



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

September 12, 2019

9:01 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	Absent
Kathleen Clyde	Vice President	Present
Sabrina Christian-Bennett	Board Member	Present

Also attending throughout the day Record Courier Reporter Diane Smith and Judy Nelson.

Recessed to Solid Waste Management District: 9:01 AM  
Reconvened: 9:40 AM

#### **HUMAN RESOURCES**

Present: Director Janet Kovick, Benefits Specialist Susan Lynn, and Department of Budget and Financial Management Director Todd Bragg

#### **Discussion:**

1. Optional Insurance Update

The Prosecutor's Office responded back noting the issue does not appear to be addressed in the Ohio Revised Code, so past practice is not in conflict. Ms. Lynn received product information from six companies in total and all products were similar in price, but the main focus is customer service. Ms. Lynn reached out to Willis Towers Watson who could assist with the bid process, but the expense would not be covered in the contract. Commissioner Clyde is okay with moving forward after hearing from the Prosecutor's Office and Director Kovick will create a Journal Entry for Board consideration next week.

Recessed: 9:46 AM  
Reconvened: 10:00 AM

#### **WATER RESOURCES QUARTERLY MEETING**

Present: Director Gene Roberts and Deputy Director Laura Weber

- Chinn Allotments: The final signed Finding and Orders have been sent to the Board and the department is working through design with CT Consultants to determine the best location of the Regional Pump Station.

- Development projects are continuing to come in through the engineering section and that keeps the staff very busy.
- A Request For Quote was sent out for engineering regarding the upgrades at Streetsboro to the headworks and tertiary filters.
- The Department has been scheduling tours of the facilities and a planning project for Suffield Township for two of their Wastewater Treatment Plant to determine if a regional plant make more sense to replace the two existing or to upgrade one.
- The planning group has been busy finalizing the GIS and getting it updated.
- The department has been doing a lot of work with technology, specifically with Computerized Maintenance Management Software (CMMS). CMMS will help with asset management planning, management of the inventory and staff time for work orders.
- Commissioner Christian-Bennett asked about Chinn Allotment and if there's been a decision about using the old Motor Pool and Ms. Weber noted it's still an option but no decision has been made.
- New vehicles were purchased for the department and they should be coming in 2 weeks.
- Oakwood Acres: The physical work has been completed and the agreement with the contractor was finalized.
- Village of Mantua: The agreement was extended to the end of September and there's a meeting tomorrow internally and then a draft will send the solicitor. Director Roberts will need a letter from the Village indicating it agrees in principle before moving forward.
- Shalersville well: The Water Resources Department is having a hard time finding a replacement well, so they've gone back to two report summaries that studied the Aquaphor to find out where they can find water. Ms. Weber noted they've drilled 3 test holes and each costs money, so they are evaluating having another Aquaphor study completed. The department has interviewed 2 companies that previously did the work for a better understanding of where they should be drilling. Director Roberts also discussed the possibility of getting a slip lining of the existing well.

Recessed: 10:19 AM

Reconvened: 10:24 AM

#### **PORTAGE DEVELOPMENT BUDGET MEETING**

Present: Director Brad Ehrhart, Executive Committee member Calvin Berry,  
Department of Budget and Financial Management Director Todd Bragg

#### **History - Portage Development Board 2011-2019**

- Since its founding, Portage Development Board (PDB) and its partners have worked on 78 projects that brought over \$586.5 million in new investment to Portage County. This investment helped to create 4,352 jobs and retain 3,469 jobs for an annual payroll of over \$332.2 million.
- So far this year, PDB and its partners have successfully worked on 4 projects with new investments over \$15.8 million. These projects will create 145 jobs and retain 37 jobs with an annual payroll of over \$7 million. These projects include EASIBuy, Atlantic Water Gardens, Shur-Co and the CL Acquisition Speculative Building.

- Since the start of the Portage County Business Retention and Expansion Program on January 1, 2012 to September 12, 2019, PDB has conducted 1,108 business visits. They have done this work in cooperation with the Portage County Job and Family Service's Business Resource Network, JobsOhio, and the Greater Akron Chamber.
- In 2018, they conducted 163 visits and made over 163 referrals to partners.
- From a marketing prospective, PDB has:
  - Developed and maintained a web site to market the county and its sites and buildings: [www.portagedevbd.org](http://www.portagedevbd.org).
  - Developed and maintained a new web site to attract workers to Portage County companies: [www.portageishiring.org](http://www.portageishiring.org). This effort is in response to employers need to find employees as expressed in our PC Business Retention and Expansion Program.
  - Increasing use of social media marketing to market the Portage is Hiring web site to target areas near Portage County to attract workers to companies located in Portage County.
  - Held since 2016, the Locate Stay Grow event celebrating economic growth in Portage County.
  - Held since 2018, the Produced in Portage, an event to educate students in grade 6th to 12<sup>th</sup> about careers in manufacturing.
- Staff the Portage County Port Authority.
- PDB also provides the staff support for the county's property tax abatement programs which includes sitting on several Tax Incentive Review Councils and the Streetsboro CRA Housing Council.
- Serve on the Portage County Transportation Improvement District, NEFCO CEDS committee, Area 19 Workforce Development Board, Cascade Capital Corporation, and the Community Improvement Corporation through the Greater Akron Chamber.
- Staff also participates in Celebrate Portage, Leadership Portage County, and the United Way of Portage County.
- The quarterly board meetings are well attended and help bring the various parts of Portage County together. The attendance averages 40 persons which include business leaders, mayors, representative from major county institutions, and leaders of non-profits.
- They are working with Portage County Job and Family Services and Area 19 to acquire a customer relationship management software to continue to keep track of outreach visits and projects.

#### Portage Development Board is Growing

- Due to the continued growth in Portage County and the increased demand for their services, PDB was required to expand their team to 3.5 people.
- PDB has been a highly successful asset in the county's overall economic development strategy in Portage County since 2011.
- In addition to business attraction and retention, PDB is staffing Port Authority work and marketing available county business parcels & job openings for the same \$50,000 investment.
- Investment in PDB is .001% of the county's \$45 million budget.
- For an annual investment of \$50,000, Portage County has benefited from the work of 3.5 full time equivalent employees & \$169,000 in payroll and related expenses not on their payroll.

Mr. Barry noted the Development Board is an extension of the Board and as part of the economic development strategy, they have expanded their staff trying to ensure their attraction effort and retention effort on the Board's behalf is effective. He further indicated they are an outstanding return on investment for the County and asks the Board to further invest in the Portage Development Board by *increasing its contribution from \$50,000 to \$75,000* to support the good work they are doing.

Commissioner Clyde asked the following questions:

1. The historical funding from the Board and Commissioner Christian-Bennett explained it was \$200,000 for the first 3 years, and year 4 went to \$25,000, and then to \$50,000. Director Ehrhart also noted the Board provides an in-kind for offices and utilities and he recognizes that is an important part of the contribution.
2. What do other counties do to support economic development activities and Director Ehrhart noted there are two counties he would benchmark – Medina and Wayne, and although each County takes different paths, the 501C3 path is typically the way they go. Commissioner Christian-Bennett pointed out that it varies and the County has completed studies on surrounding Counties, but it depends if Portage Development is internal or external, some counties provide more funding, but don't provide in-kind, some only do in-kind. Mr. Barry noted their model allows them to be nimbler for the work necessary. Mr. Barry would prefer funding at \$100,000, but he is asking for \$75,000.
3. What would you do with the extra funding and Director Ehrhart responded it would go towards social media efforts and to help fill a gap in funding. Currently, the gap will bring the department to their reserves at the end of the year of \$350,000 and that's approximately one year's worth of protection. Director Bragg asked about the monthly financials and Director Ehrhart responded the Commissioners are provided financials each month and the Board will forward copies of the monthly financial report to Director Bragg.

Commissioner Christian-Bennett mentioned there are other sources of revenue and Director Ehrhart responded fees for service and donations. Mr. Barry noted there's a possibility that Team NEO could pull away some of their funding from the Development Board because they may go in a different direction, but nothing has been finalized.

The Board asked to reschedule the Information Technology Services' budget meeting today until Commissioner Kline returns.

Recessed: 10:56 AM

Reconvened: 11:00 AM

#### **INTERNAL SERVICES DEPARTMENT**

Present: JoAnn Townend and Department of Budget and Financial Management  
Director Todd Bragg

## 1. Car Rentals

- Through the Enterprise system, the County can use the state contract to rent vehicles.
- Judge Giulitto will be the first person using the contract for a short-term rental and she wondered about the chargeback.
- A medium size car is \$36.00 per day under the State's contracted rate.
- The Board agreed a mileage requirement on the vehicles would be appropriate.
- Through the contract, Enterprise brings the vehicle to the employee's house and then the employee returns the person back to Enterprise.
- Job and Family Services and the Prosecutor's Office have their own vehicles and Judge Giulitto was offered a pool vehicle but declined.
- Director Bragg noted the new Vehicle Use Policy does not address rental cars and Commissioner Christian-Bennett agreed the policy should be amended.
- Commissioner Christian-Bennett suggested Director Kovick check with other Counties to see what their policies are.

Commissioner Clyde asked how they charge for gasoline and Director Townend explained when the vehicle is turned in, an employee can bring it back full or Enterprise will charge for the gasoline consumed.

Commissioner Clyde asked how would the reimbursement work and Director Townend replied an employee can either put the cost on the rental invoice or an employee can use one of the County's cards for the purchase.

Commissioner Clyde agreed to move forward and after hearing back from Judge Giulitto, Director Townend should revise the Vehicle Use Policy.

Recessed: 11:15 AM

Reconvened: 1:04 PM

## **REGIONAL AIRPORT AUTHORITY BUDGET MEETING**

Present: Homer Lucas, Dick Bonner, Melvin Steedly, Department of Budget and Financial Management Director Todd Bragg

On May 9, 2019, during a fuel delivery, the Jet A fuel tank was damaged beyond repair.

- Installed in 1999, through a loan from the county, the tank farm consists of three tanks, 4,000 gal 100LL, 12,000 gal 100LL, 12,000 gal Jet A, three dispensing stations, and a transaction terminal.
- The 100LL, 4,000 gal tank was originally for 80LL fuel. Grade 80 LL is now obsolete.
- The 12,000 gal capacity is a result of the shipment size which is 8,000 gal minimum.
- Piston driven aircraft utilize the 100 LL fuel. Jet A fuel is used for helicopters, such as Metro Life Flight, and also for turbine powered aircraft, such as the Beechcraft King Air owned by Geis Construction, Streetsboro.
- On Thursday afternoon, May 9, 2019, a tanker truck from Hilltrux Tank Lines, Inc. was making a delivery of Jet A fuel. During this delivery the tank was damaged beyond repair.

- The process provided several opportunities to avoid damaging the tank. 1) The fuel level gauge on the tank indicates approximately how much fuel can be added to the tank. The gauge was not referenced by the driver. 2) During filling using a pump on the truck, the pressure differential gauge read abnormally high. The FBO employee noted that to the truck driver, but the driver continued the offload saying he knew what he was doing. 3) As the tank reached 90% filled, a loud, audible alarm sounded. The driver did not know what the alarm signified and only stopped pumping once fuel sprayed from the vent pipe on the top of the tank.
- Heeding any one of these three warnings would have prevented the damage to the tank.
- The fuel that sprayed from the vent pipe was estimated at 25 gallons or less. The area smelled of Jet A for several days and grass adjacent to the tank was killed.
- With the visible damage to the Jet A tank, there was concern about a potential large spill. Dick Bonner, FBO manager, decided to transfer the fuel from the tank to a tank truck and all but about 800 gallons was removed from the tank. Mr. Bonner called Homer Lucas, President of the Portage County Regional Airport Authority, and both reviewed the situation on site. The next day, they contacted ConVault, the manufacturer of the tank. ConVault sent one of their representatives, Steve Thickstun, from Columbus to look at the tank. Mr. Thickstun visited the site on May 16, 2019 and prepared a letter with his findings. His conclusion was that the failure was caused by over pressure during filling and a rusted emergency vent on the tank. He also concluded the warranty did not cover the damage.

#### Actions Taken Since May 9, 2019

- Mantua-Shalersville Fire Chief, Matt Roosa was contacted and came out to the airport. Chief Roosa said the off-loading of fuel from the tank to a tank truck was okay. To remove the damaged tank, per the Chief, all they need to do is remove all the fuel, let the tank vent for a few days, and then check for flammable vapors. The Fire Department has a meter for this testing. Once no flammable vapors are detected, the tank can be moved.
- Mr. Lucas contacted the company selling the fuel, AvFuel, about the tank damage. AvFuel had been contacted by Hilltrux, the trucking company who delivered the fuel. Hilltrux made an incident report. Neither AvFuel nor Hilltrux admit any responsibility for the damage.
- Aviation Insurance Managers, Inc., the Airport's insurance broker, was contacted. Their insurance does not cover the tank damage.
- Next, they contacted Attorney Chris Meduri from the Portage County Prosecutor's Office, giving him all the information to date. Attorney Meduri visited the airport June 14, 2019 and they looked at the tank discussing how the tank was filled on May 9, 2019. They spent about 30 minutes in the airport conference room in further discussion. As a result, Attorney Meduri sent a letter to both AvFuel and Hilltrux on June 28, 2019 asking that they begin discussions to reach an equitable resolution. The insurance company for Hilltrux contacted Attorney Meduri. After contacting Mr. Lucas, Attorney Meduri had Hilltrux insurance company contact Mr. Lucas, as well.

- Kevin Cronan, representing Hilltrux' insurance company, visited the airport on July 29, 2019 taking pictures and discussing the events on May 9, 2019 with Chris Hopkins from the FBO. Chris Hopkins is the FBO employee on site on May 9, 2019.

#### Temporary Supply Measures for Jet A

- The immediate problem is supplying Jet A to Metro Life Flight (MLF). Currently, a small, mobile fuel tank (also referred to as a bowser) is used by MLF to refuel their helicopter. The bowser, when empty, is refilled from the Jet A tank.
- The least expensive and most readily available solution was to plumb a tank truck into the fuel farm, but before proceeding with this, the state fire marshal and the local fire department were contacted for their approval.

#### Replacement Options for Jet A Fuel Tank

- The process of replacing the tank involves: 1) Demolition of the damaged tank. The cost to demolish the old tank where it sets but reached the conclusion that the risk of potential damage to the other tanks and equipment in the area was too great. 2) Moving the damaged tank to an open area for demolition. The tank is constructed with a 6 inch thick, concrete shell. As a result it weighs 101,000 pounds, with 86,000 pounds being concrete. As you can imagine, renting a crane to move 50 tons is expensive. 3) Purchasing a replacement tank. There are two major questions here, what type of tank to purchase and what capacity that tank should have. A new ConVault tank is too expensive. They found a used Convault tank, but it is only 10,000 gallons. The damaged tank is 12,000. Fuel is purchased in minimum quantities of 8,000 gallons.
- A tank typically will have approximately 1,000 gallons that can't be pumped out. The pipe drawing fuel from the tank does not reach clear to the bottom of the tank. That means with an 8,000 gallon minimum purchase, plus 1,000 gallons at the bottom of the tank, there's only a margin of 1,000 gallons when using a 10,000 gallon tank. That margin is too small to guarantee that we wouldn't run out of fuel. A 12,000 gallon tank has a 3,000 gallon margin. It was determined a 12,000 gallon, cylindrical, metal tank would be their recommendation.

**Cost**

Fee to pump fuel from damaged tank on 05/09		\$1,020.00	
Temporary supply measure			
Temporary fencing	\$709.27		
Lumber	44.66		
Coupler	600.00		
Hose	<u>622.19</u>		
		\$1,976.12	
Tank truck rental			
Months	5.00		
Cost/month	<u>1,500.00</u>		
		<u>7,500.00</u>	
Total for temporary supply		9,476.12	
Move damaged tank		5,000.00	
Demolish damaged tank		<u>7,500.00</u>	
Total costs regardless of tank		22,996.12	\$22,996.12
Replacement tank			
New 12,000 gal, metal tank		<u>34,566.00</u>	
Used ConVault 10,000 gal tank			<u>18,600.00</u>
Total		\$57,562.12	\$41,596.12

## Request:

- The Airport has a temporary solution in place but it is only temporary. The Jet A fuel tank must be replaced. The Airport is pursuing legal remedies for the damage. Of course any proceeds from this action would be used to offset the replacement costs, but the legal action could take a year or more.
- The Portage County Regional Airport Authority Board of Trustees is seeking the Board's help in funding the replacement tank and accompanying costs.

The total is \$57,562.

- Commissioner Christian-Bennett asked if the new 12,000 gallon tank included the installation or was it for the tank itself at \$34,566.00? Mr. Lucas replied it's just for the tank and the crane will already be on site. Mr. Bonner pointed out

there are no costs listed for disassembly and assembly of the old piping and Mr. Lucas agreed he did not get estimates for that cost.

- Commissioner Christian-Bennett remembered at one time the Airport was willing to use some of their funding towards the purchase, but Mr. Lucas responded the Airport had \$20,000 available but he didn't realize \$17,000 is needed for a local match to rebuild the north taxiway.
- Mr. Bonner noted the tank truck rental costs per month are listed, but the process will take four months and there's nothing included for the additional time. Mr. Lucas noted there will be additional costs as the Airport has already utilized 2 of the 5 months of tank truck rental to date. Commissioner Christian-Bennett suggests Mr. Lucas include all the additional costs because the longer the process is drawn out, the more expensive it becomes.
- Director Bragg asked if the local match is needed next year and Mr. Lucas responded \$3,500 is needed next year and the following year would require the remaining amount.
- Mr. Lucas explained the remaining fuel in the damaged tank will need to be removed so that it can vent naturally, and then the Fire Marshall inspects and tests the tank to ensure no flammable fumes exist before it can be demolished. The metal tank could possibly be recycled for scrap metal, but the tank needs to be demolished and removed. Mr. Lucas is proposing the new tank to be placed where the damaged tank exists currently.
- Commissioner Clyde asked how long the tank truck can be utilized and Mr. Bonner explained the Fire Department and the State Fire Marshall provided a waiver for the tank truck because it would be needed for 3-4 months and realistically, they are looking at January before they can remedy the situation.
- Director Bragg asked if the damaged tank could be removed now and Mr. Lucas responded it would be an additional cost but perhaps a smaller crane could be used. There's a fee to drive the crane to the site and back that's why they were intending to have the old one removed and the new one placed at the same time.
- Commissioner Clyde asked if this is the only site the medical helicopters can get fuel and Mr. Lucas doesn't know of any other ports, so they would have to go to another airport, but the Fixed Base Operator is under contract to provide them with fuel and it would add additional cycles to the airplane every time they stop for fuel. Mr. Steedly explained the Airport was chosen by the Life Flight medical helicopters because of the weather reporting, its proximity, and fuel. When items are subtracted the incentive to keep the helicopter goes away. Mr. Steedly noted there is no where else they can go within Portage County for fuel. Mr. Bonner explained by having the helicopters land here, they do not have to recycle/restart because they are based here.
- Commissioner Clyde asked Director Bragg if there's any emergency infrastructure funding available to offset the costs and he responded there wouldn't be any federal or state funding he is aware of because of the private nature of the fuel arrangements.
- Commissioner Christian-Bennett explained the funding would come out of the Commissioners' Other and Director Bragg recommends up to \$70,000 to incorporate some of the unknown costs. Commissioner Christian-Bennett pointed out the Board discussed providing the funding as a loan, even though they currently have other loans they are not able to fund.

- Director Bragg explained the benefit of it being a loan is that the FAA could waive the loans as a local match. Mr. Lucas noted the Airport still has the loan for the fuel farm, but he is anxious to replace the damaged tank, if not it becomes a second class airport without Life Flight.
- Mr. Lucas noted the Airport is still pursuing legal action and any proceeds could offset the costs and Commissioner Christian-Bennett stated it would be a contingency in the agreement.
- Director Bragg announced the Board will need to write the terms of the loan and there is cash available to start the process and they can get reimbursed from the County.
- Mr. Lucas noted they will need to order the tank first and foremost.
- Commissioner Christian-Bennett explained it's the Board's desire to move forward with the project and Mr. Lucas will begin the process with the available cash on hand, knowing the Board will reimburse.
- Commissioner Clyde is comfortable moving ahead and pointed out the case with Life Flight is very compelling as the Board is looking out for the residents of Portage County and their access to such a critical emergency need, should they need it. She also noted Commissioner Kline, who is out today, expressed her support to moving forward.
- Commissioner Christian-Bennett asked about maintenance inspections so the vents release how they were designed to release and Mr. Bonner commented that he is unaware of any requirements on the tanks to have that done, but the other 2 tanks have been inspected during this investigation.
- Commissioner Christian-Bennett would like to see Mr. Lucas on a quarterly basis and Mr. Lucas will reach out to the Clerk with his availability.
- Commissioner Christian-Bennett asked Director Bragg to initiate the documents to move forward.

## **DEPARTMENT OF BUDGET & FINANCE**

Present: Director Todd Bragg

- Typically, the County tries to spend \$ 1 million to \$1.5 million in Capital Project every year, but in 2018 it drastically reduces because a former Commissioner refused to put money into the Administration Building wanting to pursue a new facility instead.
- There's still a lot of maintenance issues that need attention, and the capital program needs to restart.
- In 2019, the chart indicated a considerable surplus into 2020, but in 2021 the projects fall into the negative even without any capital expenditures.
- Director Bragg would like the Board to decide if it wants to slow expenses in 2020 to mitigate effects in 2021 or continue in 2020 as normal.
- Information Technology Services (ITS) has considerable projects over the next 3 years and the life span on almost all technology is 5-6 years and the servers will be going on 7 years in 2021.
- The phone system for the Justice Center and Prosecutor's Office will need replaced, at least from a budgeting standpoint, the funding needs set aside in case something happens.
- Windows 7 software has a couple of options, but the best option is \$560,000 next year or \$160,000 next year and \$130,000 each year thereafter. If the

Board waits, it leaves the County vulnerable and the funding is not included in today's forecast.

- A 2% has been added to the forecast for 2020, 2021 and 2022 for a baseline.
- The Board stopped altering its wage scale last year at the recommendation of Clemans Nelson with the idea that it would be addressed every 3-5 years. Their recommendation for the adjustment is to use the Consumer Price Index. If the Board is going to adjust the scale by that amount, it should probably commit to providing raises closer to those amounts. How to adjust the wage scale and how to address this issue in the future still needs to be decided.
- Director Bragg would like the Board's main focus to be on the Capital budget for at least 3 years and what type of commitment will be made to employees in terms of raises.
- The \$2.6 million for capital in 2016 went towards ITS and Board of Elections equipment. In 2019, it shows the surge in revenue due to reimbursement for elections equipment of \$1.3 million.
- The projections include Indigent Defense and the County is receiving reimbursement at 42% through June 2019. The 42% will continue until the last 3 months of the year when the State will over-reimburse almost 90% so it will average closer to the 70% at the end of 2019, then it will fall back down in January 2020 to maintain 70%.
- The Board will be close to projections for 2019.
- The Casino tax is lingering - it doesn't go down, but it doesn't go up either.
- 2019 revenue for Casino tax are \$1,495,748 and Director Bragg is projecting \$1,975,000 for 2019.
- Line 166 shows the reimbursement for the Board of Elections one time equipment purchase.
- Line 25 Interest doing well but the increase has stopped.
- Line 8 Contract Services is Maximus, Cost Allocation, Water Resources contribution of \$300,000. This is for the Non General Fund Department to pay back for a General Fund's department time.
- Commissioner Christian-Bennett asked if Director Bragg heard back from the Sheriff's Department about the employee study and he replied it should be presented to the Board when they come for their budget hearing next week.

General Fund Summary							
Fund 0001	2016	2017	2018	2019	2020	2021	2022
1 Revenue	42,118,903	42,098,213	45,364,890	47,355,371	46,128,305	46,820,230	47,522,533
2 Adjustment	586,827	-586,827					
3 Actual	41,532,076	42,685,040					
<u>Expenses</u>							
4 Personal Services	27,094,201	28,040,906	28,822,074	29,441,223	31,034,729	31,887,473	32,769,696
5 Wages & % ben	22,922,637	23,346,424	23,798,519	24,226,450	25,475,979	25,985,499	26,505,209 1*
6 Health Benefits	3,993,390	4,422,061	4,572,561	4,788,915	5,176,250	5,486,825	5,816,034
7 Other	178,175	272,421	450,995	425,858	382,500	415,150	448,453
<u>Other Operating Expenses</u>							
8 Cont. Serv.	9,848,995	10,035,876	10,124,339	10,225,582	10,528,966	10,761,901	10,998,329
9 Mat. & Supp	1,613,685	1,556,215	1,482,399	1,512,000	1,527,120	1,542,391	1,557,815
10 Capital Outlays	2,682,135	1,259,782	370,848	250,000	275,000	280,500	286,110
11 Other	557,505	537,061	4,134,748	1,713,584	1,325,000	1,325,000	1,325,000
<u>Jail Additions</u>							
12 Increased Jail Operation				150,000	725,000	725,000	746,750
13 Existing labor in 0002						844,869	861,765
14 Revenue Less Operating	322,383	668,373	430,482	4,062,982	712,490	-546,905	-1,022,934
<u>Infrequent/one time Capital Expenses</u>							
19 Admin Bldg							
20 Annex							
21 Riddle							
22 Justice Center							
23 JDC							
24 Prosecutor's Bldg							
25 Parking Lots							
26 Rav. Courthouse							
27 Kent Courthouse							
28 Misc.							
29 IT					105,000	105,000	105,000
30 Vehicle Purchases							
31 Pretty Glenn Dam					1,834,399		
32 Airport							
33 Total Planned Expenses	41,796,520	41,429,840	44,934,409	43,349,989	47,355,214	47,472,134	48,650,467
34 Fund 0003 for Dam expenses					1,834,399		
35 Planned change to Cash	322,383	668,373	430,482	4,005,382	607,490	-653,905	-1,127,934
36 Cash balance		9,582,004	10,012,486	14,017,867	14,625,357	13,973,452	12,845,519
37 0002 Advance return						3,714,000	
38 Working 0001 Balance							
39 Fund 0002 - additional sales tax							
40 Revenue	3,883,271	5,325,153	8,307,286	5,250,000	5,250,000	1,200,000	
<u>Expenses</u>							
42 Personal Services							
43 Corrections officers	241,767	258,969	268,119	272,500	277,950		
44 Probation & Road Patrol	489,178	560,446	561,123	616,094	628,416		
45 Contractual Services	38,833	90,002	66,233	1,623,108	52,500	12,000	
46 Capital	3,749	2,475	6,694,128	10,950,072	2,279,435		
47 Temporary Advance Return					2,000,000	1,714,000	
48 0002 Cash	3,109,744	7,523,005	8,240,688	28,914	40,613	-485,387	

1\* Estimated with 2% Increases in 2020 - 2022

2020 Revenue Estimates

	<u>Dept</u>	<u>Object</u>	<u>Obj Desc</u>	<u>2017 Rev</u>	<u>2018 Rev</u>	<u>2019 Rev</u>	<u>2019 Est</u>	<u>2020 est</u>
(1)	0001	150100	Copy / Fax Charges	-100	-109	-38	100	100
(2)	0001	152000	Contract Services	-550			0	0
(3)	0001	250000	Refunds And Reimbursements	-214	-295	-230	300	300
(4)	0001	251000	Jury Fees	-15			0	0
(5)	0001	270000	Sale Of Fixed Asset	-32,489	-31,779	-10	15,000	15,000
(6)	0010	123000	Insurance Settlement	0	-22,086	-42,274	45,000	0
(7)	0010	131000	Licenses	-639	-629	-563	600	500
(8)	0010	152000	Contract Services	-1,004,116	-628,677	-463,444	650,000	650,000
(9)	0010	152200	Contract Serv - Portage County	-38,511	-31,604	-27,231	32,000	30,000
(10)	0010	153000	Fees	0	0	-225	225	0
(11)	0010	153000	Fees	-100	-100		0	0
(12)	0010	153400	Cert. of Title Transfer Fee	-357,000			0	0
(13)	0010	156000	Insurance	-5,176	-5,191		0	0
(14)	0010	191400	Public Defender - State/Federa	-237,770	-262,797	-196,254	325,000	450,000
(15)	0010	200100	Payment In Lieu Of Taxes	-4,578	-4,455	-4,416	4,416	4,500
(16)	0010	200300	Real Estate Homestead Rollback	-785,729	-788,475	-857,271	857,271	0
(17)	0010	200400	Manufactured H Homestead Roll	-15,524	-15,413		0	0
(18)	0010	201000	Local Government	-1,665,992	-1,489,779	-1,020,798	1,500,000	1,571,790
(19)	0010	201100	Casino Tax	-1,888,774	-1,938,986	-1,495,748	1,975,000	1,975,000
(20)	0010	203000	ODNR-Fld Cntrl/Minrl Fed	-10,054	-23,964	-11,484	24,000	24,000
(21)	0010	211000	Sales And Use Tax	-21,534,042	-21,288,930	-14,390,372	21,829,997	22,250,000
(22)	0010	221000	Real Estate Tax	-4,218,412	-5,111,745	-5,602,947	5,602,947	6,496,658
(23)	0010	223000	Tangible Personal Property Tax	-249	-120		0	0
(24)	0010	224000	Manufactured Homes Tax	-39,886	-45,247	-44,950	44,950	0
(25)	0010	230000	Interest	-1,528,204	-2,349,942	-1,528,969	2,500,000	2,400,000
(26)	0010	231000	PC Debt Interest	-2,403	-1,644		844	0
(27)	0010	240000	Rentals	-455,595	-284,942	-293,149	450,000	450,000
(28)	0010	241000	Oil Leases	-834	-4,401	-1,215	3,000	3,000
(29)	0010	242000	Vending Machine Commissions	-1,019	-4,033	-673	750	750
(30)	0010	250000	Refunds And Reimbursements	0	-279,580		0	0
(31)	0010	261200	PC Bond Principal	-13,791	-14,549		15,350	0
(32)	0010	263300	PC Loan Principal	-105,122	-105,122	-105,122	105,122	105,122
(33)	0010	270000	Sale Of Fixed Asset	0	-409,698		0	0
(34)	0010	280000	Transfer In	0	-371,113		0	0
(35)	0010	291000	Advance In Repayment	-17,626	-284,775		350,000	0
(36)	0012	152000	Contract Services	0	-50,000		0	0
(37)	0014	150000	Sales And Services	-1,080			0	0
(38)	0014	156000	Insurance	-18,473	-1,613		0	0
(39)	0014	250000	Refunds And Reimbursements	0	-400	-29	0	0
(40)	0014	251000	Jury Fees	0	-40		0	0
(41)	0014	270000	Sale Of Fixed Asset	-1,757			0	0
(42)	0016	123000	Insurance Settlement	0	-1,330	-691	691	0
(43)	0016	150000	Sales And Services	0	-80	-276	276	0
(44)	0016	152000	Contract Services	-16,050	-23,057	-17,849	23,000	23,000
(45)	0016	250000	Refunds And Reimbursements	-51,603	-662	-841	1,000	0
(46)	0016	251000	Jury Fees	0	-15		0	0
(47)	0016	251000	Jury Fees	0	-15		0	0

TAB 9/12/19 Draft Revenue 4

	<u>Dept</u>	<u>Object</u>	<u>Obj Desc</u>	<u>2017 Rev</u>	<u>2018 Rev</u>	<u>2019 Rev</u>	<u>2019 Est</u>	<u>2020 est</u>
(48)	0016	270000	Sale Of Fixed Asset	-2,769			0	0
(49)	0017	251000	Jury Fees	0	-60		0	0
(50)	0017	270000	Sale Of Fixed Asset	-151			0	0
(51)	0018	150000	Sales And Services	-320			0	0
(52)	0020	153000	Fees	0	-240	-24,824	36,000	35,000
(53)	0020	153900	Inspection Fees	-386,832	-489,021	-375,865	562,000	550,000
(54)	0020	270000	Sale Of Fixed Asset	0	0	-2,350	2,350	0
(55)	0100	131000	Licenses	-50			0	0
(56)	0100	150700	Delinquent Tax Adv Cost	-9,246	-7,645	-7,357	7,357	7,500
(57)	0100	152700	Tax Agents Compensation	-1,842	-127	-76	76	100
(58)	0100	153200	Conveyance Fees	-2,320,976	-2,603,111	-1,927,764	2,750,000	2,750,000
(59)	0100	153200	Conveyance Fees	-19,930	-25,582	-13,503	20,000	20,000
(60)	0100	153300	Transfer Fees	-28,670	-14,432	-2,548	10,000	10,000
(61)	0100	153300	Transfer Fees	-323	-356	-258	350	350
(62)	0100	155100	Inheritance Tax Fees	-4,375	-10	-6	6	0
(63)	0100	155200	Tangible Personal Property Fee	-260	-125		0	0
(64)	0100	155300	Homestead Rollback Fees	-153,451	-154,232	-96,124	146,000	146,000
(65)	0100	155400	Real Estate Fees	-475,232	-492,955	-513,745	513,745	525,000
(66)	0100	155500	Manufactured Homes Fees	-70,469	-78,049	-67,028	75,000	75,000
(67)	0100	155700	Cigarette License Fees	-82	-78	-75	75	75
(68)	0100	155800	Payment In Lieu of Taxes Fees	-1,024	-901	-792	792	750
(69)	0200	131000	Licenses	-6,125	-6,100	-4,950	6,000	6,000
(70)	0200	155100	Inheritance Tax Fees	-4,498	-8	-5	5	0
(71)	0200	155200	Tangible Personal Property Fee	-312	-150		0	0
(72)	0200	155400	Real Estate Fees	-483,844	-513,219	-531,282	531,282	525,000
(73)	0200	155500	Manufactured Homes Fees	-32,221	-36,046	-33,514	33,514	35,000
(74)	0200	155700	Cigarette License Fees	-82	-78	-75	75	75
(75)	0200	155800	Payment In Lieu of Taxes Fees	-1,226	-342	-301	301	300
(76)	0200	160000	Gifts And Donations	0	0	-1,100	1,100	0
(77)	0300	152000	Contract Services	-96,667	-105,000	-18,333	103,000	103,000
(78)	0300	152200	Contract Serv - Portage County	-149,929	-87,667	-113,503	150,000	150,000
(79)	0300	152200	Contract Serv - Portage County	-95,952	-59,921	-67,606	85,000	85,000
(80)	0300	152200	Contract Serv - Portage County	-70,955	-69,312	-56,582	70,000	70,000
(81)	0300	152200	Contract Serv - Portage County	-144,718	-91,865	-37,669	56,000	56,000
(82)	0300	153000	Fees	-10,165	-10,176	-7,533	10,000	10,000
(83)	0300	182000	Unexpended Allowance FOJ	-79	-200	-27,145	0	0
(84)	0300	251000	Jury Fees	-15			0	0
(85)	0300	270000	Sale Of Fixed Asset	0	-361	-935	935	0
(86)	0400	150100	Copy / Fax Charges	-30,964	-19,172	-12,634	15,000	20,000
(87)	0400	153000	Fees	-527,018	-526,985	-343,197	525,000	525,000
(88)	0500	140000	Fines And Forfeiture	-688,323	-774,346	-552,939	775,000	775,000
(89)	0500	140000	Fines And Forfeiture	-185,940	-174,027	-142,325	175,000	175,000
(90)	0500	140000	Fines And Forfeiture	-56,757	-54,812	-55,688	55,688	55,000
(91)	0500	143000	Court Fees	0	-402,029	-325,188	400,000	400,000
(92)	0500	143000	Court Fees	0	-205,252	-145,090	215,000	230,000
(93)	0500	143000	Court Fees	0	-205,749	-159,816	210,000	215,000
(94)	0500	143000	Court Fees	0	-135,315	-110,960	140,000	140,000
(95)	0500	143000	Court Fees	0	-75,911	-57,336	80,000	80,000

TAB 9/12/19 Draft Revenue 4

	<u>Dept</u>	<u>Object</u>	<u>Obj Desc</u>	<u>2017 Rev</u>	<u>2018 Rev</u>	<u>2019 Rev</u>	<u>2019 Est</u>	<u>2020 est</u>
(96)	0500	150300	Seminar	-13,108	-13,240	-8,979	13,000	10,000
(97)	0500	152200	Contract Serv - Portage County	-73,821	-53,047	-29,522	55,000	55,000
(98)	0500	153000	Fees	-402,177	0		0	0
(99)	0500	153000	Fees	-188,426	0		0	0
(100)	0500	153000	Fees	-213,111	0		0	0
(101)	0500	153000	Fees	-79,179	0		0	0
(102)	0500	153000	Fees	-131,624	0		0	0
(103)	0500	251000	Jury Fees	0	-15		0	0
(104)	0500	251000	Jury Fees	-15			0	0
(105)	0520	250000	Refunds And Reimbursements	-40			0	0
(106)	0520	270000	Sale Of Fixed Asset	0	0	-629	629	0
(107)	0530	152000	Contract Services	0	0		0	0
(108)	0530	191000	State Grant	0	-18,482		0	0
(109)	0530	250000	Refunds And Reimbursements	-295			0	0
(110)	0550	152200	Contract Serv - Portage County	-76,011	-58,193	-58,066	73,000	75,000
(111)	0550	251000	Jury Fees	0	-50	-15	15	0
(112)	0560	143000	Court Fees	0	-115,328	-82,618	120,000	125,000
(113)	0560	153000	Fees	-122,334	0		0	0
(114)	0560	191000	State Grant	0	-2,664		0	0
(115)	0560	191100	State Reimbursement	-3,838	-3,886	-2,265	2,265	0
(116)	0560	250000	Refunds And Reimbursements	0	0	-947	947	0
(117)	0570	140000	Fines And Forfeiture	-46,164	-38,970	-25,916	35,000	35,000
(118)	0570	141000	Surcharge	-800	-619	-538	538	500
(119)	0570	143000	Court Fees	0	-475	-307	400	250
(120)	0570	152200	Contract Serv - Portage County	-127,268	-117,635	-80,820	115,000	115,000
(121)	0570	152200	Contract Serv - Portage County	0	-18,000	-15,000	15,000	15,000
(122)	0570	153000	Fees	-522	0		0	0
(123)	0570	250000	Refunds And Reimbursements	-222,909	-168,618	-347,473	347,473	200,000
(124)	0570	270000	Sale Of Fixed Asset	-667		-1,679	1,679	0
(125)	0580	140000	Fines And Forfeiture	-22,267	-20,210	-13,861	20,000	20,000
(126)	0590	152000	Contract Services	0	-5,000	-4,051	5,000	5,000
(127)	0590	250000	Refunds And Reimbursements	0	0	-1	1	0
(128)	0590	251000	Jury Fees	0	-38	-15	15	0
(129)	0600	153000	Fees	-223	-127	-69	100	100
(130)	0600	191100	State Reimbursement	0	-10,207	-5,278	5,278	5,500
(131)	0600	250000	Refunds And Reimbursements	0	-33		0	0
(132)	0700	123000	Insurance Settlement	-1,097		-15,344	15,344	0
(133)	0700	140000	Fines And Forfeiture	-684	-1,011	-200	300	300
(134)	0700	150000	Sales And Services	-717	-8,600	-1,000	1,500	0
(135)	0700	150100	Copy / Fax Charges	-329	-291	-108	150	100
(136)	0700	151100	Work Release Incar	-19,618	-12,407	-11,210	15,000	15,000
(137)	0700	152000	Contract Services	-3,250	-3,000	-2,000	3,000	3,000
(138)	0700	152000	Contract Services	0	-2		0	0
(139)	0700	152200	Contract Serv - Portage County	-156,702	-158,932	-63,185	63,185	63,185
(140)	0700	152200	Contract Serv - Portage County	-3,300			0	0
(141)	0700	153000	Fees	-215,835	-228,982	-143,082	225,000	225,000
(142)	0700	153000	Fees	-42,820	-30,033	-32,812	40,000	40,000
(143)	0700	153000	Fees	-14,215	-17,489	-5,299	8,000	15,000

TAB 9/12/19 Draft Revenue 4

<u>Dept</u>	<u>Object</u>	<u>Obj Desc</u>	<u>2017 Rev</u>	<u>2018 Rev</u>	<u>2019 Rev</u>	<u>2019 Est</u>	<u>2020 est</u>	
(144)	0700	154000	Meals And Housing Fees	-1,275	-300		0	0
(145)	0700	180000	Miscellaneous	-113	-850	-436	500	500
(146)	0700	183000	Unexpended TOP	0	-2,137		0	0
(147)	0700	190100	Federal Reimbursement	-20,182	-25,102	-4,825	25,000	25,000
(148)	0700	191000	State Grant	0	-11,103	-6,273	6,273	0
(149)	0700	191100	State Reimbursement	-11,676	-12,402	-6,433	6,433	10,000
(150)	0700	195000	Local Grant	0	0	-3,600	3,600	0
(151)	0700	195000	Local Grant	-4,320	-1,193		0	0
(152)	0700	230000	Interest	-669	-818	-1,800	2,200	2,000
(153)	0700	242000	Vending Machine Commissions	-75,023	-78,947	-43,277	75,000	75,000
(154)	0700	250000	Refunds And Reimbursements	-692	-431	-147	147	0
(155)	0700	250000	Refunds And Reimbursements	0	0		0	0
(156)	0700	251000	Jury Fees	-34		-234	234	0
(157)	0700	253000	Finding For Recovery	0	-1,525		0	0
(158)	0700	270000	Sale Of Fixed Asset	-12,044	-1,728	-4,088	4,088	3,500
(159)	0800	150000	Sales And Services	-3,760	-3,072	-2,495	3,000	3,000
(160)	0800	152200	Contract Serv - Portage County	0	-22		0	0
(161)	0902	150000	Sales And Services	-73			0	0
(162)	0902	150100	Copy / Fax Charges	-85	-11	-17	20	0
(163)	0902	150400	Chargeback	-42,115	-318,590	-91,408	0	0
(164)	0902	150400	Chargeback	-31,401	-18,452		0	0
(165)	0902	153600	Filing Fees	-1,760	-600	-1,950	1,950	1,500
(166)	0902	191100	State Reimbursement	0	-27,617	-1,325,814	1,325,814	0
(167)	0902	250000	Refunds And Reimbursements	0	-54	-64	64	0
(168)	0903	160000	Gifts And Donations	0	-1,000		0	0
(169)	0903	250000	Refunds And Reimbursements	-492	-1,396	-636	636	0
(170)	0915	150600	Data Processing	-69	-17	-103	103	0
(171)	0920	150100	Copy / Fax Charges	-54			0	0
(172)	0920	152200	Contract Serv - Portage County	-13,162	-10,471	-9,511	10,000	10,000
(173)	0920	191400	Public Defender - State/Federa	-347,410	-443,110	-328,281	590,000	750,000

## **WATER RESOURCES BUDGET MEETING**

Present: Director Gene Roberts, Deputy Director Laura Weber and Department of Budget and Financial Management Director Todd Bragg

- The largest change in the budget is payroll as the Department has been moving a considerable amount of money to cover payroll due to increased staff and wages. For the past 4 years, they held the same amount budget wise.
- Everything else was budgeted at a requested 2% increase for operating.
- Capital Projects: A planning group was created in 2016 to direct capital improvement planning to determine where the projects would fall on a five year outlook. A needs survey was sent to staff members for their input as to what is needed for their division (ie. Regional, Streetsboro, Water and Technology Divisions). Once the needs were established, they were reviewed by senior management and a determination was made as to the significance of the need and that determines the 5 year projected expenditure plan.
- The projected expenditure plan is in order by division.
- Commissioner Clyde asked that next time the documents be numbered so it's easier to follow and Director Roberts noted they will categorize and number the document for next year.
- Total construction costs are not shown in the document because grant funding is anywhere from 25%-50% of the costs being reimbursed. A total of \$6.8 million is projected at the end of the year for carry over in case grant funding is not reimbursed.
- \$7.2 million is projected in revenue for next year.
- Commissioner Clyde asked about the Department's operational budget and Director Roberts noted it comes from personal services, contractual services, materials and supplies.
- Director Bragg noted the capital plan is a sound plan. Streetsboro sewer and Water are doing very well in large because of the Rootstown Water acquisition which doubled the County's revenues. The only fund that is tighter but still healthy is the Portage County Sewer Fund (5200) and increasing sooner than later should be considered.
- Payroll: In 2016 when Director Roberts started, there were 52 employees plus one vacant position and now the department is at 67 employees with 3 vacant positions. Director Roberts noted the department is becoming more proactive by videotaping miles of sewer and finding issues before they become problems and valve turning before there's a leak in a neighborhood and half the city must be shut down.

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## **CONSENT AGENDA QUESTIONS:**

1. Resolution 6: (Purchase of 45 body armor vests) – Commissioner Clyde asked if the local match was budgeted for the vests and Director Bragg stated body armor is purchased every 4 years, but a new grant appeared so the Sheriff's Office wanted to take advantage of it this year instead of next year. Commissioner Christian-Bennett asked if it this is a Federal or State grant and Director Bragg replied the state runs the program.
2. Resolution No. 7 (General Fund Amendments Commissioners' Other, Adult

Probation and Internal Services) Director Bragg explained Commissioner Other budgeted \$70,000 for fees the state charges for the collection of sales tax and it should come in at \$55,000, so there's extra money there.

The Board also approved the SCRAM bracelets for Adult Probation and Director Bragg has been waiting for them to spend down their current program for the next allocation of \$25,000 for the bracelets.

Internal Services \$75,000 is the cost of the dam for the easements.

3. Resolution No. 8 (Non General Fund Amendments for Health Benefits) Director Bragg explained the \$1,600,000 is needed to finish the year for medical costs as the fund was under budgeted.
4. Resolution No. 14 (Amend Resolution No. 19-0552, Accepting bids/Awarding Contracts for 2019 Sanitary Sewer Maintenance Program). The second WHEREAS noted there's an error in the RESOLVED, but the draft resolution is missing the (revised) Section 4 altogether.

Commissioner Clyde motioned to pull Resolution No. 14 from the Consent Agenda.

### **RESOLUTIONS**

*September 12, 2019*

### **Water Resources**

*14. Amend Resolution No. 19-0552, dated August 1, 2019; accepting bids and awarding contracts for project no. SH-W (19-100), 2019 Sanitary Sewer Maintenance Program, in the Portage County Regional Sewer District, Portage County, Ohio./PULLED FROM THE CONSENT AGENDA.*

Commissioner Clyde will work with Director Roberts on the wording.

5. Resolution No. 9 (Transfer from Fund 0001 General to Fund 1410 Public Assistance) Commissioner Christian-Bennett asked how things are going since the changes from last year and Director Bragg noted he has only heard good things about the Public Defender's Office and no complaints, but he hasn't actually sat down and talked with the Director personally.
6. Resolution No. 19 (Authorize the document fee set aside for the County Recorder). Commissioner Christian-Bennett noted the County Recorder wanted to create a separate fund to put document fee set aside for equipment and Director Bragg responded it's done every year to maintain the existing fund. Commissioner Christian-Bennett noted the fees at the Recorder's Office are increasing in October.

### **HUMAN RESOURCES – HEALTH BENEFITS PLAN**

Present: Director Janet Kovick, Benefits Specialist Susan Lynn, Department of Budget and Financial Management Director Todd Bragg and Doug Brown, Willis Towers & Watson

Mr. Brown met with the Board to talk about the Strategy for 2020 with respect to the Health Benefit Plan.

**2020 Public Bid Summary:**

- The decision was made to remain with Medical Mutual of Ohio for Medical/Prescription.
- The Administration rates will remain flat for 3 years (through 2022).
- Significant increase in prescription rebates in order to receive \$400,000 in 2020, up from about \$121,000 and it will escalate each year thereafter.
- Specific Stop Loss level increased from \$175,000 to \$200,000 in 2020.
- Remaining with Delta Dental with a 1.9% rate increase and 2 year rate guarantee, plus a 6% cap in year 3.

**From a Plan Design perspective:**

- Forecasting the renewal to be a slight reduction in budget.
- Plan design could be modified to include a 4<sup>th</sup> tier to the plan making those who need specialty drugs pay a little more (Specialty Copay \$75).
- If the Board does not implement a 4<sup>th</sup> Tier Drug, all co-pays will increase because much of the cost is drug related.
- The 4<sup>th</sup> Tier Drug will not reduce the drug costs, it is simply being done to introduce what is likely to happen in the future.
- The Affordable Care Act created a limit to how much out of pocket an employer could charge.

**Unbundling Vision and Hearing:**

- The Affordable Care Act has a provision whereby if you have a bundled plan, there is an argument the vision out of pockets expenses could roll into the medical, but Portage County does not do participate in this practice. Mr. Brown suggests the option to allow people who may not even know they have vision and hearing coverage to take a proportionate amount out of their contribution so employees won't be paying more and actually have a chance of paying less.
- If the County took this program and unbundled what the vision and hearing components are worth, a reduction in accrual costs of 5.6% for 2020.
- If the Board leaves the contributions, in 2020 the Board would be lowering the amount coming from the General Fund.
- The County's message to employees would be the Board is not changing the contributions, and you can unbundle vision and hearing if you care to.
- Director Bragg is reluctant to advocate for the Board lowering its share that each department pays into the fund. If there's a bad year, the County could use some of the balance elsewhere.
- Ms. Lynn noted that not raising the rates is a savings to the employees in itself.
- Mr. Brown explained if there's a reduction in accrual rates and a slight reduction in employee contributions, the County sets itself up to bounce around and not remain consistent.
- Director Bragg pointed out the Health Care holiday whereby the Board suspended contributions of 1 health benefit charge at the end of the year to stop the fund from building too much and that is still an option for the Board to consider.

The Human Resources Department will prepare the resolution for Board consideration on September 26<sup>th</sup>.

# **COMMISSIONERS' CONSENT AGENDA**

September 12, 2019

1. Approval of the September 5, 2019 regular meeting minutes.

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## **RESOLUTIONS**

September 12, 2019

### **Budget & Financial Management:**

1. Approve the Thursday, September 12, 2019 wire transfers for health benefits as presented by the County Auditor and reviewed by the Department of Budget & Financial Management./19-0657
2. Approve the Thursday, September 12, 2019 Journal Vouchers, as presented by the County Auditor and reviewed by the Department of Budget & Financial Management. /19-0658
3. Approve the Tuesday, September 17, 2019 bills/ACH payments as presented by the County Auditor and reviewed by the Department of Budget & Financial Management./19-0659
7. Approve the Tuesday, September 17, 2019 Journal Vouchers, as presented by the County Auditor and reviewed by the Department of Budget & Financial Management./19-0660
8. Approve the Tuesday, September 17, 2019 Then & Now Certification, as presented by the County Auditor./19-0661
9. Apply and authorize the acceptance of grant award and execution of necessary documents to the Ohio Attorney General's Office pertaining to the purchase of 45 body armor vests that will replace old ones that are no longer under warranty./19-0662
10. Amendment to the General Fund 2019 Annual Appropriation Resolution No. 18-0924, adopted December 13, 2018./19-0663
11. Amendment to the Non General Fund 2019 Annual Appropriation Resolution No. 18-0923, adopted December 13, 2018./19-0664

### **Job & Family Services**

9. Transfer from Fund 0001, General Fund to Fund 1410, Public Assistance Fund./19-0665

### **Internal Services**

10. Declare Prime AE most qualified firm as a result of review and analysis of

qualifications and enter into negotiations for providing professional design services for the project known as Ravenna Road Bridge Replacement (FRA 248 CH145G)./19-0666

11. To enter into a memorandum of understanding and addendum to the 2009 Neighborhood Stabilization Grant (NSP) subrecipient agreement between the Portage County Board of Commissioners and the City of Kent to utilize the program income for a CDBG Eligible Project. 19-0667
12. Enter into an agreement between the Portage County Child Support Enforcement Agency and Portage County Domestic Relations Court – Magistrate Services. /19-0668
13. Accept contract change order no. 1 and final to the construction agreement between the Board of Portage County Commissioners and Ronyak Paving, Inc. for the Infirmary Road resurfacing project in Shalersville and Ravenna Townships, Portage County. /19-0669

#### **Water Resources**

14. Amend Resolution No. 19-0552, dated August 1, 2019; accepting bids and awarding contracts for project no. SH-W (19-100), 2019 Sanitary Sewer Maintenance Program, in the Portage County Regional Sewer District, Portage County, Ohio. **/PULLED FROM THE CONSENT AGENDA.**
15. General sewer & water agreement for sanitary sewer and water improvements to Creekside at Pleasant Lakes Condominiums, Phase 2, Portage County Water Resources Department Project No. BR-2 10-070-P. /19-0671
16. Amendment to performance bond agreement for sanitary sewer and water improvements for State Route 59 sanitary sewer & water line extension project, Portage County Water Resources Project No. RV-0 18-180-P. /19-0672
17. Amendment to the general sewer agreement for sanitary sewer & water main improvements to the State Route 59 sanitary sewer & water line extension, Portage County Water Resources Department Project No. RV-0 18-180-P. /19-0673
18. General sewer & water agreement for sanitary sewer and water main improvements to the Prescott Pike – Phase 3, Portage County Water Resources Department Project No. BR-2 19-090-P. /19-0674

#### **Commissioners**

19. Authorize the document fee set aside for Portage County Recorder. /19-0675
20. Authorization to sign the non-disclosure agreement for Board of Elections. /19-0676

**Motion To:** Approve the Consent Agenda for September 12, 2019 as revised.

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

**RESOLUTION NO. 19-0657 - 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 September 12, 2019 in the total payment amount as follows:

1. \$169,471.44 to Medical Mutual - Claims; and

as set forth in the Accounts Payable Warrant Report on file in the office of the Portage County Auditor; and be it further

**RESOLVED,** that the Board of Commissioners authorizes the wire transfer for the charges relating to health benefits, as presented by the Portage County Auditor's Office:

Wire Transfer on Friday, September 13, 2019 \$ 169,471.44

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

**RESOLUTION NO. 19-0658 - 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:

09/12/19	372	\$ 571.86
09/12/19	456	9,029.48
09/12/19	457	513.63
09/12/19	459	128.34
09/12/19	473	26,246.80
09/12/19	474	3,604.24
09/12/19	475	379.50
Total		\$ 40,473.85

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

**RESOLUTION NO. 19-0659 - 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 September 17, 2019 in the total payment amount of **\$724,687.90, including late fees finance charges, interest & penalties amounting to \$617.39** 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, Absent; Kathleen Clyde, Yea; Sabrina Christian-Bennett, Yea;

**RESOLUTION NO. 19-0660      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:

09/17/19	668	\$32,947.15
09/17/19	670	10,897.90
09/17/19	672	180.00
09/17/19	673	6,688.80
Total		\$50,713.85

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

**RESOLUTION NO. 19-0661 - 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 **\$56,487.80** as set forth in Exhibit "A" dated **September 17, 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, Absent; Sabrina Christian-Bennett, Yea; Kathleen Clyde, Yea;

**RESOLUTION NO. 19-0662 - RE: APPLY AND AUTHORIZE THE ACCEPTANCE OF GRANT AWARD**

**AND EXECUTION OF NECESSARY  
DOCUMENTS TO THE OHIO  
ATTORNEY GENERAL'S OFFICE  
PERTAINING TO THE PURCHASE OF  
45 BODY ARMOR VESTS THAT WILL  
REPLACE OLD ONES THAT ARE NO  
LONGER UNDER WARRANTY.**

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

**WHEREAS,** the Portage County Sheriff's Office is seeking ways to fund the replacement of body armor vests to enhance the safety of and prevent injury to law enforcement officers; and

**WHEREAS,** the Ohio Attorney General's Office has a grant program providing funds for Ohio Sheriff's Offices that are in good standing with the Ohio Bureau of Workers' Compensation; and

**WHEREAS,** the Ohio Attorney General's Office has approved the grant application in the amount of \$24,367.50 for Body Armor Vests; now therefore be it

**RESOLVED,** that the Portage County Board of Commissioners does hereby support the grant application for \$24,367.50 to Ohio Attorney General's Office on behalf of the Portage County Sheriff's Office for the Body Armor Program. **The necessary local match of \$8,122.50 will be provided from the County General Fund,** for a total grant award of \$32,490.00; and be it further

**RESOLVED,** that the Portage County Board of Commissioners accepts the Ohio Attorney General's Office grant award for the Portage County Sheriff's Office in the amount of \$24,367.50, with a local match requirement of \$8,122.50, for Body Armor Vests; and be it further

**RESOLVED,** the service period for this grant is from the time of acceptance on August 21, 2019 through September 30, 2020; and be it further

**RESOLVED,** that the Portage County Board of Commissioners authorizes Sheriff David W. Doak to sign the application documents; and be it further

**RESOLVED,** that a copy of this resolution and the agreement be forwarded to the Portage County Sheriff, Portage County Auditor, and the Department of Budget and Financial Management; and be it further

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

Roll Call Vote as Follows:

Vicki Kline, Absent;

Kathleen Clyde, Yea;

Sabrina Christian-Bennett, Yea;

**RESOLUTION NO. 19-0663****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>
Fund: 0001	General Fund		
012	Central Purchasing Services		
00124	Internal Svcs Projects CS	75,000	-
	MEMO TOTAL	<u>\$ 75,000</u>	<u>\$ -</u>

Note:

020	Building Regulation Inspection		
00204	Building Dept Contract Svcs	0	100
00207	Building Dept Misc Expenses	100	-
	MEMO TOTAL	<u>\$ 100</u>	<u>\$ 100</u>

Note: Refund

TOTAL MEMO BALANCE ALL AMENDMENTS	<u>\$ 75,100</u>	<u>\$ 100</u>
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Fund: 0002	General Fund 5739.026		
010	Commissioners Other		
20104	General Fund 5739.026 CS	0	16,000
	MEMO TOTAL	<u>\$ -</u>	<u>\$ 16,000</u>

Note:

012	Central Purchasing Services		
20126	GF 5739.026 CO	0	9,000
	MEMO TOTAL	<u>\$ -</u>	<u>\$ 9,000</u>

Note:

**590 Adult Probation**

25904 GF Adult Prob CS

	<i>Increase</i>	<i>Decrease</i>
	25,000	-
MEMO TOTAL	<u>\$ 25,000</u>	<u>\$ -</u>

Note:

TOTAL MEMO BALANCE ALL AMENDMENTS	<u>\$ 25,000</u>	<u>\$ 25,000</u>
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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, Absent;

Kathleen Clyde, Yea;

Sabrina Christian-Bennett, Yea;

**RESOLUTION NO. 19-0664****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: 1001 Certificate Of Title Administr		
500 Clerk of Courts		
10019 Certificate of Title Admin ME	209,010	-
MEMO TOTAL	<u>\$ 209,010</u>	<u>\$ -</u>

Note:

Fund: 1412 JFS Help Me Grow Allocation		
051 Job And Family Services		
14124 JFS Help Me Grow CS	70,000	-
MEMO TOTAL	<u>\$ 70,000</u>	<u>\$ -</u>

Note: Projected need

Fund: 5322 Oakwood Acres Subdivision		
060 Water Resources		
53226 Oakwood Acres Subdiv CO	38,057	-
MEMO TOTAL	<u>\$ 38,057</u>	<u>\$ -</u>

Note:

Fund: 7101 Health Benefits Program		
018 Human Resources		
71014 HR Health Benefits CS	200,000	-
71019 HR Health Benefits ME	1,400,000	-
MEMO TOTAL	<u>\$ 1,600,000</u>	<u>\$ -</u>

Note: Addt'l approp for

		<i>Increase</i>	<i>Decrease</i>
Fund: 8106	Sheriff Gifts & Donations K-9		
700	Sheriff's Department		
81065	K-9 Gifts & Donations MS	1,100	-
	MEMO TOTAL	<u>\$ 1,100</u>	<u>\$ -</u>

Note: Addtl approp for T-shirts

TOTAL MEMO BALANCE FOR ALL FUNDS	<u>\$ 1,918,167</u>	<u>\$ -</u>
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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, Absent; Kathleen Clyde, Yea; Sabrina Christian-Bennett, Yea;

**RESOLUTION NO. 19-0665 - 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 \$30,404.48 for the month of September 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

\$30,404.48

**TO:**

FUND 1410, PUBLIC ASSISTANCE FUND

ORGCODE - 14100512

Revenue Account

Object: 280000 - Transfer In

Project: NONE

\$30,404.48

; 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, Absent;

Kathleen Clyde, Yea;

Sabrina Christian-Bennett, Yea;

**RESOLUTION No. 19-0666**

-

**RE: DECLARE PRIME AE MOST QUALIFIED FIRM AS A RESULT OF REVIEW AND ANALYSIS OF QUALIFICATIONS AND ENTER INTO NEGOTIATIONS FOR PROVIDING PROFESSIONAL DESIGN SERVICES FOR THE PROJECT KNOWN AS RAVENNA ROAD BRIDGE REPLACEMENT (FRA 248 CH145G)**

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

**WHEREAS,** Resolution 19-0531 authorized the announcement of the request for proposals for professional design services for the project known as Ravenna Road Bridge Replacement (FRA 248 CH145G), and

**WHEREAS,** the announcement requesting proposals for said project was published on the Ohio Department of Transportation's website on July 29, 2019, and

**WHEREAS,** proposals were received from six (6) engineering firms for providing professional design services for the project known as Ravenna Road Bridge Replacement (FRA 248 CH145G), and

**WHEREAS,** the qualifications were reviewed and rated according to the consultant selection process as used by the Ohio Department of Transportation, and

**WHEREAS,** after review and rating, the firm of **Prime AE** was rated highest; now therefore be it

**RESOLVED,** that the Portage County Engineer recommends that the qualifications of **Prime AE** be accepted, and be it further

**RESOLVED,** that the Portage County Commissioners authorize the Portage County Engineer to enter into contract negotiations with **Prime AE** for providing professional design services for the project known as Ravenna Road Bridge Replacement (FRA 248 CH145G) in accordance with ORC 153.69, Sub. Sec. A, 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, Absent; Kathleen Clyde, Yea; Sabrina Christian-Bennett, Yea;

**RESOLUTION NO. 19-0667      -      RE:    TO ENTER INTO A MEMORANDUM  
OF UNDERSTANDING AND  
ADDENDUM TO THE 2009  
NEIGHBORHOOD STABILIZATION  
GRANT (NSP) SUBRECIPIENT  
AGREEMENT BETWEEN THE  
PORTAGE COUNTY BOARD OF  
COMMISSIONERS AND THE CITY OF  
KENT TO UTILIZE THE PROGRAM**

**INCOME FOR A CDBG ELIGIBLE  
PROJECT.**

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

**WHEREAS,** Portage County and the City of Kent entered into a subrecipient agreement for the receipt of NSP funds made available to the City as part of a regional grant designated by the State of Ohio Department of Development to be used to address the problem of vacant and blighted residential properties; and

**WHEREAS,** the City of Kent generated \$138,706.83 in NSP income through the implementation of two projects and has been maintaining those funds in a separate bank account awaiting guidance from U.S. Department of Housing & Urban Development (HUD) and Ohio Development Services Agency (ODSA) regarding the expenditure of those funds; and

**WHEREAS,** in 2018 the City received confirmation from HUD and ODSA that the NSP program income could be utilized on a CDBG eligible project; now therefore be it

**RESOLVED,** that the Portage County Board of Commissioners agrees to enter into an updated MOU and Addendum with the City of Kent in order to utilize the program income for a CDBG eligible project; and be it further

**RESOLVED,** that the Board of Commissioners authorizes the President of the Board to sign the necessary MOU and Addendum with the City of Kent; 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, Absent;                      Kathleen Clyde, Yea;                      Sabrina Christian-Bennett, Yea;

**RESOLUTION NO. 19-0668                      -                      RE:    ENTER INTO AN AGREEMENT  
BETWEEN THE PORTAGE COUNTY  
CHILD SUPPORT ENFORCEMENT  
AGENCY AND PORTAGE COUNTY  
DOMESTIC RELATIONS COURT -  
MAGISTRATE SERVICES.**

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

**WHEREAS**, the Portage County Child Support Enforcement Agency requests authorization to enter into a IV-D Contract with the Portage County Domestic Relations Court – Magistrate Services; and

**WHEREAS**, it was determined through meetings/discussions between representatives of the Portage County Child Support Enforcement Agency and the Portage County Domestic Relations Court that Magistrate Services shall be purchased at the rate of One hundred sixty and 27/100 dollars (\$160.27) per hour, not to exceed Eighty-three thousand three hundred thirty nine and 95/100 dollars (\$83,339.95);

**WHEREAS**, the IV-D Contract will be used to detail the terms of the relationship between the Portage County Child Support Enforcement Agency and the Portage County Domestic Relations Court -Magistrate Services; now therefore be it

**RESOLVED**, that the Board of Portage County Commissioners does hereby agree to enter into a IV-D Contract between the Portage County Child Support Enforcement Agency and the Portage County Domestic Relations Court - Magistrate Services at the rate of One hundred sixty and 27/100 dollars (\$160.27) per hour, not to exceed Eighty-three thousand three hundred thirty nine and 95/100 dollars (\$83,339.95); and be it further

**RESOLVED**, that funding for this agreement will come from Job & Family Services fund 1414; and be it further

**RESOLVED**, that the term of this agreement shall be from July 1, 2019 through June 30, 2020; 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, Absent; Kathleen Clyde, Yea; Sabrina Christian-Bennett, Yea;

**RESOLUTION No. 19-0669 - RE: ACCEPT CONTRACT CHANGE ORDER NO. 1 AND FINAL TO THE CONSTRUCTION AGREEMENT BETWEEN THE BOARD OF PORTAGE COUNTY COMMISSIONERS AND RONYAK PAVING, INC. FOR THE**

**INFIRMARY ROAD RESURFACING  
PROJECT IN SHALERSVILLE AND  
RAVENNA TOWNSHIPS, PORTAGE  
COUNTY.**

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

**WHEREAS,** Resolution 19-0216 accepted and awarded the bid of Ronyak Paving, Inc. for furnishing all labor, materials and equipment necessary to complete the **Infirmiry Road Resurfacing Project** in Shalersville and Ravenna Townships, Portage County, and

**WHEREAS,** a contract was entered into with Ronyak Paving, Inc. in the total amount of \$646,456.00, and

**WHEREAS**, modifications to the project specifications were required resulting in additional costs, now therefore be it

**RESOLVED**, that the Board of Portage County Commissioners do hereby accept Contract Change Order No. 1 and Final to the construction contract with Ronyak Paving, Inc. covering the **Infirmiry Road Resurfacing Project** in Shalersville and Ravenna Townships, Portage County, and be it further

**RESOLVED**, that this Contract Change Order, in the amount of \$16,751.09, increases the contract between Portage County and Ronyak Paving, Inc. to **\$663,207.09**, and be it further

**RESOLVED**, that the Board of Portage County Commissioners authorize the execution of said Contract Change Order between Ronyak Paving, Inc. and Portage County; and be it further

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

Roll call vote as follows:

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

**RESOLUTION NO. 19-0670**

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

[illegible]

**AND WATER IMPROVEMENTS TO  
CREEKSIDE AT PLEASANT LAKES  
CONDOMINIUMS PHASE 2, PORTAGE  
COUNTY WATER RESOURCES  
DEPARTMENT PROJECT NO. BR-2  
19-070-P.**

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

**WHEREAS,** Pleasant Lakes of Ohio, LLC (OWNER) will construct 426 linear feet of 8-inch sanitary sewer, 371 linear feet of 6-inch sanitary sewer, 3 sanitary sewer manholes, 568 linear feet of 8-inch water line, 284 linear feet of 1-inch water line and all necessary appurtenances to provide sanitary sewer and water service to Creekside at Pleasant Lakes Condominiums Phase 2, situated in the Township of Brimfield, Original Lot 21, Portage County, Ohio; and

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

**WHEREAS,** the OWNER has prepared plans and specifications for the Creekside at Pleasant Lakes Condominiums Phase 2 (PROJECT), County Project Number BR-2 19-070-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 & Water Agreement with the OWNER; and be it further

**RESOLVED,** the PROJECT will be constructed at the OWNER'S expense, for the sum of SEVENTY NINE THOUSAND FOUR HUNDRED THREE DOLLARS AND ZERO CENTS (\$79,403.00); and be it further

**RESOLVED,** this Board authorizes the OWNER to begin construction of the PROJECT to provide sanitary sewer and water service to Creekside at Pleasant Lakes Condominiums Phase 2, situated in the Township of Brimfield, Original Lot 21, 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, Absent;

Kathleen Clyde, Yea;

Sabrina Christian-Bennett, Yea;

**RESOLUTION NO. 19-0672**

**- RE: AMENDMENT TO PERFORMANCE  
BOND AGREEMENT FOR SANITARY  
SEWER AND WATER IMPROVEMENTS  
FOR STATE ROUTE 59 SANITARY  
SEWER & WATER LINE EXTENSION  
PROJECT, PORTAGE COUNTY WATER  
RESOURCES PROJECT NO. RV-0 18-  
180-P.**

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

**WHEREAS,** the Board of Commissioners has adopted Resolution No. 19-0598 to enter into a Performance Bond Agreement with A. Altman Company for sewer and water improvements for the "State Route 59 Sanitary Sewer & Water Line Extension" project, County project number RV-0 18-180-P (PROJECT); and

**WHEREAS,** it has become necessary to amend said RESOLUTION due to the Developer's request for a name change on the Agreement and to correct the locations where sanitary sewer and water service will be provided under the PROJECT; now therefore be it

**RESOLVED,** that this Board does hereby agree to accept an amendment to Resolution No. 19-0598 for the Performance Bond Agreement for the revised name, and the text of the amended resolution shall read as follows:

**WHEREAS,** PC-HCMOB, LLC (OWNER), has established a Performance Bond Account in the amount of Three Hundred Twenty Seven Thousand Six Hundred Forty Dollars and Fifty Cents (\$327,640.50) at Home Savings Bank (BANK); and

**WHEREAS,** the Performance Bond Account has been set up at the BANK for the purpose of guaranteeing the construction of sewer and water main improvements for Project No. RV-0 18-180-P, "State Route 59 Sanitary Sewer & Water Main Extension" (PROJECT); and

**WHEREAS,** the PROJECT will provide sanitary sewer and water service to a 2.992 acre site, permanent parcel number 12-036-00-00-012-000 situated in the Township of Franklin, being part of Original Lot 36, Portage County, Ohio; and to a 4.466 acre site, permanent parcel number 12-036-00-00-012-002 situated in the Township of Franklin, being part of Original Lot 36, Portage County, Ohio; and

**WHEREAS,** the Director of Water Resources is required to approve invoices to be paid from the Performance Bond Account as established at the BANK in order to control release of contractor payments; now therefore be it

**RESOLVED,** that this Board hereby agrees to enter into a Performance Bond Agreement with the OWNER and BANK for the benefit of Portage County; and be it further

**RESOLVED,** the amount of Three Hundred Twenty Seven Thousand Six Hundred Forty Dollars and Fifty Cents (\$327,640.50) to be held in a Performance Bond Account by the BANK is for the express purpose of guaranteeing the construction of the PROJECT within the public right of way; and be it further

**RESOLVED,** that the Director of the Portage County Water Resources Department shall be the signatory agent representing the Board regarding approval of invoices to be paid from the Performance Bond Account as established at the BANK in order to control release of contractor payments; 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, Absent; Kathleen Clyde, Yea; Sabrina Christian-Bennett, Yea;

**RESOLUTION NO. 19-0673      -      RE:    AMENDMENT TO THE GENERAL  
SEWER AGREEMENT FOR SANITARY  
SEWER & WATER MAIN  
IMPROVEMENTS TO STATE ROUTE  
59 SANITARY SEWER & WATER LINE  
EXTENSION, PORTAGE COUNTY  
WATER RESOURCES DEPARTMENT  
PROJECT NO. RV-0 18-180-P.**

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

**WHEREAS,** the Board of Commissioners has adopted Resolution No. 19-0597 to enter into a General Sewer Agreement with A. Altman Company for sewer and water main improvements for the "State Route 59 Sanitary Sewer & Water Line Extension" project, County project number RV-0 18-180-P (PROJECT); and

**WHEREAS,** it has become necessary to amend said RESOLUTION due to the Developer's request for a name change on the Agreement and to correct the locations where sanitary sewer and water service will be provided under the PROJECT; now therefore be it

**RESOLVED,** that this Board does hereby agree to accept an amendment to Resolution No. 19-0597 for the General Sewer Agreement for the revised name, and the text of the amended resolution shall read as follows:

**WHEREAS,** PC-HCMOB, LLC (OWNER) will construct 895 linear feet of 8-inch sanitary sewer main, 4 sanitary sewer manholes, 1,161 linear feet of 8-inch water main and all necessary appurtenances (SANITARY SEWER & WATER) which provides sanitary sewer and water service to a 2.992 acre site, permanent parcel number 12-036-00-00-012-000 situated in the Township of Franklin, being part of Original Lot 36, Portage County, Ohio; and to a 4.466 acre site, permanent parcel number 12-036-00-00-012-002 situated in the Township of Franklin, being part of Original Lot 36, Portage County, Ohio; and

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

**WHEREAS,** the OWNER has prepared plans and specifications for the STATE ROUTE 59 SANITARY SEWER & WATER LINE EXTENSION (PROJECT), County Project Number RV-0 18-180-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 & Water Agreement with the OWNER; and be it further

**RESOLVED,** the PROJECT will be constructed at the OWNER'S expense, for the sum of TWO HUNDRED NINETY SEVEN THOUSAND FIVE HUNDRED THIRTY FIVE DOLLARS AND ZERO CENTS (\$297,535.00) plus 10 Percent Contingency for a total of THREE HUNDRED AND TWENTY SEVEN THOUSAND TWO HUNDRED AND EIGHTY EIGHT DOLLARE AND FIFTY CENTS (\$327,288.50); and be it further

**RESOLVED,** this Board authorizes the OWNER to begin construction of the PROJECT to provide sanitary sewer and water service to a 2.992 acre site, permanent parcel number 12-036-00-00-012-000 situated in the Township of Franklin, being part of Original Lot 36, Portage County, Ohio; and to a 4.466 acre site, permanent parcel number 12-036-00-00-012-002 situated in the Township of

Franklin, being part of Original Lot 36, 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, Absent; Kathleen Clyde, Yea; Sabrina Christian-Bennett, Yea;

**RESOLUTION NO. 19-0674      -      RE:    GENERAL SEWER & WATER  
AGREEMENT FOR SANITARY SEWER  
AND WATER MAIN IMPROVEMENTS  
TO THE PRESCOTT PIKE - PHASE 3,  
PORTAGE COUNTY WATER  
RESOURCES DEPARTMENT  
PROJECT NO. BR-2 19-090-P.**

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

**WHEREAS**, Prescott Pike Three, LLC (OWNER) will construct 670 linear feet of 8-inch sanitary sewer, 160 linear feet of 6-inch sanitary sewer and 2 sanitary manholes; 829 linear feet of 8-inch water main 83 linear feet of 2-inch water, 2 fire hydrants and all necessary appurtenances (SANITARY SEWER & WATER) which provides service to Prescott Pike Phase 3 (PROJECT), Township of Brimfield, Original Lot 22 and 33, Portage County, Ohio; and

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

**WHEREAS**, the OWNER has prepared plans and specifications for the PROJECT, County Project Number BR-2 19-090-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 & Water Agreement with the OWNER; and be it further

**RESOLVED**, the PROJECT will be constructed at the OWNER'S expense, for the sum of Eighty Three Thousand Ninety Two Dollars and Zero Cents (\$83,092.00.00); and be it further

**RESOLVED**, this Board authorizes the OWNER to begin construction of the PROJECT to provide sewer and water service to Prescott Pike - Phase 3, Township of Brimfield, Original Lot 22 and 33, 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, Absent; Kathleen Clyde, Yea; Sabrina Christian-Bennett, Yea;

**RESOLUTION No. 19-0675 - RE: AUTHORIZE THE DOCUMENT FEE SET ASIDE FOR PORTAGE COUNTY RECORDER.**

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

**WHEREAS**, pursuant to Section 317.32(1) of the Ohio Revised Code, the Board of Commissioners received written request on September 4, 2019 from the Portage County Recorder to continue the Set Aside Fund presently established to supplement the equipment needs for the Recorder's office; now therefore be it

**RESOLVED**, that the Board of Portage County Commissioners does hereby agree to the set aside \$4.50 (Four Dollars and Fifty Cents) of fees collected for recording a document for the next year beginning January 1, 2020 through December 31, 2020; and be it further

**RESOLVED**, that a copy of this resolution be filed with the Portage County Recorder, the Portage County Auditor and the Portage County Department of Budget & Financial Management; and be it further

**RESOLVED**, that the Board of Commissioners finds and determines that all formal actions of this Board concerning and relating to the adoption of this resolution were taken in an open meeting of this Board and that all deliberations of this Board that resulted in those formal actions were in

meeting open to the public in compliance with the law including Section 121.22 of the Ohio Revised Code.

Roll call vote as follows:

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

**RESOLUTION NO. 19-0676 - RE: AUTHORIZATION TO SIGN THE NON DISCLOSURE AGREEMENT FOR BOARD OF ELECTIONS**

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

**WHEREAS,** the Portage County Board of Elections would like to have an open conversation regarding the findings of the 2018 penetration test conducted by CenterLink and the specific requirements set forth in various confidential documents surrounding Secretary of State Directive 2019-08; and

**WHEREAS,** in order to have those conversations, the Commissioners and key staff members are required to sign a Confidentiality and Non-Disclosure Agreement; now therefore be it

**RESOLVED,** that the Portage County Board of Commissioners, along with Department of Budget and Financial Management Director Todd Bragg and Internal Services Director JoAnn Townend, signed the Confidentiality and Non-Disclosure Agreement relative to the terms and conditions set forth in the attached Exhibit A, and this Board further hereby ratifies the execution of said agreement; 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, Absent; Kathleen Clyde, Yea; Sabrina Christian-Bennett, Yea;

Exhibit A

# CONFIDENTIALITY AND NON-DISCLOSURE AGREEMENT

THIS CONFIDENTIALITY AND NON-DISCLOSURE AGREEMENT (the "Agreement") is between the Portage County Board of Elections ("Board") and \_\_\_\_\_, Portage County Commissioner, made effective as of the date of signing by the Board.

WHEREAS, the Board seeks to have an open and productive conversation with the Portage County Commissioners regarding the findings of our 2018 penetration test conducted by CenterLink and the specific requirements set forth in various confidential documents surrounding Secretary of State Directive 2019-08;

NOW, THEREFORE, in consideration of the mutual covenants contained in this Agreement, and for other good and valuable consideration, the receipt and sufficiency of which are acknowledged, the parties agree as follows:

A. "Confidential Information" refers to the following items:

- (1) Any information or material that is written, graphic, digital or machine readable, or in another tangible form, and that either party designates as "Confidential," including information of a technical nature such as intellectual property, network security infrastructure, and security documentation;
- (2) Any oral or intangible information that either party designates as "Confidential" at the time of disclosure;
- (3) Any other nonpublic, sensitive, or third-party information that is possessed by either party and disclosed under this Agreement;
- (4) Any documentation that is exempt from disclosure under the Ohio Public Records Law, including but not limited to R.C. 149.43 and 149.433.

B. Parties agree to the following restrictions on the use of Confidential Information:

- (1) Portage County Commissioners will not use Confidential Information for any purpose except to discuss the County's role in the Board of Elections becoming compliant with all aspects of the Secretary of State's 2019-08 Directive;
- (2) Portage County Commissioners must make reasonable efforts to maintain the confidentiality and security of the Confidential Information;
- (3) Portage County Commissioners will not disclose Confidential Information to anyone;
- (4) Portage County Commissioners will not reproduce Confidential Information in any form; and
- (5) Portage County Commissioners will immediately return to the Board all Confidential Information

C. All Confidential Information that the Board delivers pursuant to this Agreement shall remain the Board's property, and any documents containing or reflecting the Confidential Information, and all copies thereof, shall be promptly returned to the Board or destroyed upon the Board's written request.

D. Parties acknowledge that a violation of Portage County Commissioners' obligation, separately or as a group, under this Agreement may result in irreparable harm for which no adequate remedy may be available. Accordingly, in the event that the Portage County Commissioners violate or threaten to violate

the Agreement, the Parties agree that injunctive or other equitable relief will be available to prevent damages to the Board of Elections.

E. In the event of an unauthorized disclosure of any Confidential Information subject to this Agreement, the Portage County Commissioners must immediately notify the Board, in writing, of the unauthorized disclosure, the extent of the disclosure, and any known or discovered consequences of the disclosure. Any subsequent information obtained during an investigation of the unauthorized disclosure must be provided to the Board in writing. Nothing in this paragraph is to be interpreted as waiving any other remedy available under this Agreement. The Portage County Commissioners assume responsibility for notifying, in writing, any third party whose Confidential Information has been compromised as a result of the unauthorized disclosure.

F. Neither party makes any representation or warranty – express or implied – regarding the accuracy or completeness of any Confidential Information disclosed, nor shall either Party or any of their respective representatives be liable for any inaccuracy in the Confidential Information.

G. If any part of this Agreement is held invalid or otherwise unenforceable, the rest of this Agreement will continue in full force.

H. All notices given under this Agreement shall be (a) in writing, (b) effective on the first business day following the date of receipt, and (c) delivered by personal delivery. All notices given under this Agreement shall be addressed to the following:

Portage County Board of Elections  
449 S. Meridian, Room 101  
Ravenna, OH 44266

Portage County Commissioners  
449 S. Meridian, 7<sup>th</sup> Floor  
Ravenna, OH 44266

I. This Agreement is to be governed by and must be interpreted in accordance with Ohio law. Any dispute arising under this agreement shall be determined by the appropriate court in Portage County, Ohio. A party's waiver of enforcement of any of this Agreement's terms will be effective only if in writing.

J. Parties signing this agreement truthfully represent that they have the actual and apparent authority to enter into this Agreement for their respective entities. The obligations of the parties under this Agreement will survive the completion of this Agreement. The Agreement is binding upon the parties and their successor and assigns.

K. This Agreement contains all the terms and conditions agreed on by the parties with respect to Confidential Information. Any previous agreements between the parties, whether written or oral, are replaced by this Agreement. Neither Party is to be bound by any pre-printed terms appearing in the other Party's form documents, tariffs, purchase orders, quotations, acknowledgments, invoices, or other instruments. This Agreement may be amended or modified only by a written instrument signed by both Parties.

IN WITNESS WHEREOF, the Parties execute this Agreement by their duly authorized officers, effective on the date signed by the Board below.

**PORTAGE COUNTY BOARD OF ELECTIONS**

By: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

**PORTAGE COUNTY  
COMMISSIONERS**

By: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

\* \* \* \* \*

**JOURNAL ENTRY**

September 12, 2019

**Department of Budget & Finance**

1. The Board of Commissioners approved the August 2019 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.
2. In accordance with Ohio Revised Code Section 325.07, the Board of Commissioners acknowledged receipt of the Monthly Record of Proceedings and Transactions for June and July 2019, as presented by the Portage County Sheriff's Department.

**Human Resources**

3. The Board of Commissioners signed the Personnel Action Form accepting the resignation of Nancy Morrison, CSEA Lead Attorney, for Portage County Job & Family Services, effective September 27, 2019, presented by Kellijo Jeffries, JFS Director, and Janet Kovick, Human Resources Director.
4. The Board of Commissioners signed the Personnel Requisition authorizing the two week external posting of the full time permanent CSEA Lead Attorney, replacing Nancy Morrison for Portage County Job & Family Services, presented by Kellijo Jeffries, JFS Director, and Janet Kovick, Human Resources Director.
5. The Board of Commissioners signed the Personnel Action Form authorizing the promotion of Erin Stemple from Child Support Specialist to CCMEP Intensive Case Manager, filling the position previously held by Lauren Shaull, for Portage County Job & Family Services effective September 23, 2019, presented by Kellijo Jeffries, JFS Director and Janet Kovick, Human Resources Director.
6. The Board of Commissioners signed the Personnel Requisition authorizing the three-day internal posting of the full time permanent Child Support Specialist, replacing Erin Stemple, for Portage County Job & Family Services with external posting if no internal appointment is made, presented by Kellijo Jeffries, JFS Director and Janet Kovick, Human Resources Director.
7. The Board of Commissioners signed the Personnel Action Form authorizing the transfer of NaShay Kendrick from Eligibility Specialist to JOBS Counselor, filling the position previously held by Matthew Caldwell, for Portage County Job & Family Services effective September 23, 2019, presented by Kellijo Jeffries, JFS Director and Janet Kovick, Human Resources Director.
8. The Board of Commissioners signed the Personnel Requisition authorizing the three-day internal posting of the full time permanent Eligibility Specialist, replacing NaShay Kendrick, for Portage County Job & Family Services with external posting if no internal appointment is made, presented by Kellijo Jeffries, JFS Director and

Janet Kovick, Human Resources Director.

9. The Board of Commissioners signed the Personnel Action Form authorizing the transfer of Margarite Neuhart from Social Service Worker 3 to Social Service Worker 3 – Group Home, new position, for Portage County Job & Family Services effective October 17, 2019, presented by Kellijo Jeffries, JFS Director and Janet Kovick, Human Resources Director.
10. The Board of Commissioners signed the Personnel Requisition authorizing the three-day internal posting of the full time permanent Social Service Worker 3, replacing Margarite Neuhart, for Portage County Job & Family Services with external posting if no internal appointment is made, presented by Kellijo Jeffries, JFS Director and Janet Kovick, Human Resources Director.
11. The Board of Commissioners signed the Personnel Action Form authorizing the transfer of Diamond Carroll from Social Service Worker 3 to Social Service Worker 3 – Group Home, new position, for Portage County Job & Family Services effective October 17, 2019, presented by Kellijo Jeffries, JFS Director and Janet Kovick, Human Resources Director.
12. The Board of Commissioners signed the Personnel Requisition authorizing the three-day internal posting of the full time permanent Social Service Worker 3, replacing Diamond Carroll, for Portage County Job & Family Services with external posting if no internal appointment is made, presented by Kellijo Jeffries, JFS Director and Janet Kovick, Human Resources Director.

#### **Commissioners**

13. The Board of Commissioners authorized the change in the designation of the parcels to be considered Linear Transportation Right-of-Way to allow the removal of all future stormwater fee assessments as requested by the County Engineer's Office the following three (3) parcels:

1. Parcel #04-026-00-00-012-000, David J and Mary A Halachoff, Lynn Road
2. Parcel 04-032-00-00-038-000, RW Martin and Sons, State Route 43
3. Parcel 32-033-00-00-025-000, Robert A. Summers, Lynn Road

The Board further authorized reimbursement of the overpayment of Stormwater Utility fees from the last billing period in accordance with Resolution No. 09-0835, Section 7 as follows:

1. Parcel 04-032-00-00-038-000, RW Martin and Sons, State Route 43 reimbursement of \$18.45
2. Parcel 32-033-00-00-025-000, Robert A. Summers, Lynn Road reimbursement of \$18.45

*NOTE: Parcel #04-026-00-00-012-000, David J and Mary A Halachoff, Lynn Road – no reimbursement is necessary as no fees were paid.*

**Motion To:** Approve the Journal Entries for September 12, 2019

**RESULT:** **ADOPTED**

**MOVED:** Sabrina Christian-Bennett

**SECONDED:** Kathleen Clyde

**AYES:** Sabrina Christian-Bennett, Kathleen Clyde

**ABSENT:** Vicki A. Kline

**Motion To:** Adjourn the Official Meeting of September 12, 2019 at 3:08 PM.

**RESULT:** **ADOPTED**

**MOVED:** Sabrina Christian-Bennett

**SECONDED:** Kathleen Clyde

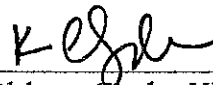
**AYES:** Sabrina Christian-Bennett, Kathleen Clyde

**ABSENT:** Vicki A. Kline

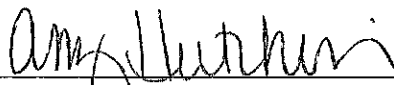
We do hereby certify that the foregoing is a true and correct record of the Portage County Board of Commissioners' meeting.

-----ABSENT-----

Vicki A. Kline, President

  
Kathleen Clyde, Vice President

  
Sabrina Christian-Bennett, Board Member

  
Amy Hutchinson, Clerk

