



Portage County Board of Commissioners

Regular Meeting

~ Minutes ~

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

Amy Hutchinson, Clerk
330-297-3600

Thursday, November 1, 2018

9:02 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 Diane Smith, Deerfield Township Trustee Ed Dean and Tony Badalamenti.

Recessed to Solid Waste Management District: 9:01 AM

Reconvened: 9:02 AM

ADMIN TEAM

Present: Human Resources Director Janet Kovick, Water Resources Director Gene Roberts and Laura Weber, Deputy Director, Department of Budget and Financial Management Director Todd Bragg, Internal Services Director JoAnn Townend, Office of Homeland Security and Emergency Management Director Ryan Shackelford, Chief Building Official Charles Corcoran, Office Manager Linda Markijohn, Building Department

COMMISSIONERS

Discussion:

1. Board of Elections Fund – Tabled until next week.

HUMAN RESOURCES:

Resolution - #19

Journal Entries - #4 to 7

Discussion:

1. Follow up on draft Media Relations Policy

Director Kovick is currently working with Director Bragg and Director Townend to revise the Media Relations policy. The Board discussed the issue that involves having all requests go through the Clerk to the Board, which will cause an unnecessary delay, but Commissioner Kerrigan pointed out under Item 2, a designee can be identified by Journal Entry, which is sufficient to alleviate the problem. Director Kovick has included a sentence indicating the Board of Commissioners shall designate the department Director or designee to be the official spokesperson for each department and the definition of what is considered 'media', which is defined as on-camera, radio, newspaper, blog or website interview.

The Directors will continue to work on the policy.

EXTERNAL SERVICES

Journal Entry #3

Resolution - #18

Discussion:

1. EMA – Ohio National Guard Vigilant Guard Full Scale Exercise August 5-9, 2019
The Office of Homeland Security and Emergency Management would like to participate in the exercise, but funding is not available. Director Shackelford would like to tie a Local Emergency Planning Commission (LEPC) exercise into the training so funding will be available and he will also look for grant opportunities. Director Shakelford will reach out to local communities to see if anyone else would like to participate The Board supports Director Shackelford moving forward.
2. Building Department Resolution No. 18 (Resolution to adopt new and amend the Portage County Building Department regulations for adopting permits, fees and inspections)

Director Roberts reported there have been a lot of comments on the cost increase of the Building Department's fees. Looking at a 2,000 square foot house vs. a 20,000 square foot commercial building, Portage County is 32% above the low and 20% below the high on the residential and 25% above the low and 16% below the high and was pretty close to the median in both cases.

Director Corcoran pointed out there are additional items cities add on such as engineering fees, playground fees, road clean-up fees, driveway fees, etc. and those add several hundreds of dollars to a permit.

Director Corcoran presented the following handouts for Board discussion:

**Portage County Building Department
October 2018 Fee Comparison**

Community	Residential 1 Hour Review Time 2,000 SF	Commercial 1 Hour Review Time 20,000 SF
City of Aurora	\$800.00	\$3,050.00
City of Kent	\$500.00	\$4,525.00
City of Ravenna	\$453.00	\$3,050.00
City of Streetsboro	\$660.00	---
Portage County	\$667.00	\$3,620.00
Average:	\$616.40	\$3,561.25
	Residential	Commercial
Amount Above Low	\$212.00	\$905.00
Percent Above Low	32%	25%
Amount Above Average	\$50.60	\$58.75
Percent Above Average	8%	2%
Amount Below High	\$133.00	\$570.00
Percent Below High	20%	16%

PORTAGE COUNTY BUILDING DEPARTMENT MONTHLY REPORT 2018

INPUT IN YELLOW ARE ONLY

PERMIT ACTIVITY - RESIDENTIAL											
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov
RESIDENTIAL	10	2	12	10	23	20	27	15	11	11	0
SINGLE FAMILY	10	2	12	10	23	20	27	15	11	11	0
ADDITIONS	0	0	0	0	0	0	0	0	0	0	0
OTHER	0	0	0	0	0	0	0	0	0	0	0
AGRICULTURAL	0	0	0	0	0	0	0	0	0	0	0
ELECTRIC	0	0	0	0	0	0	0	0	0	0	0
MECHANICAL	0	0	0	0	0	0	0	0	0	0	0
PLUMBING	0	0	0	0	0	0	0	0	0	0	0
2018 MONTHLY TOTAL	10	2	12	10	23	20	27	15	11	11	0
2018 RUNNING TOTALS	108	120	148	163	198	215	237	252	269	287	287
2017 Monthly	87	98	111	111	157	170	181	167	168	163	163
2018 Monthly Increase/Decrease from 2017	21	22	37	52	41	45	56	85	101	124	124
2018 Running Increase/Decrease Totals from 2017	21	22	59	111	152	197	253	338	439	563	687
2018 % Yearly Inc/Dec from 2017	24%	23%	53%	100%	89%	116%	140%	203%	295%	345%	421%

PERMIT ACTIVITY - COMMERCIAL											
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov
COMMERCIAL	0	0	0	0	0	0	0	0	0	0	0
Building	0	0	0	0	0	0	0	0	0	0	0
Electrical	0	0	0	0	0	0	0	0	0	0	0
Mechanical	0	0	0	0	0	0	0	0	0	0	0
Fire Protection	0	0	0	0	0	0	0	0	0	0	0
2018 MONTHLY TOTAL	0	0	0	0	0	0	0	0	0	0	0
2018 RUNNING TOTALS	0	0	0	0	0	0	0	0	0	0	0
2017 Monthly	0	0	0	0	0	0	0	0	0	0	0
2018 Monthly Increase/Decrease from 2017	0	0	0	0	0	0	0	0	0	0	0
2018 Running Increase/Decrease Totals from 2017	0	0	0	0	0	0	0	0	0	0	0
2018 % Yearly Inc/Dec from 2017	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%

PRELIMINARY

Residential -	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD
Commercial -	\$ 12,311.90	\$ 16,100.68	\$ 16,000.00	\$ 14,743.03	\$ 21,981.68	\$ 26,902.55	\$ 27,500.27	\$ 25,688.18	\$ 24,838.31	\$ 26,511.52	\$ 26,511.52	\$ 26,511.52	\$ 26,511.52
Plan Review -	\$ 3,659.98	\$ 16,516.62	\$ 11,311.15	\$ 12,500.00	\$ 12,500.00	\$ 12,500.00	\$ 12,500.00	\$ 12,500.00	\$ 12,500.00	\$ 12,500.00	\$ 12,500.00	\$ 12,500.00	\$ 12,500.00
Registrations	\$ 13,442.00	\$ 2,165.00	\$ 1,800.00	\$ 2,243.03	\$ 2,981.68	\$ 13,402.55	\$ 15,000.27	\$ 13,188.18	\$ 12,338.31	\$ 14,011.52	\$ 14,011.52	\$ 14,011.52	\$ 14,011.52
Assess	\$ 3,500.00	\$ 3,500.00	\$ 3,500.00	\$ 3,500.00	\$ 3,500.00	\$ 3,500.00	\$ 3,500.00	\$ 3,500.00	\$ 3,500.00	\$ 3,500.00	\$ 3,500.00	\$ 3,500.00	\$ 3,500.00
Utility Entry	\$ 75.00	\$ 75.00	\$ 75.00	\$ 75.00	\$ 75.00	\$ 75.00	\$ 75.00	\$ 75.00	\$ 75.00	\$ 75.00	\$ 75.00	\$ 75.00	\$ 75.00
Food Pkgs	\$ 50.00	\$ 50.00	\$ 50.00	\$ 50.00	\$ 50.00	\$ 50.00	\$ 50.00	\$ 50.00	\$ 50.00	\$ 50.00	\$ 50.00	\$ 50.00	\$ 50.00
2013 Monthly Totals	\$ 19,038.79	\$ 36,760.28	\$ 34,153.75	\$ 28,743.06	\$ 42,761.01	\$ 45,762.55	\$ 47,000.27	\$ 44,188.18	\$ 42,838.31	\$ 44,511.52	\$ 44,511.52	\$ 44,511.52	\$ 44,511.52
2013 Monthly Increase/Decrease from 2012	\$ 5,779.61	\$ 6,650.07	\$ 5,701.11	\$ 3,741.11	\$ 5,431.51	\$ 5,902.79	\$ 6,000.27	\$ 5,688.18	\$ 5,328.31	\$ 5,711.52	\$ 5,711.52	\$ 5,711.52	\$ 5,711.52
2013 Monthly Increase/Decrease from 2017	\$ 11.45%	\$ 23.48%	\$ 8.37%	\$ 27.69%	\$ 47.69%	\$ 51.97%	\$ 52.47%	\$ 48.06%	\$ 45.06%	\$ 48.06%	\$ 48.06%	\$ 48.06%	\$ 48.06%
2017 Monthly Totals	\$ 29,763.80	\$ 29,130.21	\$ 28,362.14	\$ 26,704.03	\$ 38,144.03	\$ 31,911.25	\$ 31,911.25	\$ 31,911.25	\$ 31,911.25	\$ 31,911.25	\$ 31,911.25	\$ 31,911.25	\$ 31,911.25
2017 Monthly Increase/Decrease from 2017	\$ 29,763.80	\$ 29,130.21	\$ 28,362.14	\$ 26,704.03	\$ 38,144.03	\$ 31,911.25	\$ 31,911.25	\$ 31,911.25	\$ 31,911.25	\$ 31,911.25	\$ 31,911.25	\$ 31,911.25	\$ 31,911.25
2015	\$ 27,548.44	\$ 26,461.89	\$ 25,332.54	\$ 23,583.16	\$ 35,816.82	\$ 31,911.25	\$ 31,911.25	\$ 31,911.25	\$ 31,911.25	\$ 31,911.25	\$ 31,911.25	\$ 31,911.25	\$ 31,911.25
2014	\$ 20,551.01	\$ 11,557.24	\$ 15,418.88	\$ 14,785.90	\$ 22,402.33	\$ 26,686.80	\$ 26,686.80	\$ 26,686.80	\$ 26,686.80	\$ 26,686.80	\$ 26,686.80	\$ 26,686.80	\$ 26,686.80
2013	\$ 20,551.01	\$ 11,557.24	\$ 15,418.88	\$ 14,785.90	\$ 22,402.33	\$ 26,686.80	\$ 26,686.80	\$ 26,686.80	\$ 26,686.80	\$ 26,686.80	\$ 26,686.80	\$ 26,686.80	\$ 26,686.80

4-STATE REVENUES	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD
1% Residential	\$ 121.50	\$ 139.62	\$ 139.62	\$ 139.62	\$ 139.62	\$ 139.62	\$ 139.62	\$ 139.62	\$ 139.62	\$ 139.62	\$ 139.62	\$ 139.62	\$ 139.62
3% Commercial	\$ 206.88	\$ 544.12	\$ 397.13	\$ 397.13	\$ 397.13	\$ 397.13	\$ 397.13	\$ 397.13	\$ 397.13	\$ 397.13	\$ 397.13	\$ 397.13	\$ 397.13
TOTAL	\$ 328.38	\$ 683.74	\$ 536.75	\$ 536.75	\$ 536.75	\$ 536.75	\$ 536.75	\$ 536.75	\$ 536.75	\$ 536.75	\$ 536.75	\$ 536.75	\$ 536.75
Running Total	\$ 328.38	\$ 1,012.57	\$ 1,549.32	\$ 2,086.07	\$ 2,622.82	\$ 3,159.57	\$ 3,696.32	\$ 4,233.07	\$ 4,769.82	\$ 5,306.57	\$ 5,843.32	\$ 6,380.07	\$ 6,916.82

5-VALUATION	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD
Residential	\$ 2,000,000.00	\$ 2,000,000.00	\$ 2,000,000.00	\$ 2,000,000.00	\$ 2,000,000.00	\$ 2,000,000.00	\$ 2,000,000.00	\$ 2,000,000.00	\$ 2,000,000.00	\$ 2,000,000.00	\$ 2,000,000.00	\$ 2,000,000.00	\$ 2,000,000.00
Commercial	\$ 1,000,000.00	\$ 1,000,000.00	\$ 1,000,000.00	\$ 1,000,000.00	\$ 1,000,000.00	\$ 1,000,000.00	\$ 1,000,000.00	\$ 1,000,000.00	\$ 1,000,000.00	\$ 1,000,000.00	\$ 1,000,000.00	\$ 1,000,000.00	\$ 1,000,000.00
Agricultural	\$ 500,000.00	\$ 500,000.00	\$ 500,000.00	\$ 500,000.00	\$ 500,000.00	\$ 500,000.00	\$ 500,000.00	\$ 500,000.00	\$ 500,000.00	\$ 500,000.00	\$ 500,000.00	\$ 500,000.00	\$ 500,000.00
TOTAL	\$ 3,500,000.00	\$ 3,500,000.00	\$ 3,500,000.00	\$ 3,500,000.00	\$ 3,500,000.00	\$ 3,500,000.00	\$ 3,500,000.00	\$ 3,500,000.00	\$ 3,500,000.00	\$ 3,500,000.00	\$ 3,500,000.00	\$ 3,500,000.00	\$ 3,500,000.00
2013 Running Total	\$ 3,500,000.00	\$ 7,000,000.00	\$ 10,500,000.00	\$ 14,000,000.00	\$ 17,500,000.00	\$ 21,000,000.00	\$ 24,500,000.00	\$ 28,000,000.00	\$ 31,500,000.00	\$ 35,000,000.00	\$ 38,500,000.00	\$ 42,000,000.00	\$ 45,500,000.00
2017 Running Total	\$ 1,124,178.44	\$ 4,437,855.84	\$ 7,751,934.28	\$ 11,066,012.72	\$ 14,380,091.16	\$ 17,694,169.60	\$ 21,008,248.04	\$ 24,322,326.48	\$ 27,636,404.92	\$ 30,950,483.36	\$ 34,264,561.80	\$ 37,578,640.24	\$ 40,892,718.68
2017 Monthly Increase/Decrease from 2017	\$ 1,124,178.44	\$ 4,437,855.84	\$ 7,751,934.28	\$ 11,066,012.72	\$ 14,380,091.16	\$ 17,694,169.60	\$ 21,008,248.04	\$ 24,322,326.48	\$ 27,636,404.92	\$ 30,950,483.36	\$ 34,264,561.80	\$ 37,578,640.24	\$ 40,892,718.68
Running Total % Increase over 2017	86%	57%	87%	86%	86%	86%	86%	86%	86%	86%	86%	86%	86%

PRELIMINARY

5. CONTRACTOR REBATE SCHEDULE												
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
General	48	14	20	14	27	18	27	15	30	14	0	0
General	48	12	20	5	13	18	27	15	30	14	0	0
General	28	10	10	5	7	6	15	6	17	11	0	0
General	3	1	1	0	0	0	2	1	0	0	0	0
General	1	0	1	0	0	0	0	0	0	0	0	0
General	5	1	3	0	1	1	0	1	0	0	0	0
General	7	1	0	1	2	1	0	1	0	0	0	0
General	0	0	0	0	0	0	0	0	0	0	0	0
General	0	0	0	0	0	0	0	0	0	0	0	0
General	135	29	45	25	45	28	56	31	21	29	0	0
General	135	274	219	244	250	218	384	385	186	435	435	435
General	10	4	0	15	6	10	12	8	2	11	30	30
General	40	23	23	33	27	37	23	23	13	3	58	213
General	40	47	45	40	40	38	24	23	32	18	30	175
General	217	192	217	277	317	355	270	402	402	443	473	648
General	-7%	-9%	-8%	-12%	-9%	-10%	-7%	-4%	-4%	-2%	-8%	-32%
General	2018 Running Total											
General	2018 Monthly Inc/Dec from 2017											
General	2018 Monthly Inc/Dec from 2017											
General	2017 Monthly Totals											
General	2017 Monthly Running Totals											
General	2018 % Yearly Inc/Dec from 2017											

PRELIMINARY

In October, the Building Department had a great month at \$52,000 coming into the department. The increase is due to a significant number of commercial permits and the number of permits going out. The increase could also be contributed to the fee increase, but there hasn't been adequate time to determine the impact yet.

Overall, this year's valuation is almost \$ 75 million dollars, which is quite significant as compared to 2017.

Commissioner Christian-Bennett asked why the Building Department doesn't know the impact of the fee increase and Director Corcoran explained in some cases the Building Permits are reflected in previous months and he wants to ensure the figures are correct before providing numbers to the Board.

The Department has prepared a double-sided handout on the fee adjustments that will be mailed to contractors and the additional mailing costs will need to be added to their budget.

Commissioner Kline noted the Building Department is over budget because there has been more business than anticipated with a need for additional labor. The Building Department is saturated with inspections and more are coming in. There is a dual certified inspector that can work on a part time basis with a current estimated cost of \$6,400.00 and that will be part of next year's budget request. Director Bragg asked if consolidation measurers have started about hiring a full-time shared employee and Director Corcoran explained discussions have been made with the City of Kent and Streetsboro, who think it would be a great idea, but further discussions have not been made with the City of Aurora or Ravenna. Commissioner Kerrigan asked if the Board should reach out to the City of Kent and Director Corcoran believes it would be beneficial. Director Corcoran will work with Director Bragg to find a realistic number for a mutual aid type basis. In the meantime, Commissioner Christian-Bennett will reach out to the City of Aurora and Streetsboro, Commissioner Kerrigan will reach out to the City of Ravenna and Commissioner Kline will reach out to the City of Kent.

9:31 AM In accordance with the Ohio Rev. Code 121.22(G)(2), it was moved by Sabrina Christian-Bennett, seconded by Mike Kerrigan that the Board of Commissioners move into executive session to consider the purchase of property for public purposes. Also present: Human Resources Director Janet Kovick, Water Resources Director Gene Roberts and Deputy Director Laura Weber, Department of Budget and Financial Management Director Todd Bragg and Internal Services Director JoAnn Townend. Roll call vote: Sabrina Christian-Bennett, Yea; Mike Kerrigan, Yea; Vicki A. Kline, Yea;

9:37 AM Upon conclusion of the above referenced discussion, it was moved by Sabrina Christian-Bennett, seconded by Mike Kerrigan that the Board of Commissioners move 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.

PROSECUTOR'S OFFICE

Present: Attorney David Garnier, Attorney Chris Meduri, County Engineer Mickey Marozzi

Attorney Garnier presented a copy of a storm water pollution prevention plan the County Engineer, Prosecutor's Office, Soil and Water, Mr. Klaben and his attorney have been working on. The plan was needed to control the erosion problem at the site of the proposed used car dealership in Brimfield Township. The site is still there, but no work has been done for some time, so there is no need for court action. There will be continued inspections into the spring to ensure no reoccurrences of erosion problems exist. The site is stabilized and Mr. Klaben has complied with all remedial actions imposed by the Soil and Water Conservation District.

Commissioner Kerrigan asked about the ditch issue for Joe Repasky and County Engineer Marozzi responded it's up to the Board on how it would like to proceed.

DBFM:

Resolutions - #'s 1 to 7

PLEASE ADD TO YOUR AGENDA

1. General Fund Budget Amendment Resolution.

Motion To: Amend the General Fund 2018 Annual Appropriation Resolution No. 17-0954 adopted December 19, 2017./18-0782

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

2. Non General Fund Budget Amendment Resolution.

Motion To: Amend the Non General Fund 2018 Annual Appropriation Resolution No. 17-0955 adopted December 19, 2017./18-0783

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

3. Sheriff's Budget

Director Bragg would like clarity on the Sheriff's budget whereby the Sheriff has the ability to expand, but does he need to include plans for additional Corrections Officers. The Board agreed any increases in current staffing need to come from the Sheriff's current budget until the Board receives the results of a state performance evaluation.

4. Public Defender's October 26, 2018 correspondence.

9:51 AM In accordance with the Ohio Rev. Code 121.22(G)(3), it was moved by Sabrina Christian-Bennett, seconded by Mike Kerrigan that the Board of Commissioners move into executive session to conferences with an attorney for the public body concerning disputes involving the public body

that are the subject of pending or imminent court action. Also present: Attorney Chris Meduri, Internal Services Director JoAnn Townend and Department of Budget & Financial Management Director Todd Bragg. Roll call vote: Sabrina Christian-Bennett, Yea; Mike Kerrigan, Yea; Vicki A. Kline, Yea;

10:13 AM Upon conclusion of the above referenced discussion, it was moved by Mike Kerrigan, seconded by Sabrina Christian-Bennett that the Board of Commissioners move out of executive session. Roll call vote: Mike Kerrigan, Yea; Sabrina Christian-Bennett, Yea; Vicki A. Kline, Yea;

After exiting executive session, the Board took no action.

10:13 AM In accordance with the Ohio Revised Code 121.22(G)(1), it was moved by Sabrina Christian-Bennett, seconded by Mike Kerrigan that the Board of Commissioners move into executive session to discuss employment of a public employee. Also present: Attorney Chris Meduri, Department of Budget & Financial Management Director Todd Bragg and Internal Services Director JoAnn Townend. Roll call vote: Sabrina Christian-Bennett, Yea; Mike Kerrigan, Yea; Vicki A. Kline, Yea;

10:34 AM Upon conclusion of the above referenced discussion, it was moved by Sabrina Christian-Bennett, seconded by Mike Kerrigan that the Board of Commissioners move 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.

INTERNAL SERVICES:

Resolutions - # 8 to 17

PLEASE ADD TO YOUR AGENDA

1. Conditional Assignment of Construction Manager Agreement for Maplecrest Development, Brimfield Township.

Motion To: Agree to approve receipt of subordinate conditional assignment of construction manager agreement for the Maplecrest Development Project, Brimfield Township, Portage County/18-0784.

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

2. Freedom Secondary Rail Line, Franklin Township, Kent City, Ravenna Township and Ravenna City.

Motion To: Declare unused/excess property owned by Portage County and set bid date for the sale of unused/excess real estate known as the Freedom Secondary Rail Line located

in Franklin Township, Kent City, Ravenna Township and Ravenna City owned by the Portage County Board of Commissioners as revised./18-0785

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

COMMISSIONERS' CONSENT AGENDA

November 1, 2018

1. Approval of the October 25, 2018 and October 30, 2018 regular meeting minutes and the Special Meeting Minutes of October 24, 2018.

* * * * *

RESOLUTIONS

November 1, 2018

Budget & Financial Management:

1. Approve the Thursday, November 1, 2018 wire transfers for health benefits as presented by the County Auditor and reviewed by the Department of Budget & Financial Management./18-0763
2. Approve the Thursday, November 1, 2018 Journal Vouchers, as presented by the County Auditor and reviewed by the Department of Budget & Financial Management. /18-0764
3. Approve the Tuesday, November 6, 2018 bills/ACH payments as presented by the County Auditor and reviewed by the Department of Budget & Financial Management./18-0765
4. Approve the Tuesday, November 6, 2018 Journal Vouchers, as presented by the County Auditor and reviewed by the Department of Budget & Financial Management./18-0766
5. Approve the Tuesday, November 6, 2018 Then & Now Certification, as presented by the County Auditor./18-0767
6. Cash advance from Fund 0001, General Fund to 1107./18-0768
7. Transfer from Fund 0001, General Fund to Fund 1166, EMPG Homeland Security Grant./18-0769

Internal Services

8. Enter into an agreement between the Board of Commissioners on behalf of the Portage County Department of Job & Family Services and Family & Community Services, Inc. for an intensive case management/therapeutic intervention program./18-0770

9. Enter into amendment no. 2 between the Portage County Board of Commissioners on behalf of the Portage County Job & Family Services and Sandra A. Anglin doing business as Sandra Anglin, consulting for support services to the Children Services' Digital Imaging System./18-0771
10. Enter into amendment no. 3 for interpreting services between the Board of Commissioners on behalf of the Portage County Job & Family Services and Language Line Services, Inc./18-0772
11. Enter into agreement between the Board of Commissioners on behalf of the Department of Job & Family Services, the Northeast Ohio Consortium Council of Governments, and the Portage Development Board./18-0773
12. Authorize sale of obsolete equipment by public auction, as presented by the County Engineer./18-0774
13. Entering into contract with the Portage County Regional Planning Commission for administration of the 2018 CDBG Community Grant Program Funds./18-0775
14. Enter into real estate lease agreement with Sandy Knotek DBA Tavern 1888 for 106 East Main Street, Ravenna, OH./18-0776
15. Reject the bids for the Coleman Adult Day Services Lightening Project, 6695 North Chestnut Street, Ravenna, OH./18-0777
16. Approve specifications and set bid date for the purchase of various chemicals for the Portage County Water Resources Department./18-0778
17. Approve specifications and set bid date for providing emergency and specialized construction services for the Portage County Water Resources Department./18-0779

External Services

18. Resolution to adopt new and amend the Portage County Building Department regulations for adopting permits, fees and inspections./18-0780

Human Resources

19. County holiday observation schedule for the year 2019./18-0781

Motion To: Approve the Consent Agenda for November 1, 2018

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

Recessed: 10:40 AM

Reconvened: 11:01 AM

* * * * *

**RESOLUTION NO. 18-0763 - RE: WIRE TRANSFER APPROVED AND CERTIFIED
TO THE PORTAGE COUNTY AUDITOR FOR
PAYMENT.**

It was moved by Mike Kerrigan, seconded by Sabrina Christian-Bennett 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 November 1, 2018 in the total payment amount as follows:

1. \$71,776.56 to Medical Mutual Claims-Fund 7101; and
2. \$7,565.67 to Wage Works Contributions; 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, November 2, 2018	\$ 71,776.56
Wire Transfer on Friday, November 2, 2018	\$ 7,565.67

and be it further

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

Roll call vote as follows:

Vicki A. Kline, Yea;

Sabrina Christian-Bennett, Yea;

Mike Kerrigan, Yea;

RESOLUTION NO. 18-0764**RE: APPROVAL OF JOURNAL
VOUCHERS/ENTRIES.**

It was moved by Mike Kerrigan, seconded by Sabrina Christian-Bennett 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:

11/01/18	4	\$ 517.75
11/01/18	5	755.09
11/01/18	6	8,599.93
11/01/18	7	25.50
Total		\$ 9,898.27

; and be it further

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

Roll call vote as follows:

Vicki A. Kline, Yea;

Sabrina Christian-Bennett, Yea;

Mike Kerrigan, Yea;

RESOLUTION NO. 18-0765**RE: BILLS APPROVED AND CERTIFIED TO THE
PORTAGE COUNTY AUDITOR FOR PAYMENT.**

It was moved by Mike Kerrigan, seconded by Sabrina Christian-Bennett 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 November 6, 2018 in the total payment amount of **\$551,607.06** 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; Sabrina Christian-Bennett, Yea; Mike Kerrigan, Yea;

**RESOLUTION NO. 18-0766 - RE: APPROVAL OF JOURNAL
VOUCHERS/ENTRIES.**

It was moved by Mike Kerrigan, seconded by Sabrina Christian-Bennett 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:

11/06/18	297	\$ 4,262.37
11/06/18	296	846.39
11/06/18	295	14,795.86
11/06/18	294	10,719.07

11/06/18	292	10,251.85
11/06/18	291	5,298.68
11/06/18	290	5,832.96
11/06/18	289	26,251.43
Total		\$ 78,258.61

; and be it further

RESOLVED,

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

Roll call vote as follows:

Vicki A. Kline, Yea;

Sabrina Christian-Bennett, Yea;

Mike Kerrigan, Yea;

RESOLUTION NO. 18-0767

**RE: ACCEPTANCE OF THEN AND NOW
CERTIFICATIONS FOR PAYMENT.**

It was moved by Mike Kerrigan, seconded by Sabrina Christian-Bennett 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 **\$92,335.96** as set forth in Exhibit "A" dated **November 6, 2018** shall be paid; and be it further

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

Roll call vote as follows:

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

RESOLUTION NO. 18-0768 - RE: CASH ADVANCE FROM FUND 0001, GENERAL FUND TO FUND 1107

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

WHEREAS, Portage County has received and accepted a JAG grant #2017-JG-A02-6306 for the purchase of MDTs. No local match is required however, the grant is reimbursement based, requiring a cash advance until said reimbursement is received; now therefore be it;

RESOLVED, that the following cash advance be made:

Debit: 00100009 920000	\$30,000.00
Credit: 11077002 290000	\$30,000.00

;and be it further

RESOLVED, that the County Auditor is hereby requested to make said cash advance by Journal Entry, and that a certified copy of this resolution be filed with the Portage County Auditor; and be it further

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

Roll call vote as follows:

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

RESOLUTION NO. 18-0769 - RE: TRANSFER FROM FUND 0001, GENERAL FUND TO FUND 1166, EMPG HOMELAND SECURITY GRANT.

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

WHEREAS, the Portage County Board of Commissioners approved an operating transfer for the purpose of meeting the remainder of the local match requirement for the EMA grant; now therefore be it

RESOLVED, that the following transfer of funds be made in the amount of \$88,300.00

FROM:

FUND 0001, GENERAL FUND

ORGCODE- 00100009

Debit Expense Account

Object: 910000 - Transfers Out

\$88,300.00

TO:

FUND 1166, EMPG HOMELAND SECURITY GRANT

ORGCODE - 11669302

Revenue Account

Object: 280000 - Transfer In

Project: 7A042

\$88,300.00

;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 County Auditor, the Department of Budget and Financial Management and the Office of Homeland Security and Emergency Management, and be it further

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

Roll call vote as follows:

Vicki Kline, Yea;

Sabrina Christian-Bennett, Yea;

Mike Kerrigan, Yea;

RESOLUTION NO. 18-0770

-

**RE: ENTER INTO AMENDMENT NUMBER ONE
BETWEEN THE BOARD OF COMMISSIONERS
ON BEHALF OF THE PORTAGE COUNTY
DEPARTMENT OF JOB & FAMILY SERVICES
AND FAMILY & COMMUNITY SERVICES, INC.
FOR AN INTENSIVE INTERVENTION CASE**

**MANAGEMENT/THERAPEUTIC
INTERVENTION PROGRAM.**

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

- WHEREAS,** an agreement between the parties was entered into and known as Portage County Contract No. 20180299 (the "Original Contract") on April 12, 2018 by Resolution No. 18-0264 to provide an Intensive Intervention Case Management/Therapeutic Intervention Program for parents who have recently lost custody of their children or are trying to prevent the removal of their children from the home and need additional support to complete case plan services during the reunification or prevention process; and
- WHEREAS,** the parties desire to amend the Original contract to continue such services; and now therefore be it
- RESOLVED,** that the Board of Portage County Commissioners does hereby enter into an Amendment No. 1 between the Board of Commissioners on behalf of the Portage County Department of Job & Family Services and Family & Community Services, Inc. with its principal place of business located at 705 Oakwood Street, Suite 221, Ravenna, Ohio 44266, for the period October 1, 2018 through September 30, 2019; and be it further
- RESOLVED,** that the total amount of this Agreement is not to exceed Sixty-four thousand fifty-one and 39/100 dollars (\$64,051.39); and be it further
- RESOLVED,** that the Board of Commissioners finds and determines that all formal actions of this Board concerning and relating to the adoption of this resolution were taken in an open meeting of this Board and that all deliberations of this Board that resulted in those formal actions were in meetings open to the public in compliance with the law including Section 121.22 of the Ohio Revised Code.

Roll call vote as follows:

Vicki Kline, Yea;

Sabrina Christian-Bennett, Yea;

Mike Kerrigan, Yea;

RESOLUTION NO. 18-0771

-

**RE: ENTER INTO AMENDMENT NO. 2 BETWEEN
THE PORTAGE COUNTY BOARD OF
COMMISSIONERS ON BEHALF OF THE
PORTAGE COUNTY DEPARTMENT OF JOB &
FAMILY SERVICES AND SANDRA A. ANGLIN
DOING BUSINESS AS SANDRA ANGLIN,
CONSULTING FOR SUPPORT SERVICES TO**

**THE CHILDREN SERVICES' DIGITAL IMAGING
SYSTEM.**

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

WHEREAS, an agreement between the parties was entered into and known as Portage County Contract No. 20160403 (the "Original Contract") on September 27, 2016 by Resolution No. 16-0770 to provide technical support for the existing Structured Query Language (SQL) Server database and modification of computer programs, as deemed appropriate, for the Children Services' Digital Imaging System; and

WHEREAS, an Amendment No. 1 was entered into on October 12, 2017 through Resolution No. 17-0676 to renew the agreement for one (1) additional year from September 1, 2017 through August 31, 2018; and

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

RESOLVED, that the Portage County Board of Commissioners does hereby agree to enter into Amendment No. 2 between the Board of Commissioners on behalf of the Portage County Department of Job & Family Services ("PCDJFS") and Sandra A. Anglin d.b.a. Sandra Anglin, Consulting ("ANGLIN") to renew the agreement one (1) additional year from September 1, 2018 through August 31, 2019; and be it further

RESOLVED, that compensation for support services as provided under this Agreement shall be Three thousand and 00/100 dollars (\$3,000.00) payable by PCDJFS in a lump sum payment to ANGLIN upon receipt of invoice and shall include non-billable time to provide described support services of up to a maximum of twenty (20) hours per year; and be it further

RESOLVED, that ANGLIN shall be paid by PCDJFS for any additional support services sought by PCDJFS and provided by ANGLIN at a fixed rate of One hundred fifty and 00/100 dollars (\$150.00) per billable hour, with partial hourly billing on a quarter hour basis not to exceed eight (8) hours; and be it further

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

Roll call vote as follows:

Vicki Kline, Yea;

Sabrina Christian-Bennett, Yea;

Mike Kerrigan, Yea;

RESOLUTION NO. 18-0772

RE: ENTER INTO AMENDMENT NO. 3 FOR
INTERPRETING SERVICES BETWEEN THE
BOARD OF COMMISSIONERS ON BEHALF OF
THE PORTAGE COUNTY DEPARTMENT OF JOB
& FAMILY SERVICES AND LANGUAGE LINE
SERVICES, INC.

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

- WHEREAS,** an agreement between the parties was entered into and known as Portage County Contract No. 20160287 (the "Original Contract") on June 2, 2016 by Resolution No. 16-0392 to ensure that customers of the Portage County Department of Job & Family Services are being provided meaningful access to program information, benefits and services although the customer may be limited in their English language proficiency or who are deaf or hard of hearing; and
- WHEREAS,** amendment No. 1 was entered into on May 2, 2017 through Resolution No. 17-0365 to renew the agreement one (1) additional year from May 1, 2017 to April 30, 2018; and
- WHEREAS,** an Amendment No. 2 was entered into August 9, 2018 through Resolution No. 18-0504 to renew the agreement one (1) additional year from May 1, 2018 through April 30, 2019 and PCDJFS approves of Contractor's use of non-employee interpreters who may provide services to PCDJFS in accordance with the terms and conditions of this contract; and
- WHEREAS,** the parties desire to amend the Original Contract to continue such services; now therefore be it
- RESOLVED,** that the Board of Portage County Commissioners does hereby enter into Amendment No. 3 between the Board of Commissioners on behalf of the Portage County Department of Job & Family Services and Language Line Services, Inc. to increase the contract amount by Five thousand and 00/100 dollars (\$5,000.00); and be it further
- RESOLVED,** that the total amount of this Agreement is not to exceed Eight thousand and 00/100 dollars (\$8,000.00); and be it further
- RESOLVED,** that the Board of Commissioners finds and determines that all formal actions of this Board concerning and relating to the adoption of this resolution were taken in an open meeting of this Board and that all deliberations of this Board that resulted in those formal actions were in meetings open to the

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

Roll call vote as follows:

Vicki Kline, Yea;

Sabrina Christian-Bennett, Yea;

Mike Kerrigan, Yea;

RESOLUTION NO. 18-0773

- RE: ENTER THE AGREEMENT BETWEEN THE PORTAGE COUNTY BOARD OF COMMISSIONERS ON BEHALF OF THE PORTAGE COUNTY DEPARTMENT OF JOB & FAMILY SERVICES, THE PORTAGE COUNTY DEPARTMENT OF JOB & FAMILY SERVICES, THE NORTHEAST OHIO CONSORTIUM COUNCIL OF GOVERNMENTS, AND THE PORTAGE DEVELOPMENT BOARD.

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

WHEREAS, Northeast Ohio Consortium of Governments (the "NOC COG") made by the Ohio Department of Job and Family Services (ODJFS) was awarded a grant pursuant to Title I of the Workforce Innovation and Opportunity Act of 2014 (WIOA) for the program year commencing July 1, 2017 for Business Resource services; and

WHEREAS, the Northeast Ohio Consortium Council of Governments has been designated as a Subgrantee and the Fiscal and Administrative Agent for the Business Resource Network within Geauga, Ashtabula and Portage Counties; and

WHEREAS, on July 21, 2017, the NOC COG issued a Request for Proposals ("RFP") to perform the County Account Executive work from experienced workforce and economic professionals and was sent to seventeen (17) potential providers; and

WHEREAS, Two (2) proposals were received, opened and tabulated for above mentioned services; and

WHEREAS, on February 22, 2018, the Board of Portage County Commissioners on behalf of the Portage County Department of Job & Family Services entered into a Subgrant Agreement with the Northeast Ohio Consortium Council of Governments and Portage Development Board for the provision of Business Resource Network services for the period September 1, 2017 through June 30, 2018, in the amount of Thirty-Seven Thousand Five Hundred and 00/100 dollars (\$37,500.00) through Resolution No. 18-0151; and

- WHEREAS,** the parties desire to amend the Original Agreement; and
- WHEREAS,** this Agreement will be used to detail the terms of the relationship between the NOC COG, Portage County Department of Job & Family Services and Portage Development Board; now therefore be it
- RESOLVED,** that the Board of Portage County Commissioners on behalf of the Portage County Department of Job & Family Services does hereby enter into a agreement with the Northeast Ohio Consortium Council of Governments and Portage Development Board for the provision of Business Resource Network services for one (1) additional year from July 1, 2018 through June 30, 2019 with the option to extend one additional twelve (12) months of service; and be it further
- RESOLVED,** that the total amount of this Agreement effective July 1, 2018 through June 30, 2019 shall not exceed Forty-Five Thousand and 00 /100 Dollars (\$45,00.00); and be it further
- RESOLVED,** that the Board of Commissioners finds and determines that all formal actions of this Board concerning and relating to the adoption of this resolution were taken in an open meeting of this Board and that all deliberations of this Board that resulted in those formal actions were in meetings open to the public in compliance with the law including Section 121.22 of the Ohio Revised Code.

Roll call vote as follows:

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

**RESOLUTION No. 18-0774 - RE: AUTHORIZE SALE OF OBSOLETE EQUIPMENT
BY PUBLIC AUCTION**

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

- WHEREAS,** Michael A. Marozzi, Portage County Engineer, has advised this Board that several pieces of equipment once used by the Portage County Engineer's Department are obsolete and unfit for the use for which they were initially acquired; now therefore be it
- RESOLVED,** that the Board of Portage County Commissioners has determined that the herein described equipment is obsolete and unfit for the use for which it was initially acquired, and be it further
- RESOLVED,** that said equipment will be sold at Public Auction, as prescribed by Section 307.12 of the Ohio Revised Code, for cash to the highest bidder; and be it further

RESOLVED, that Notice of Public Auction shall be posted in the office of the Portage County Auditor, the offices of the Portage County Commissioners and in the office of the Portage County Engineer. Further Notice of Public Auction shall be published in the Record Courier on Monday, November 5, 2018.

Date of Auction: **Saturday - November 17, 2018**

Time of Auction: **9:30 A.M.**

Location: **Edinburg Auction Sales, Inc.**
 4029 State Route 14
 Edinburg, Ohio

Said equipment may be viewed from 9:00 A.M. to 5:00 P.M. Monday, Tuesday, Thursday and Friday at Edinburg Auction Sales, Inc.

Items being sold is as follows:

2008 HEG Pressure Washer (PCE Equipment #265)
Serial #15Q45769

Econolite Traffic Signals (11 Total)

and be it further

RESOLVED, that a copy of this resolution be filed with the Portage County Auditor and the Portage County Director of Internal Services; and be it further

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

Roll call vote as follows:

Vicki Kline, Yea;

Sabrina Christian-Bennett, Yea;

Mike Kerrigan, Yea;

RESOLUTION NO. 18-0775

**RE: ENTERING INTO CONTRACT WITH THE
PORTAGE COUNTY REGIONAL PLANNING
COMMISSION FOR ADMINISTRATION OF THE
2018 CDBG COMMUNITY DEVELOPMENT
GRANT PROGRAM FUNDS**

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

WHEREAS: Portage County has received 2018 CDBG Community Development Grant Program Funds; and

WHEREAS: Portage County desires to contract with the Portage County Regional Planning Commission to administer and implement this grant, now therefore be it;

RESOLVED: that the Portage County Board of Commissioners desires to enter into contract with Portage County Regional Planning Commission to provide such services in the amount of \$87,200.00 to provide grant application preparation, administration and \$10,000.00 to provide fair housing services to benefit LMI households, as allowed in the 2018 CDBG Community Development Grant Program; and be it further

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

Roll call vote as follows:

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

**RESOLUTION NO. 18-0776 - RE: ENTER INTO REAL ESTATE LEASE AGREEMENT
WITH SANDY KNOTEK DBA TAVERN 1888 FOR
106 EAST MAIN ST., RAVENNA, OH.**

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

WHEREAS, the Board of Commissioners wishes to lease real estate property situated in the City of Ravenna, known for street numbering purposes as 106 East Main Street, Ravenna, Ohio; and

WHEREAS, Sandy Knotek dba Tavern 1888 has an interest in leasing said property; now therefore be it

RESOLVED, that the Board of Portage County Commissioners does hereby agree to enter into a Lease Agreement for the property listed above with Sandy Knotek dba Tavern 1888 for a term of one (1) year, beginning November 1st, 2018 and ending on October 31st, 2019; and be it further

RESOLVED, that the rent shall be paid in equal monthly installments of seven hundred, fifty one dollars and 84/100 (\$751.84). All rents are payable on the tenth day of each month and continuing until the expiration of the lease; and be it further

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

Roll call vote as follows:

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

RESOLUTION No. 18-0777 - RE: REJECT THE BIDS FOR THE COLEMAN ADULT DAY SERVICES LIGHTING PROJECT, 6695 NORTH CHESTNUT STREET, RAVENNA, OHIO, 44266

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

WHEREAS, six bid packages were requested and mailed for the Coleman Adult Day Services Lighting Project located at 6695 North Chestnut Street in Ravenna City; and

WHEREAS, that sealed bids were accepted by the Director of the Portage County Office of Internal Services, 7th floor, Room 701, Portage County Administration Building, 449 South Meridian Street, Ravenna, Ohio until 2:30 p.m., August 22, 2018 and publicly opened and read; and

WHEREAS, two bids were received for the Coleman Adult Day Services Lighting Project, opened and tabulated by the Department of Internal Services; and

WHEREAS, upon review by the State as to the type of procurement to use for this project and because the extension requested for the grant was not approved by the State, now therefore be it

RESOLVED, that both of the bids be rejected, 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;

Mike Kerrigan, Yea;

**RESOLUTION NO. 18-0778 - RE: APPROVE SPECIFICATIONS AND SET BID DATE
FOR THE PURCHASE OF VARIOUS CHEMICALS
FOR THE PORTAGE COUNTY WATER
RESOURCES DEPARTMENT.**

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

RESOLVED, that the bid specifications for the purchase of various chemicals for the Portage County Water Resources Department be and hereby are approved; and be it further

RESOLVED, that sealed bids, therefore, will be accepted by the Portage County Director of Internal Services, 7th floor, Portage County Administration Building, 449 South Meridian St., Ravenna, Ohio until 2:00 p.m., E.S.T. on November 28, 2018; and be it further

RESOLVED, that the notice of receiving bids shall be published in the Record Courier on November 7, 2018 a copy thereof be posted the County's website and on the bulletin board of the Board forthwith; and be it further

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

Roll call vote as follows:

Vicki A. Kline, Yea;

Sabrina Christian-Bennett, Yea;

Mike Kerrigan, Yea;

**RESOLUTION NO. 18-0779 - RE: APPROVE SPECIFICATIONS AND SET BID DATE
FOR PROVIDING EMERGENCY AND
SPECIALIZED CONSTRUCTION SERVICES FOR
THE PORTAGE COUNTY WATER RESOURCES
DEPARTMENT.**

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

RESOLVED, that the bid specifications for receiving bids for providing emergency and specialized construction services for the Portage County Water Resources Department be and hereby are approved; and be it further

RESOLVED, that sealed bids, therefore, will be accepted by the Portage County Director of Internal Services, 7th floor, Portage County Administration Building, 449 South Meridian St., Ravenna, Ohio until 3:00 p.m., E.S.T. on November 28, 2018; and be it further

RESOLVED, that the notice of receiving bids shall be published in the Record Courier on November 7, 2018, posted on the County's website and a copy thereof be posted on the bulletin board of the Board forthwith; and be it further

RESOLVED, that the Board of Commissioners finds and determines that all 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;

Mike Kerrigan, Yea;

RESOLUTION No. 18-0780

-

**RE: RESOLUTION TO ADOPT NEW AND AMEND
THE PORTAGE COUNTY BUILDING
DEPARTMENT REGULATIONS FOR ADOPTING
PERMITS, FEES AND INSPECTIONS**

~~It was moved by Mike Kerrigan, seconded by Sabrina Christian-Bennett that the following resolution be adopted:~~

RESOLVED, that the Portage County Board of Commissioners does hereby adopt the Portage County Building regulations for building permits, fees and inspections (Attachment - 4 pages dated October 28, 2018) to amend and supplement the current regulations, relating to building permits, fees and inspections with the effective date of November 5, 2018; and be it further

RESOLVED, that this resolution replaces Resolution No. 18-0334 adopted May 10, 2018, and be it further

RESOLVED, that the Board of Commissioners does believe that the current rate increase approximated to be fifty percent of the December 13, 2007 rates (Resolution No. 07-1192) would be better implemented on a smaller percentage increase each year and as such directs the Director of the Portage County Building Department on or before October 1, 2019, and each subsequent year, to recommend to the

Board of Commissioners such future increases which are supported by the current Building Department activities at a rate not to exceed five percent;

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

Roll call vote as follows:

Vicki A. Kline, Yea;

Sabrina Christian-Bennett, Yea;

Mike Kerrigan, Yea;

**Portage County Building Department
Adjusted Fee Schedule November 5, 2018**

10/29/2018		Portage County Building Department Fee Schedule		Effective 11/05/18	
Grp	Ln	Description (Item/Trade)	Qty	Amount	
Residential					
	Plan Review				
		Plan Review (Multiple Trades) Initial Review fee paid at time of submittal.			
		1st Plan Review	Ea	\$	75.00
		Second Plan Review Invoiced in 1/4 increments after 2nd review	Hr	\$	40.00
		1st Plan Review - Single Trade (Building, Mechanical or Electrical)	Ea	\$	40.00
		Second Plan Review Invoiced in 1/4 increments after 2nd review	Hr	\$	40.00
		Accessory Buildings	Ea	\$	20.00
	Building				
		New Buildings/Additions/Alterations	Ea	\$	82.00
		0-2500 SF	/100 SF	\$	7.50
		2,501-10,000 SF	Ea		5
		10,001 to 20,000 SF	Ea		6
		20,001 to 30,000 SF	Ea		9
		>30,000 SF Add 1 Inspection per each additional 10,000 SF	Ea		10
		Linear Projects	Ea	\$	82.00
		(length x 1 ft wide = SF)	/100 SF	\$	7.50
		Accessory Building	Ea	\$	60.00
			/100 SF	\$	4.50
		Manufactured Home (Per OBBS)	Ea	\$	100.00
		Shed	Ea	\$	60.00
		Deck/Porch/Ramp/Gazebo	Ea	\$	60.00
		Minor Repairs/Installation	Ea	\$	60.00
		Masonry Fireplace / Wood Stove	Ea	\$	60.00
		Roof Replacement / Siding	Ea	\$	60.00
		Safety inspection / Fire Damage	Ea	\$	100.00
		Reinspection / Additional Inspection	Ea	\$	60.00
		Approval Permit Extension per RCO (Max. 2 extensions)	Ea	\$	60.00
		Penalty (Scheduled Permit Value x %) (work started prior to permit issued)			300%
		Special Exemptions for residents 65 years and older. Permits are required but the fees shall			
		Demolition Permit	Ea	\$	60.00
	Mechanical				
		New Buildings/Additions/Alterations (Whole House which can include either form of gas,	Ea	\$	60.00
			/100 SF	\$	6.00
		0-2500 SF	Ea		5
		2,501-10,000 SF	Ea		6
		10,001 to 20,000 SF	Ea		9
		20,001 to 30,000 SF	Ea		10
		>30,000 SF Add 1 Inspection per each additional 10,000 SF	Ea		10+
		Linear Projects	Ea	\$	60.00
		(length x 1 ft wide = SF)	/100 SF	\$	6.00
		Minor Repairs / Installation	Ea	\$	60.00
		Fireplace Insert	Ea	\$	60.00
		Woodburner	Ea	\$	60.00
		Water Pump / Boiler	Ea	\$	60.00
		Hydronic (Isolated room or area with in dwelling. Requires a State of Ohio Hydronic	Ea	\$	60.00
			/100 SF	\$	3.00
		Generator (Not required if fuel tank is a part of the generator)	Ea	\$	60.00
		Furnace	Ea	\$	45.00
		Furnace & Air Conditioning	Ea	\$	90.00
		Air Conditioning	Ea	\$	45.00
		Safety Inspection/Fire Damage	Ea	\$	60.00
		Approval Permit Extension (per RCO)	Ea	\$	82.50
		Reinspection Fee	Ea	\$	60.00
		Penalty (Scheduled Permit Value x %) (work started prior to permit issued)			300%

**Portage County Building Department
Adjusted Fee Schedule November 5, 2018**

10/29/2018		Portage County Building Department Fee Schedule		Effective 11/05/18	
Grp	Ln	Discription (Item/Trade)	Qty	Amount	
		Electrical			
		New Buildings/Additions/Alterations (Includes service, under/above ground, rough, final)	Ea	\$	60.00
			/100 SF	\$	6.00
		0-2500 SF	Ea		5
		2,501-10,000 SF	Ea		6
		10,001 to 20,000 SF	Ea		9
		20,001 to 30,000 SF	Ea		10
		>30,000 SF Add 1 Inspection per each additional 10,000 SF	Ea		10+
		Unear Projects	Ea	\$	60.00
		(length x 1 ft wide = SF)	/100 SF	\$	6.00
		New Service/Upgrade Service	Ea	\$	60.00
		Meter Set / Repair Service Reconnection/ Manufactured Home Service	Ea	\$	60.00
		Temporary Service	Ea	\$	60.00
		Minor Repairs / Installations (# of devices must be under 10)	Ea	\$	60.00
		Generator/Solar Panels/ Separately Derived Power System	Ea	\$	60.00
		Dryer/Water Pump/Furnace/Boller	Ea	\$	60.00
		AC Circuit/Baseboard Heating (add-on)			
		Swimming Pool - In Ground (Owner can obtain)	Ea	\$	60.00
		Swimming Pool -Above Ground (Owner can obtain)	Ea	\$	60.00
		Spa/Whirlpool/Hot Tub / Well (Owner can obtain)	Ea	\$	60.00
		Safety Inspection/Fire Damage	Ea	\$	60.00
		Reinspection Fee	Ea	\$	60.00
		Approval Permit Extension	Ea	\$	82.50
		Penalty (Scheduled Permit Value x %) (work started prior to permit issued)			300%
		Non-Residential (Commercial)			
		Plan Review - Multi Trade			
		Non-Refundable Application Fee paid at time of submittal -No application fee for deferred	Ea	\$	200.00
		Plan Review			
		Invoiced in 1/4 hr Increments - 1st Review	Hr	\$	80.00
		Invoiced in 1/4 hr Increments - 2nd Review	Hr	\$	80.00
		Invoiced in 1/4 hr Increments - 3rd Review	Hr	\$	80.00
		Invoiced in 1/4 hr increments - 4th + Review	Hr	\$	100.00
		Plan Review - Single Trade (Building, Mechanical, Electrical or Flood Hazard)			
		(Submittal not associated with a multi-trade submittal.)			
		Non-Refundable Application Fee paid at time of submittal -No application fee for deferred	Ea	\$	200.00
		Plan Review			
		Invoiced in 1/4 hr increments - 1st Review	Hr	\$	80.00
		Invoiced in 1/4 hr increments - 2nd Review	Hr	\$	80.00
		Invoiced in 1/4 hr Increments - 3rd Review	Hr	\$	80.00
		Invoiced in 1/4 hr increments - 4th + Review	Hr	\$	100.00
		Plan Review - Sign Plan Review			
		Plan Review (No Application Fee)			
		Invoiced in 1/4 hr Increments - 1st Review	Hr	\$	75.00
		Invoiced in 1/4 hr increments - 2nd Review	Hr	\$	75.00
		Invoiced in 1/4 hr increments - 3rd Review	Hr	\$	75.00
		Invoiced in 1/4 hr Increments - 4th + Review	Hr	\$	100.00
		Building			
		New Buildings/Additions/Alterations	Ea	\$	90.00
			/100 SF	\$	5.25
		0-2500 SF	Ea		5
		2,501-10,000 SF	Ea		6
		10,001 to 20,000 SF	Ea		9
		20,001 to 30,000 SF	Ea		10
		>30,000 SF Add 1 Inspection per each additional 10,000 SF	Ea		10+
		Unear Projects	Ea	\$	90.00
		(length x 1 ft wide = SF)	/100 SF	\$	5.25
		Industrialized Unit	Ea	\$	240.00

**Portage County Building Department
Adjusted Fee Schedule November 5, 2018**

10/29/2018		Portage County Building Department Fee Schedule	Effective 11/05/18	
Grp	Ln	Description (Item/Trade)	Qty	Amount
		Cell Tower (New Installation)	Ea	\$ 260.00
		Single Inspection	Ea	\$ 75.00
		Foundation up to grade (only)	Ea	\$ 225.00
		Safety Inspection/Fire Damage	Ea	\$ 105.00
		Daycare / Adult Daycare/Type A /Type B	Ea	\$ 105.00
		Approval / Permit Extension	Ea	\$ 100.00
		Reinspection/Additional Inspection	Ea	\$ 60.00
		Penalty (Scheduled Permit Value x %) (work started prior to permit issued)		300%
		Plan Review: See plan review schedule above		
		Demolition Permit	Ea	\$ 225.00
		Mechanical		
		New Buildings/Additions/Alterations	Ea	\$ 90.00
		0-2500 SF	/100 SF	\$ 5.25
		2,501-10,000 SF	Ea	5
		10,001 to 20,000 SF	Ea	6
		20,001 to 30,000 SF	Ea	9
		>30,000 SF Add 1 inspection per each additional 10,000 SF	Ea	10
		Linear Projects	Ea	\$ 90.00
		(length x 1 ft wide = SF)	/100 SF	\$ 5.25
		Hydronic	Ea	\$ 90.00
			/100 SF	\$ 4.50
		HVAC Replacement	Ea	\$ 90.00
		Refrigeration	Ea	\$ 60.00
		Kitchen Hood - Type 1	Ea	\$ 90.00
		Kitchen Hood - Type 2	Ea	\$ 60.00
		Gas Line / Gas Meter Installation	Ea	\$ 75.00
		Minor Repairs / Minor Installation	Ea	\$ 60.00
		Safety Inspection/Fire Damage	Ea	\$ 75.00
		Reinspection Fee/Additional Inspection	Ea	\$ 60.00
		Penalty (Scheduled Permit Value x %) (work started prior to permit issued)		300%
		Plan Review: See plan review schedule above		
		Approval / Permit Extension	Ea	\$ 100.00
		Electrical		
		New Buildings/Additions/Alterations	Ea	\$ 90.00
		0-2500 SF	/100 SF	\$ 5.25
		2,501-10,000 SF	Ea	5
		10,001 to 20,000 SF	Ea	6
		20,001 to 30,000 SF	Ea	9
		>30,000 SF Add 1 inspection per each additional 10,000 SF	Ea	10
		Linear Projects	Ea	\$ 90.00
		(length x 1 ft wide = SF)	/100 SF	\$ 5.25
		Exterior Lighting / Signs / Landscaping	1 thru 5 Ea	\$ 112.00
			>5 add for Ea	\$ 20.00
		Single Inspection / Minor Repairs	Ea	\$ 60.00
		Installations under 8 devices	Ea	\$ 60.00
		Oil Well	Ea	\$ 60.00
		Daycare / Adult Daycare/Type A /Type B	Ea	\$ 105.00
		Communication / Data / Security / Low Voltage <50 V	Ea	\$ 112.00
		Generator/Solar Panels/ Separately Derived Power System	Ea	\$ 60.00
		New Service/Replace Existing	Ea	\$ 90.00
		Replace Existing Service	Ea	\$ 90.00
		Service to Camp Park	Ea	\$ 60.00
		Service to Temp Construction Trailer	Ea	\$ 60.00
		Service to Agricultural Bldg	Ea	\$ 60.00
		Service to Temp Pole	Ea	\$ 60.00
		Service to Manufactured Home	Ea	\$ 60.00
		Existing Service -Replace Meter only	Ea	\$ 90.00

**Portage County Building Department
Adjusted Fee Schedule November 5, 2018**

10/29/2018		Portage County Building Department Fee Schedule		Effective 11/05/18	
Grp	Ln	Description (item/Trade)	Qty	Amount	
		Safety Inspection/Fire Damage	Ea	\$	90.00
		Reinspection Fee/ Additional Inspection	Ea	\$	60.00
		Penalty (Scheduled Permit Value x %) (work started prior to permit issued)			300%
		Plan Review: See plan review schedule above			
		Approval / Permit Extension	Ea	\$	100.00
		Fire Protection			
		Fire Alarm	Ea	\$	90.00
			/100 SF	\$	0.75
		Fire Suppression (Sprinkler-Wet)	Ea	\$	90.00
			/100 SF	\$	0.75
		Special/Alternative Suppression Systems (FM, CO2, etc)	Ea	\$	60.00
		Minor Repairs / Minor Installation	Ea	\$	60.00
		Type 1 Hood Suppression	Ea	\$	90.00
		Fire Underground/Private Line/Fire Main	Ea	\$	225.00
		Reinspection Fee/ Additional Inspection	Ea	\$	60.00
		Penalty (Scheduled Permit Value x %) (work started prior to permit issued)			300%
		Plan Review: See plan review schedule above			
		Approval / Permit Extension	Ea	\$	100.00
		Signs			
		Sign (Building permit - Add Electrical schedule fees if powered)	Ea	\$	75.00
		Reinspection	Ea	\$	60.00
		Penalty (Scheduled Permit Value x %) (work started prior to permit issued)			300%
		Plan Review: See plan review schedule above			
		Approval / Permit Extension	Ea	\$	100.00
		Miscellaneous Fees			
		Contractor Registration	/Yr.	\$	100.00
		Agricultural Buildings	Ea	\$	15.00
		NSF Check	Ea	\$	50.00
		Certificate of Occupancy (Residential and Non-Residential) Reissuance of CoFo that is on file			No cost
		Certificate of Occupancy (Residential and Non-Residential) Issuance of CoFo NOT ON FILE			
		Flood Plain - Plan Review: See Single Trade Plan Review schedule above (FHD Plan Review:			
		Flood Plain - Flood Hazard Development Permit	Ea	\$	112.00
		Flood Plain - Flood Hazard Development Inspection (Number & frequency of inspections)	Ea	\$	75.00
		Copies / Scans 0-10			
		Copies / Scans >10	Ea	\$	0.08
		Copies 11" X 17"	Ea	\$	0.20
		Copies > 11" X 17" (by Estimate)			
		Scans 0-5 upto 11" X 17"			
		Scans > 5 upto 11" X 17"	Ea	\$	0.10
		Scans > 11" X 17" (by Estimate)			

RESOLUTION NO. 18-0781

**RE: COUNTY HOLIDAY OBSERVATION SCHEDULE
FOR THE YEAR 2019.**

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

RESOLVED, that the following holiday schedule be and hereby is adopted for the 2019 calendar year:

HOLIDAY	DATE OBSERVED
New Year's Day	Tuesday, January 1, 2019
Martin Luther King Day	Monday, January 21, 2019
Presidents Day	Monday, February 18, 2019
Memorial Day	Monday, May 27, 2019
Independence Day	Thursday, July 4, 2019
Labor Day	Monday, September 2, 2019
Columbus Day	Monday, October 14, 2019
Veterans Day	Monday, November 11, 2019
Thanksgiving Day	Thursday & Friday - November 28 & 29, 2019
Christmas	Wednesday, December 25, 2019
New Year's Day	Wednesday, January 1, 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 A. Kline, Yea;

Sabrina Christian-Bennett, Yea;

Mike Kerrigan, Yea;

RESOLUTION NO. 18-0782

RE: AMENDMENT TO THE GENERAL FUND 2018 ANNUAL APPROPRIATION RESOLUTION
NO. 17-0954 ADOPTED DECEMBER 19, 2017

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

RESOLVED, that it has become necessary to amend the General Fund 2018 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:

	<u>Increase</u>	<u>Decrease</u>
Fund: 0001 General Fund		
300 Prosecutor		
03004 Prosecutor Contract Services	0	2,500
03005 Prosecutor Materials & Supplie	2,500	-
MEMO TOTAL	<u>\$ 2,500</u>	<u>\$ 2,500</u>

Note:

550 Domestic Relations		
05503 Domestic Ct Salary & Fringes	2,356	-
MEMO TOTAL	<u>\$ 2,356</u>	<u>\$ -</u>

Note: change of coverage 2 Termination payoff

TOTAL MEMO BALANCE ALL AMENDMENTS	<u>\$ 4,856</u>	<u>\$ 2,500</u>
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Increase

Decrease

; 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 A. Kline, Yea;

Sabrina Christian-Bennett, Yea;

Mike Kerrigan, Yea;

RESOLUTION NO. 18-0783

RE: AMENDMENT TO THE NON GENERAL FUND 2018 ANNUAL APPROPRIATION RESOLUTION NO. 17-0955 ADOPTED DECEMBER 19, 2017.

It was moved by Mike Kerrigan, seconded by Sabrina Christian-Bennett 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		
10017	Certificate Of Title Admini OE	-	357,000
10019	Certificate of Title Admin ME	357,000	-
	MEMO TOTAL	<u>\$ 357,000</u>	<u>\$ 357,000</u>

Note:

Fund: 1210	Safety Studies		
800	Engineer's Department		
12104	Safety Studies CS	1,179	-
	MEMO TOTAL	<u>\$ 1,179</u>	<u>\$ -</u>

Note: EV BRIDGE LOAD

Fund: 1251	CDBG County Formula		
010	Commissioners Other		
12514	CDBG Conty Formula CS	32,600	-
	MEMO TOTAL	<u>\$ 32,600</u>	<u>\$ -</u>

Note:

		<i>Increase</i>	<i>Decrease</i>
Fund: 1340	PCBDD General Administration		
905	<i>Developmental Disabilities Bd</i>		
13403	PCBDD Salaries & Fringes	-	150,000
13404	PCBDD General Admin CS	-	210,000
13409	PCBDD General Admin ME	360,000	-
	MEMO TOTAL	<u>\$ 360,000</u>	<u>\$ 360,000</u>

Note: MODIFICATION

Fund: 1390	Women Infants And Children		
053	<i>Women, Infants & Children</i>		
13905	Women Infants & Children MS	2,000	-
	MEMO TOTAL	<u>\$ 2,000</u>	<u>\$ -</u>

Note:

Fund: 1481	Prosecutors State Grant		
300	<i>Prosecutor</i>		
14814	Pros Victim Assist Contract Sv	1,000	-
	MEMO TOTAL	<u>\$ 1,000</u>	<u>\$ -</u>

Note:

Fund: 4100	PCBDD Capital Projects		
905	<i>Developmental Disabilities Bd</i>		
41004	MRDD Capital CS	-	37,500
41006	MRDD Capital CO	-	312,500
41009	PCBDD Capital Projs ME	351,491	-
	MEMO TOTAL	<u>\$ 351,491</u>	<u>\$ 350,000</u>

Note: MODIFICATION

Fund: 4214	Crain Ave Bridge Replacement		
800	<i>Engineer's Department</i>		
42147	Crain Ave Bridge Replcmt OE	-	287,414
42149	Crain Ave Bridge Replacemt ME	287,414	-
	MEMO TOTAL	<u>\$ 287,414</u>	<u>\$ 287,414</u>

Note:

		<i>Increase</i>	<i>Decrease</i>
Fund: 4239	2015 Culvert Replcmt		
800	Engineer's Department		
42393	2015 Culvert Rplcmt PS	5,271	-
42394	2015 Culvert Replcmt CS	5,120	26,659
42395	2015 Culvert Replcmt MS	5,264	-
42396	2015 Culvert Replcmt CO	-	29,539
42399	2015 Culvert Replcmt ME	40,543	-
	MEMO TOTAL	<u>\$ 56,198</u>	<u>\$ 56,198</u>

Note:

Fund: 4240	Center Rd Widen/Bridge Rplcm		
800	Engineer's Department		
42404	Center Rd Widening CS	-	20,000
42406	Center Rd Widening CO	-	648
42409	Center Rd Widening ME	28,156	-
	MEMO TOTAL	<u>\$ 28,156</u>	<u>\$ 20,648</u>

Note:

CLOSING FUND

Fund: 4241	Brady Lake Rd (A&B) Resurface		
800	Engineer's Department		
42419	Brady Lake Rd Resurface ME	9,362	-
	MEMO TOTAL	<u>\$ 9,362</u>	<u>\$ -</u>

Note:

TOTAL MEMO BALANCE FOR ALL FUNDS	<u>\$ 1,486,400</u>	<u>\$ 1,431,260</u>
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Increase

Decrease

; 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 A. Kline, Yea;

Sabrina Christian-Bennett, Yea;

Mike Kerrigan, Yea;

RESOLUTION NO. 18-0784

- RE: AGREE TO APPROVE RECEIPT OF
SUBORDINATE CONDITIONAL ASSIGNMENT
OF CONSTRUCTION MANAGER AGREEMENT
FOR THE MAPLECREST DEVELOPMENT
PROJECT, BRIMFIELD TOWNSHIP, PORTAGE
COUNTY.

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

WHEREAS, Maplecrest, LLC, an Ohio limited liability company ("OWNER"), is the owner and developer of Maplecrest Parkway Subdivision No. 1 (the "Project") located in Brimfield Township, Portage County, Ohio; and

WHEREAS, this Board by Resolution No. 18-0521, adopted July 19, 2018, for and in relation to the Project, adopted a resolution declaring improvements ("Improvements") to certain parcels of real property to be a public purpose; describing the public improvements to be made to directly benefit those parcels; requiring the owners of the improvements thereon to make service payments in lieu of taxes, establishing a county public improvement tax increment equivalent fund for the deposit of such service payments, approving a revenue sharing agreement with Field Local School District, and related authorizations pursuant to Revised Code sections 5709.77, 5709.78, 5709.79, and 5709.80; providing for certain public improvements to be made on behalf of the County by the Development Finance Authority of Summit County; authorizing the execution and delivery of a revenue sharing agreement with Brimfield Township; and approving other actions; and

WHEREAS, the COUNTY entered into a Tax Increment Financing and Cooperative Agreement dated as of July 1, 2018 (the "Cooperative Agreement"), establishing the Tax Increment Financing for the Project among the Development Finance Authority of Summit County (the "DFA"), OWNER, Meijer Stores Limited Partnership ("Meijer"), Menard, Inc. ("Menard") and U.S. Bank National Association (the "Bond Trustee") to finance the costs of the Improvements through bonds (the "Bonds") issued by the DFA and funds deposited by Menard (the "Menard Deposit") as provided in the Cooperative Agreement; and

WHEREAS, in order to provide for the construction of the Project, the DFA and the OWNER, acting as an independent contractor with and manager of the DFA for such purpose have entered into a Construction Manager Agreement ("Construction Manager Agreement"); for consideration given, OWNER has conditionally transferred, pledged, and assigned the Construction Manager Agreement, and its rights thereunder, to Meijer and Menard, via the Conditional Assignment of Construction Manager Agreement ("Conditional Assignment"); and

WHEREAS, the COUNTY has determined that a Subordinate Conditional Assignment by OWNER to COUNTY, of the Construction Manager Agreement is in the interests of the COUNTY, such that, in the event of failure by OWNER to complete its obligations concerning the Improvements for the Project, if Meijer and Menard fail or refuse to accept assignment of the Construction Manager Agreement, the COUNTY may do so and complete the performance thereunder for the construction of the Improvements; and

WHEREAS, OWNER has represented and warranted to COUNTY that no party to the Construction Manager Agreement is in default thereof as of the date of Subordinate Conditional Assignment; now therefore be it

RESOLVED, that this Board agrees to approve the receipt of the Subordinate Conditional Assignment; and be it further

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

Roll call vote as follows:

Vicki Kline, Yea;

Sabrina Christian-Bennett, Yea;

Mike Kerrigan, Yea;

RESOLUTION NO. 18-0785

- RE: DECLARE UNUSED/EXCESS PROPERTY OWNED BY PORTAGE COUNTY AND THE SET BID DATE FOR THE SALE OF UNUSED/EXCESS REAL ESTATE KNOWN AS THE FREEDOM SECONDARY RAIL LINE LOCATED IN FRANKLIN TOWNSHIP, KENT CITY, RAVENNA TOWNSHIP AND RAVENNA CITY OWNED BY THE PORTAGE COUNTY COMMISSIONERS

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

RESOLVED, that the Freedom Secondary Rail Line consisting of approximately 7.22 acres located in Franklin Township, Kent, City, Ravenna Township and Ravenna City, Ohio (between mile markers 190.04+ and 182.82+) be declared as County owned unused/excess property under the jurisdiction of the Board of Commissioners; and be it further

- RESOLVED,** that the Portage County Commissioners set a minimum bid of \$25,000.00; and be it further
- RESOLVED,** that the parcels are restricted for rail use only and is for sale to be sold to the highest bidder; and be it further;
- RESOLVED,** that sealed bids, therefore, will be accepted by the Portage County Director of Internal Services, 7th floor-room 702, Portage County Administration Building, 449 South Meridian St., Ravenna, Ohio until 2:00 p.m., E.S.T. on, December 5, 2018; and be it further
- RESOLVED,** that the notice of receiving bids shall be published in the Record Courier on November 4, 11, 18, and 25, 2018 and a copy thereof be posted on the County's website and bulletin board of the Board forthwith; and be it further
- RESOLVED,** that the Board of Commissioners finds and determines that all formal actions of this Board concerning and relating to the adoption of this resolution were taken in an open meeting of this Board and that all deliberations of this Board that resulted in those formal actions were in meetings open to the public in compliance with the law including Section 121.22 of the Ohio Revised Code.

Roll call vote as follows:

Vicki A. Kline, Yea;

Sabrina Christian-Bennett, Yea;

Mike Kerrigan, Yea;

JOURNAL ENTRY

November 1, 2018

Commissioners

1. The Board of Commissioners acknowledged receipt of the April 25, 2018 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, 2018, as presented by the Portage County Auditor's Office.
2. The Board of Commissioners acknowledged receipt of the October 30, 2018 Amended Certificate of Estimated Resources for the year beginning January 1, 2018 as submitted by the Portage County Budget Commission.

External Services

3. The Board of Commissioners signed the correspondence to Streetsboro 14, LLC advising that the Portage County Water Resources Department records indicate that Project No. ST-4 18-080-P, Sanitary Sewer Improvements - SR 14 & Shady Lake Drive Sewer Extension has been completed, including construction of all sewer lines, testing, and adjustment of manholes to final grade and restoration. All conditions of the General Sewer Agreement have been met and

the project is accepted by Portage County subject to the usual one year guarantee of workmanship and material.

Human Resources

4. The Board of Commissioners signed the Personnel Action Form accepting the resignation of Tyler Williams, Social Service Worker 2, for Portage County Job & Family Services, effective October 26, 2018, presented by Janet Kovick, Human Resources Director.
5. The Board of Commissioners signed the Personnel Requisition authorizing the three-day internal posting of the full time permanent Social Service Worker 2, replacing Tyler Williams, for Portage County Job & Family Services with external posting if no internal appointment is made, presented by Janet Kovick, Human Resources Director.
6. The Board of Commissioners signed the Personnel Action Form recommending the termination of Jacqueline Henderson, IM Aide 2 for Portage County Job & Family Services, effective October 25, 2018, presented by Janet Kovick, Human Resources Director.
7. The Board of Commissioners signed the Personnel Requisition authorizing the three-day internal posting of the full time permanent Income Maintenance Aide 2, replacing Jacqueline Henderson, for Portage County Job & Family Services with external posting if no internal appointment is made, presented by Janet Kovick, Human Resources Director.

Motion To: Approve the Journal Entries for November 1, 2018

RESULT: ADOPTED [UNANIMOUS]

MOVED: Mike Kerrigan

SECONDED: Sabrina Christian-Bennett

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

Motion To: Adjourn the Official Meeting of November 1, 2018 at 11:01 AM

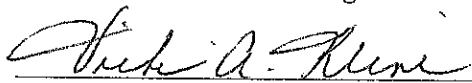
RESULT: ADOPTED [UNANIMOUS]

MOVED: Sabrina Christian-Bennett

SECONDED: Mike Kerrigan

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

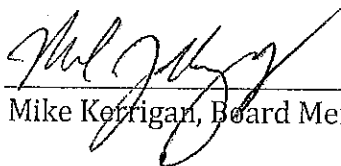
We do hereby certify that the foregoing is a true and correct record of the Portage County Board of Commissioners' meeting.



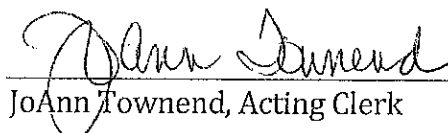
Vicki A. Kline, President



Sabrina Christian-Bennett, Vice President



Mike Kerrigan, Board Member



JoAnn Townend, Acting Clerk