



# Portage County Board of Commissioners

Regular Meeting

~ Minutes ~

0790

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

Amy Hutchinson, Clerk  
330-297-3600

Tuesday, July 10, 2018

9:31 AM

Commissioners' Board Room

*The Commissioners' meeting minutes are summarized; there is an audio recording available.  
Please contact the Commissioners' Office for specific details.*

The Portage County Board of Commissioners' meeting came to order with the following members present:

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

Also attending throughout the day Record Courier Reporter Matt Merchant, Internal Services Director JoAnn Townend and Department of Budget and Financial Management Director Todd Bragg

## **Portage County Administration Building - 6<sup>th</sup> Floor:**

The Board of Commissioners met with Director Townend and Director Bragg to discuss the Administration Building's 6<sup>th</sup> floor space. The Board discussed several different options to accommodate the Regional Planning Commission, Tax Map and Information Technology Services (ITS). The Board will be meeting with the County Auditor, Tax Map, County Engineer, ITS and Regional Planning Commission next week for a group tour of the area.

## **Riddle Block Elevator:**

With the renovation of the elevators, it was discovered additional water/rust damage has occurred to surrounding equipment and will cost \$22,000 to repair. Director Townend will prepare the necessary purchase order to move forward with OTIS.

## **Appraisals for Easements for Hills Pond Dam:**

There are five owners located around the dam the appraiser will need indoor home access to ascertain whether removal of the dam would cause damage to their homes. The cost of the appraisals will be \$2,000-\$2,500 for each homeowner. The Board asked Director Townend to prepare correspondence to each of the five homeowners noting the Board intends to move forward with removal of the dam and will need access to each residence to get appraisals for the easements as part of the next step in the process.

This project will be paid from the \$1.5 million in one-time funding the County received from the State from Medicaid sales tax replacement fund, the consultant will be paid from the Revolving Loan Fund and project costs will come out of Fund 0003.

The County is eligible to apply for grant funding for stream restoration, but must wait until certain criteria have been met to get the points needed for the grant.

**Payroll Authorization Forms:**

The Commissioners' Office received copies of Payroll Authorization forms from Adult Probation because the County Auditor forwarded the Commissioners' letter to all payroll officers which asked for notification of all payroll changes. In the meantime, a draft report was presented by the Auditor's Office to the Board and the Board asked Director Bragg to work with the Auditor's Office to get the report once a month as an Excel file for Board review.

**Board of Elections Revenue Fund:**

The majority of the Board is in support of creating a Revenue Fund for Board of Elections, with the caveat that if it is not being used appropriately, it has the authority to dissolve it. Commissioner Christian-Bennett pointed out they are an unfunded mandate and General Fund money is being discussed and if the Board of Elections runs short because they've overspent from the new Revenue Fund (which the Commissioners would have no control over), they will come back to the Commissioners for additional funding. Director Bragg discussed in detail the current situation with Courtview noting the Courts were supposed to pay for the expense from their fees, but are still coming back to the Board even though verbal parameters were put into place. Director Bragg does not see the need for the fund, but went on to say if the Board decides to move forward with its creation, it should ensure written parameters are put into place. Commissioner Kerrigan pointed out with the creation of this fund, the Board of Elections will have a known revenue stream that would create less tension between the department and appropriating authority.

Commissioner Kerrigan will talk with the Board of Elections about parameters this week.

**Board of Elections Remodel:**

Director Bragg has not heard back from the Board of Elections as to small projects they wanted done in place of the remodel and Commissioner Kerrigan reported they are working on a list.

**7<sup>th</sup> Floor Space:**

The Board discussed the possibility of moving the Department of Budget & Financial Management and Human Resources to the 7<sup>th</sup> floor. If an employee has concerns about meeting on the 7<sup>th</sup> floor, the Human Resources Department could meet with them in a different location or off site.

10:25 AM In accordance with the Ohio Revised Code 121.22(G)(1), it was moved by Mike Kerrigan, seconded by Sabrina Christian-Bennett that the Board of Commissioners move into executive session to consider the employment of a public employee. Also present: Department of Budget & Financial Management Director Todd Bragg and Internal Services Director JoAnn Townend. Roll call vote: Mike Kerrigan, Yea; Sabrina Christian-Bennett, Yea; Vicki A. Kline, Yea;

10:50 AM Director Bragg and Director Townend left the meeting.

11:00 AM Director Townend returned to meet with the Board.

11:06 AM Director Townend left the meeting.

11:06 AM Upon conclusion of the above referenced discussion, it was moved by Sabrina Christian-Bennett, seconded by Mike Kerrigan that the Board of Commissioners moves out of executive session. Roll call vote: Sabrina Christian-Bennett, Yea; Mike Kerrigan, Yea; Vicki A. Kline, Yea;

After exiting executive session, the Board took no action.

**Motion To:** Adjourn the Official Meeting of July 10, 2018 at 11:06 AM

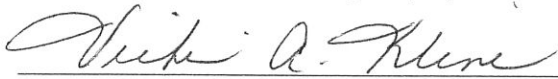
**RESULT:** ADOPTED [UNANIMOUS]

**MOVED:** Sabrina Christian-Bennett

**SECONDED:** Mike Kerrigan

**AYES:** Sabrina Christian-Bennett, Mike Kerrigan, Vicki A. Kline

We do hereby certify that the foregoing is a true and correct record of the Portage County Board of Commissioners' meeting on July 10, 2018.



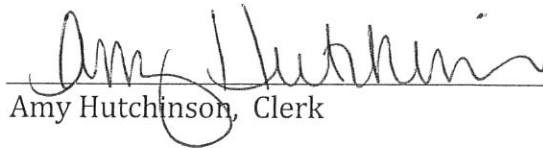
Vicki A. Kline, President



Sabrina Christian-Bennett, Vice President



Mike Kerrigan, Board Member



Amy Hutchinson, Clerk