

RESOLVED, that a consent agenda shall be presented by staff for each meeting, as detailed in Exhibit A *Portage County Board of Commissioners' Consent Agenda Rules*; 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;

Resolution No. 18-0006
Exhibit A

Portage County Board of Commissioners
Consent Agenda Rules

At every Portage County Board of Commissioners' meeting, at least a few items come to the agenda that do not need any discussion or debate either because they are routine procedures or are already unanimous consent. A consent agenda allows the Commissioners to approve all these items together without discussion or individual motions while staying within Ohio law and remaining transparent to the public.

Typical consent agenda items are routine, procedural decisions, and decisions that are likely to be noncontroversial. Examples include:

- Approval of the minutes;
- Acceptance of donations to county departments;
- Approval of bills/ACH payments as presented by the County Auditor and reviewed by the Department of Budget & Financial Management;
- Approval of wire transfers for health benefits as presented by the County Auditor and reviewed by the Department of Budget & Financial Management;
- Approval of Journal Vouchers, as presented by the County Auditor and reviewed by the Department of Budget & Financial Management;

- Approval of Then & Now Certifications, as presented by the County Auditor;
- Approval of creating funds and closing funds;
- Approval of capital purchases previously approved in the departmental budgets;
- Approval of non-general fund budget amendments;
- Approval of cash advance returns;
- Approval of staff retirements, hires, terminations, transfers and/or promotions;
- Final approval of proposals or reports that the board has been dealing with for some time and all members are familiar with the implications;
- Routine matters such as appointments to committees;
- Approval of Outside Employment Forms;
- Staff appointments requiring board confirmation;
- Reports provided for information only;
- Correspondence requiring no action.

A consent agenda works if the reports and other matters for the meeting agenda are known in advance and distributed with agenda package in sufficient time to be read by all members prior to the meeting. A typical procedure is as follows:

1. When preparing the meeting agenda, staff determines whether an item belongs on the consent agenda.
2. Staff prepares a numbered list of the consent items as part of, or as an attachment to the meeting agenda.
3. The list and supporting documents are included in the board's agenda package in sufficient time to be read by all members prior to the meeting.
4. During the meeting, the President asks other members if they wish to remove any item from the consent agenda to be discussed individually.
5. If any member requests that an item be removed from the consent agenda, it must be removed. Members may request that an item be removed for any reason. They may wish, for example, to discuss the item, or to vote against the item. There is no need for a second on the request to remove an item.
6. Once it has been removed, the President can decide whether to take up the matter immediately or place it on the regular meeting agenda later in the day.
7. When there are no more items to be removed, the President reads out the numbers of the consent items removed and the President will call for a roll call vote on the consent items remaining.
8. When preparing the minutes, the Clerk will include the full text of the resolutions, reports or recommendations that were adopted as part of the consent agenda.

The Board of Commissioners adopts the following rule of order allowing for the consent agenda process:

A consent agenda may be presented by staff for each meeting. Items may be removed from the consent agenda at the request of any one Commissioner. Items not removed may be adopted by roll call vote without debate. Removed items may be taken up either immediately after the consent agenda or placed later on the agenda at the discretion of the Board of Commissioners.

Example motion: "I move the consent agenda", seconded by a Commissioner saying "I second the motion". Roll call vote covers all financial transactions.

RESOLUTION NO. 18-0007 - RE: IN ACCORDANCE WITH OHIO REVISED CODE SECTION 109.43 AND SECTION 149.43, APPOINT AMY HUTCHINSON AS THE DESIGNEE TO ATTEND TRAINING PROGRAMS AND SEMINARS ABOUT OHIO'S PUBLIC RECORDS LAW ON BEHALF OF THE BOARD OF COMMISSIONERS.

It was moved by Sabrina Christian-Bennett, seconded by Vicki A. Kline that the following Resolution be adopted:

WHEREAS, Ohio law requires that elected officials attend a three hour seminar for each term of office to receive training in Public Records Law, but also allows the official to appoint a designee; now there for be it

RESOLVED, the Portage County Board of Commissioners does hereby appoint Amy Hutchinson as the Board of Commissioners' designee to attend the required training in accordance with Ohio Revised Code Section 109.43 (B) and Section 149.43 (E)(1); 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 actions were in meetings open to the public in compliance with the law including Section 121.22 of the Ohio Revised Code.

Roll call vote as follows:

Vicki A. Kline, Yea; Sabrina Christian-Bennett, Yea;

RESOLUTION NO. 18-0008 - RE: BILLS APPROVED AND ACH CERTIFIED TO THE PORTAGE COUNTY AUDITOR FOR PAYMENT.

It was moved by Sabrina Christian-Bennett, 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 January 9, 2018 in the total payment amount of **\$414,780.60** for **Funds 0001-8299** as set forth in the Accounts Payable Warrant Report on file in the office of the Portage County Auditor; and be it further

RESOLVED, that the ACH payment is approved as certified to the County Auditor for payment on or after Friday, January 10, 2018, contingent upon the review of the Portage County Department of Budget and Financial Management, Department of Internal Services or other designee on January 9, 2018 in the total payment amount of **\$1,822.83 to Moneris** 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;

RESOLUTION NO. 18-0009 - RE: APPROVAL OF JOURNAL VOUCHERS/ENTRIES.

It was moved by Sabrina Christian-Bennett, 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:

01/09/18	73	\$ 256.75
01/09/18	69	56.00
01/09/18	68	30,154.34
Total		\$ 30,467.09

; 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;

**RESOLUTION NO. 18-0010 - RE: ACCEPTANCE OF THEN AND NOW
CERTIFICATIONS FOR PAYMENT.**

It was moved by Sabrina Christian-Bennett, 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 **\$230,901.03** as set forth in Exhibit "A" dated **January 9, 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 Kline, Yea;

Sabrina Christian-Bennett, Yea;

**RESOLUTION NO. 18-0011 - RE: APPOINTMENT OF TRACY ALARCON AS
APIARIST OF PORTAGE COUNTY FOR THE
YEAR OF 2018.**

It was moved by Sabrina Christian-Bennett, seconded by Vicki A. Kline that the following Resolution be adopted:

WHEREAS, section 909.07 of the Revised Code of Ohio provides that the Board of County Commissioners may appoint an Apiarist, with the consent and concurrence of the Ohio Department of Agriculture, to serve during the pleasure of said Board and to paid such salary as the Board determines; and

WHEREAS, the Portage County Board of Commissioners has appropriated the sum of \$3,000.00 for Apiary Inspection in Portage County for 2018; and

WHEREAS, Tracy Alarcon, 2860 State Route 225, Diamond, OH 44412 is currently employed by the County currently; now therefore be it

RESOLVED, that Tracy Alarcon is hereby appointed Apiarist of Portage County for the year of 2018 subject to the approval of the Ohio Department of Agriculture; and be it further

RESOLVED, that the Clerk of this Board be and hereby is directed to file a certified copy of the above resolution with the Ohio Department of Agriculture 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 A. Kline, Yea;

Sabrina Christian-Bennett, Yea;

RESOLUTION NO. 18-0012

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RE: ENTER INTO A MEMORANDUM OF UNDERSTANDING CHILDREN FIRST PARENTING/MEDIATION PROGRAM SERVICES BETWEEN THE BOARD OF COMMISSIONERS ON BEHALF OF THE PORTAGE COUNTY DEPARTMENT OF JOB & FAMILY SERVICES AND THE PORTAGE COUNTY JUVENILE COURT.

It was moved by Sabrina Christian-Bennett, seconded by Vicki A. Kline that the following resolution be adopted:

WHEREAS, the Portage County Department of Job & Family Services desires to utilize the Children First Parenting/Mediation Program Services provided by the Portage County Juvenile Court with the goal of offering eligible biological parents a positive alternative to litigation as well as the necessary tools to facilitate healthy co-parenting strategies that are in the best interest of their child(ren); and

WHEREAS, the Memorandum of Understanding attached hereto as Exhibit A will be used to detail the terms of the relationship between the Portage County Department of Job & Family Services and the Portage County Juvenile Court; now therefore be it

RESOLVED, that the Board of Portage County Commissioners does hereby enter into a Memorandum of Understanding between the Board of Commissioners on behalf of the Portage County Department of Job & Family Services and the Portage County Juvenile Court for the period January 2, 2018 through November 30, 2018; and be it further

RESOLVED, that the total amount of this Memorandum of Understanding is not to exceed Eighteen thousand and 00/100 dollars (\$18,000.00); and be it further

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

Roll call vote as follows:

Vicki Kline, Yea;

Sabrina Christian-Bennett, Yea;

RESOLUTION NO. 18-0013

RE: ENTER INTO A SUBGRANT AGREEMENT BETWEEN THE PORTAGE COUNTY BOARD OF COMMISSIONERS ON BEHALF OF THE PORTAGE COUNTY DEPARTMENT OF JOB & FAMILY SERVICES AND THE NORTHEAST OHIO CONSORTIUM COUNCIL OF GOVERNMENTS FOR OHIO MEANS JOBS CENTER OPERATOR AND ADULT AND DISLOCATED WORKER SERVICES.

It was moved by Sabrina Christian-Bennett, seconded by Vicki A. Kline that the following resolution be adopted:

- WHEREAS,** Title I of the Workforce Innovation and Opportunity act of 2014 (WIOA) requires that WIOA Area 19, which consists of Geauga, Ashtabula and Portage Counties, must provide for the existence of one or more OhioMeansJobs centers, and provide Adult and Dislocated Worker Career and Training services; and
- WHEREAS,** the Northeast Ohio Consortium Council of Governments (NOC COG) has been designated as the Fiscal and Administrative Agent for Title I WIOA funds and other workforce development activity funding sources pursuant to a Governing Agreement entered into by Geauga, Ashtabula and Portage Counties; and
- WHEREAS,** on June 7 2017, and June 21, 2017, the NOC COG and the Area 19 WDB respectively voted to give the GRANTOR the authority to enter into a Subgrant Agreement with SUBGRANTEE for the provision of the Comprehensive OhioMeansJobs center, and the provision of Adult and Dislocated Worker career and Programing Services, pursuant to the terms and conditions set forth herein, for a term commencing July 1, 2017, and ending June 30, 2018; now therefore be it
- RESOLVED,** that the Portage County Board of Commissioners does hereby enter into a Subgrant Agreement with the Northeast Ohio Consortium Council of Governments on behalf of the Portage County Department of Job & Family Services for the period July 1, 2017 through June 30, 2018;
- RESOLVED,** that compensation for WIOA staffing services shall not exceed Two Hundred Four Thousand Nine Hundred Eleven and 78/100 dollars (\$204,911.78); and be it further
- RESOLVED,** that compensation for Adult and Dislocated Worker programming services shall not exceed One Hundred Twenty-Six Thousand Forty-Eight and 56/100 dollars (\$126,048.56); and be it further
- RESOLVED,** that compensation for operation of the OhioMeansJobs Center shall not exceed Seventy-Six Thousand Three Hundred Ninety-nine 25/100 dollars (\$76,399.25); and be it further

RESOLVED, that total compensation under this Subgrant Agreement for the period July 1, 2017 through June 30, 201 shall not exceed Four Hundred Seven Thousand Three Hundred Fifty-nine and 59/100 dollars (\$407,359.59); and be it further

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

Roll call vote as follows:

Vicki Kline, Yea;

Sabrina Christian-Bennett, Yea;

**RESOLUTION NO. 18-0014 - RE: ENTER INTO AMENDMENT NO. 3 BETWEEN
THE BOARD OF COMMISSIONERS ON BEHALF
OF THE PORTAGE COUNTY DEPARTMENT OF
JOB & FAMILY SERVICES AND FAMILY &
COMMUNITY SERVICES, INC. FOR AN
INTENSIVE INTERVENTION CASE
MANAGEMENT/THERAPEUTIC
INTERVENTION PROGRAM.**

It was moved by Sabrina Christian-Bennett, seconded by Vicki A. Kline that the following resolution be adopted:

WHEREAS, an agreement between the parties was entered into and known as Portage County Contract No. 20150216 (the "Original Contract") on March 19, 2015 by Resolution No. 15-0148 to provide an Intensive Intervention Case Management/Therapeutic Intervention Program for parents who have recently lost custody of their children and need additional support to complete case plan services during the reunification process; and

WHEREAS, Amendment No. 1 was entered into on January 14, 2016 through Resolution No. 15-1056 to renew the Original Contract one (1) additional year from October 1, 2015 through September 30, 2016 at an amount not to exceed One hundred forty-five thousand one hundred sixty and 63/100 dollars (\$145,160.63); and

WHEREAS, Amendment No. 2 was entered into on January 31, 2017 through Resolution No. 17-0015 to extend the Original Contract one (1) additional year from October 1, 2016 through September 30, 2017 at an amount not to exceed Eighty thousand five hundred seventy-one and 02/100 dollars (\$80,571.02); and

WHEREAS, the parties desire to extend the Original Contract to continue such services; now therefore be it

RESOLVED, that the Board of Portage County Commissioners does hereby enter into Amendment No. 3 between the Board of Commissioners on behalf of the Portage County Department of Job & Family Services and Family & Community Services, Inc. to extend the agreement for seven (7) additional months from October 1, 2017 through April 30, 2018 to allow time to post a Request for Proposal for Intensive Intervention Services and conduct proposal reviews; and be it further

RESOLVED, that total actual costs under this agreement shall not exceed Forty-nine thousand and 00/100 dollars (\$49,000.00) for the period October 1, 2017 through April 30, 2018; and be it further

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

Roll call vote as follows:

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

**RESOLUTION No. 18-0015 - RE: ACCEPT PROPOSAL OF EMH&T FOR
 PROVIDING "ON CALL" CONSULTING
 SERVICES RELATING TO THE
 ADMINISTRATION OF THE PORTAGE COUNTY
 STORM WATER DISTRICT.**

It was moved by Sabrina Christian-Bennett, seconded by Vicki A. Kline that the following Resolution be adopted:

WHEREAS, the Portage County Engineer has determined that it will be necessary to acquire the services of a consultant to provide "on call" professional services relating to the administration of the Portage County Storm Water District; and

WHEREAS, the Portage County Engineer requested a proposal from EMH&T to provide said professional services; and

WHEREAS, the Portage County Engineer, upon review of the proposal from EMH&T, recommends that said proposal be accepted by the Board of Portage County Commissioners; now therefore be it

RESOLVED, that the Portage County Board of Commissioners does hereby accept the proposal of EMH&T and authorizes the Portage County Engineer to sign said proposal for providing "on call" professional services relating to the administration of the Portage County Storm Water District; and be it further

RESOLVED, that said professional services will be performed by EMH&T, 5500 New Albany Road, Columbus, Ohio 43054 at a not to exceed cost of \$15,000.00, and be it further

RESOLVED, that Portage County Board of Commissioners authorizes the Portage County Engineer to generate a purchase order in the amount of \$15,000.00 from Portage County Storm Water Fund #6800, and be it further

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

Roll call vote as follows:

Vicki Kline, Yea;

Sabrina Christian-Bennett, Yea;

RESOLUTION NO. 18-0016

-

**RE: A RESOLUTION AUTHORIZING THE USE OF
FORCE ACCOUNT AND THE ISSUANCE OF
HIGHWAY PERMITS FOR THE PORTAGE
COUNTY ENGINEER HIGHWAY DEPARTMENT
FOR THE YEAR 2018.**

It was moved by Sabrina Christian-Bennett, seconded by Vicki A. Kline that the following Resolution be adopted.

WHEREAS, Ohio Revised Code 5543.19 provides that when authorized by the Board of County Commissioners to do so, the County Engineer may undertake the maintenance, repair, construction, and reconstruction of Portage County roads, bridges, etc. by Force Account; and

WHEREAS, the Ohio Revised Code Section 153.64, 4931 and 4933 provides to the Board of County Commissioners the authority to control the installation and placement of any public utilities within the dedicated public right-of-ways of all County maintained highways; and

WHEREAS, Ohio Revised Code Section 5589 and 5543 provides to the Board of County Commissioners, the authority to control any digging and excavating on or along a County maintained highway and for the placement of a private driveway approach to a County maintained highway; and

WHEREAS, the Ohio Revised Code Section 4513.34 provides to the Board of County Commissioners, the authority to permit oversize and overweight vehicles using County maintained highways; now therefore be it

RESOLVED, the Portage County Board of Commissioners has determined that the health, welfare and safety of the people of Portage County can best and most efficiently be served by "Force Account" in matters pertaining to the maintenance, repair, construction, and reconstruction of Portage County roads, bridges, etc.; and be it further

RESOLVED, that the Portage County Board of Commissioners does hereby authorize Michael A. Marozzi, Portage County Engineer, to use the existing county employee forces and proceed by "Force Account", as outlined in Section 5543.19 of the Ohio Revised Code, in the maintenance, repairs, construction of roads, bridges, and culverts in Portage County during the year 2018; and be it further

RESOLVED, that the Portage County Board of Commissioners does hereby authorize Michael A. Marozzi, Portage County Engineer, to develop and administer permits for the above described activities within County road right-of-ways, as outlined in Sections 153.64, 4931, 4933, 5589, 5543 and 4513.34 of the Ohio Revised Code, and to keep said permits with the permanent road records of the Portage County Engineer; and

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

Roll call vote as follows:

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

**RESOLUTION NO. 18-0017 - RE: REDUCE LOAD LIMITS 35% ON ALL COUNTY
AND TOWNSHIP ROADS IN PORTAGE COUNTY
EFFECTIVE JANUARY 31, 2018, OR AS SOON
THEREAFTER AS SIGNS ARE POSTED.**

It was moved by Sabrina Christian-Bennett, seconded by Vicki A. Kline that the following Resolution be adopted.

WHEREAS, due to the traditional freeze-thaw cycle brought about by winter weather and the commencement of the break-up of roads, Mr. Michael A. Marozzi, Portage County Engineer, has requested this Board of Portage County Commissioners to reduce the load limits on all County and Township roads from **January 31, 2018 to May 1, 2018**; now therefore be it

RESOLVED, that in accordance with Section 5577.07 of the Revised Code of Ohio, the maximum weight of vehicles and axle loads for motor vehicles permitted by the law shall be reduced 35% on all County and Township roads in Portage County effective **January 31, 2018**, or as soon thereafter as the Portage County Engineer and/or Township Trustees can post the maximum weights. The reduced load limits will continue during the period of excessive moisture and freezing and thawing and end on **May 1, 2018**, and be it further

RESOLVED, that the Clerk of this Board be and is hereby directed to file certified copies of the above resolution with the Portage County Engineer, the Chairmen of all Boards of Township Trustees in Portage County, the Brimfield Township Police, the Portage County Sheriff and the State Highway Patrol, and be it further

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

Roll call vote as follows:

Vicki Kline, Yea;

Sabrina Christian-Bennett, Yea;

**RESOLUTION NO. 18-0018 - RE: ENTER INTO REAL ESTATE LEASE AGREEMENT
FOR THE PROPERTY LOCATED AT 213 SOUTH
CHESTNUT STREET, RAVENNA, OHIO.**

It was moved by Sabrina Christian-Bennett, seconded by Vicki A. Kline that the following resolution be adopted:

WHEREAS, the Board of Commissioners wishes to lease real estate property situated in the County of Portage, known for street numbering purposes as 213 South Chestnut Street, Ravenna, Ohio; and

WHEREAS, Attorneys Thomas J. Sicuro and William G. Simon have an interest in leasing said property; now therefore be it

RESOLVED, that the Board of Portage County Commissioners does hereby agree to enter into a Lease Agreement for the property listed above with Attorneys Thomas J. Sicuro and William G. Simon for a term of one (1) year, beginning January 1, 2018 and ending December 31, 2018 ; and be it further

RESOLVED, that the amount of rent shall be Nine hundred sixty-one and 24/100 dollars (\$961.24) per month; 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;

RESOLUTION NO. 18-0019 - RE: ENTER INTO REAL ESTATE LEASE AGREEMENT FOR THE PROPERTY LOCATED AT 215 SOUTH CHESTNUT STREET, RAVENNA, OHIO.

It was moved by Sabrina Christian-Bennett, seconded by Vicki A. Kline that the following resolution be adopted:

WHEREAS, the Board of Commissioners wishes to lease real estate property situated in the County of Portage, known for street numbering purposes as 215 South Chestnut Street, Ravenna, Ohio; and

WHEREAS, Attorney Mark Heisa has an interest in leasing said property; now therefore be it

RESOLVED, that the Board of Portage County Commissioners does hereby agree to enter into a Lease Agreement for the property listed above with Attorney Mark Heisa for a term of one (1) year, beginning January 1, 2018 and ending December 31, 2018; and be it further

RESOLVED, that the amount of rent shall be Nine hundred two and 73/100 dollars (\$902.73) per month; 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;

RESOLUTION NO. 18-0020 - RE: ENTER INTO A REAL ESTATE LEASE AGREEMENT FOR THE PROPERTY LOCATED AT 209 SOUTH CHESTNUT STREET (RIDDLE

BLOCK) RAVENNA, OH WITH JOB & FAMILY SERVICES.

It was moved by Sabrina Christian-Bennett, seconded by Vicki A. Kline that the following resolution be adopted:

- WHEREAS,** the Board of Commissioners wishes to lease real estate property situated in the County of Portage, known for street numbering purposes as 209 S. Chestnut St. Ravenna, Ohio; and
- WHEREAS,** the Portage County Department of Job & Family Services have an interest in leasing said property at the Riddle Block; now therefore be it
- RESOLVED,** that the Board of Portage County Commissioners does hereby agree to enter into a Lease Agreement for the property listed above with the Portage County Department of Job & Family Services for a term of (1) year, beginning January 1, 2018 and ending December 31, 2018; and be it further
- RESOLVED,** that the amount of rent shall be \$10.80 per sq. ft. (total of 6,299 sq. ft.) based on the Portage County cost allocation plan, in equal monthly installments of five thousand six hundred sixty nine dollars and ten cents (\$5,669.10) each payable on the 1st day of each month; 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;

RESOLUTION NO. 18-0021 - RE: ENTER INTO REAL ESTATE LEASE AGREEMENT FOR THE PROPERTY LOCATED AT 449 SOUTH MERIDIAN STREET, RAVENNA, OH WITH JOB AND FAMILY SERVICES FOR OFFICES ON FLOORS TWO, THREE AND VISITATION WIC/SHARE AREA.

It was moved by Sabrina Christian-Bennett, seconded by Vicki A. Kline that the following resolution be adopted:

- WHEREAS,** the Board of Commissioners wishes to lease real estate property situated in the County of Portage, known for street numbering purposes as 449 S. Meridian St. Ravenna, Ohio; and

WHEREAS, the Portage County Department of Job & Family Services have an interest in leasing said property on floors two, three and visitation/WIC share area; now therefore be it

RESOLVED, that the Board of Portage County Commissioners does hereby agree to enter into a Lease Agreement for the property listed above with the Portage County Department of Job & Family Services for a term of (1) year, beginning January 1, 2018 and ending December 31, 2018; and be it further

RESOLVED, that the amount of rent shall be \$12.35 per sq. ft. for floors two and three and visitation/WIC share area (total of 31,366 sq. ft.) based on the Portage County cost allocation plan, in equal monthly installments of thirty-two thousand two hundred eighty dollars twenty and eighty four cents (\$32,280.84) each payable on the 1st day of each month; 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;

RESOLUTION NO. 18-0022 - RE: ENTER INTO A REAL ESTATE LEASE AGREEMENT FOR THE PROPERTY LOCATED AT 466 SOUTH CHESTNUT STREET (ANNEX BUILDING) RAVENNA, OH WITH JOB & FAMILY SERVICES.

It was moved by Sabrina Christian-Bennett, seconded by Vicki A. Kline that the following resolution be adopted:

WHEREAS, the Board of Commissioners wishes to lease real estate property situated in the County of Portage, known for street numbering purposes as 466 S. Chestnut St. Ravenna, Ohio; and

WHEREAS, the Portage County Department of Job & Family Services have an interest in leasing said property at the Annex Building; now therefore be it

RESOLVED, that the Board of Portage County Commissioners does hereby agree to enter into a Lease Agreement for the property listed above with the Portage County Department of Job & Family Services for a term of (1) year, beginning January 1, 2018 and ending December 31, 2018; and be it further

RESOLVED, that the amount of rent shall be \$7.06 per sq. ft. (total of 10,800 sq. ft.) based on the Portage County cost allocation plan, in equal monthly installments of six thousand, three hundred fifty four dollars (\$6,354.00) each payable on the 1st day of each month; 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;

RESOLUTION No. 18-0023 - RE: SET PROPOSAL DATE FOR THE REQUEST FOR QUALIFICATIONS FOR PROFESSIONAL ENGINEERING SERVICES FOR A SPECIAL PROJECT IN 2018 FOR THE PORTAGE COUNTY WATER RESOURCES DEPARTMENT.

It was moved by Sabrina Christian-Bennett, and seconded by Vicki A. Kline that the following resolution be adopted:

RESOLVED, that the specifications for receiving proposals for the request of professional engineering services for a special project in 2018 for the Portage County Water Resources Department be and hereby are approved; and be it further

RESOLVED, that sealed proposals, therefore, will be accepted by the Portage County Director of Internal Services, 7th floor – room 702, Portage County Administration Building, 449 South Meridian St., Ravenna, Ohio until 2:00 p.m., E.S.T., on January 31, 2018; and be it further

RESOLVED, that the notice of receiving proposals shall be published in the Record Courier on January 9, 2018, on the County's website and a copy thereof be posted on the bulletin board of the Board forthwith; and be it further

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

Roll call vote as follows:

Vicki A. Kline, Yea;

Sabrina Christian-Bennett, Yea;

JOURNAL ENTRY

January 4, 2018

Commissioners

1. In accordance with ORC 321.261, the Board of Commissioners acknowledged receipt of the Portage County Treasurer's DTAC report through December 19, 2017.
2. The Board of Commissioners acknowledged receipt of the December 20, 2017 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, 2017, as presented by the Portage County Auditor's Office.
3. The Board of Commissioners acknowledged receipt of the December 21, 2017 Certificate of County Auditor that the Total Appropriations from each fund **do exceed** the Official Estimate of Resources for fiscal year beginning January 1, 2018, as presented by the County Auditor's Office.
4. The Board of Commissioners acknowledged receipt of the December 27, 2017 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, 2017, as presented by the Portage County Auditor's Office.

Human Resources

5. The Board of Commissioners signed the Personnel Action Form authorizing the full-time hire of Bruce Rininger as a Water Treatment Plant Operator I, replacing John Leiendecker, for the Portage County Water Resources Department, as presented by Janet Kovick, Human Resources Director. Anticipated start date is January 29, 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 authorizing the full-time hire of David DeBee as a Wastewater Treatment Plant Operator III, replacing Scott Nottingham, for the Portage County Water Resources Department, as presented by Janet Kovick, Human Resources Director. Anticipated start date is January 29, 2018. The Board of Commissioners agreed that this hire is contingent upon the applicant passing the required pre-employment testing.
7. The Board of Commissioners signed the Personnel Action Form authorizing the transfer of Jeffrey Whetsel from Treatment Plant Operator I to Collections System Operator effective January 4, 2018, as presented by Janet Kovick, Human Resources Director.
8. The Board of Commissioners signed the Personnel Action Form accepting the retirement of

David Shanks, Treatment Plant Operator III, for the Portage County Department of Water Resources, effective January 31, 2018, as presented by Janet Kovick, Human Resources Director.

9. The Board of Commissioners signed the Personnel Requisition authorizing the seven day internal posting of the full time Wastewater Treatment Plant Operator replacing David Shanks for the Portage County Water Resources Department with external posting if no internal appointment is made, as presented by Janet Kovick, Human Resources Director.
10. The Board of Commissioners signed the Personnel Action Form authorizing the part-time, as needed, hire of Daniel D'Agostino as an Electrical Safety Inspector for the Portage County Building Department, as presented by Janet Kovick, Human Resources Director. Anticipated start date will be January 15, 2018. The Board of Commissioners agreed that this hire is contingent upon the applicant passing the required pre-employment testing.
11. In relation to the Collective Bargaining Agreement between the Board of Commissioners, on behalf of the Portage County Dog Warden, and Teamsters Local Union #436, the Board of Commissioners signed Personnel Action Forms for wage increases for four (4) Dog Warden employees, as stipulated in the Collective Bargaining Agreement as presented by Human Resources Director Janet Kovick.
12. The Board of Commissioners approved the revised job description for the Laborer position in the Portage County Water Resources Department, as presented by Janet Kovick, Human Resources Director.
13. The Board of Commissioners approved the revised job description for the Collections Systems Operator position in the Portage County Water Resources Department, as presented by Janet Kovick, Human Resources Director.
14. The Board of Commissioners approved the job description for the Collection System Mechanic position in the Portage County Water Resources Department, as presented by Janet Kovick, Human Resources Director.

Department of Budget & Financial Management

15. The Board of Commissioners signed a letter to the Portage County Auto Title Department verifying that Loan # PTG P1-PTG2010, between Michael R. Mistur, dba Bent Tree Coffee Roasters, and Kent Regional Business Alliance, for whom the Portage County Commissioners have assumed responsibility, for \$5,000; is paid off in full and the lien on the 2007 Honda Civic LX, VIN # 1HGFA16567L012826, should be released, as presented by Director Bragg, Department of Budget and Financial Management.
16. The Board of Commissioners approved the December 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.

Motion To: Approve the Journal Entries for January 4, 2018

RESULT: ADOPTED [UNANIMOUS]

MOVED: Sabrina Christian-Bennett, Vice President

SECONDED: Vicki A. Kline, President

AYES: Vicki A. Kline, Sabrina Christian-Bennett

Director Kovick mentioned the Solid Waste Management District has chosen a Kent State University intern to begin employment on January 8, 2018. The program is paid through a grant which covers \$ 1,500 and the Solid Waste Management District would be responsible for \$300.00.

Recessed to Solid Waste Management District: 10:38 AM

Reconvened: 10:39 AM

Recessed: 10:39 AM

Reconvened: 10:41 AM

10:41 AM In accordance with the Ohio Revised Code 121.22(G)(1), it was moved by Sabrina Christian-Bennett, seconded by Vicki A. Kline that the Board of Commissioners move into executive session to consider the compensation of a public employee, official, licensee, or regulated individual. Also present: Internal Services Director JoAnn Townend, Department of Budget & Financial Management Director Todd Bragg and Commissioner Elect Mike Kerrigan. Roll call vote: Sabrina Christian-Bennett, Yea; Vicki A. Kline, Yea;

11:03 AM Upon conclusion of the above referenced discussion, it was moved by Sabrina Christian-Bennett, seconded by Vicki A. Kline that the Board of Commissioners moves out of executive session. Roll call vote: Sabrina Christian-Bennett, Yea; Vicki A. Kline, Yea;

After exiting executive session, the Board took no action.

Motion To: Adjourn the Official Meeting of January 4, 2018 at 11:04 AM

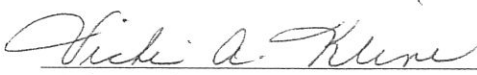
RESULT: ADOPTED [UNANIMOUS]

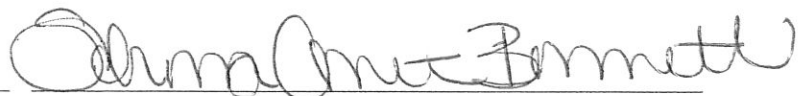
MOVED: Sabrina Christian-Bennett, Vice President

SECONDED: Vicki A. Kline, President

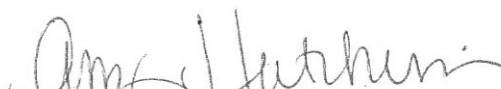
AYES: Vicki A. Kline, Sabrina Christian-Bennett

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


Sabrina Christian-Bennett, Vice President


Vacant


Amy Hutchinson, Clerk