



Portage County Board of Commissioners
Meeting Minutes

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

Amy Hutchinson, Clerk
330-297-3600

Thursday, May 7, 2020

9:02 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 via Zoom video conference.

Attendee Name	Title	Status
Kathleen Clyde	President	Present
Vicki A. Kline	Vice President	Present
Sabrina Christian-Bennett	Board Member	Present

Commissioner Clyde asked for a moment of silence for the Portage County residents who have lost their battle with COVID-19 in this past week. Our hearts are with their families and loved one during this very difficult time for our County and our State.

Recess to Solid Waste Management District: 9:03 AM

Reconvened: 9:11 AM

WATER RESOURCES

Present: Director Gene Roberts

Discussion:

1. Replacement Regional Wastewater Treatment Plant Supervisor

On March 3, 2019, the previous Regional Wastewater Treatment Plant Supervisor was hired and on March 13, 2020 he left the County's employment. The advertisement for a replacement supervisor occurred on March 5, 2020 and was to remain open until filled. As of April 15, 2020, no candidates expressed interest in the position. On April 17, 2020 the Operations Chief Supervisor was successful in attracting a candidate, Mr. Don Feller, who expressed interest in the position and would commit based on the compensation package that could be offered.

Mr. Feller has the following certifications: for wastewater North Carolina Biological Wastewater Grade IV and Indiana Class 3 Wastewater and for drinking water North Carolina B-Well and North Carolina A –Distribution. In Ohio, Mr. Feller currently holds Operator Certification as a Class II Wastewater Operator and is in the process of obtaining the County's Wastewater Treatment Plant Supervisor position qualification required Class III Operator which is currently being considered by Ohio EPA.

Director Roberts recommends Mr. Feller be offered the position with a starting hourly rate of \$30.08. Further, the offer letter should include that he will receive a \$1.00 per hour raise once he receives his Class III Operator's Certification, bringing him on par with the other operations supervisor's hourly rate. The \$30.08 offer and \$1.00 increase will be in keeping with the Board's instruction to keep new hires below the Midpoint which for a Pay Grade 14 is \$31.44 per hour.

Hiring Mr. Feller will fill one of the two currently vacant position in the Regional Wastewater Treatment Plant Section of the Operations Division.

Commissioner Christian-Bennett asked if Mr. Feller will be supervising Class III Operators and Director Roberts responded technically he would, but in theory no, because he reports to John Leiendecker who has a Class IV.

Commissioner Kline asked about the timeline for Mr. Feller to achieve the Class III license and Director Roberts noted the state is closed due to COVID-19 and he is unsure when they restart where this would fall within their priorities. There is reciprocity between states on the licenses, but it still requires a review process. Ohio and North Carolina don't communicate, but because he has a Class III Operator in Indiana, it shouldn't be a problem.

Commissioner Clyde noted hiring was paused based on potential budget constraints and she assumes Director Roberts has considered it carefully and this is an essential position and Director Roberts noted it's an essential position and one of two in that section of the Operation Division. There's also an Operator that left employment, so they are down two positions in that section. By filling the Supervisor's position, it allows for the department to stay within compliance with Ohio EPA regulations in terms of staffing the plants.

Commissioner Christian-Bennett asked if Director Roberts would hold off on the Operator by filling this position until the Board is able to see the impact to finances from COVID-19 because the Board will be looking at serious cuts moving forward. Director Roberts agrees and would like to fill the position. The department has been looking at what happens with the loss of 1%-15% reduction in revenue and he is ready to report when the time is right, but he isn't as concerned because of the department's mechanism of revenue compared to other forms of revenue, but he remains conscious of the fact.

The Board of Commissioners agreed to move forward with the request and the necessary Journal Entry will return in the Human Resources packet next week.

Resolutions:

1. Installment payments for Daniel P. & Juli A. Holliday for connection charges for connections to the Sanitary Sewerage System/Resolution No. 20-0290
 - Commissioner Kline asked about the quarterly installments and why they are different on projects and Director Roberts responded if it's in Oakwood, the Board approved extending the payback time and it can go either way and is an option for the property owner.

**RESOLUTION NO. 20-0290 - RE: APPROVING A REQUEST FOR
INSTALLMENT PAYMENTS OF
CONNECTION CHARGES FOR
CONNECTIONS TO THE SANITARY
SEWERAGE SYSTEM IN THE PORTAGE
COUNTY REGIONAL SEWER DISTRICT AND
ESTABLISHING THE TERMS AND
CONDITIONS OF THE SAME.**

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

WHEREAS, this Board by Resolution No. 12-1138, adopted December 18, 2012, has established connection charges for connection to the sanitary sewerage system in the Portage County Regional Sewer District and has provided therein that the applicant in order to purchase a permit for such connection may submit a written request to the Board requesting that such connection charges be paid in installments; and

WHEREAS, the following named applicant, being the (OWNERS) of the property hereafter described applied for a sanitary sewer permit and has now requested in writing the option of paying the sewer connection charges, applicable to the following described property, in installments; and

Applicant: Daniel P. & Juli A. Holliday (OWNERS)
Service Address: 363 Howe Road
Kent, OH 44240

Parcel Number: 04-017-10-00-050-000

Property Description: Situated in the Township of Brimfield, County of Portage, and State of Ohio: and known as being all of Lot Number 10 in Oakwood Acres Allotment as recorded in Volume 11, Page 16 of Portage County Records of Plats, as recorded and more fully described in Volume 277, Page 983 of the Portage County Records, which description is hereby incorporated as though fully rewritten herein.

WHEREAS, this Board, on the basis of all relevant facts and circumstances, hereby determines that the granting of such request would be equitable pursuant to the following terms and conditions that are determined to be fair and appropriate; now therefore be it

RESOLVED, that this Board agrees to accept the request of the above named OWNERS for installment payments of the sewer connection charges established pursuant to

Resolution No. 12-1138, adopted December 18, 2012, with respect to the property described in this Resolution and is hereby approved subject to the following terms and conditions.

- A. The total amount of such connection charges to be financed is \$5,580.00.
- B. The connection charges shall be payable in 40 quarterly installments beginning with the first sanitary sewer billing after completion of this agreement, unless pursuant to Paragraph H of this section, the OWNERS are delinquent twice in consecutive quarters on paying quarterly installments and carrying charge thereon, at which time the total unpaid balance of such connection charges shall be deemed an additional installment then due and owing in that quarter.
- C. A carrying charge shall be paid equal to 1.09% percent per annum (based on $\frac{1}{2}$ of the Ohio Water Development Authority for the month of April 2020, for owner occupied homes), on the unpaid balance of the total connection charges due and owing computed from the date of the payment of the preceding quarterly installment.
- D. The quarterly installment and the carrying charges thereon shall be included as separate quarterly bills.
- E. In the event any installment or the carrying charge thereon are not paid within 21 days after the quarterly billing date, a penalty of ten (10) percent of the amount then due and owing shall be charged.
- F. The OWNERS, prior to the issuance of the permit, may be required by the Board to give security, which may include the requirement of a surety Bond sufficient to assure the payment of all such installments.
- G. The OWNERS or successors, in title to the property (SUCCESSOR), at their option may, at any time, make payment of the unpaid balance of the connection charges and carrying charges provided for herein, provided that if such prepayment option is elected, the carrying charges provided for herein shall be computed and paid only to the date of payment of the unpaid balance.
- H. In the event the OWNERS or SUCCESSOR are delinquent twice in consecutive quarters on paying quarterly installments and the carrying charge thereon, the Board may by notice in writing to the OWNERS or SUCCESSOR, declare the unpaid balance of the connection charges to be due and payable immediately as an additional installment then due and owing in that quarter and upon such declaration such installment shall become due and payable, provided that the OWNERS or SUCCESSOR, may cure such

default and acceleration of the additional installment by paying, within 15 days of such carrying charges thereon together with the penalty applicable thereto. Such written notice shall be given to the OWNERS or SUCCESSOR, by registered or certified mail, postage prepaid at the address set forth in the following approval of terms and conditions. It shall be the obligation of the OWNERS or SUCCESSOR to notify the Sanitary Engineer of any difference of address to which such notice shall be sent. In the event such default is not cured by such payment within the specified period, the installments which are delinquent, together with any unpaid carrying charges and penalty and the balance of the connection charges, all of which are due and payable by reason of such declaration, shall be certified by this Board to the County Auditor who shall place the same upon the real property tax list and duplicate against the property served by such connection and such charge shall be a lien on such property from the date the same are placed on the real property tax list and duplicate by the Auditor and shall be collected in the same manner as other taxes; and be it further

RESOLVED, the Sanitary Engineer acting on behalf of the Board, is hereby authorized and directed to certify to the County Auditor such information as will identify the parcel of property to be served by the connection to be paid in installments pursuant to this resolution, the total amount of the connection charges to be paid in installments, the amount of each installment and the total number of installments to be paid. The County Auditor shall record such information in the sewer improvement record provided for in Section 6117.33, Ohio Revised Code, for the Sewer District, and maintain such record until the connection charges are paid in full; and be it further

RESOLVED, the Sanitary Engineer shall present a certified copy of this Resolution to the OWNERS referred to herein. The OWNERS shall execute thereon an endorsement that the terms and conditions set forth in the resolution are satisfactory to the OWNERS and that the resolution and the terms and conditions thereof, constitute an agreement between the OWNERS and the County. Upon the execution by the OWNERS of the approval of such terms and conditions, the OWNERS can execute an affidavit pursuant to Section 5301.252, Ohio Revised Code, for recording pursuant to Section 317.08, Ohio Revised Code, with respect to the right of Portage County to acquire a lien against the above described property in the event of the failure of the OWNERS or SUCCESSOR, to pay when due as provided herein. Such affidavit shall, among other things, identify the property to which such lien may attach and shall have attached to it a true and correct copy of this Resolution, including the approval of the terms and conditions by the OWNERS and such County. Upon the receipt of the Resolution with such endorsement executed by the OWNERS and the execution of such affidavit, the Sanitary Engineer is authorized to issue to the OWNERS the permit provided for in Section 1402 of Resolution No. 12-1138; and be it further

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 19-110-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 ONE HUNDRED NINETY ONE THOUSAND NINE HUNDRED FIFTY DOLLARS AND ZERO CENTS (\$191,950.00); and be it further

RESOLVED, this Board authorizes the OWNER to begin construction of the PROJECT to provide sanitary sewer and water service to a 10.221 acre site, permanent parcel number 29-357-00-00-003-000, being part of Original Lots 56 and 57 of the South Division of Ravenna Township, 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 A. Kline, Yea; Kathleen Clyde, Yea; Sabrina Christian-Bennett, Yea;

3. Performance bond agreement for Sanitary Sewer and Water Improvements for SR 59 East Sewer & Water Extensions Project/Resolution No. 20-0292

RESOLUTION NO. 20-0292

-

**RE: PERFORMANCE BOND AGREEMENT
FOR SANITARY SEWER AND WATER
IMPROVEMENTS FOR SR 59 EAST
SEWER & WATER EXTENSIONS
PROJECT, PORTAGE COUNTY
WATER RESOURCES PROJECT NO.
RV-0 19-110-P.**

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

WHEREAS, PCC Properties, LLC (OWNER), has established a Performance Bond Account in the amount of TWO HUNDRED ELEVEN THOUSAND ONE HUNDRED FORTY FIVE DOLLARS AND ZERO CENTS (\$211,145.00) at Huntington National 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 19-110-P, "SR 59 East Sewer & Water Extensions" (PROJECT); and

WHEREAS, the PROJECT will provide sanitary sewer and water service to one (1) parcel, a 10.221 acre site, permanent parcel number 29-357-00-00-003-000, being part of Original Lots 56 and 57 of the South Division of Ravenna Township, 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 TWO HUNDRED ELEVEN THOUSAND ONE HUNDRED FORTY FIVE DOLLARS AND ZERO CENTS (\$211,145.00) 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 A. Kline, Yea;

Kathleen Clyde, Yea;

Sabrina Christian-Bennett, Yea;

4. Installment payments for Steven & Karen Shirey for connections to the Sanitary Sewerage System/Resolution No. 20-0293

**RESOLUTION NO. 20-0293 - RE: APPROVING A REQUEST FOR
INSTALLMENT PAYMENTS OF
CONNECTION CHARGES FOR
CONNECTIONS TO THE SANITARY
SEWERAGE SYSTEM IN THE PORTAGE
COUNTY REGIONAL SEWER DISTRICT AND
ESTABLISHING THE TERMS AND
CONDITIONS OF THE SAME.**

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

WHEREAS, this Board by Resolution No. 12-1138, adopted December 18, 2012, has established connection charges for connection to the sanitary sewerage system in the Portage County Regional Sewer District and has provided therein that the applicant in order to purchase a permit for such connection may submit a written request to the Board requesting that such connection charges be paid in installments; and

WHEREAS, the following named applicant, being the (OWNERS) of the property hereafter described applied for a sanitary sewer permit and has now requested in writing the option of paying the sewer connection charges, applicable to the following described property, in installments; and

Applicant: Steven & Karen Shirey (OWNERS)
Service Address: 372 Eckwood Drive
 Kent, OH 44240

Parcel Number: 04-017-10-00-020-000

Property Description: Situated in the Township of Brimfield, County of Portage
 and State of Ohio, and known as being all of Lot No. 38 in
 Oakwood Acres Subdivision as recorded in Plat Book 11,
 Page 16, Portage County Records, prior instrument reference
 Instrument Number 201706853.

WHEREAS, this Board, on the basis of all relevant facts and circumstances, hereby determines that the granting of such request would be equitable pursuant to the following terms and conditions that are determined to be fair and appropriate; now therefore be it

RESOLVED, that this Board agrees to accept the request of the above named OWNERS for installment payments of the sewer connection charges established pursuant to Resolution No. 12-1138, adopted December 18, 2012, with respect to the property described in this Resolution and is hereby approved subject to the following terms and conditions.

- A. The total amount of such connection charges to be financed is \$5,580.00.
- B. The connection charges shall be payable in 100 quarterly installments beginning with the first sanitary sewer billing after completion of this agreement, unless pursuant to Paragraph H of this section, the OWNERS are delinquent twice in consecutive quarters on paying quarterly installments and carrying charge thereon, at which time the total unpaid balance of such connection charges shall be deemed an additional installment then due and owing in that quarter.
- C. A carrying charge shall be paid equal to 1.09% percent per annum (based on $\frac{1}{2}$ of the Ohio Water Development Authority for the month of April 2020, for OWNER occupied homes), on the unpaid balance of the total connection charges due and owing computed from the date of the payment of the preceding quarterly installment.
- D. The quarterly installment and the carrying charges thereon shall be included as separate quarterly bills.
- E. In the event any installment or the carrying charge thereon are not paid within 21 days after the quarterly billing date, a penalty of ten (10) percent of the amount then due and owing shall be charged.
- F. The OWNERS, prior to the issuance of the permit, may be required by the Board to give security, which may include the requirement of a surety Bond sufficient to assure the payment of all such installments.
- G. The OWNERS or successors, in title to the property (SUCCESSOR), at their option may, at any time, make payment of the unpaid balance of the connection charges and carrying charges provided for herein, provided that if such prepayment option is elected, the carrying charges provided for herein shall be computed and paid only to the date of payment of the unpaid balance.
- H. In the event the OWNERS or SUCCESSOR are delinquent twice in consecutive quarters on paying quarterly installments and the carrying charge thereon, the Board may by notice in writing to the OWNERS or SUCCESSOR, declare the unpaid balance of the connection charges to be due and payable immediately as an additional installment then due and owing

in that quarter and upon such declaration such installment shall become due and payable, provided that the OWNERS or SUCCESSOR, may cure such default and acceleration of the additional installment by paying, within 15 days of such carrying charges thereon together with the penalty applicable thereto. Such written notice shall be given to the OWNERS or SUCCESSOR, by registered or certified mail, postage prepaid at the address set forth in the following approval of terms and conditions. It shall be the obligation of the OWNERS or SUCCESSOR to notify the Sanitary Engineer of any difference of address to which such notice shall be sent. In the event such default is not cured by such payment within the specified period, the installments which are delinquent, together with any unpaid carrying charges and penalty and the balance of the connection charges, all of which are due and payable by reason of such declaration, shall be certified by this Board to the County Auditor who shall place the same upon the real property tax list and duplicate against the property served by such connection and such charge shall be a lien on such property from the date the same are placed on the real property tax list and duplicate by the Auditor and shall be collected in the same manner as other taxes; and be it further

RESOLVED, the Sanitary Engineer acting on behalf of the Board, is hereby authorized and directed to certify to the County Auditor such information as will identify the parcel of property to be served by the connection to be paid in installments pursuant to this resolution, the total amount of the connection charges to be paid in installments, the amount of each installment and the total number of installments to be paid. The County Auditor shall record such information in the sewer improvement record provided for in Section 6117.33, Ohio Revised Code, for the Sewer District, and maintain such record until the connection charges are paid in full; and be it further

RESOLVED, the Sanitary Engineer shall present a certified copy of this Resolution to the OWNERS referred to herein. The OWNERS shall execute thereon an endorsement that the terms and conditions set forth in the resolution are satisfactory to the OWNERS and that the resolution and the terms and conditions thereof, constitute an agreement between the OWNERS and the County. Upon the execution by the OWNERS of the approval of such terms and conditions, the OWNERS can execute an affidavit pursuant to Section 5301.252, Ohio Revised Code, for recording pursuant to Section 317.08, Ohio Revised Code, with respect to the right of Portage County to acquire a lien against the above described property in the event of the failure of the OWNERS or SUCCESSOR, to pay when due as provided herein. Such affidavit shall, among other things, identify the property to which such lien may attach and shall have attached to it a true and correct copy of this Resolution, including the approval of the terms and conditions by the OWNERS and such County. Upon the receipt of the Resolution with such endorsement executed by the OWNERS and the execution of such affidavit, the Sanitary Engineer is authorized to issue

to the OWNERS the permit provided for in Section 1402 of Resolution No. 12-1138; and be it further

RESOLVED, that the Clerk of this Board is hereby directed to file a certified copy of this resolution with the Auditor of this County for recording pursuant to Section 319.61, Ohio Revised Code. In the event the Board declares the unpaid balance to be due and payable pursuant Paragraph H of this Resolution and the default is not cured, a certified copy of the Resolution providing for the acceleration of the unpaid balance shall so be certified to the County Auditor for recording pursuant to such section; and be it further

RESOLVED, Permits issued after this date shall be governed by the current rate resolution in effect at the time of purchase; and be it further

RESOLVED, it is hereby found and determined 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, and that all deliberations of this Board and of any of its committees that resulted in those formal actions, were in meetings open to the public, in compliance with the law including Section 121.22 of the Ohio Revised Code.

Roll call vote as follows:

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

JOURNAL ENTRY: The Board of Commissioners agrees to sign the application and certificate for payment for the final payment of \$7,079.90 for Shalersville Water Treatment Plant Chemical Improvements SH-W (18-010) payment to H. Luli Construction Co. as presented by the Water Resources Department.

Motion: Commissioner Kline

Seconded: Commissioner Christian-Bennett

All in Favor: Commissioner Kline, Yea; Commissioner Christian-Bennett, Yea;
Commissioner Clyde, Yea;

Motion Carries

JOB & FAMILY SERVICES

Present: Director Kellijo Jeffries and Sue Brannon

Discussion:

1. Contracts- Renewal (Sherriff) and Amendments (Family and Community Services Help Me Grow and CCMEP Summer Youth)

Portage County Sherriff

The Portage County Sherriff's Contract in the amount of \$186,172 is a renewal contract for the period of January 1, 2020 through December 31, 2020. This contract supports two full time salaries of Deputies that work within our Child and Adult Protective Services Division,

as well as administrative costs. While the contract is supported in its current state now, communication will occur in the coming months on ways to reduce the contract in 2021 from 2 Full Time Equivalents to 1.5 Full Time Equivalents. Director Jeffries has notified the Sherriff that she would like to schedule a meeting with him in the future to discuss proposed changes. Further updates will be provided in the coming months.

- Commissioner Christian-Bennett asked why she is reducing down to 1.5 employees for this year and Director Jeffries noted sometimes they go out on calls together and management believes they could do it with one full time Sheriff's Officer to assist with cases. The 1.5 employees mean if the full time person gets sick, has an emergency or goes on vacation, there's a backup. It's still about seven months premature, but she wanted the Board to know what's coming.

Family and Community Services (CCMEP Summer Work Experience and Help Me Grow)

- CCMEP Summer Work Experience – The Ohio Department of Job and Family Services (Ohio JFS) recently increased TANF allocations to Ohio JFS agencies to support both families impacted by COVID-19 and to support CCMEP Summer Work Experience for youth. Portage County has received an allocation notification of \$174,000 for both programs giving the county agency the discretion to use the funds as they see fit. Director Jeffries made the decision to allocate \$100,000 to families impacted by COVID-19 by making a one-time \$300 payment available to families who have lost employment as a result of the pandemic (via PRC Plan). The remaining \$74,000 has been earmarked for summer youth employment programs for period of eight weeks in the summer of 2020. Dates may be adjusted based on directives associated with the Governor's Stay At Home order. The resolution and amended contract that will be presented to the Board of Commissioners reflects the increase to the Summer Work Experience Program. There have been 40 applications and 19 are ready to be paid. If there's any remaining money, it can be moved to Summer Youth.
- Commissioner Clyde asked how Director Jeffries anticipates employers are going to be impacted by the changes going on in workplace settings due to COVID-19 and Director Jeffries noted they have a year round program currently with employers for youths and the reduction has been parents reluctant to allow their youth to work, but they are seeing more parents being supportive of that with the right safety measures, so the worksites are on board with them. It also provides good tools for self sufficiency and work ethic.
- Help Me Grow – The Ohio Department of Development Disabilities has increased the budget for the Help Me Grow programs in Ohio. The increased allocated amount for Portage County is \$14,818. The resolution and amended contract that will be presented to the Board of Commissioners reflects that this amount is being transferred from Portage County Job and Family Services to Family and Community Services to increase their budget for outreach and support.

The actual resolutions and contracts to pass associated with these changes will be brought to your attention via the County Administrator.

Resolutions:

1. Transfer \$1,100.90 from fund 0001, General Fund to Fund 1414, Child Support Administration/Resolution No. 20-0294
 - This resolution is for the 34% match for the 4D Contract payment made in April for November services.

RESOLUTION NO. 20-0294

-

**RE: TRANSFER FROM FUND 0001,
GENERAL FUND TO FUND 1414,
CHILD SUPPORT ADMINISTRATION**

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

WHEREAS, the Portage County Board of Commissioners has agreed to provide the local match for Child Support IV-D contract payments; and

WHEREAS, it is necessary to do a transfer from the General Fund; now therefore be it

RESOLVED, that the following transfer of funds be made in the amount of \$1,100.90 for April 2020 IV-D contract payments local match for the Domestic Court November 2019 services 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

\$1,100.90

TO:

FUND 1414, CHILD SUPPORT ADMINISTRATION

ORGCODE - 14140512

Revenue Account

Object: 280000 - Transfer In

Project NONE

\$1,100.90

; 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 A. Kline, Yea; Kathleen Clyde, Yea; Sabrina Christian-Bennett, Yea;

2. Transfer \$30,404.48 from fund 0001, General Fund to Fund 1410, Public Assistance Fund/Resolution No. 20-0295

- This is the monthly mandated share for May from the General Fund to Fund 1410.

**RESOLUTION NO. 20-0295 - RE: TRANSFER FROM FUND 0001,
GENERAL FUND TO FUND 1410,
PUBLIC ASSISTANCE FUND**

It was moved by Vicki A. Kline, seconded by Sabrina Christian-Bennett 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 May 2020 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 A. Kline, Yea; Kathleen Clyde, Yea; Sabrina Christian-Bennett, Yea;

PUBLIC BIDS, CONTRACTS, PURCHASING & COUNTY FACILITIES

Present: Director JoAnn Townend

Resolutions:

1. License Agreement between the Portage County Commissioners and the Cleveland Clinic Police Department/20-0296
 - This is for use of the Coit Road Training facility.

**RESOLUTION NO. 20-0296 - RE: ENTER INTO LICENSE AGREEMENT
BETWEEN THE PORTAGE COUNTY
COMMISSIONERS AND THE CLEVELAND
CLINIC POLICE DEPARTMENT.**

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

WHEREAS, the County owns property located at 9640 Coit Road, at this location is the Portage County Training Facility and Firing Range; and

WHEREAS, the CLEVELAND CLINIC POLICE DEPARTMENT wishes to use the training facility for firearms training and classroom activities from 8:00 a.m. to 4:00 p.m. as scheduled with the Sheriff's office; now therefore be it

RESOLVED, that the Board of Portage County Commissioners does hereby agree to enter into a License Agreement between the Board and the CLEVELAND CLINIC POLICE DEPARTMENT for use of the training facility and firing

range from 8:00 a.m. to 4:00 p.m. for firearms training and classroom activities as scheduled with the Sheriff's office; and be it further

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

Roll call vote as follows:

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

2. Agreement for Personal Protective Equipment (PPE) decontamination services between the Portage County Board of Commissioners on behalf of the Portage County Emergency Management Agency and Battelle Memorial Institute/Resolution No. 20-0297
 - This is for cleaning the County's N-95 equivalent respirators for reuse by the Office of Homeland Security and Emergency Management.

RESOLUTION NO. 20-0297 - RE: ENTER INTO AN AGREEMENT FOR PERSONAL PROTECTIVE EQUIPMENT (PPE) DECONTAMINATION SERVICES BETWEEN THE PORTAGE COUNTY BOARD OF COMMISSIONERS ON BEHALF OF THE PORTAGE COUNTY EMERGENCY MANAGEMENT AGENCY AND BATTELLE MEMORIAL INSTITUTE.

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

WHEREAS, during the COVID-19 pandemic the Portage County Emergency Management Agency may need the services for decontamination; and

WHEREAS, Battelle Memorial Institute will provide decontamination services of personal protective equipment (N-95 or N-95 equivalent respirators); now, therefore be it

RESOLVED, that the Board of Portage County Commissioners does hereby agree to enter into an agreement for services between the Board and Battelle Memorial Institute, 1425 St. Rt. 142, West Jefferson OH 43162 as the need arises; and be it further

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

Roll call vote as follows:

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

3. Agreement for infectious materials emergency response services between the Portage County Board of Commissioners on behalf of the Portage County Emergency Management Agency and Enviroserve/20-0298
- This is an agreement for emergency services to disinfect or decontaminate an area with Enviroserve.

**RESOLUTION NO. 20-0298 - RE: ENTER INTO AN AGREEMENT FOR
INFECTIOUS MATERIALS EMERGENCY
RESPONSE SERVICES BETWEEN THE
PORTAGE COUNTY BOARD OF
COMMISSIONERS ON BEHALF OF THE
PORTAGE COUNTY EMERGENCY
MANAGEMENT AGENCY AND
ENVIROSERVE.**

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

WHEREAS, during the COVID-19 pandemic the Portage County Emergency Management Agency may need the services for decontamination; and

WHEREAS, Enviroserve can supply site evaluation, decontamination and restoration, and standby of personnel and equipment in anticipation of an infectious materials emergency need; now, therefore be it

RESOLVED, that the Board of Portage County Commissioners does hereby agree to enter into an agreement for services between the Board and Enviroserve as the need arises; and be it further

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

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

Roll call vote as follows:

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

4. Agreement for infectious materials emergency response services between the Portage County Board of Commissioners on behalf of the Portage County Emergency Management Agency and Design Restoration & Reconstruction, Inc./Resolution No. 20-0299

- This is the same type of agreement with Design Restoration and Reconstruction for multiple suppliers in case there's an issue with COVID-19.

RESOLUTION NO. 20-0299 - RE: ENTER INTO AN AGREEMENT FOR INFECTIOUS MATERIALS EMERGENCY RESPONSE SERVICES BETWEEN THE PORTAGE COUNTY BOARD OF COMMISSIONERS ON BEHALF OF THE PORTAGE COUNTY EMERGENCY MANAGEMENT AGENCY AND DESIGN RESTORATION & RECONSTRUCTION, INC.

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

- WHEREAS,** during the COVID-19 pandemic the Portage County Emergency Management Agency may need the services for decontamination; and
- WHEREAS,** Design Restoration & Reconstruction, Inc. can supply site evaluation, decontamination and restoration, and standby of personnel and equipment in anticipation of an infectious materials emergency need; now, therefore be it
- RESOLVED,** that the Board of Portage County Commissioners does hereby agree to enter into an agreement for services between the Board and Design Restoration & Reconstruction, Inc. as the need arises; and be it further
- RESOLVED,** that the Board of Commissioners finds and determines that all formal actions of this Board concerning and relating to the adoption of this resolution were taken in an open meeting of this Board and that all deliberations of this Board that resulted in those formal actions were in meetings open to the public in compliance with the law including Section 121.22 of the Ohio Revised Code.

Roll call vote as follows:

Vicki A. Kline, Yea;

Kathleen Clyde, Yea;

Sabrina Christian-Bennett, Yea;

5. Intergovernmental Agreement between Geauga, Ashtabula and Portage counties and the Northeast Ohio Consortium Council of Governments (NOC COG)/Resolution No. 20-0300
 - This resolution is to add certain small businesses that weren't defined in the original scope of the project to put them in.

**RESOLUTION NO. 20-0300 - RE: ENTERING INTO AN
INTERGOVERNMENTAL AGREEMENT
BETWEEN GEAUGA, ASHTABULA AND
PORTAGE COUNTIES AND THE
NORTHEAST OHIO CONSORTIUM COUNCIL
OF GOVERNMENTS (NOC COG).**

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

WHEREAS, the Boards of Commissioners for Geauga, Ashtabula, and Portage Counties entered into an Intergovernmental Agreement ("Intergovernmental Agreement") effective March 1, 2016, the terms and conditions of which governed the establishment of a Workforce Development Board ("WDB") Area known and referred to as the Northeast Ohio Consortium Council of Governments, also known as Ohio Workforce Development Board, Area 19; and

WHEREAS, the original Intergovernmental Agreement provides for and defines what business representatives may serve on the WDB, but does not include and allow for organizations representing businesses, even though that type of organization may serve on the WDB as provided for within Section 107 (b) (2) (A) (ii) of the Workforce Innovation and Opportunity Act ("WIOA"); and

WHEREAS, the original Intergovernmental Agreement also does not provide for requirements that at least two of the businesses represented must represent small business as defined by the U.S. Small Business Administration. See 20 CFR Section 679.320; and

WHEREAS, the consideration supporting this Amendment is the mutual advancement of Geauga, Ashtabula, and Portage Counties' joint interests in the delivery of workforce services as part of the NOC COG; now therefore be it

RESOLVED, that the Portage County Board of Commissioners hereby enters into an Intergovernmental Agreement to follow the terms and conditions set forth within WIOA and its regulations; 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 was as follows:

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

6. Accept and award the bid of Melway Paving Company, Inc. for the *405 resurfacing project*, for the resurfacing of various Portage County roads/Resolution No. 20-0301
 - A bid was done on behalf of the County Engineer to award to the lowest bidder, Melway Paving Company, Inc for 405 resurfacing project, for \$934,392.48

RESOLUTION No. 20-0301

**RE: ACCEPT AND AWARD THE BID OF
MELWAY PAVING COMPANY, INC.
FOR THE 405 RESURFACING
PROJECT, FOR THE RESURFACING
OF VARIOUS PORTAGE COUNTY
ROADS.**

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

WHEREAS, notice of Receiving Bids for the **405 Resurfacing Project** was published in the Record Courier on April 10 and April 17, 2020; and

WHEREAS, two (2) sealed bids were received, tabulated and recorded on April 29, 2020 for furnishing all labor, materials and equipment necessary to complete the project known as **405 Resurfacing**; and

WHEREAS, after reviewing said bids, it was the recommendation of the Portage County Engineer that the bid of **Melway Paving Company, Inc.** be accepted as the lowest and best bid received; now therefore be it

RESOLVED, that the bid of **Melway Paving Company, 7571 State Route 83, Holmesville, Ohio 44633**, be accepted and awarded as the lowest and best bid received in accordance with specifications and plans prepared for the **405 Resurfacing Project** for the resurfacing of various Portage County roads, and be it further

RESOLVED, that a contract be entered into with **Melway Paving Company, Inc.** in the total amount of **\$934,392.48** which includes \$930,642.48 base bid and \$3,750.00 for Alternate #2 Monument Assemblies, and be it further

RESOLVED, that the Board of Commissioners finds and determines that all formal actions of this Board concerning and relating to the adoption of this resolution were taken in

an open meeting of this Board and that all deliberations of this Board that resulted in those formal actions were in meetings open to the public in compliance with the law including Section 121.22 of the Ohio Revised Code.

Roll call vote as follows:

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

7. Accept and award the bid of Karvo Companies, Inc. for the *441 resurfacing project*, for the resurfacing of various Portage County roads/Resolution No. 20-0302
- A bid was done on behalf of the County Engineer to award to the lowest bidder for the 441 resurfacing project of various County roads to Karvo Companies, Inc. for a total of \$563,336.40.

RESOLUTION No. 20-0302 - RE: ACCEPT AND AWARD THE BID OF KARVO COMPANIES, INC. FOR THE 441 RESURFACING PROJECT, FOR THE RESURFACING OF VARIOUS PORTAGE COUNTY ROADS.

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

WHEREAS, notice of Receiving Bids for the **441 Resurfacing Project** was published in the Record Courier on April 10 and April 17, 2020; and

WHEREAS, nine (9) sealed bids were received, tabulated and recorded on April 29, 2020 for furnishing all labor, materials and equipment necessary to complete the project known as **441 Resurfacing**; and

WHEREAS, after reviewing said bids, it was the recommendation of the Portage County Engineer that the bid of **Karvo Companies, Inc.** be accepted as the lowest and best bid received; now therefore be it

RESOLVED, that the bid of **Karvo Companies, Inc, 4524 Hudson Drive, Stow, Ohio 44224**, be accepted and awarded as the lowest and best bid received in accordance with specifications and plans prepared for the **441 Resurfacing Project** for the resurfacing of various Portage County roads, and be it further

RESOLVED, that a contract be entered into with **Karvo Companies, Inc.** in the total amount of **\$563,336.40** which includes \$559,161.40 base bid and \$4,175.00 for Alternate #2 Monument Assemblies, and be it further

RESOLVED, that the Board of Commissioners finds and determines that all formal actions of this Board concerning and relating to the adoption of this resolution were taken in

an open meeting of this Board and that all deliberations of this Board that resulted in those formal actions were in meetings open to the public in compliance with the law including Section 121.22 of the Ohio Revised Code.

Roll call vote as follows:

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

UPDATE:

1. Resolution for Board of Developmental Disabilities (DD)

Director Townend received a new resolution from the DD Board and she is waiting for feedback from the Sheriff's Office on the exact date for the auction of the building.

Attorney Meduri presented an option for them to have the auction at the site versus at the Courthouse, and the resolution should be ready for next week

DISTRICT LIBRARY

Director Jonathan Harris

Director Harris indicated this request would go on the ballot in November for a ten-year 1 mill additional operating levy. This levy would provide some measure of funding stability based on local property taxes. State funding is down 34.5% and they can't present any type of budget revisions until they hear from the Ohio Department of taxation. The District Library is trying to fill a \$475,000 gap in the 2020 budget. The levy would provide stability for current operations as well as the ability to accurately forecast and put plans in place for growth in the future.

Resolutions:

1. Authorize the resolution of necessity for placing an additional one (1.0) mill levy for the benefit of the Portage County District Library for current expenses pursuant to Section 5705.23 of the Ohio Revised Code/Resolution No. 20-0303

**RESOLUTION NO. 20-0303 - RE: RESOLUTION OF NECESSITY FOR
PLACING AN ADDITIONAL ONE (1.0) MILL
LEVY FOR THE BENEFIT OF THE
PORTAGE COUNTY DISTRICT LIBRARY
FOR CURRENT EXPENSES PURSUANT TO
SECTION 5705.23 OF THE OHIO REVISED
CODE.**

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

WHEREAS, the Board of Trustees of the Portage County District Library, by resolution, requests the Portage County Board of Commissioners to certify to the Board of

Elections a one (1.0) mill levy in excess of the ten (10) mill limitation to provide for the current expenses of the Portage County District Library pursuant to R.C. 5705.23 and R.C. 5705.19 (D) for a period of ten (10) years, commencing with a levy on the tax list and duplicate for the year 2020 to be first distributed to the Board of Trustees of the Portage County District Library in calendar year 2021; and

WHEREAS, the Portage County Board of Commissioners hereby finds that the Board of Trustees of the Portage County District Library has determined that the amount of taxes which may be raised within the ten (10) mill limitation will be insufficient to provide an adequate amount for the necessary requirements of the Portage County District Library; now therefore be it resolved

RESOLVED, by the Board of Commissioners of Portage County pursuant to 5705.19(D), 5705.23 and 5705.25 of the Ohio Revised Code that it is necessary to levy an additional one (1) mill, to constitute a tax in excess of the ten mill limitation for the benefit of Portage County and the Portage District Library at a rate of 1 mill and for the following purpose:

For current expenses of the public library

RESOLVED, that the additional tax shall be placed upon the tax list for the tax years 2020, 2021, 2022, 2023, 2024, 2025, 2026, 2027, 2028, 2029, if a majority of the electors voting thereon vote in its favor, and be it further,

RESOLVED, that the question of such tax levy shall be submitted at the November 3, 2020 election to the electors situated in the area comprising the Portage County District Library in its entirety; and be it further,

RESOLVED, that the Clerk is hereby directed to certify a copy of this Resolution to the county auditor and that the county auditor certify to this Board and to the Portage County District Library Board of Trustees the current tax valuation of the area comprising the Portage County District Library, and the dollar amount that would be generated by an additional levy of 1 mill if approved by the electors.

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

Roll call vote as follows:

Vicki A. Kline, Yea;

Kathleen Clyde, Yea;

Sabrina Christian-Bennett, Yea;

BUDGET & FINANCE

Present: Director Todd Bragg

Director Bragg noted there's nothing out of the ordinary and this bill run is on the lighter side, but slightly higher today.

**RESOLUTION NO. 20-0304 - RE: BILLS APPROVED AND CERTIFIED TO THE
PORTAGE COUNTY AUDITOR FOR
PAYMENT.**

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

RESOLVED, that the bills were approved and certified to the County Auditor for payment, contingent upon the review of the Portage County Board of Commissioners, Department of Budget and Financial Management, Department of Internal Services or other designee on May 7, 2020 in the total payment amount of **\$454,307.99, including late fees finance charges, interest & penalties amounting to \$10.54 for Funds 0001-8299** as set forth in the Accounts Payable Warrant Report on file in the office of the Portage County Auditor; and be it further

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

Roll call vote as follows:

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

**RESOLUTION NO. 20-0305 - RE: WIRE TRANSFER APPROVED AND
CERTIFIED TO THE PORTAGE COUNTY
AUDITOR FOR PAYMENT.**

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

RESOLVED, that the bills were approved and certified to the County Auditor for payment, contingent upon the review of the Portage County Board of Commissioners, Department of Budget and Financial Management, Department of Internal Services or other designee on May 7, 2020 in the total payment amount as follows:

1. \$277,678.33 to Medical Mutual - Claims

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

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

Wire Transfer on Friday, May 8, 2020 \$277,678.33

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:

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

RESOLUTION NO. 20-0306 - RE: APPROVAL OF JOURNAL VOUCHERS/ENTRIES.

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

WHEREAS, the Ohio Revised Code requires that warrants be approved by the Board of Commissioners prior to their issuance; and

WHEREAS, there are other similar financial transactions defined as journal vouchers/entries that are dissimilar in that they are used to pay for charges for services from one county department and/or fund to another department and/or fund and thus are processed in lieu of issuing a warrant; and

WHEREAS, the Journal Vouchers/Entries are recommended by the County Auditor's Office for review and approval by the Board of Commissioners; now therefore be it

RESOLVED, that the Board of Commissioners approves the following Journal Vouchers/Entries, as presented by the County Auditor's Office:

05/07/20	99	\$170.00
05/07/20	100	1860.00
05/07/20	101	48.00

05/07/20	102	927.18
05/07/20	105	483.62
Total		\$3,488.80

; 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:

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

RESOLUTION NO. 20-0307 - RE: ACCEPTANCE OF THEN AND NOW CERTIFICATIONS FOR PAYMENT.

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

WHEREAS, Ohio Revised Code Section 5705.41 (D)(1) authorizes the expenditure of moneys, provided a certificate of the County Auditor is supplied stating that there was at the time of the making of such contract or order and at the time of the execution of such certificate a sufficient sum appropriated for the purpose of such contract and in the treasury or in process of collection to the credit of an appropriate fund free from any previous encumbrances (Then and Now Certification); and

WHEREAS, the Then and Now Certification is recommended by the State Auditor's Office, the Portage County Auditor's Office, and the Portage County Prosecutor's Office; and

WHEREAS, a listing of expenditures 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 are properly certified by the County Auditor in the amount of **\$188,147.37** dated **May 7, 2020** 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:

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

BUDGET & FINANCE & Neighborhood Development Services (NDS)

Present: Director Todd Bragg; Jen Davis, Jim Shank, Stacy Brown, Neighborhood Development Services; Director Brad Ehrhart, Portage Development

Discussion:

1. Economic Development Re-Start Program

Director Ehrhart explained they are trying to figure out where they can focus efforts that would impact the most with limited resources. There are many businesses that are working in the Federal programs like the Paycheck Protection Program, large and small businesses are working with banks, and some are making it through, some are not.

The big 'need' is coming and as companies look to restart, they will need a minimum of some working capital to basically get their businesses back up and running. Portage Development is working with Neighborhood Development Services (NDS), who operates the Revolving Loan Funds, to modify funding to best serve the current needs. They are also including Summit Medina Small Business Development Center as companies are looking for assistance to put together applications to NDS to get into this program.

Mr. Shank noted NDS carved out USDA funding of approximately \$300,000, the City of Ravenna is going to join in, along with the County, and between the three, they have the County covered with the except of Kent. The idea is to get as much 'bang for the buck' as possible and that's why they've limited the amount to \$10,000 per business. Specific criteria has been established and NDS will be underwriting and looking at the last 2 years of financial statements to ensure they are a viable company. The debt service has been lowered to 1 to 1 because a lot of businesses are working on a shoestring budget. They will also be asking for a detailed list of what the funding is going to be used for. NDS will handle the process just like any other loan to get companies up and running again.

Commissioner Kline asked if there were certain uses they wouldn't approve and Mr. Shank responded they are looking at approved uses for inventory, working capital, payroll, and operational money. Commissioner Kline asked if this would exclude a company from the Payroll Protection Program (PPP) and Mr. Shank noted if they received the PPP and if there's still a small gap, they would still be considered.

Commissioner Christian-Bennett asked if the loan term is 24 months and Mr. Shank noted that's generally for working capital but there may be some who struggle. A provision was included that it could be extended with real estate as collateral.

Commissioner Kline referred to Criteria number 1 that indicates taxes must be current and if that refers to all taxes such as Federal, State and Payroll and Mr. Shank replied all taxes and they will require a signed affidavit.

Commissioner Clyde asked Mr. Shank to explain the difference between loan versus grant opportunities that are available to businesses and whether businesses will be in the position to pay back in that amount of time and was consideration given for grants instead of loans? Mr. Shank contacted Columbus and the funding cannot be a grant. Director Ehrhart noted the PPP is a forgivable loan and if it meets the specifications for forgiveness, it turns into a grant. If they can help companies that are proven to be viable and just need a boost to get them back into profitability and then use these funds in the future to help other companies. Mr. Shank is unaware of anything the State government is working on in terms of grant funding.

Commissioner Clyde mentioned she and Director Ehrhart talked about small business grant/loans that are happening in other Counties and asked if those are loans and Director Ehrhart explained they are grants and they'll receive money provided by the County and matched by larger foundations. Looking at the Portage County census or data of small businesses, there's about a 3,000 that employ 3-20 people in Portage County alone. Summit County can only service a couple hundred.

Commissioner Clyde asked if there's a demand for loans and Director Ehrhart explained that a good small businessperson will see this as an opportunity and the interest rates is a decent opportunity that will offer a significant advantage.

Commissioner Christian-Bennett asked what happens to the debt if someone defaults and has it been a problem in the past and Mr. Shank responded if they file for bankruptcy, the funding is gone, but it's not worth filing legal fees to go after them. The collateral is thin, but the people that are being helped, really need it.

Ms. Brown has spoken to some of the small business owners that have applied for the PPP, and there isn't enough clear guidance if you needed to terminate someone. A lot of the smaller business owners are concerned about that becoming a larger loan and they may go that route.

Commissioner Christian-Bennett noted the PPP is very fluid and provide a window of 8 weeks to utilize the money. Ms. Brown noted a lot of the smaller business lost all their inventory when COVID-19 happened and to be able to open their doors and know where the money's coming from to rebuild the inventory will provide businesses with peace of mind.

Mr. Shank noted the businesses that don't have a borrowing relationship with the bank are out of luck for the PPP, so this is the group of businesses we will see. Regional and larger banks took care of their bigger customers and community banks were able to get everyone through as far as he knows.

Commissioner Clyde asked about the plan to announce this so people can access and Commissioner Christian-Bennett how long does it take to get the funds after you apply and Mr. Shank noted they have to go through the State and work with them to try and streamline the access to the funds and as far as the length of time, the USDA set an October date, but it might be extendable if necessary. The virus will dictate what the terms are going to be and how long this will last. The State said this process can be done and the funding from NDS can be made available quickly. The only gap in the NDS funding is that they've taken the western part of the County off their approachability maps, which include Aurora, Streetsboro, Kent and Brimfield being considered part of larger cities and funding cannot be used there, so that's where County funds come into play.

Director Ehrhart explained the Development Board will push this information out to their partners, the Chambers, the local Economic Developments, and this is why the CDBG funds are important so they can expand it into the rest of the County like Aurora, Streetsboro, Kent, Brimfield, and Suffield. The Development Board will market it and inform the banking partners and send via e-blasts and the information will be sent as soon as NDS gets the green light.

Commissioner Clyde noted the main point of contact for applying is NDS, either Jen Davis or Jim Shank and the Board will wait to hear from NDS and Portage Development once it's live and the Board will do its best to help amplify to the small businesses the Commissioners interact with and spread the word within the community, as well.

Mr. Shank explained normally, for larger CDBG loans, they would come before the Board for a presentation, but they would like to set up the criteria and if it's met, the Board can sign off instead of presenting each loan individually and the Board agreed.

Ms. Brown noted the \$140,000 the Board approved will start as soon as possible. There is \$160,000 in the Housing Funds that's possible, but that funding will need a waiver from the State. The Board agreed to start with the \$140,000 CDBG funding to ascertain the need, then apply for the waiver, if necessary. Director Bragg suggested NDS apply for the waiver now, but the money doesn't have to be moved.

* * * * *

Director Bragg explained that the Regional Planning Commission is scheduled on the Board's agenda next week to have requesting agencies make presentations for CDBG funding. Director Bragg pointed out that a committee was established a while back and at the time, the Board's preference was to have that committee make recommendations about all projects. Today, the Board agreed to have the Committee present its recommendations in lieu of the presentations next Thursday, and Director Bragg will advise Neighborhood Development Services and the Regional Planning Commission.

MISCELLANEOUS ITEMS

The Board of Commissioners approves the April 30, 2020 regular meeting minutes.

Motion: Commissioner Kline

Seconded: Commissioner Christian-Bennett

All in Favor: Commissioner Kline, Yea; Commissioner Christian-Bennett, Yea;
Commissioner Clyde, Yea;

Motion Carries

Homeland Security & Emergency Management

Resolutions:

1. Accept the Donations to the Office of Homeland Security and Emergency Management for COVID-19 response/20-0308

**RESOLUTION NO. 20-0308 - RE: ACCEPTANCE OF DONATIONS TO THE
OFFICE OF HOMELAND SECURITY AND
EMERGENCY MANAGEMENT FOR COVID-
19 RESPONSE**

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

WHEREAS, COVID-19 is rapidly spreading, as persons throughout the State have been infected with the disease and the shortage of personal protective equipment for frontline responders is in jeopardy due to the outbreak of a deadly infectious respiratory disease identified as the Coronavirus disease (COVID-19); and

WHEREAS, all members of EMS, Police and Fire need to follow procedures regarding personal protective equipment as they respond to any assignments pertaining to the COVID-19 virus or other infectious diseases; and

WHEREAS, health officials have called on veterinarians, health care providers, and food-service businesses to donate unused gloves, masks and other personal protective equipment to their local emergency management agencies; now, therefore, be it

RESOLVED, the Board of Portage County Commissioners does hereby accept the following donations in accordance with Resolution No. 13-1010, adopted on October 3, 2013, on behalf of the Portage County Office of Homeland Security and Emergency Management:

Contact (Requirement)	Address	Donation
Deanna Powers	9895 Gilbert Rd., Ravenna OH 44266	3M N95 Masks (\$180)

; and be it further

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

Roll call vote as follows:

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

Commissioners

JOURNAL ENTRY: The Board of Commissioners acknowledged receipt of the April 28, 2020 Certificate of the County Auditor that the Total Appropriations from each fund do not exceed the Official Estimate Resources for the fiscal year beginning January 1, 2020, as presented by the Portage County Auditor's Office (see back up in email).

Motion: Commissioner Kline

Seconded: Commissioner Christian-Bennett

All in Favor: Commissioner Kline, Yea; Commissioner Christian-Bennett, Yea;
Commissioner Clyde, Yea;

Motion Carries

JOURNAL ENTRY: The Board of Commissioners received the April 28, 2020 Amended Certificate of Estimated Resources for the year beginning January 1, 2020 as submitted by the Portage County Budget Commission (see back up in email).

Motion: Commissioner Kline

Seconded: Commissioner Christian-Bennett

All in Favor: Commissioner Kline, Yea; Commissioner Christian-Bennett, Yea;
Commissioner Clyde, Yea;

Motion Carries

JOURNAL ENTRY: In accordance with Ohio Revised Code Section 325.07, the Board of Commissioners acknowledged receipt of the Monthly Record of Proceedings and Transactions for March 2020, as presented by the Portage County Sheriff's Department (see back up in email).

Motion: Commissioner Kline

Seconded: Commissioner Christian-Bennett

All in Favor: Commissioner Kline, Yea; Commissioner Christian-Bennett, Yea;
Commissioner Clyde, Yea;

Motion Carries

*

*

*

*

*

Please Add To Your Agenda

May 7, 2020

**RESOLUTION NO. 20-0310 - RE: APPROVING THE EXTENSION OF THE
TEMPORARY PUBLIC HEALTH
EMERGENCY LEAVE ADDENDUM
ADOPTED ON APRIL 2, 2020.**

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

- WHEREAS,** on April 2, 2020, the Board of County Commissioners agreed to extend the provision of the Temporary Public Health Emergency Leave Policy for employees who have pre-existing respiratory conditions or otherwise immunocompromised and advised to self-isolate due to COVID-19 through May 7, 2020; now therefore be it
- RESOLVED,** the Board of County Commissioners approves an additional extension of this provision under the Temporary Public Health Emergency Leave Policy through June 4, 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 the Board that resulted in those formal actions were in meetings open to the public in compliance with the law including Section 121.22 of the Ohio Revised Code.

Roll Call vote as follows:

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

**RESOLUTION NO. 20-0311 - RE: APPROVING THE EXTENSION OF
RESOLUTION 20-0228 FOR THE
TEMPORARY EMERGENCY LEAVE FOR
PUBLIC WORKS PERSONNEL AND
EMERGENCY MANAGEMENT PERSONNEL
UNDER THE BOARD OF COMMISSIONERS'
APPOINTING AUTHORITY.**

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

- WHEREAS,** the Board of County Commissioners adopted Resolution 20-0228 on April 7, 2020 approving a Temporary Public Health Emergency Leave Policy, effective April 6, 2020 through May 7, 2020, for public works personnel and emergency management personnel who are under the Board's appointing authority and who are otherwise excluded under the FFCRA as emergency responders; now therefore be it

RESOLVED, the Board of County Commissioners approves an extension of the Temporary Public Health Emergency Leave Policy for public works personnel and emergency management personnel who are under the Board's appointing authority through June 4, 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 the Board that resulted in those formal actions were in meetings open to the public in compliance with the law including Section 121.22 of the Ohio Revised Code.

Roll Call vote as follows:

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

Discussion:

1. County Administrator

Commissioner Clyde pointed out that included with the resolution was an explanation page that states the section of the resolution and how they correspond to the job description, posting and the Ohio Revised Code. Additionally, Human Resources Director Kovick put together a document for the Board with the description, statute and the posting for reference, as needed. There are specific sections on contracting, purchasing, and human resources that have been left out for now for a future discussion in the next 3-4 weeks, to provide Mr. Roberts time to work with the departments and find out how best to authorize those powers.

Commissioner Christian-Bennett noted in Part I A, it indicates the County Administrator shall be the primary point of contact between the Board and the Commissioners' Department Directors, but it doesn't say anything about the Commissioners' immediate staff. Commissioner Clyde noted it's difficult for staff to report to the three Commissioners and it would make sense for them to report to Director Roberts, but Director Roberts would like to work on getting things organized and suggested the immediate staff stay under the Board at this time and the Board concurred.

Commissioner Christian-Bennett asked if Director Roberts would also have an office in the Administration Building so he can be accessible, and Director Roberts noted he will have a presence at the Administration Building, preferably set hours per week, so he is accessible to the Directors. Commissioner Clyde noted the Board approves Director Roberts moving forward in the next few weeks.

Director Roberts asked about business cards and the Board agreed he should have a separate card for County Administrator. Director Roberts also asked about a separate location on the server for the exchange of information and he would like to recreate that directory with the assistance of Information Technology Services and the Board agreed to move forward with the request.

Commissioner Kline noted this is a new position and the Board needs to allow for a lot of flexibility when seeing what works and what doesn't work. Commissioner Christian-Bennett pointed out that the position is supplemental and Director Roberts also runs one of the largest divisions in Water Resources and the position must evolve as we go along.

Commissioner Christian-Bennett noted in Section C, it states the County Administrator will attend all the regularly scheduled meetings and she wondered if he will be attending and representing all the Director eventually so they will no longer need to report, and how does he see this moving forward. Director Roberts noted there's a lot of standard resolutions that go forward and there's no reason to tie up anyone's time, but equally it's important for the County Administrator to attend the standard weekly meeting because there are a lot of issues being discussed, but other meetings he can attend at the pleasure of the Board. Commissioner Clyde noted he wouldn't be required to attend AMATS meetings or Regional Planning Commission meetings, but special cases coming out of the Board's authority should be attended by the County Administrator.

Draft Resolution: Authorizing the County Administrator to exercise powers delegated hereby under Ohio Revised Code Section 305-30 (A), (B), (C), (D), (E), (F), and (K)/20-0309

Motion: Commissioner Kline


Seconded: Commissioner Christian-Bennett

To adjourn the meeting of May 7, 2020 at 10:45 AM

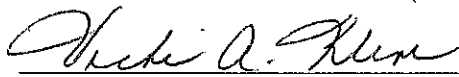
All in Favor: Commissioner Kline, Yea; Commissioner Christian-Bennett, Yea;
Commissioner Clyde, Yea;

Motion Carries

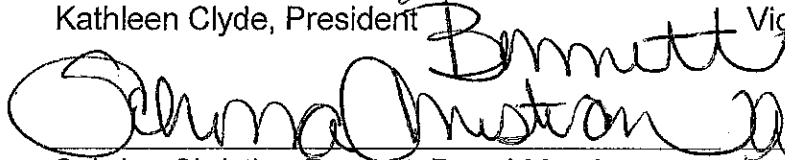
We do hereby certify that the foregoing is a true and correct record of the Portage County Board of Commissioners' meeting of May 7, 2020.



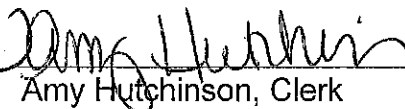
Kathleen Clyde, President



Vicki A. Kline, Vice President



Sabrina Christian-Bennett, Board Member



Amy Hutchinson, Clerk