



Portage County Board of Commissioners  
Meeting Minutes

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

Amy Hutchinson, Clerk  
330-297-3600

Thursday, May 2, 2019

9:00 AM

Commissioners' Board Room

*The Commissioners' meeting minutes are summarized; Audio recordings and backup material are 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
Kathleen Clyde	Vice President	Present
Sabrina Christian-Bennett	Board Member	Present

Also attending throughout the day Internal Services Director JoAnn Townend, Department of Budget & Financial Management Director Todd Bragg, Human Resources Department Director Janet Kovick, Attorney Chris Meduri, Brian Ames, Deerfield Township Trustee Ed Dean, Tony Badalamenti, Debbie Mann, Bruce Smith and Record Courier Reporter Diane Smith.

Recessed to Solid Waste Management District: 9:01 AM  
Reconvened: 9:14 AM

9:14 AM In accordance with the Ohio Revised Code 121.22(G)(1), it was moved by Kathleen Clyde, seconded by Sabrina Christian-Bennett that the Board of Commissioners move into executive session to consider the compensation of a public employee. Also present: Attorney Chris Meduri. Roll call vote: Sabrina Christian-Bennett, Yea; Kathleen Clyde, Yea; Vicki A. Kline, Yea;

9:34 AM Upon conclusion of the above referenced discussion, it was moved by Sabrina Christian-Bennett, seconded by Kathleen Clyde that the Board of Commissioners move out of executive session. Roll call vote: Sabrina Christian-Bennett, Yea; Kathleen Clyde, Yea; Vicki A. Kline, Yea;

After exiting executive session, the Board took no action.

\* \* \* \* \*

Director Townend was available to answer several questions from Commissioner Clyde, regarding today's Consent Agenda.

**TREASURER'S OFFICE**

Present: Treasurer Brad Cromes

**Discussion**

1. Credit Card Option For the Collection of Payments by County Offices (Ohio Revised Code 301.28)

Several Departments and Elected Officials are looking to add a credit card option for the collection of payments by County offices. Treasurer Cromes held an informational session to find out the major concerns of those in attendance.

The next step will be a draft resolution to approve County offices to accept payments by electronic transactions and authorize Treasurer Cromes to act as the administrative agent for the process. Treasurer Cromes will also prepare a Request for Proposal, gather all responses, score them, and present a recommendation to the Board by the middle of July. Treasurer Cromes hopes to have something in place for credit cards by the end of the calendar year.

For those who currently have an existing option (Clerk of Courts, Treasurer, Health Department), they would have the option to join in.

2. Financial Wellness Fair

The Financial Wellness Fair will be held on Saturday, November 16, 2019 from 10:00 AM-2:00 PM at Ravenna High School. Treasurer Cromes will prepare a resolution for donations to help defray the costs.

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**COMMISSIONERS' CONSENT AGENDA**

May 2, 2019

1. Approval of the April 23, 2019 and April 30, 2019 regular meeting minutes.

\* \* \* \* \*

**RESOLUTIONS**

May 2, 2019

**Budget & Financial Management:**

1. Approve the Thursday, May 2, 2019 wire transfers for health benefits as presented by the County Auditor and reviewed by the Department of Budget & Financial Management./19-0278
2. Approve the Thursday, May 2, 2019 Journal Vouchers, as presented by the County Auditor and reviewed by the Department of Budget & Financial Management. /19-0279
3. Approve the Tuesday, May 7, 2019 bills/ACH payments as presented by the County Auditor and reviewed by the Department of Budget & Financial Management./19-0280
4. Approve the Tuesday, May 7, 2019 Journal Vouchers, as presented by the County Auditor and reviewed by the Department of Budget & Financial Management./19-0281
5. Approve the Tuesday, May 7, 2019 Then & Now Certification, as presented by the County Auditor./19-0282
6. Amendment to the General Fund 2019 Annual Appropriation Resolution No. 18-0924, adopted December 13, 2018. /19-0283

7. Amendment to the Non-General Fund 2019 Annual Appropriation Resolution No. 18-0923, adopted December 13, 2018./19-0284

### **Job and Family Services**

8. Transfer from Fund 0001, General Fund to Fund 1410, Public Assistance Fund./19-0285
9. Acceptance of cash donations from organizations, and businesses to support the Portage County Job & Family Services Annual Senior Forum event./19-0286
10. Approve the revised Prevention, Retention and Contingency Plan, effective April 17, 2019 for the Portage County Job & Family Services./19-0287

### **Internal Services**

11. Accept technical and fee proposal of Palmer Engineering to provide preliminary engineering services for the Silica Sand Road bridge replacement (WIN 163, CH 253), over Eagle Creek in Windham Township, Portage County, Ohio./19-0288
12. Enter into an agreement between the Board of Commissioners on behalf of the Portage County Job & Family Services and the Lighthouse Family Center, LTD. For family and individual counseling and therapeutic services for Children Services./19-0289
13. Enter into amendment no. 2 for transportation services between the Board of Commissioners on behalf of the Portage County Job & Family Services (PCJFS) and Portage Area Regional Transportation Authority (PARTA)./19-0290
14. Award and enter into contract with the Geopfert Company for the Family & Community Services Chiller System Project, 705 Oakwood Street, Ravenna, Ohio 44266./19-0291
15. Accept bids for various bituminous liquids for use by the Portage County Engineer./19-0292
16. Accept bids for various bituminous materials for use by the Portage County Engineer./19-0293
17. Reject bid for the Coleman Professional Services Rehab Project, 4155 State Route 14, Edinburg Township and 5974 Rhodes Road, Franklin Township, Ohio./19-0294
18. Declare obsolete and dispose of Portage County personal property./19-0295
19. Enter into a memorandum of understanding concerning the transfer of equipment from the Portage County Board of Commissioners on behalf of the Portage County Homeland Security & Emergency Management and Brimfield Board of Trustees./19-0296
20. Approve specifications and set the proposal date for employee medical insurance for the Portage County Board of Commissioners./19-0297
21. Approve specifications and set the proposal date for employee dental insurance for the Portage County Board of Commissioners./19-0298

**Water Resources**

22. A resolution to release part of a sanitary sewer easement in Block 1 R3R of the Shady Lake Subdivision situated in the City of Streetsboro, original Streetsboro Township Lot 45, originally granted to Portage County by Shady Lake Apartments, Inc. as recorded in the Portage County official record Volume 29, Page 306./19-0299

23. General sewer agreement for sanitary sewer improvements to Lynn Road sewer extension Shur-Co, Portage County Water Resources Department Project No. RV-0 18-140-P./19-0300

**Dog Warden**

24. Acceptance of donations to the Office of the Portage County Dog Warden./19-0301

25. Accept a grant award from the Ohio Pet Fund Grant Program./19-0302

Motion: by Sabrina Christian-Bennett, seconded by Kathleen Clyde to approve the Consent Agenda for May 2, 2019

Roll call vote: Commissioner Christian-Bennett, Yea;  
Commissioner Clyde, Yea;  
Commissioner Kline, Yea;

**RESOLUTION NO. 19-0278 - RE: WIRE TRANSFER APPROVED AND  
CERTIFIED TO THE PORTAGE COUNTY  
AUDITOR FOR PAYMENT.**

It was moved by Sabrina Christian-Bennett, seconded by Kathleen Clyde 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 May 2, 2019 in the total payment amount as follows:

1. \$1,115.00 to Wage Works Admin -Fund 7101; and
2. \$8,772.50 to Wage Works Contributions; and
3. \$165,104.29 to Medical Mutual-Claims; and
4. \$83,515.68 to Medical Mutual-Admin; 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, May 3, 2019                      \$1,115.00

Wire Transfer on Friday, May 3, 2019	\$8,772.50
Wire Transfer on Friday, May 3, 2019	\$165,104.29
Wire Transfer on Friday, May 3, 2019	\$83,515.68

;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; Kathleen Clyde, Yea; Sabrina Christian-Bennett, Yea;

**RESOLUTION NO. 19-0279 - RE: APPROVAL OF JOURNAL VOUCHERS/ENTRIES.**

It was moved by Sabrina Christian-Bennett, seconded by Kathleen Clyde 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:

05/02/19	66	\$ 1,559.76
05/02/19	112	25.00
05/02/19	113	291.85
05/02/19	118	4,579.10
Total		\$ 6,455.71

; 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;

Kathleen Clyde, Yea;

Sabrina Christian-Bennett, Yea;

**RESOLUTION NO. 19-0280 - RE: BILLS APPROVED AND CERTIFIED TO THE PORTAGE COUNTY AUDITOR FOR PAYMENT.**

It was moved by Sabrina Christian-Bennett, seconded by Kathleen Clyde 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 May 7, 2019 in the total payment amount of **\$1,731,530.41** 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;

Kathleen Clyde, Yea;

Sabrina Christian-Bennett, Yea;

**RESOLUTION NO. 19-0281 - RE: APPROVAL OF JOURNAL VOUCHERS/ENTRIES.**

It was moved by Sabrina Christian-Bennett, seconded by Kathleen Clyde 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:

05/07/19	216	\$ 589.50
05/07/19	217	350.00
05/07/19	218	846.39
05/07/19	220	10,458.70
05/07/19	224	10,597.93
05/07/19	225	10,005.80
Total		\$ 32,848.32

; 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; Kathleen Clyde, Yea; Sabrina Christian-Bennett, Yea;

**RESOLUTION NO. 19-0282 - RE: ACCEPTANCE OF THEN AND NOW CERTIFICATIONS FOR PAYMENT.**

It was moved by Sabrina Christian-Bennett, seconded by Kathleen Clyde 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 **\$857,384.73** as set forth in Exhibit "A" dated **May 7, 2019** shall be paid; and be it further

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

Roll call vote as follows:

Vicki A. Kline, Yea;

Sabrina Christian-Bennett, Yea;

Kathleen Clyde, Yea;

**RESOLUTION NO. 19-0283****RE: AMENDMENT TO THE GENERAL FUND 2019 ANNUAL APPROPRIATION RESOLUTION  
NO. 17-0924 ADOPTED DECEMBER 13, 2018**

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

**RESOLVED**, that it has become necessary to amend the General Fund 2019 Annual Appropriation in the amounts and for the purposes set forth in the enumeration shown below as reviewed and recommended by the Director of Budget & Financial Management:

		<i>Increase</i>	<i>Decrease</i>
<b>Fund: 0001 General Fund</b>			
<b>001 Commissioners</b>			
00014	Commissioners Contract Svcs	9,750	-
<b>MEMO TOTAL</b>		<b>\$ 9,750</b>	<b>\$ -</b>
Note: Motor Pool Inventory			
<b>590 Adult Probation</b>			
05905	Adult Probation Materials & Su	0	6,000
05906	Adult Probation CO	6,000	-
<b>MEMO TOTAL</b>		<b>\$ 6,000</b>	<b>\$ 6,000</b>
Note:			
<b>903 Veterans Services Commission</b>			
09034	Veterans Serv Contract Svcs	7,300	-
<b>MEMO TOTAL</b>		<b>\$ 7,300</b>	<b>\$ -</b>
Note: Memorial Day funds			
<b>TOTAL MEMO BALANCE ALL AMENDMENTS</b>		<b>\$ 23,050</b>	<b>\$ 6,000</b>

*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;

Kathleen Clyde, Yea;

Sabrina Christian-Bennett, Yea;

**RESOLUTION NO. 19-0284****RE: AMENDMENT TO THE NON GENERAL FUND 2019 ANNUAL APPROPRIATION  
RESOLUTION NO. 18-0923 ADOPTED DECEMBER 13, 2018**

It was moved by Sabrina Christian-Bennett, seconded by Kathleen Clyde 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: 1026 Kent Muni Ct Projects		
520 Municipal Court		
10265 Kent Muni Court Proj MS	5,000	-
MEMO TOTAL	<u>\$ 5,000</u>	<u>\$ -</u>

Note:

Fund: 1343 PCBDD Part B IDEA		
905 Developmental Disabilities Bd		
13433 PCBDD Part B IDEA Fringes	37,776	-
13434 Part B IDEA Sch Camp Prog CS	-	1,000
13435 PCBDD Part B IDEA MS	3,930	-
MEMO TOTAL	<u>\$ 41,706</u>	<u>\$ 1,000</u>

Note: BUDGET

TOTAL MEMO BALANCE FOR ALL FUNDS	<u>\$ 46,706</u>	<u>\$ 1,000</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;          Kathleen Clyde, Yea;          Sabrina Christian-Bennett, Yea;

**RESOLUTION NO. 19-0285          -          RE:          TRANSFER FROM FUND 0001, GENERAL FUND TO FUND 1410, PUBLIC ASSISTANCE FUND**

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

**WHEREAS,** the Portage County Board of Commissioners are mandated to provide payment of the county share of public assistance expenditures in accordance with section 5101.161 of the Ohio Revised code; and

**WHEREAS,** it is necessary to do a transfer of the mandated share funds from the General Fund; now therefore be it

**RESOLVED,** that the following transfer of funds be made in the amount of \$31,662.09 for the month of May 2019 as reviewed and recommended by the Department of Job & Family Services:

**FROM:**  
FUND 0001, COUNTY GENERAL FUND

ORGCODE - 00100009  
Debit Expense Account  
Object: 910000 - Transfer Out \$31,662.09

**TO:**  
FUND 1410, PUBLIC ASSISTANCE FUND  
ORGCODE - 14100512  
Revenue Account  
Object: 280000 - Transfer In  
Project: NONE \$31,662.09

; and be it further

**RESOLVED,** that the County Auditor is hereby requested to make said transfer by Journal Entry, and that a certified copy of this resolution be filed with the Portage County Auditor, the Portage County Job & Family Services and the Department of Budget and Financial Management; and be it further

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

Roll call vote as follows:

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

**RESOLUTION NO. 19-0286 - RE: ACCEPTANCE OF CASH DONATIONS FROM ORGANIZATIONS, AND BUSINESSES TO SUPPORT THE PORTAGE COUNTY JOB AND FAMILY SERVICES ANNUAL SENIOR FORUM EVENT**

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

**WHEREAS,** the Portage County Job & Family Services received a total of \$50.00 in cash donations from one organization, and/ or business; and

**WHEREAS,** donation of \$50.00 was received from RLJ Management in April 2019; now therefore be it

**RESOLVED,** that, on behalf of the Portage County Job & Family Services and in accordance with Ohio Revised Code Section 9.20, the Portage County

Board of Commissioners accepts the donation in the amount of \$50.00 from the following organization, and/ or business; and be it further

Donor	Contact (Requirement)	Address	Donation
RLJ Management	Rebecca Gaskell	400 Harvest Dr. Ravenna, Ohio 44266	\$50.00

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

Roll call vote as follows:

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

**RESOLUTION NO. 19-0287 - RE: APPROVE THE REVISED PREVENTION, RETENTION AND CONTINGENCY PLAN, EFFECTIVE APRIL 17, 2019 FOR PORTAGE COUNTY JOB AND FAMILY SERVICES.**

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

**WHEREAS,** Chapter 5108 of the Ohio Revised Code and rules issued under the chapter require that Job & Family Services adopt a written statement of policies governing the prevention, retention, and contingency (PRC) program for Portage County; and,

**WHEREAS,** there have been twenty-seven (27) revisions since the inception of the PRC Plan with the last revision approved via Journal Entry on June 21, 2018 with an effective date of October 1, 2018; and

**WHEREAS,** the Director of Portage County Job & Family Services presented the Board of Commissioners with the revised Prevention, Retention and Contingency Plan (see backup – Exhibit A) for Portage County Job & Family Services, Division of Family Employment & Support Services, advising the Board of Commissioners that the PRC Plan was revised in accordance with Chapter 5108 of the Ohio Revised and reviewed by the County Community Planning Committee; and,

**WHEREAS,** the Portage County Prosecutor's Office reviewed the revised PRC Plan and advised that the proposed changes are consistent with the requirements of the applicable statutes and related regulations; now therefore be it

**RESOLVED,** that the Board of Portage County Commissioners does hereby certify that Portage County Job & Family Services complied with Chapter 5108 of the Ohio Revised Code in adopting the statement of policies and agrees to adopt this revised Prevention, Retention and Contingency (PRC) Plan in its entirety, as presented by the Director of Portage County Job and Family Services, effective April 17, 2019; 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;

Kathleen Clyde, Yea;

Sabrina Christian-Bennett, Yea;

**RESOLUTION No. 19-0288        -        RE:    ACCEPT TECHNICAL AND FEE PROPOSAL  
OF PALMER ENGINEERING TO PROVIDE  
PRELIMINARY ENGINEERING SERVICES  
FOR THE SILICA SAND ROAD BRIDGE  
REPLACEMENT (WIN 163, CH 253), OVER  
EAGLE CREEK IN WINDHAM TOWNSHIP,  
PORTAGE COUNTY, OHIO.**

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

**WHEREAS,** the Portage County Engineer plans to replace the Silica Sand Road Bridge, over Eagle Creek in Windham Township, Portage County; and

**WHEREAS,** the Portage County Engineer has determined that it will be necessary to acquire the services of an engineering consultant to provide preliminary engineering services for said bridge replacement;  
and

**WHEREAS,** the Portage County Board of Commissioners, by Resolution No. 18-0853, authorized the Portage County Engineer to accept current statements of qualification from engineering consultant firms seeking to provide professional services during the years of 2019 and 2020; and

**WHEREAS,** the Portage County Engineer selected **Palmer Engineering** from the list of consultants who have a statement of qualification on file for 2019 and 2020, to submit a technical and fee proposal to provide preliminary engineering services for the **Silica Sand Road Bridge Replacement (WIN 163, CH 253)**, over Eagle Creek in Windham Township, Portage County, Ohio; and

**WHEREAS,** the Portage County Engineer, upon review of the technical and fee proposal from **Palmer Engineering**, 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 technical and fee proposal of **Palmer Engineering** and authorizes the Portage County Engineer to enter into an agreement to provide preliminary engineering services for the project known as the **Silica Sand Road Bridge Replacement (WIN 163, CH 253)**, over Eagle Creek, in Windham Township, Portage County, Ohio; and be it further

**RESOLVED,** that said professional services will be performed by **Palmer Engineering**, 460 White Pond Drive, Suite 300, Akron, Ohio 44320 for a Lump Sum Fee of \$39,120.00; 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;

Kathleen Clyde, Yea;

Sabrina Christian-Bennett, Yea;

**RESOLUTION NO. 19-0289**

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**RE: ENTER INTO AN AGREEMENT BETWEEN THE BOARD OF COMMISSIONERS ON BEHALF OF PORTAGE COUNTY JOB & FAMILY SERVICES AND THE LIGHTHOUSE FAMILY CENTER, LTD. FOR FAMILY AND INDIVIDUAL COUNSELING AND THERAPEUTIC SERVICES FOR CHILDREN SERVICES.**

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

**WHEREAS,** Portage County Job & Family Services is in need of Family and Individual Counseling and Therapeutic Services to benefit individuals who have or recently have had involvement with the Children Services Division; and

- WHEREAS,** The Lighthouse Family Center, Ltd. is willing and able to provide these services; and
- WHEREAS,** The Agreement will be used to detail the terms of the relationship between Portage County Job & Family Services and The Lighthouse Family Center, Ltd.; now therefore be it
- RESOLVED,** that the Board of Portage County Commissioners does hereby enter into an Agreement between the Board of Commissioners on behalf of Portage County Job & Family Services and The Lighthouse Family Center, Ltd. with its principal place of business located at 408 9<sup>th</sup> Street, SW, Canton, Ohio 44707, for the period May 1, 2019 through December 31, 2019, with the option to extend two (2) additional years; and be it further
- RESOLVED,** that the total amount of this Agreement is not to exceed Fifty-five thousand one hundred seventy and 00/100 dollars (\$55,170.00); 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; Kathleen Clyde, Yea; Sabrina Christian-Bennett, Yea;

**RESOLUTION NO. 19-0290 - RE: ENTER INTO AMENDMENT NO. 2 FOR TRANSPORTATION SERVICES BETWEEN THE BOARD OF COMMISSIONERS ON BEHALF OF PORTAGE COUNTY JOB & FAMILY SERVICES (PCJFS) AND PORTAGE AREA REGIONAL TRANSPORTATION AUTHORITY (PARTA).**

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

**WHEREAS,** an Agreement between the parties was entered into and known as Portage County Contract No. 20180307 (the "Original Contract") on June 5, 2018 by Resolution No. 18-0344 to provide Transportation Services for eligible PCJFS clients to and from appointments or employment/training sites; and

- WHEREAS,** an Amendment No. 1 was entered into on December 6, 2018 through Resolution No. 18-0869 to increase the Original Contract by Sixty Thousand and 00/100 dollars (\$60,000.00); and
- WHEREAS,** the parties desire to amend the Original Contract to continue such services; now therefore be it
- RESOLVED,** that the Board of Portage County Commissioners does hereby agree to enter into Amendment No. 2 between the Board of Commissioners on behalf of Portage County Job & Family Services and Portage Area Regional Transportation Authority (PARTA) to renew the agreement one (1) additional year from May 1, 2019 through April 30, 2020; and be it further
- RESOLVED,** that the total amount of this Agreement is not to exceed One Hundred Ten Thousand and 00/100 dollars (\$110,000.00); 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; Kathleen Clyde, Yea; Sabrina Christian-Bennett, Yea;

**RESOLUTION No. 19-0291 - RE: AWARD AND ENTER INTO CONTRACT  
WITH THE GEOPFERT COMPANY FOR THE  
FAMILY & COMMUNITY SERVICES  
CHILLER SYSTEM PROJECT, 705  
OAKWOOD STREET, RAVENNA, OHIO  
44266**

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

- WHEREAS,** official Bid forms and specifications were requested from four (4) contractors and three (3) plan houses for the Family & Community Services Chiller System Project, Ravenna, Ohio; and
- WHEREAS,** two (2) bids were received for the Family & Community Services Chiller System Project, opened and tabulated by the Department of Internal Services on April 17, 2019; and

**WHEREAS,** upon review of the bids received, it is the recommendation of the Portage County Director of Internal Services that the bid of The Geopfert Company be accepted as the lowest and best bid received; now therefore be it

**RESOLVED,** that the Portage County Board of Commissioners enter into a contract with The Geopfert Company, 1024 Home Avenue, Akron, Ohio 44310 in the amount of Seventy-Six Thousand Nine Hundred Fifty-Seven Dollars and 00/100 (\$76,957.00); 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 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; Kathleen Clyde, Yea; Sabrina Christian-Bennett, Yea;

**RESOLUTION NO. 19-0292      -      RE:    ACCEPT BIDS FOR VARIOUS BITUMINOUS LIQUIDS FOR USE BY THE PORTAGE COUNTY ENGINEER.**

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

**WHEREAS,** notice of Receiving Bids to furnish **Bituminous Liquids** for use by the Portage County Engineer was published in the Record Courier on **March 25, 2019** and **April 01, 2019**, and

**WHEREAS,** one (1) sealed bid for furnishing various **Bituminous Liquids** for use by the Portage County Engineer was received, tabulated and recorded by the Portage County Commissioners on April 10, 2019; and

**WHEREAS,** after reviewing said bid, the Portage County Engineer recommended the bid of **Russell Standard Corporation**, 990 Hazel Street, Akron, Ohio 44305 be accepted as the lowest and best bid received in accordance with the following stipulations:

1. All materials to be ordered as needed and in amounts needed at the time of order.
2. Payment of the order to be made upon receipt of the invoice after delivery of the materials.

now therefore be it

**RESOLVED**, that the bid of Russell Standard Corporation, for Bituminous Liquids, be accepted as follows:

CRS-2, FOB Plant @ **1.915**/Gallon  
 Locations @ **2.00**/Gallon  
 CRS-2P FOB Plant @ **2.235**/Gallon  
 Locations @ **2.32**/Gallon  
 HFRS2P Polymer Modified Asphalt  
 Asphalt Emulsion,  
 Emulsion, Delivered to Various Locations @ **2.32**/Gallon FOB Plant @ **2.235**/Gallon  
 RS2, Delivered to Various Locations @ **2.00**/Gallon  
**1.915**/Gallon  
 MC 30 FOB Plant @ **3.65**/Gallon  
**3.45**/Gallon

CRS-2, Delivered to Various  
 CRS-2P Delivered to Various  
 HFRS2P Polymer Modified  
 RS2, FOB Plant, @  
 MC 70 FOB Plant @

;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;

Kathleen Clyde, Yea;

Sabrina Christian-Bennett, Yea;

**RESOLUTION NO. 19-0293      -      RE:      ACCEPT BIDS FOR VARIOUS BITUMINOUS MATERIALS FOR USE BY THE PORTAGE COUNTY ENGINEER.**

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

**WHEREAS**, notice of Receiving Bids to furnish **Bituminous Materials** for use by the Portage County Engineer was published in the Record Courier on **March 25, 2019** and **April 01, 2019**, and

**WHEREAS**, five (5) sealed bids for furnishing various **Bituminous Materials** for use by the Portage County Engineer were received, tabulated and recorded by the Portage County Commissioners on April 10, 2019; and

**WHEREAS**, after reviewing said bids, the Portage County Engineer recommended the bids of the following vendors be accepted as the lowest and best bids received:

**Stoneco, Inc. dba Allied Corporation, Inc.** 8920 Canyon Falls Blvd., Suite 120, Twinsburg, Ohio 44087

**Central Allied Enterprises, Inc.**, P.O. Box 80449, Canton, Ohio 44708-0449

**D & R Supply, Inc.**, 18228 Fulton Road, Marshallville, Ohio 44645

**HEI-WAY, LLC**, 290 North Pike Road, Sarver, Pennsylvania 16055

**Cuyahoga Asphalt Materials LLC**, P.O. Box 107, Fredericktown, Ohio 43019

In accordance with the following stipulations:

1. All materials to be ordered as needed and in amounts needed at the time of order from the supplier that has available material.
2. Payment of the order to be made upon receipt of the invoice after delivery of the materials.
3. Bids of alternate suppliers be accepted, based on plant location and reduced trucking, to ensure continuity of the Engineer's scheduled work program;

now therefore be it

**RESOLVED**, that bids for Bituminous Materials be accepted as follows:

	<b>Stoneco, Inc. dba Allied Corporation, Inc.</b>	<b>Central Allied Enterprises, Inc.</b>	<b>D &amp; R Supply, Inc.</b>	<b>HEI-WAY, LLC</b>	<b>Cuyahoga Asphalt Materials, LLC.</b>
<b>Premium Cold Mix Delivered to PCE</b>	\$125.00 (ALTERNATE) Kent Location			<b>\$99.00 (LOW)</b>	
<b>SS-921 Cold Mix</b>	<b>\$120.00 (LOW)</b> Kent Location	\$125.00 (ALTERNATE)			
<b>405 Cold Mix</b>			<b>\$80.00 (LOW)</b>		
<b>#9 Stone Cold Patch</b>	\$120.00 (ALTERNATE) Kent Location				<b>\$110.00 (LOW)</b>
<b>301 Modified</b>	\$48.00 (ALTERNATE) Streetsboro Location	<b>\$45.00 (LOW)</b>			<b>\$45.00 (LOW)</b>
<b>441PG 64-22 Type II</b>		\$49.00 (ALTERNATE)			<b>\$47.00 (LOW)</b>
<b>441PG 64-22 Type I</b>	\$60.50 (ALTERNATE) Kent/Streetsboro Location	<b>\$54.00 (LOW)</b>			<b>\$54.00 (LOW)</b>

;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;

Kathleen Clyde, Yea;

Sabrina Christian-Bennett, Yea;

**RESOLUTION NO. 19-0294      -      RE:    REJECT BID FOR THE COLEMAN  
PROFESSIONAL SERVICES REHAB  
PROJECT, 4155 STATE ROUTE 14,  
EDINBURG TOWNSHIP AND 5974 RHODES  
ROAD, FRANKLIN TOWNSHIP, OHIO.**

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

**WHEREAS,** the Board of Commissioners adopted Resolution No. 19-0180 on March 21, 2019 to approve and set the bid date for the Coleman Professional Services Rehab Project located at 4155 State Route 14, Edinburg Township and 5974 Rhodes Road, Franklin Township; and

**WHEREAS,** the sealed bids were accepted by the Director of the Portage County Office of Internal Services, 1<sup>st</sup> floor, Room 114, Portage County Administration Building, 449 South Meridian Street, Ravenna, Ohio until 2:30 p.m., April 17, 2019 and publicly opened and read; and

**WHEREAS,** one bid was received from R2K Contracting, P.O. Box 478, Rootstown OH 44272 and the bid received exceeded the cost estimate by more than 10% of the available funds, now therefore be it

**RESOLVED,** that the bid of R2K Contracting be rejected and that the project will need to be rebid, 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;

Kathleen Clyde, Yea;

Sabrina Christian-Bennett, Yea;

**RESOLUTION NO. 19-0295      -      RE:    DECLARE OBSOLETE AND DISPOSE OF  
PORTAGE COUNTY PERSONAL PROPERTY.**

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

**WHEREAS,** the Portage County Board of Elections has personal property which is not needed for public use, or is obsolete or unfit for the use for which it was acquired, declared as such and is ready for disposal; and

**WHEREAS,** the estimated fair market value of this personal property is valued below \$2,500.00; now therefore be it

**RESOLVED,** that, in accordance with the Ohio Revised Code Section 307.12, the Board of County Commissioners authorizes the request to dispose of the following inventory as follows:

- 1 Metal coat hanger
- 6 Broken chairs
- 4 Silver broken voting booths
- Metal shelving framework
- Door
- 3' x 3' piece of glass

;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; Kathleen Clyde, Yea; Sabrina Christian-Bennett, Yea;

**RESOLUTION No. 19-0296      -      RE:    ENTER INTO A MEMORANDUM OF UNDERSTANDING CONCERNING THE TRANSFER OF EQUIPMENT FROM THE PORTAGE COUNTY BOARD OF COMMISSIONERS ON BEHALF OF THE PORTAGE COUNTY OFFICE OF HOMELAND SECURITY & EMERGENCY MANAGEMENT AND BRIMFIELD TOWNSHIP BOARD OF TRUSTEES.**

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

**WHEREAS,** the parties to this Memorandum of Understanding recognize that Portage County Emergency Response Equipment was purchased through northeast Central Ohio (NECO) Region 8 Planning grant funds previously awarded to

the Portage County Office of Homeland Security and Emergency Management; and

**WHEREAS,** the equipment is to be utilized to respond to all incidents throughout the County as requested by political subdivisions or departments within Portage County; and

**WHEREAS,** the parties to this Memorandum of Understanding recognize that previously available sources of outside funding necessary to sustain this equipment and critical services are increasingly scarce; and

**WHEREAS,** Brimfield Township, a political subdivision of Portage County, Ohio has requested to obtain ownership of a particular piece of emergency response equipment; and

**WHEREAS,** pursuant to R.C. 307.12 (D) the Board of Commissioners may transfer the equipment to any political subdivision of the State; now, therefore, be it

**RESOLVED,** that the Board of Portage County Commissioners does hereby agree to enter into a Memorandum of Agreement regarding the transfer of equipment, a Sheltering trailer VIN# 5NHULV622BN067331, to Brimfield Township; 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 121.00 of the Ohio Revised Code.

Roll call vote as follows:

Vicki Kline, Yea;

Kathleen Clyde, Yea;

Sabrina Christian-Bennett, Yea;

**RESOLUTION No. 19-0297      -      RE:    APPROVE SPECIFICATIONS AND SET THE  
PROPOSAL DATE FOR EMPLOYEE MEDICAL  
INSURANCE FOR THE PORTAGE COUNTY  
BOARD OF COMMISSIONERS**

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

**RESOLVED,** that the specifications for receiving proposals for medical insurance for the Portage County Board of Commissioners 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, 1st floor - room 114, Portage County Administration Building, 449 South Meridian St., Ravenna, Ohio until 2:00 p.m., E. S.T. on May 24, 2019; and be it further

**RESOLVED,** that the notice of receiving proposals shall be published in the Record Courier on May 3, 2019 and a copy thereof be posted on the County's website and bulletin board of the Board forthwith; and be it further

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

Roll call vote as follows:

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

**RESOLUTION No. 19-0298      -      RE:    APPROVE SPECIFICATIONS AND SET THE  
PROPOSAL DATE FOR EMPLOYEE DENTAL  
INSURANCE FOR THE PORTAGE COUNTY  
BOARD OF COMMISSIONERS**

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

**RESOLVED,** that the specifications for receiving proposals for dental insurance for the Portage County Board of Commissioners 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, 1st floor - room 114, Portage County Administration Building, 449 South Meridian St., Ravenna, Ohio until 2:00 p.m., E. S.T. on May 24, 2019; and be it further

**RESOLVED,** that the notice of receiving proposals shall be published in the Record Courier on May 3, 2019 and a copy thereof be posted on the County's website and bulletin board of the Board forthwith; and be it further

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

Roll call vote as follows:

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

**RESOLUTION NO. 19-0299      -      RE:    A RESOLUTION TO RELEASE PART OF A  
SANITARY SEWER EASEMENT IN BLOCK 1-  
R3R OF THE SHADY LAKE SUBDIVISION  
SITUATED IN THE CITY OF STREETSBORO,  
ORIGINAL STREETSBORO TOWNSHIP LOT  
45, ORIGINALLY GRANTED TO PORTAGE  
COUNTY BY SHADY LAKE APARTMENTS,  
INC. AS RECORDED IN THE PORTAGE  
COUNTY OFFICIAL RECORD VOLUME 29,  
PAGE 306.**

It was moved by Sabrina Christian-Bennett, and seconded by Kathleen Clyde that the following resolution be adopted:

- WHEREAS,** Streetsboro 14, LLC, an Ohio limited liability corporation, (OWNER), is the owner of a certain Block 1-R3R, Portage County permanent parcel number 35-034-10-00-001-007, Situated in the City of Streetsboro, County of Portage, and State of Ohio, and known as being a part of Original Streetsboro Township Lot Number 44 and 45, further known as being all of Block 1-R3R in the Replat of Block 1-R3 Shady Lake Subdivision Recorded in Plat 2007-64 P. C. R. Creating Blocks 1-R7, 1-R8 and 1-R3R, as shown by the recorded plat in Plat Volume 2018-72 of Portage County Records; and
- WHEREAS,** On May 25, 1995, Shady Lake Apartments, Inc., an Ohio corporation, (SHADY LAKE), granted to the Portage County Board of Commissioners, (BOARD), by and through a certain instrument recorded in Portage County Records Vol. 29, Page 306-309, the perpetual right to a permanent easement and right-of-way (SEWER EASEMENT) thirty (30.00) feet in width to construct, lay, maintain, operate, relocate, remove and replace necessary, sewer lines, manholes and appurtenances thereto, on, over, across and/or through certain real estate then owned by SHADY LAKE in Portage County, Ohio, City of Streetsboro, Lot 45, as further described in Portage County Records Vol. 29, Page 306-309; and
- WHEREAS,** the SEWER EASEMENT granted by SHADY LAKE to the BOARD is presently situated on, over, across and/or through Block 1-R3R of OWNER; and
- WHEREAS,** no sanitary sewer line, manholes or appurtenances have been developed within the SEWER EASEMENT, and the OWNER has current plans for new development and a new structure on the site which conflict with the location of the SEWER EASEMENT; and

**WHEREAS,** the OWNER requests a partial release of the existing SEWER EASEMENT on Block 1-R3R by the BOARD; and

**WHEREAS,** the Portage County Department of Water Resources has reviewed the SEWER EASEMENT, has determined that it is not necessary to retain the entirety of SEWER EASEMENT in Block 1-R3R for Portage County or public use and has recommended approval of the partial release; and

**WHEREAS,** the portion of the sanitary SEWER EASEMENT on Block 1-R3R requested for release, was surveyed by a registered professional surveyor, who has prepared an exhibit and legal description of the portion of the easement to be released and the portion to be retained; and

**WHEREAS,** the Portage County Department of Water Resources has reviewed the exhibit and legal description for the partial release of the sanitary SEWER EASEMENT as marked and attached as Exhibit A and Exhibit B hereto, and has approved the same; and

**WHEREAS,** upon information and belief, no additional consents are required to release that part of the sanitary SEWER EASEMENT as is herein contemplated. Now therefore be it

**RESOLVED,** that this BOARD hereby determines that it is not necessary to retain the entirety of the sanitary SEWER EASEMENT, recorded in Official Record Volume 29, Page 306 of Portage County Records, situated in the City of Streetsboro, County of Portage, and State of Ohio, and known as being a part of Original Streetsboro Township Lot Number 45, further known as being a part of Block 1-R3R in the replat of Block 1-R3 Shady Lake Subdivision Recorded in Plat 2007-64 P. C. R. Creating Blocks 1-R7, 1-R8 and 1-R3R, as shown by the recorded plat in Plat Volume 2018-72 of Portage County Records, for Portage County or public use; and be it further

**RESOLVED,** that, for good and valuable consideration and the recitals herein made, this BOARD approves the partial release of the sanitary SEWER EASEMENT, as follows:

- a) the portion to be released is that certain portion of the SEWER EASEMENT, known as "Section of Sanitary Sewer Easement O. R. Vol. 29, Pg. 306 P. C. R. to be Released," consisting of an area of approximately 5,944 square feet (0.1365 acres), situated in the City of Streetsboro, County of Portage, and State of Ohio, and known as being a part of Original Streetsboro Township Lot Number 45, as more particularly bounded and described in **Exhibit A**, attached hereto and made a part hereof, and depicted in **Exhibit B**, attached hereto and made a part hereof; and
- b) the portion to be retained is the remainder of the SEWER EASEMENT, including that certain portion of the SEWER EASEMENT, known as "Section of Sanitary Sewer Easement O. R. Vol. 29, Pg. 306 P. C. R. to be Retained,"

consisting of an area of approximately 1,653 square feet (0.0379 acres), situated in the City of Streetsboro, County of Portage, and State of Ohio, and known as being a part of Original Streetsboro Township Lot Number 45, as more particularly bounded and described in **Exhibit A** and depicted in **Exhibit B**, attached as aforementioned and made a part hereof;

and be it further

**RESOLVED**, that this BOARD shall provide to OWNER, for recording in the Records of the Portage County Recorder, an instrument for the partial release of SEWER EASEMENT as effected herein, together with Exhibits A and B to be attached thereto; and be it further

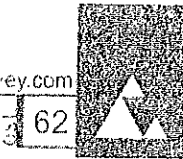
**RESOLVED**, that the Board of Commissioners finds and determines that all formal actions of this Board concerning and relating to the adoption of this resolution were adopted in an open meeting of this Board and any of its committees that resulted in such formal action, were in meetings open to the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

Roll call vote as follows:

Vicki Kline, Yea;

Kathleen Clyde, Yea;

Sabrina Christian-Bennett, Yea;



## EXHIBIT A

### LEGAL DESCRIPTION

Section of Sanitary Sewer Easement  
O. R. Vol. 29, Pg. 306 P. C. R. to be Retained  
Block 1-R3R  
Shady Lake Drive  
Streetsboro, Ohio

Situated in the City of Streetsboro, County of Portage, and State of Ohio, and known as being a part of Original Streetsboro Township Lot Number 45, further known as being a part of Block 1-R3R in the replat of Block 1-R3 Shady Lake Subdivision Recorded in Plat 2007-64 P. C. R. Creating Blocks 1-R7, 1-R8 and 1-R3R, as shown by the recorded plat in Plat Volume 2018-72 of Portage County Records, being a portion of a Sanitary Sewer Easement granted by Shady Lake Apartments, Inc. to the Board of Commissioners, Portage County, Ohio and recorded in Official Record Volume 29, Page 306 of Portage County Records, said premises being more particularly bounded and described as follows:

Beginning at the northeasterly corner of the aforementioned Block 1-R3R; thence South 89 degrees 42 minutes 20 seconds West along the northerly line of said Block 1-R3R, a distance of 109.44 feet to the PRINCIPAL PLACE OF BEGINNING of the premises herein described;

Course No. 1: thence South 11 degrees 49 minutes 16 seconds West, a distance of 58.30 feet to a point;

Course No. 2: thence North 78 degrees 10 minutes 44 seconds West, a distance of 30.00 feet to a point;

Course No. 3: thence North 11 degrees 49 minutes 16 seconds East, a distance of 51.86 feet to a point on the northerly line of the aforementioned Block 1-R3R;

Course No. 4: thence North 89 degrees 42 minutes 20 seconds East along the northerly line of said Block 1-R3R, a distance of 30.68 feet to the principal place of beginning and containing 1,653 square feet (0.0379 acre) of land more or less, as described by Christopher J. Dempsey, Professional Land Surveyor No. 6914 of Dempsey Surveying Company on March 4, 2019.

Bearings are based on the centerline of Shady Lake Drive, being North 34 degrees 14 minutes 05 seconds East, as shown on the Replat Of Block 1-R Shady Lake Subdivision Plat 2004-81 P.C.P.R. recorded as Plat 2007-64 of Portage County Records.

www.dempseysurvey.com



DEMPSEY/SURVEYING/COMPANY

 P 216 226 1130 12815 DETROIT AVENUE  
 F 216 226 1131 CLEVELAND, OH 44107-2835
**LEGAL DESCRIPTION**

**Section of Sanitary Sewer Easement**  
**O. R. Vol. 29, Pg. 306 P. C. R. to be Released**  
**Block 1-R3R**  
**Shady Lake Drive**  
**Streetsboro, Ohio**

Situated in the City of Streetsboro, County of Portage, and State of Ohio, and known as being a part of Original Streetsboro Township Lot Number 45, further known as being a part of Block 1-R3R in the replat of Block 1-R3 Shady Lake Subdivision Recorded in Plat 2007-64 P. C. R. Creating Blocks 1-R7, 1-R8 and 1-R3R, as shown by the recorded plat in Plat Volume 2018-72 of Portage County Records, being a portion of a Sanitary Sewer Easement granted by Shady Lake Apartments, Inc. to the Board of Commissioners, Portage County, Ohio and recorded in Official Record Volume 29, Page 306 of Portage County Records, said premises being more particularly bounded and described as follows:

Beginning at the northeasterly corner of the aforementioned Block 1-R3R; thence South 89 degrees 42 minutes 20 seconds West along the northerly line of said Block 1-R3R, a distance of 109.44 feet to a point; thence South 11 degrees 49 minutes 16 seconds West, a distance of 58.30 feet to the PRINCIPAL PLACE OF BEGINNING of the premises herein described;

Course No. 1: thence continuing South 11 degrees 49 minutes 16 seconds West, a distance of 198.14 feet to a point;

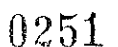
Course No. 2: thence North 78 degrees 10 minutes 44 seconds West, a distance of 30.00 feet to a point;

Course No. 3: thence North 11 degrees 49 minutes 16 seconds East, a distance of 198.14 feet to a point;

Course No. 4: thence South 78 degrees 10 minutes 44 seconds East, a distance of 30.00 feet to the principal place of beginning and containing 5,944 square feet (0.1365 acre) of land more or less, as described by Christopher J. Dempsey, Professional Land Surveyor No. 6914 of Dempsey Surveying Company on March 4, 2019.

Bearings are based on the centerline of Shady Lake Drive, being North 34 degrees 14 minutes 05 seconds East, as shown on the Replat Of Block 1-R Shady Lake Subdivision Plat 2004-81 P.C.P.R. recorded as Plat 2007-64 of Portage County Records.

Professional Land Surveyor



**RESOLUTION NO. 19-0300        -        RE:    GENERAL SEWER AGREEMENT FOR  
SANITARY SEWER IMPROVEMENTS TO  
LYNN ROAD SEWER EXTENSION - SHUR-  
CO, PORTAGE COUNTY WATER  
RESOURCES DEPARTMENT PROJECT NO.  
RV-0 18-140-P.**

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

**WHEREAS,** SHUR-CO, LLC (OWNER) will construct 1,542 linear feet of 8-inch sanitary sewer and all necessary appurtenances to provide sanitary sewer service to (1) un-platted lot, permanent parcel number 32-016-00-00-028-002, situated in the Township of Rootstown, Original Lot 16, Portage County, Ohio; and

**WHEREAS,** after construction, the OWNER will convey the sanitary sewer improvements as a gift to Portage County to own, operate, and maintain; and

**WHEREAS,** the OWNER has prepared plans and specifications for the LYNN ROAD SEWER EXTENSION - SHUR-CO (PROJECT), County Project Number RV-0 18-140-P, per the Portage County Water Resources Department (PCWR) standards and specifications; now therefore be it

**RESOLVED,** that this Board does hereby agree to enter into a General Sewer Agreement with the OWNER; and be it further

**RESOLVED,** the PROJECT will be constructed at the OWNER'S expense, for the sum of One Hundred Fifty Nine Thousand Four Hundred Fifty Dollars and Zero Cents (\$159,450.00); and be it further

**RESOLVED,** this Board authorizes the OWNER to begin construction of the PROJECT to provide sanitary sewer service to (1) un-platted lot, permanent parcel number 32-016-00-00-028-002, situated in the Township of Rootstown, Original Lot 16, Portage County, Ohio; and be it further

**RESOLVED,** that after construction, to the satisfaction of the Director of PCWR, the Board will accept the PROJECT as a gift to own, operate and maintain; and be it further

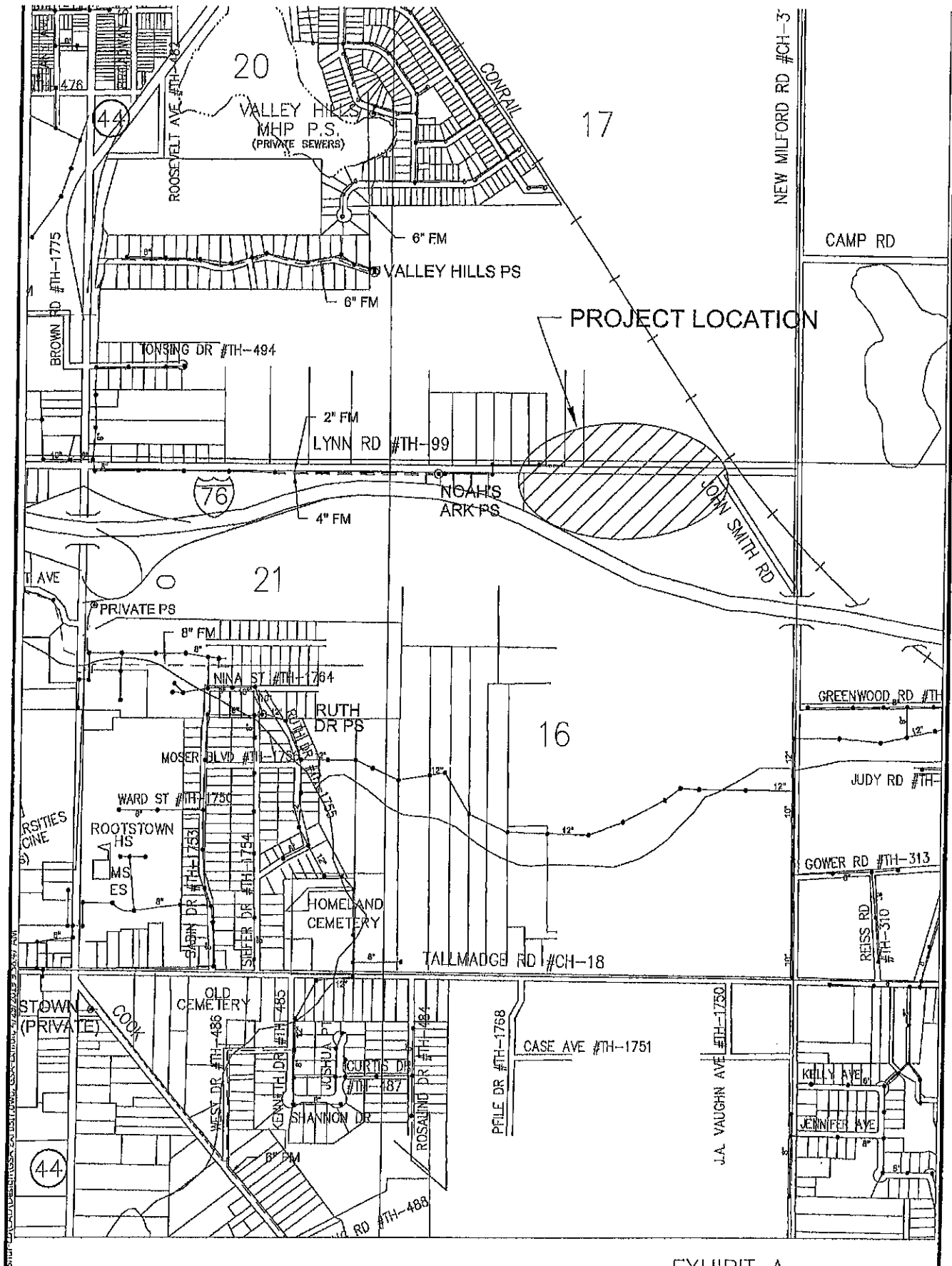
**RESOLVED,** that the Board of Commissioners finds and determines that all formal actions of this Board concerning and relation to the adoption of this resolution were adopted in an open meeting of this Board and any of its committees that resulted in such formal action, were in meetings open to the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

Roll call vote as follows:

Vicki Kline, Yea;

Kathleen Clyde, Yea;

Sabrina Christian-Bennett, Yea;



p

**RESOLUTION NO. 19-0301**

-

**RE: ACCEPTANCE OF DONATIONS TO THE  
OFFICE OF THE PORTAGE COUNTY DOG  
WARDEN.**

It was moved by Sabrina Christian-Bennett, seconded by Kathleen Clyde 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:

Name		Address
Sally Nitz	1975 Auten Dr Akron Oh 44320	\$175
Saint Patrick School	127 Portage St Kent Oh 44240	\$1,100
Richard & Jennifer Salzer	3277 Cook Rd Atwater Oh 44201	\$15
Charlotte Garro	742 Murray Ave. Ravenna Oh 44266	\$10
Carol Hughes	3077 St Rt 225 Diamond Oh 44412	\$100
Charles & Judith Femec	5852 Rhodes Rd Kent Oh 44240	\$25

; 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, Yea; Kathleen Clyde, Yea;

**RESOLUTION NO. 19-0302**

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**RE: ACCEPT A GRANT AWARD FROM THE  
OHIO PET FUND GRANT PROGRAM.**

It was moved by Sabrina Christian-Bennett, seconded by Kathleen Clyde that the following resolution be adopted.

- WHEREAS,** the Portage County Board of Commissioners adopted Resolution No. 19-0024, on January 17, 2019 authorizing the Portage County Dog Warden to apply for a grant to the Ohio Pet Fund Program which provides funds for spay/neuter projects to non-profit and government organizations; and
- WHEREAS,** the Ohio Pet Fund has notified the Portage County Dog Warden of a grant award in the amount of \$2,000.00; now therefore be it
- RESOLVED,** that the Board of Portage County Commissioners accepts the grant award from the Ohio Pet Fund Grants Program on behalf of the Portage County Dog Kennel & Shelter (Dog Warden's Office) in the amount of \$2,000.00; **with no local match**, for the period ending December 31, 2019; and be it further
- RESOLVED,** that the Portage County Board of Commissioners authorizes the Portage County Dog Warden to sign all documents related to this grant program; and be it further
- RESOLVED,** that a certified copy of this resolution will be filed with the Portage County Auditor's Office, the Portage County Department of Budget & Financial Management, and the Portage County Dog Warden'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; Kathleen Clyde, Yea; Sabrina Christian-Bennett, Yea;

#### **HUMAN RESOURCES**

Present: Director Janet Kovick and Chief Building Official Randy Roberts

Discussion:

##### **1. Revised Travel and Expense Reimbursement Policy**

The revised version of the Travel and Expense reimbursement policy was forwarded to the Auditor's Office for review and staff provided feedback for Board consideration.

Currently, the Board's policy advises employees to review the maximum federal per diem rates for the city visited and to calculate meal reimbursements at percentages

specified in the policy (see Section 13(C)4). The policy is not clear on meal reimbursements for overnight stays.

Director Kovick recommends the policy eliminate the need to calculate percentages for meal reimbursement and to set dollar amounts for breakfast, lunch and dinner for the per diem rates. In addition, timeframes are being added to define what constitutes breakfast, lunch and dinner.

**Note:** The Meal Reimbursement language was revised based on the Board's April 11, 2019 discussion. The reimbursement for meals will be based on per diem rates found on the U.S. General Administrative Services (GSA) website. The distance for lodging reimbursements has been revised from one hundred fifty (150) miles to seventy-five (75) miles.

**Auditor's Comments:**

- A. Recommends revising the language or not utilizing the GSA website for meal reimbursements because it is too vague and allows for individual interpretation of the policy.

Director Kovick also inquired about gratuity and the Board agreed it should be included, but not to exceed 20%.

Director Kovick was asked to check with other Counties about their distance for lodging reimbursement and the average was seventy-five (75) miles.

**Auditor's Comments:**

- A. Recommends higher mileage for reimbursement.

Director Kovick will revise the policy and bring back for further discussion.

**BUILDING DEPARTMENT**

Present: Interim Director Randy Roberts and Human Resources Director Janet Kovick

9:57 AM In accordance with the Ohio Rev. Code 121.22(G)(4), it was moved by Sabrina Christian-Bennett, seconded by Kathleen Clyde that the Board of Commissioners move into executive session preparing, conducting, or reviewing negotiations or bargaining sessions. Also Present: Interim Building Department Director Randy Roberts and Human Resources Director Janet Kovick. Roll call vote: Sabrina Christian-Bennett, Yea; Kathleen Clyde, Yea; Vicki A. Kline, Yea;

10:06 AM Upon conclusion of the above referenced discussion, it was moved by Sabrina Christian-Bennett, seconded by Kathleen Clyde that the Board of Commissioners move out of executive session. Roll call vote: Sabrina Christian-Bennett, Yea; Kathleen Clyde, Yea; Vicki A. Kline, Yea;

After exiting executive session, the Board took no action.

\* \* \* \* \*

10:07 AM In accordance with the Ohio Revised Code 121.22(G)(1), it was moved by Sabrina Christian-Bennett, seconded by Kathleen Clyde that the Board of Commissioners move into executive session for promotion and compensation of a public employee. Also present: Human Resources Director Janet Kovick and Interim Building Department Director Randy Roberts. Roll call vote: Sabrina Christian-Bennett, Yea; Kathleen Clyde, Yea; Vicki A. Kline, Yea;

10:18 AM Upon conclusion of the above referenced discussion, it was moved by Sabrina Christian-Bennett, seconded by Kathleen Clyde that the Board of Commissioners move out of executive session. Roll call vote: Sabrina Christian-Bennett, Yea; Kathleen Clyde, Yea; Vicki A. Kline, Yea;

After exiting executive session, the Board took no action.

#### 1. Building Department Mutual Aid

Director Roberts would like the Building Department to collectively work with other certified Building Departments in Portage County (Kent Aurora, Ravenna and Streetsboro) and will host a one-hour meeting with the local Mayors and Building Official to see if there's an interest in a mutual aid agreement. Director Roberts prepared draft correspondence for Board consideration.

#### 2. Projects

Director Roberts reviewed a listing of projects that have been completed/resolved, in process, and in discovery.

#### 3. ISO Audit

Director Roberts will be meeting next week with the ISO Audit team.

### **WATER RESOURCES DEPARTMENT**

Present: Director Gene Roberts and Deputy Director Laura Weber

Discussion:

#### 1. Sewer Maintenance Inflow and Infiltration

In the ongoing effort to provide quality service to its customers, the Water Resources Department would like to implement a Sewer Maintenance Program. The intent of the program focuses on reducing clean water entering the wastewater system also known as Inflow and Infiltration (I/I).

For the first Sewer Maintenance Program of 2019, the Department requests \$250,000 for the Program to contract for mitigation. Funding will come from sanitary sewer funds, split between the Regional plants and Streetsboro, with no

impact to the County's General Fund. The Board agreed to move forward with the request.

Recessed: 10:36 AM

Reconvened: 11:00 AM

#### **PUBLIC COMMENT**

Present: Deerfield Township Trustee Ed Dean

Mr. Dean invited the Board to attend any of the Township Trustee meetings held on the second and fourth Monday of every month at 6:00 PM.

Mr. Dean also expressed his disappointment with employment situation and noted the process was not followed correctly and he believes it to be personal. He suggests the Board review the process to see if it was followed correctly and legally.

#### **PUBLIC COMMENT**

Present: Brian Ames

Mr. Ames believes official action has been taken outside of a public meeting, whereby a single Commissioner vetoed the hiring of a new employee because they were not ready to move forward. Mr. Ames noted he will be taking a look at the situation and if not rectified, he will take further action to ensure the process is no longer violated.

#### **PUBLIC COMMENT**

Present: Tony Badalamenti

Mr. Badalamenti is disturbed by the political games going on in Portage County. The applicant happens to be a friend of his and to see someone not get offered the job when everyone wanted that person to have the job, and then to see a denial is hard. Mr. Badalamenti would like to share his displeasure with the Board and the action it took because if it happens to someone with a relatively high profile, it's going to happen to others.

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#### **JOURNAL ENTRY**

May 2, 2019

#### **Commissioners**

1. The Board of Commissioners acknowledged receipt of the April 24, 2019 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, 2019, as presented by the Portage County Auditor's Office.

2. The Board of Commissioners authorized Commissioner Kline, President of the Board, to sign the Ohio Development Services Agency Local Government Innovation Fund Local Government Innovation Grant Program Grant Payment Request Draw #4, as presented by the Regional Planning Commission as follows:

Grant No.	Activity Name	Amt Requested
SBIG20170346	PC Public Info & Branding Proj	\$3,015.00
Total		\$3,015.00

3. The Board of Commissioners authorized payment from the General Fund 0001 Memorial Day Expenses, Org. 09030004, Object No. 426100, by the Veterans Service Commission, to each entity applying for assistance to aid in defraying the expenses of Memorial Day activities, as stipulated in ORC Section 307.66, as follows:

• American Legion Post #193	\$500.00
• American Legion Auxiliary #193	\$100.00
• American Legion Post #331	\$500.00
• American Legion Auxiliary #331	\$100.00
• American Legion Sons #331	\$100.00
• American Legion Post #496	\$500.00
• American Legion Auxiliary #496	\$100.00
• American Legion Post #674	\$500.00
• American Legion Post #685	\$500.00
• American Legion Auxiliary #685	\$100.00
• American Legion Post #713	\$500.00
• American Legion Post #803	\$500.00
• American Legion Auxiliary #803	\$100.00
• Catholic War Veterans #1954	\$500.00
• Veterans of Foreign Wars #1055	\$500.00
• Veterans of Foreign Wars Sons #1055	\$100.00
• Veterans of Foreign Wars Post #2629	\$500.00
• Veterans of Foreign Wars Post #5067	\$500.00
• Veterans of Foreign Wars Post #8487	\$500.00
• Veterans of Foreign Wars Auxiliary #8487	\$100.00
• Veterans of Foreign Wars Post # 9716	\$500.00
<b>TOTAL</b>	<b>\$7,300.00</b>

4. The Board of Commissioners authorized Vicki Kline, President of the Board, to sign the revised Budget Justification for WIC FY19 Grant as presented by WIC Director Amy Cooper.
5. The Board of Commissioners received the April 30, 2019 Amended Certificate of Estimated Resources for the year beginning January 1, 2019 as submitted by the Portage County

Budget Commission.

**Human Resources**

6. The Board of Commissioners signed the Personnel Action Form authorizing the full time hire of John Stirm as an Engineering Technician, replacing Lindsey Smith, for Portage County Water Resources, as presented by Janet Kovick, Human Resources Director. Anticipated start date is May 20, 2019. 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 full-time hire of Richard Ward as a Laborer for Portage County Water Resources, as presented by Janet Kovick, Human Resources Director. Anticipated start date is May 20, 2019. The Board of Commissioners agreed that this hire is contingent upon the applicant passing the required pre-employment testing. The Board of Commissioners also agreed that the Water Resources Department will hold a Collection Systems Operator position open until the applicant obtains the Collection Systems license as required by the position. He will be replacing James Markijohn's Collection Systems Operator position.
8. The Board of Commissioners signed the Personnel Action Form authorizing the full-time hire of John Adams as a Laborer for Portage County Water Resources, as presented by Janet Kovick, Human Resources Director. Anticipated start date is May 20, 2019. The Board of Commissioners agreed that this hire is contingent upon the applicant passing the required pre-employment testing. The Board of Commissioners also agreed that the Water Resources Department will hold a Collection Systems Operator position open until the applicant obtains the Collection Systems license as required by the position. He will be replacing Derek McIntyre's Collection Systems Operator position.
9. The Board of Commissioners signed the Personnel Action Form authorizing the full-time hire of Frank Pavlic as a Laborer for Portage County Water Resources, as presented by Janet Kovick, Human Resources Director. Anticipated start date is May 20, 2019. The Board of Commissioners agreed that this hire is contingent upon the applicant passing the required pre-employment testing. The Board of Commissioners also agreed that the Water Resources Department will hold a Collection Systems Operator position open until the applicant obtains the Collection Systems license as required by the position. He will be replacing an Electrician position which was unable to be filled.
10. The Board of Commissioners signed the Personnel Action Form authorizing the full-time hire of Jack Cottrell as a Laborer for Portage County Water Resources, as presented by Janet Kovick, Human Resources Director. Anticipated start date is June 3, 2019. The Board of Commissioners agreed that this hire is contingent upon the applicant passing the required pre-employment testing. The Board of Commissioners also agreed that the Water Resources Department will hold a Laborer position open until the applicant obtains his CDL license as required by the position. He will be replacing Nick Hershberger's Laborer position.
11. The Board of Commissioners agreed to rescind the recommendation to hire Brianna

Vanderpool for the part-time, Seasonal Canvasser position, for the Portage County Dog Warden, presented by Janet Kovick, Human Resources Director.

12. The Board of Commissioners signed the Personnel Action Form authorizing the seasonal hire of Cristin Reardon as a Canvasser for the Portage County Dog Warden, as presented by Janet Kovick, Human Resources Director. Anticipated start date is May 7, 2019. The Board of Commissioners agreed that this hire is contingent upon the applicant passing the required pre-employment testing.

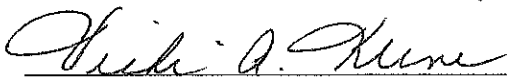
Motion: by Sabrina Christian-Bennett, seconded by Kathleen Clyde to approve the Journal Entries for May 2, 2019


Roll call vote: Commissioner Christian-Bennett, Yea;  
Commissioner Clyde, Yea;  
Commissioner Kline, Yea;

Motion: by Kathleen Clyde, seconded by Sabrina Christian-Bennett to adjourn the Official Meeting of May 2, 2019 at 11:04 AM


Roll call vote: Commissioner Christian-Bennett, Yea;  
Commissioner Clyde, Yea;  
Commissioner Kline, Yea;

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

  
Kathleen Clyde, Vice President

  
Sabrina Christian-Bennett, Board Member

  
Amy Hutchinson, Clerk