

Portage County Board of Commissioners

Regular Meeting

~ Minutes ~

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

Amy Hutchinson, Clerk
330-297-3600

Thursday, November 15, 2018

9:00 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.

Recessed to Solid Waste Management District: 9:00 AM

Reconvened: 9:00 AM

ADMIN TEAM

Present: Human Resources Director Janet Kovick, Water Resources Director Gene Roberts, and Internal Services Director JoAnn Townend

HUMAN RESOURCES:

Journal Entries - #10 to 14

Discussion:

1. Wage Survey Update

Director Kovick reported the Public Defender's job descriptions have been factored and sent back to him for review. She has also prepared a spreadsheet so that Director Bragg will have the figures for a few possible wage increases. The majority of the factoring results revealed the Public Defender's employees were paid a pay grade less than the Prosecutor's office, but there were a couple positions that were a pay grade higher.

Director Kovick also mentioned on October 31st, Director Bragg sent an e-mail to County Auditor Esposito about scheduling a wage scale meeting, but he has not heard back from her. Commissioner Kerrigan noted the County Auditor has requested time to review the information prior to scheduling a meeting and he will follow up with her later today.

EXTERNAL SERVICES

Journal Entry - #9

Discussion:

1. 2018 Equipment Purchase

Over the last six months staff in the Collections Systems Section has been reviewing the available equipment to augment the Section's continued capabilities to respond to and prevent sewer back complaints. Staff recommends the purchase of the following equipment:

Flush Truck:

GapVax Combination Jet / Vacuum Machine Flush Truck from M Tech for the price of \$412,308 as provided in the State of Ohio Department of Administrative Services competitive bid equipment list (Ohio STS: 800337 Index: STS670).

Cues Sewer Inspection System Camera Truck and Video Equipment from M Tech for the price of \$335,205 as provided in the State of Ohio Department of Administrative Services competitive bid equipment list (Ohio STS: 800489 Index: STS670)

Cues Sewer Inspection System Video Granit Software to Track Video Files in Collection Systems from M Tech for the price of \$31,772 as provided in the State of Ohio Department of Administrative Services competitive bid equipment list (Ohio STS: 800489 Index: STS670)

Total cost of Equipment \$779,285

Recommended split:

| | |
|--------------------------------|-----------|
| Fund 5200 – Regional Sewers | \$467,571 |
| Fund 5600 – Streetsboro Sewers | \$311,714 |
| Total | \$779,285 |

The Flush Truck and Camera Truck are used throughout the wastewater collection system as the first line of defense to prevent sanitary sewer backups resulting in sewer overflows and water in basements. Portage County Water Resources currently owns a Flush Truck and Camera Truck which are half way through their expected service life. Purchasing the additional equipment at this time will provide the highest possible availability of equipment being in service ready to respond to problems when they occur. All though not all communities in Portage County maintain two vehicles for the purpose of cleaning sewers some do and they do so with the primary purpose of high quality of service delivery.

The current request for \$31,772 (4% of total) is to provide staff the ability to retrieve efficiently previous video records. Retrieval of previous work is important in order to determine progress

of deterioration of the collection system which provides the data necessary to make the best informed decision of where to use capital repair dollars.

There are no current staffing additions requested with this additional equipment purchase. The operation of the equipment is seasonal as the flush truck cannot be used in the winter months for routine maintenance and cleaning. Supervision will place two crews when available on flushing in the summer months and alternatively place two crews on videotaping in the winter months when this effort is not impacted by temperature.

Director Roberts requests approval by the Portage County Board of Commissioners for the purchase of this equipment and the Board agreed./Journal Entry.

9:07 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 consider the promotion of a public employee or official. Also present: Water Resources Department Director Gene Roberts and Human Resources Department Director Janet Kovick. Roll call vote: Sabrina Christian-Bennett, Yea; Mike Kerrigan, Yea; Vicki A. Kline, Yea;

9:12 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.

DBFM:

Resolutions - #'s 1 to 10

Journal Entries - #'s 7 & 8

Discussion:

- 1.Election Revenue Fund – hold for discussion next week when Director Bragg returns.

INTERNAL SERVICES:

Resolutions - #'s 13 to 16

Commissioner Christian-Bennett asked if the 6th floor lighting is on a timer because on Veterans Day, Director Bragg was in and noticed the entire floor was lit. Director Townsend noted the building lights are on timers and you cannot override the system unless someone physically comes in to turn them off. Since employees are still coming in on holidays to work, they are left on during the day, but they are scheduled to turn off at night.

COMMISSIONERS' CONSENT AGENDA

November 15, 2018

1. Approval of the November 8, 2018 and November 13, 2018 regular meeting minutes.

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RESOLUTIONS

November 15, 2018

Budget & Financial Management:

1. Approve the Thursday, November 15, 2018 wire transfers for health benefits as presented by the County Auditor and reviewed by the Department of Budget & Financial Management./18-0807
2. Approve the Thursday, November 15, 2018 Journal Vouchers, as presented by the County Auditor and reviewed by the Department of Budget & Financial Management. /18-0808
3. Approve the Tuesday, November 20, 2018 bills/ACH payments as presented by the County Auditor and reviewed by the Department of Budget & Financial Management./18-0809
4. Approve the Tuesday, November 20, 2018 Journal Vouchers, as presented by the County Auditor and reviewed by the Department of Budget & Financial Management./18-0810
5. Approve the Tuesday, November 20, 2018 Then & Now Certification, as presented by the County Auditor./18-0811
6. Approve the Tuesday, November 20, 2018 wire transfer to Huntington National Bank, as presented by the County Auditor (posted after November 20th but before November 30th)./18-0812
7. Approve the Tuesday, November 27, 2018 bills/ACH payments as presented by the County Auditor and reviewed by the Department of Budget & Financial Management./18-0813
8. Approve the Tuesday, November 27, 2018 Journal Vouchers, as presented by the County Auditor and reviewed by the Department of Budget & Financial Management./18-0814
9. Approve the Tuesday, November 27, 2018 Then & Now Certification, as presented by the County Auditor./18-0815
10. Create Fund 4101, PCBDD Capt 18 /18-0816

Job and Family Services

11. Transfer from Fund 0001, General Fund to Fund 1414, Child Support Administration./18-0817
12. Transfer from Fund 1415, Child Welfare Special Levy Fund to Fund 1410 Public Assistance Fund./18-0818

Internal Services

13. Approve Jet Pay as a processor of financial transaction devices for the Portage County Combined Health District./18-0819

14. Enter into an agreement for Prevention, Retention and Contingency (PRC) Home Repair Services between the Board of Commissioners on behalf of the Portage County Job & Family Services and Community Action Council of Portage County./18-0820
15. Enter into an agreement for Prevention, Retention and Contingency (PRC) Utility Assistance Services between the Board of Commissioners on behalf of the Portage County Job & Family Services and Community Action Council of Portage County./18-0821
16. Fix amount of official bonds for County Elected and Appointed Officials./18-0822

Motion To: Approve the Consent Agenda for November 15, 2018

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

**RESOLUTION NO. 18-0807 - RE: WIRE TRANSFER APPROVED AND CERTIFIED
TO THE PORTAGE COUNTY AUDITOR FOR
PAYMENT.**

It was moved by Sabrina Christian-Bennett, seconded by Mike Kerrigan 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 15, 2018 in the total payment amount as follows:

1. \$7,555.67 to Wage Works Contributions -Fund 7101; and
2. \$ 184,691.68 to Medical Mutual Claims; and

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

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

| | |
|--|----------------|
| Wire Transfer on Friday, November 16, 2018 | \$ 7,555.67 |
| Wire Transfer on Friday, November 16, 2018 | \$ 184,691.68 |

and be it further

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

Roll call vote as follows:

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

RESOLUTION NO. 18-0808 - RE: APPROVAL OF JOURNAL VOUCHERS/ENTRIES.

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

| | | |
|----------|-----|-----------|
| 11/15/18 | 647 | \$ 744.23 |
| 11/15/18 | 648 | 32.00 |
| Total | | \$ 776.23 |

; 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. 18-0809

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**RE: BILLS APPROVED AND ACH CERTIFIED TO
THE PORTAGE COUNTY AUDITOR FOR
PAYMENT.**

It was moved by Sabrina Christian-Bennett, seconded by Mike Kerrigan 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 20, 2018 in the total payment amount of **\$794,536.33** 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 ACH payment is approved as certified to the County Auditor for payment on or after Wednesday, November 21, 2018, contingent upon the review of the Portage County Department of Budget and Financial Management, Department of Internal Services or other designee on November 20, 2018 in the total payment amount of **\$1,820.85 to Moneris** 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. 18-0810

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**RE: APPROVAL OF JOURNAL
VOUCHERS/ENTRIES.**

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

| | | |
|----------|-----|--------------|
| 11/20/18 | 745 | \$ 3,793.98 |
| 11/20/18 | 750 | 84.84 |
| 11/20/18 | 837 | 9,606.22 |
| 11/20/18 | 842 | 667.96 |
| | | |
| Total | | \$ 14,153.00 |

; and be it further

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

~~Roll call vote as follows:~~

Vicki A. Kline, Yea;

Sabrina Christian-Bennett, Yea;

Mike Kerrigan, Yea;

**RESOLUTION NO. 18-0811 - RE: ACCEPTANCE OF THEN AND NOW
CERTIFICATIONS FOR PAYMENT.**

It was moved by Sabrina Christian-Bennett, seconded by Mike Kerrigan 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 **\$90,800.35** as set forth in Exhibit "A" dated **November 20, 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. 18-0812 - RE: WIRE TRANSFER APPROVED AND CERTIFIED
TO THE PORTAGE COUNTY AUDITOR FOR
PAYMENT.**

It was moved by Sabrina Christian-Bennett, seconded by Mike Kerrigan 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 Department of Budget & Financial Management or other designee on November 20, 2018 in the total payment amount as follows:

- 1) \$1,400,250.01 to Huntington National Bank for various purpose improvement and refunding bond series 2010 PORTGEVPF10; and
- 2) \$275,237.50 to Huntington National Bank for various purpose bond series 2007 PORTAGEVP07; and
- 3) \$499,786.25 to Huntington National Bank for various purpose improvement and refunding bond series 2014 - PORTGEVPI14; 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 transfers for the payment of bond interest costs as follows, as presented by the Portage County Auditor's Office:

| | |
|---|-----------------|
| Wire Transfer on Wednesday, November 21, 2018 | \$ 1,400,250.01 |
| Wire Transfer on Wednesday, November 21, 2018 | \$ 275,237.50 |
| Wire Transfer on Wednesday, November 21, 2018 | \$ 499,786.25 |

;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. 18-0813

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RE: BILLS APPROVED AND CERTIFIED TO THE PORTAGE COUNTY AUDITOR FOR PAYMENT.

It was moved by Sabrina Christian-Bennett, seconded by Mike Kerrigan 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 27, 2018 in the total payment amount of **\$1,726,475.87** 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. 18-0814**- RE: APPROVAL OF JOURNAL
VOUCHERS/ENTRIES.**

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

| | | |
|----------|------|---------------|
| 11/27/18 | 1020 | \$ 61,162.08 |
| 11/27/18 | 1021 | 42,340.33 |
| 11/27/18 | 1022 | 513.20 |
| 11/27/18 | 1024 | 7,464.11 |
| 11/27/18 | 1036 | 22,518.34 |
| 11/27/18 | 1037 | 6,540.80 |
| 11/27/18 | 1084 | 4,754.38 |
| 11/27/18 | 1106 | 84.00 |
| Total | | \$ 145,377.24 |

; 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. 18-0815- **RE: ACCEPTANCE OF THEN AND NOW
CERTIFICATIONS FOR PAYMENT.**

It was moved by Sabrina Christian-Bennett, seconded by Mike Kerrigan 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 **\$29,901.31** as set forth in Exhibit "A" dated **November 27, 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. 18-0816- **RE: CREATE FUND 4101, PCBDD CAPT 18**

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

- WHEREAS,** The Portage County Board of Developmental Disabilities requested that the Portage County Board of Commissioners establish a new fund for capital projects via resolution 18-10-03, now therefore be it

RESOLVED,

that Fund 4101 – PCBDD CAPT 18 be created to purchase the following capital Items:

| Description | Estimated Cost |
|--|----------------|
| Renovation at Portage Industries | \$30,000 |
| Generator for the D. M. Coble Building | \$60,000 |
| Heat Pump Replacements at Portage Industries | \$60,000 |
| Building Renovations | \$150,000 |
| Technology upgrades | \$60,000 |
| Happy Day roof replacement | \$402,500 |
| Telephone system replacement | \$50,000 |
| Portage Industries roof replacement | \$345,000 |
| School Bud replacements, 2 small | \$120,000 |
| Computer replacements (25) | \$20,000 |
| ;and be it further | |

RESOLVED,

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. 18-0817 - RE: ~~TRANSFER FROM FUND 0001, GENERAL FUND~~
TO FUND 1414, CHILD SUPPORT
ADMINISTRATION**

It was moved by Sabrina Christian-Bennett, seconded by Mike Kerrigan 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 \$2,145.64 for October 2018 IV-D contract payment local match for the CSEA Prosecutor for July 2018 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 \$2,145.64

TO:

FUND 1414, CHILD SUPPORT ADMINISTRATION

ORGCODE - 14140512

Revenue Account

Object: 280000 - Transfer In

Project NONE \$2,145.64

; and be it further

RESOLVED,

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

RESOLVED,

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

Roll call vote as follows:

Vicki Kline, Yea;

Sabrina Christian-Bennett, Yea;

Mike Kerrigan, Yea;

RESOLUTION NO. 18-0818

-

**RE: TRANSFER FROM FUND 1415, CHILD
WELFARE SPECIAL LEVY FUND TO FUND 1410
PUBLIC ASSISTANCE FUND**

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

WHEREAS,

the Child Welfare Special Levy Fund owes the Public Assistance Fund for Shared Costs and Social Services cost pool costs paid out of the Public Assistance Fund; and

WHEREAS,

it is necessary to do a transfer of funds to cover these costs; now therefore be it

RESOLVED,

that the following transfer of funds be made in the amount of \$93,700.26 for the reconciliation of 4th quarter SFY18 costs and \$31,299.74 for the 1st Qtr. SFY19 Est. #1 as reviewed and recommended by the Department of Job & Family Services:

FROM:

FUND 1415, CHILD WELFARE SPECIAL LEVY FUND

ORGCODE - 14150519

Debit Expense Account

Object: 912000 – JFS Shared

Project 5SHAR \$125,000.00

TO:

FUND 1410, PUBLIC ASSISTANCE FUND

ORGCODE - 14100512

Revenue Account

Object: 282000 – JFS Shared

Project 5SHAR \$125,000.00

; 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 Portage County Auditor, the Portage County Job & Family Services, and the Department of Budget and Financial Management; and be it further

RESOLVED,

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

Roll call vote as follows:

Vicki Kline, Yea;

Sabrina Christian-Bennett, Yea;

Mike Kerrigan, Yea;

RESOLUTION NO. 18-0819

-

**RE: APPROVE JET PAY AS A PROCESSOR OF
FINANCIAL TRANSACTION DEVICES FOR THE
PORTAGE COUNTY COMBINED GENERAL
HEALTH DISTRICT.**

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

- WHEREAS,** through resolution 18-0115 the Board of Commissioners as Administrative Agent, authorized the Portage County Combined General Health District to accept payments for county expenses by financial transaction devices; and
- WHEREAS,** requests for proposals for accepting payments by financial transaction devices were mailed by the Internal Services Department to eleven (11) firms; and
- WHEREAS,** on May 9th, 2018 proposals were received from the following firms: Forte Payment Systems, Jet Pay, and The Neil Group LLC; and
- WHEREAS,** the proposals were reviewed and evaluated by the Portage County Combined General Health District and they recommend that the proposal of Jet Pay be accepted as the best proposal received; now therefore be it resolved
- RESOLVED,** that the Portage County Board of Commissioners approves Jet Pay as a processor of financial transaction devices for the Combined General Health District; and be it further
- RESOLVED,** that the Board of the Portage County Combined General Health District can proceed and execute the agreement with Jet Pay; 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. 18-0820 - RE: ENTER INTO AN AGREEMENT FOR
PREVENTION, RETENTION AND
CONTINGENCY (PRC) HOME REPAIR SERVICES
BETWEEN THE BOARD OF COMMISSIONERS
ON BEHALF OF PORTAGE COUNTY JOB &
FAMILY SERVICES AND COMMUNITY ACTION
COUNCIL OF PORTAGE COUNTY.**

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

WHEREAS, Portage County Job & Family Services is in need of Prevention, Retention and Contingency (PRC) Home Repair Services for eligible Portage County residents; and

WHEREAS, Requests for Proposals were sent to nine (9) potential service providers; and

WHEREAS, One (1) proposal was received, opened and tabulated for Home Repair Services on September 19, 2018; and

WHEREAS, Community Action Council of Portage County is willing and able to provide these services; and

WHEREAS, the Agreement will be used to detail the terms of the relationship between Portage County Job & Family Services and Community Action Council of Portage County; now therefore be it

RESOLVED, that the Board of Portage County Commissioners does hereby enter into an Agreement between the Board of Commissioners on behalf of Portage County Job & Family Services and Community Action Council of Portage County with its principal place of business located at 1036 West Main Street, Ravenna, Ohio 44266, for the period October 1, 2018 through September 30, 2019, with the option to renew two (2) additional years; and be it further

RESOLVED, that the total amount of this Agreement is not to exceed Fifteen thousand and 00/100 dollars (\$15,000.00); 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. 18-0821

-

RE: ENTER INTO AN AGREEMENT FOR PREVENTION, RETENTION AND CONTINGENCY (PRC) UTILITY ASSISTANCE SERVICES BETWEEN THE BOARD OF COMMISSIONERS ON BEHALF OF THE PORTAGE COUNTY JOB & FAMILY SERVICES AND COMMUNITY ACTION COUNCIL OF PORTAGE COUNTY.

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

- WHEREAS,** Portage County Job & Family Services is in need of Prevention, Retention and Contingency (PRC) Utility Assistance Services for eligible Portage County residents; and
- WHEREAS,** Requests for Proposals were sent to nine (9) potential service providers; and
- WHEREAS,** One (1) proposal was received, opened and tabulated for Utility Assistance Services on September 19, 2018; and
- WHEREAS,** Community Action Council of Portage County is willing and able to provide these services; and
- WHEREAS,** the Agreement form will be used to detail the terms of the relationship between Portage County Job & Family Services and Community Action Council of Portage County; now therefore be it
- RESOLVED,** that the Board of Portage County Commissioners does hereby enter into an Agreement between the Board of Commissioners on behalf of Portage County Job & Family Services and Community Action Council of Portage County with its principal place of business located at 1036 West Main Street, Ravenna, Ohio 44266, for the period October 1, 2018 through September 30, 2019, with the option to renew two (2) additional years; and be it further
- RESOLVED,** that the total amount of this Agreement is not to exceed One hundred thousand and 00/100 dollars (\$100,000.00); 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. 18-0822

-

**RE: FIX AMOUNT OF OFFICIAL BONDS FOR
COUNTY ELECTED AND APPOINTED
OFFICIALS**

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

WHEREAS, the Ohio Revised Code stipulates that County Elected and Appointed Officials be bonded by a surety company and that the bond amount for the following elected and appointed officials be set by the Board of Commissioners; now therefore be it

RESOLVED, that the Portage County Board of Commissioners does hereby fix the amount of the Official Bonds for the following County Elected and Appointed Officials:

| Elected Office | Bond Min-Max | Bond Amount | Insurance Agency/Surety Co |
|-------------------------------|------------------|-------------|-----------------------------------|
| Deputy Coroner 2 positions | NLT \$5,000/each | \$5,000 | Jack Kohl Cincinnati Insurance |

; 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. 18-0823 - RE: AUTHORIZE THE FILING OF AN APPLICATION FOR THE 2018 COMMUNITY DEVELOPMENT CRITICAL INFRASTRUCTURE PROGRAM GRANT FUNDS, AND ENTER INTO AN ADMINISTRATIVE AGREEMENT WITH PORTAGE COUNTY REGIONAL PLANNING COMMISSION

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

WHEREAS, Portage County is eligible to apply for the Ohio Development Services Agency for the 2018 Community Development Critical Infrastructure Program Funds in an amount of \$500,000; and

- WHEREAS,** Portage County desires to utilize these available monies to provide assistance to the City of Ravenna in the completion of the Vine and Gill Street Infrastructure Project, and administration services as eligible under the grant guidelines; now therefore be it
- RESOLVED,** that the Portage County Board of Commissioners authorizes the filing of the 2018 Critical Infrastructure Program Grant application in an amount of \$500,000.00, and such grant is to be administered and implemented by the Portage County Regional Planning Commission; and be it further
- RESOLVED,** that the Board of Commissioners authorizes Vicki A. Kline as the President of the Board, or her designee to sign the necessary application documents, as presented by the Portage County Regional Planning Commission; and be it further
- RESOLVED,** that the Board of Commissioners agrees to enter into an administrative agreement with the Portage County Regional Planning Commission designating the Portage County Regional Planning Commission as the Grant Administrator for the Portage County 2018 Critical Infrastructure Program Grant, should the grant be awarded, 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;

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Commissioner Kerrigan motioned to pull Journal Entry No. 7 from the Consent Agenda noting he is not comfortable passing anything that has a financial benefit to Commissioner Christian-Bennett's title agency. Commissioner Christian-Bennett noted she would abstain on the vote, but Commissioner Kerrigan pointed out that he will not vote for anything as long as her title agency is involved. Commissioner Christian-Bennett suggested he check with the Prosecutor's Office for clarification on the issue.

JOURNAL ENTRY

November 15, 2018

7. *Partial release of real estate for the Plaza Fields, LTD, Kelso Development (Mike Casamento, University Hospital, Brimfield Family Medicine, 1365 Kelso Dr., Kent (Brimfield), OH 44240). The*

medical facility was appraised for \$1,020,000 when constructed, and the remaining lien balances are as follows:

| | | |
|--------------------------|------------------|-------------------|
| Portage Community Bank | \$433,000 | |
| Neighborhood Development | \$ 87,000 | |
| Portage County | <u>\$ 99,000</u> | |
| Total of Liens | \$619,000 | Loan to Value 60% |

Any and all past due payments and late charges must be paid from the proceeds of the sale to the above accounts, as presented by Neighborhood Development Services, Inc. Documents reviewed by the Department of Budget & Financial Management with no exceptions noted./**PULLED FROM THE CONSENT AGENDA.**

Recessed: 9:18 AM

Reconvened: 10:00 AM

PUBLIC HEARING

Community Development Critical Infrastructure Grant
Vine Street, Ravenna
Portage County Commissioners' Boardroom
November 15, 2018

Present: Commissioner Kline; Commissioner Kerrigan Commissioner Christian-Bennett; Lisa Reeves and Director Todd Peetz, Regional Planning Commission; Amy Hutchinson, Clerk; Diane Smith, Record Courier

Commissioner Kline opened the Public Hearing at 10:00 AM

I. Introduction

II. Purpose of Hearing

Director Peetz explained the purpose of today's meeting was to discuss the Critical Infrastructure Grant for Vine Street in Ravenna. This is the 3rd time submitting the application, but after meeting with the State and the City of Ravenna, corrections were made to the application and it should move forward this time.

III. Discussion of the Critical Infrastructure Grant – Director Peetz

The project is primarily focused on replacing the waterlines, but the City will also be putting in three new fire hydrants. The total grant request is \$500,000, with the City of Ravenna contributing \$78,800 total towards the entire project and the Regional Planning Commission will receive \$30,000 of the \$500,000 in administration fees.

Director Peetz recommends Board approval to move forward to submit the application and presents a draft resolution for consideration.

A motion was made by Mike Kerrigan, seconded by Sabrina Christian-Bennett to adjourn the public hearing at 10:04 AM.

Reconvened Commissioners' Regular Session: 10:04 AM

Motion To: Authorize the filing of an application for the 2018 Community Development Critical Infrastructure Program grant funds and enter into an administrative agreement with the Regional Planning Commission./18-0823

RESULT: **ADOPTED [UNANIMOUS]**

MOVED: Sabrina Christian-Bennett

SECONDED: Mike Kerrigan

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

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Recessed: 10:06 AM

Reconvened: 10:23 AM

STORM WATER PRESENTATIONS

Present: County Engineer Mickey Marozzi; James Bierlair and Lynn Vogel, Portage Soil and Water Conservation; Lisa Reid, Windham Exempted Village Schools; Chris Carman, Kent City School District

Every year, the storm water budget sets aside \$75,000 for education grants. The education component for the storm water program is one of six minimum control measures that are required of the storm water permit issued to the County by the Ohio EPA. A grant program has been created for school districts to educate students of the importance of storm water. The Soil and Water Conservation District has been running the education program by reaching out to the schools and soliciting programs they have funded.

Today, the Board will hear two presentations and the Board is requested to meet at the BIO-MED Middle School, in Shalersville Township for the third presentation by the students.

The Board listened to a presentation on behalf of Lisa Reid, Katherine Thomas Elementary School, in Windham by Lynn Vogel, Portage Soil and Water Conservation.

Storm Water Grant Proposal

Lisa Reid & Lisa Boxler

Katherine Thomas Elementary

Windham, Ohio

September 14, 2018



Storm Water Education in the 3rd & 4th Grade Classrooms

I. Purpose:

Provide storm water education for fourth grade students at Katherine Thomas Elementary utilizing the following hands-on educational models:

- Sargent-Welch Stream Table: The stream table allows students to observe the gravitational force that affects movements of water, rock, and soil. The model includes rain simulators that demonstrate the disbursement of rock, soil and sediment due to erosion. The stream table model allows students to study the impacts of flooding and to experiment with various "control" strategies to minimize those impacts.
- With the Enviroscope Non-Point Pollution Model students build a community that includes a variety of land uses such as a school, farm, industrial site, housing development, roads, streams and bridges. Students use mock pollutants to demonstrate how actual pollutants (things like pet waste, automotive fluids, organic debris like grass and leaves) are distributed along the surface of the land where they can be easily moved to our streams during rain or snow thaw events. During this activity students also learn how easily soil erodes when it is left uncovered during

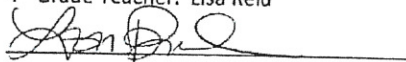
periods of construction or conventional farming practices. The Enviroscope Model includes a series of props for students to employ BMP's (Best Management Practices) to reduce storm water run-off, and the pollutants entering our waterways with precipitation.

Additionally, Phase 1 of the Storm Water Grant Proposal includes a request for classroom supplies and materials for third grade students to study soil. Healthy soil and healthy water go hand in hand. Keeping healthy soil in place is a great first step to keeping our water clean.

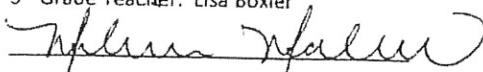
- Lamotte Soil Test Kit and ten soil test kits for laboratory soil analysis by Penn State
- Soil & rock samples for soil texturing, soil art, and various soil explorations
- Growing medium, soil thermometer, heat mats, seeds, pots and trays for measuring seed response in various soils and temperatures
- A book allowance for soil activity books and posters
- Kit for testing soil organisms



4th Grade Teacher: Lisa Reid



3rd Grade Teacher: Lisa Boxler



K.T. Principa: Melissa Malone

| Description | Cost | Shipping | Total |
|---|-------------|-----------|-------------|
| Classroom Supplies | | | |
| Stream Table with Cart | \$ 1,700.00 | \$ 225.00 | |
| Enviroscape (nonpoint source model) | \$ 900.00 | | |
| Enviroscape supply kit | \$ 60.00 | | |
| Enviroscape restoration kit | \$ 90.00 | | |
| Enviroscape animals (farm, domestic, wildlife) | \$ 60.00 | | |
| Cow kit (10 cow/calf combo) | \$ 47.00 | | |
| Car kit | \$ 10.00 | | |
| Tree kit | \$ 30.00 | | |
| Enviroscape hard case | \$ 500.00 | | |
| Enviroscape shipping (approx) | | \$ 150.00 | |
| Spray bottles, mock pollutants | \$ 150.00 | | |
| Children's literature:soil, erosion, weather, Earth's water | \$ 250.00 | | |
| Soil & Water Posters and Visuals | \$ 200.00 | | |
| Soil Tests Penn State ten @ \$14.00 | \$ 140.00 | \$ 50.00 | |
| Soil , Sands, and Gravel Set 4 each | \$ 160.00 | \$ 30.00 | |
| Soil Type Collection | \$ 189.00 | \$ 15.00 | |
| Soil Texturing Samples 6 @ \$15 | \$ 90.00 | \$ 35.00 | |
| Soil Painting | \$ 20.00 | \$ 5.00 | |
| 15 Rock specimens | \$ 16.00 | \$ 10.00 | |
| Soil Organism test kit | \$ 93.00 | \$ 15.00 | |
| Soil Thermometer | \$ 30.00 | \$ 8.00 | |
| Potting Mix 5 bags @ \$6.27 | \$ 31.35 | \$ 20.00 | |
| Garden Soil 5 bags @ \$6.77 | \$ 33.85 | \$ 20.00 | |
| Seeds @ \$4.00 pk/20 pkts | \$ 80.00 | \$ 6.00 | |
| Propagation kits 4 at \$117 each | \$ 468.00 | \$ 20.00 | |
| LaMotte Soil Test Kit | \$ 69.85 | \$ 6.00 | |
| | \$ 5,418.05 | \$ 615.00 | \$ 6,033.05 |
| | | | |
| | | | |
| | | | |
| Rock/Rain Garden Center Courtyard | Phase 2 | | |

The second presentation was by Chris Carman, Kent City School District.

1. Purpose:

The purpose of this grant is to educate Roosevelt High School students about stormwater and water quality issues and their importance in our community through biological sampling in the Cuyahoga River and by creating an outdoor performance space with seasonally updated stormwater and water quality education messaging. The biological sampling will allow students in Environmental Science to identify fish and macroinvertebrate species in the Cuyahoga River, such as native fish and invasives, to see how stormwater inputs can carry pollution and affect those populations. The outdoor performance space will connect the Roosevelt Media Center with an unused central courtyard so that a performance stage can be built to be used by students and classes, and stormwater-related displays and artwork will regularly inform students of their impact on the environment.

Photo of RHS Media Center windows to be replaced by doors:

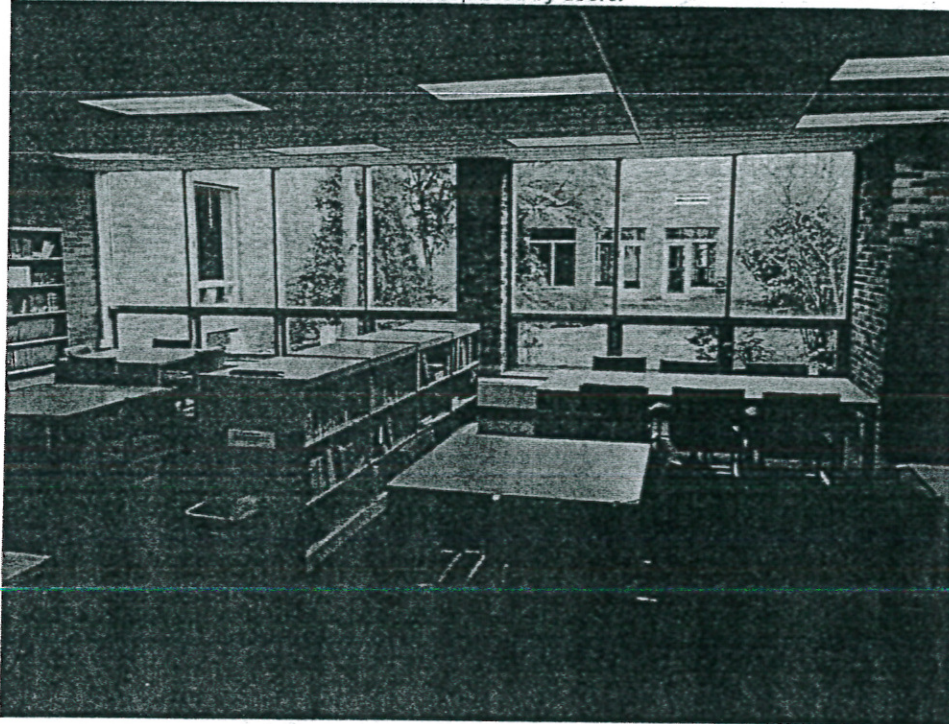
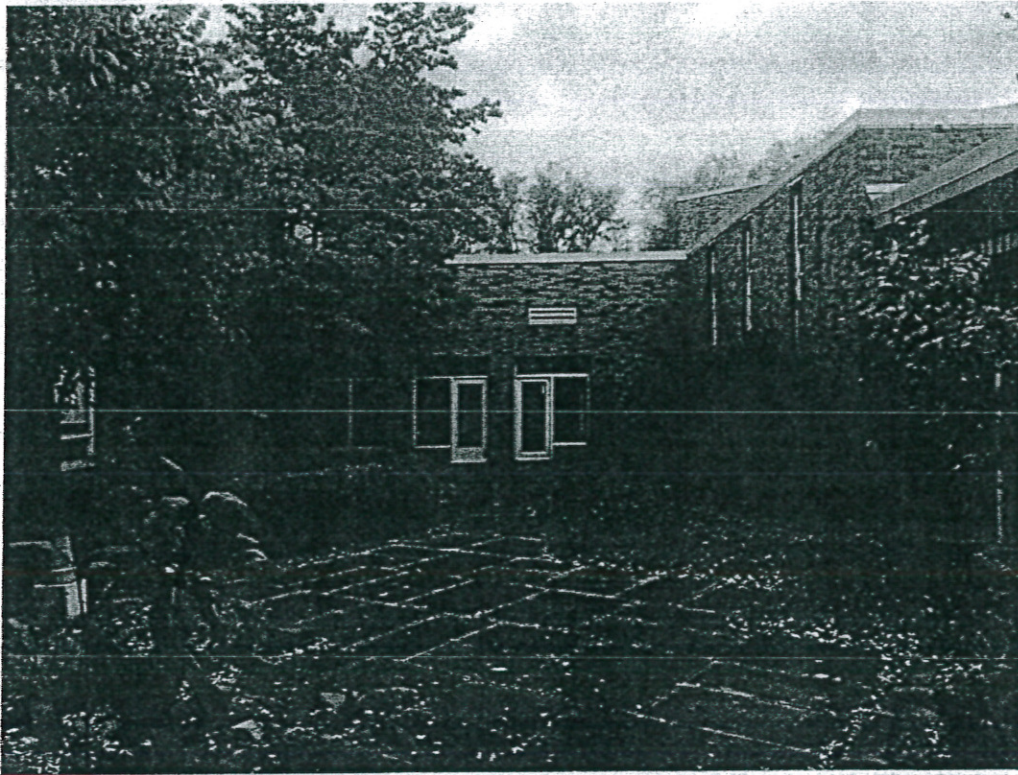


Photo of unused RHS courtyard (stage will be against back wall, far doors will be bricked up by school district):



2. Timeline of grant project:

- Upon receipt of funds, expected Q1 2019 - grant awarded, funds delivered, equipment for Environmental Science activities ordered
- November 2018 through March 2019 - Environmental Club (EC) meets with Media Center Specialist, Art, Urban Forestry and Remodeling & Construction teachers to plan changes to courtyard and stormwater displays
- Spring 2019 - Urban Forestry removes non-native plants and begins planting native species for stormwater retention; EC members design seasonal stormwater displays; Environmental Science uses waders & nets to catch & identify fish species in Cuyahoga River in Kent
- Summer 2019 - doorway between Media Center and courtyard constructed
- Summer/Fall 2019 - Remodeling & Construction builds stage for courtyard; Kent City School District begins installing brick wall behind stage area (paid for by district)
- Fall 2019-Spring 2020 - EC & Art department plans stormwater mural for brick behind stage
- Spring 2020 - Art students paint mural on brick wall in courtyard

3. Budget:

In Environmental Science, funds will be used to purchase equipment for biological sampling of fish and macroinvertebrates in the Cuyahoga River near Standing Rock in Kent.

| Description | Price each | Quantity | Total |
|--|------------------|-------------------|------------------|
| <u>Cabela's Men's Three Forks Insulated Lug-Sole Chest Waders</u> | \$89.99 | 25 | \$2249.75 |
| <u>Frogg Toggs 38200 Metal Boot & Wader Hanger</u> | \$15.10 | 25 | \$377.50 |
| <u>Heartland Footwear's Men's Barnyard Plain-Toe Industrial Rubber Boots</u> | \$38.99 | 25 | \$974.75 |
| <u>30' Seine nets</u> | \$84 | 6 | \$504 |
| <u>5-gallon buckets for fish</u> | \$5 | 6 | \$30 |
| <u>Aquatic D-nets for macroinvertebrates</u> | \$81 | 4 | \$324 |
| <u>Aquatic Macroinvertebrate Insect ID Cards</u> | \$53 | 1 | \$53 |
| <u>Biotic Indicators of Water Quality Display</u> | \$94.95 | 1 | \$94.95 |
| <u>GoPro HERO7 Silver</u> | \$299 | 1 | \$299 |
| <u>32GB MicroSD memory card (for GoPro)</u> | \$9.70 | 1 | \$9.70 |
| <u>Smatree Extendable Selfie Stick 36.6" with Tripod Stand for GoPro Hero 7</u> | \$22.99 | 1 | \$22.99 |
| <u>Ward's® Coliscan Kit: How Clean Is Your Water?</u> | \$149.99 | 2 | \$299.98 |
| <u>8" Secchi disk</u> | \$33.85 | 1 | \$33.85 |
| <u>Field trip to West Creek Watershed Stewardship Center (1 trip each year for 3 years; 66 miles round trip x 2 buses x \$1.85 per mile + \$25/hr x 6 hours x 2 buses)</u> | \$544.20 per bus | 2 buses x 3 years | \$3265.20 |
| Subtotal | | | \$8538.67 |
| Shipping (estimated) | | | \$527.35 |
| Total | | | \$9066.02 |

For Environmental Club, an entrance to the unused courtyard will be constructed from the side of the Media Center so that it can be turned into an outdoor extension of the library with seating, native plant species, rotating educational stormwater displays for each season, and an all-weather stage in front of a student-created environmentally themed mural covering the back wall.

| Description | Price each | Quantity | Total |
|--|------------|----------|--------------------|
| <u>Doors installed between Media Center & Courtyard</u> | \$6700 | 1 | \$6700 |
| Wood & narrow-opening fiberglass bar grating (<u>McMaster-Carr</u>) to build stage - 10' long, 2' wide | \$363 | 10 | \$3630 |
| <u>Flash Furniture 10 Pk. HERCULES Series 800 lb. Capacity Premium Black Plastic Folding Chair</u> | \$146.18 | 2 | \$292.36 |
| <u>Flash Furniture Folding Chair Dolly</u> | \$99.99 | 1 | \$99.99 |
| Plants for landscaping - purchased through Portage Soil & Water (estimated) | \$1000 | 1 | \$1000 |
| <u>HUAZI Sign Stand Pedestal Poster Stand with Base, Double-Sided, Black</u> | \$56 | 2 | \$112 |
| Art supplies for mural (paint, rollers, brushes, etc.) | \$1000 | 1 | \$1000 |
| <u>Bosch IP dome security camera w/installation</u> | \$2811.96 | 1 | \$2811.96 |
| Subtotal | | | \$15,646.31 |
| Shipping | | | \$413.44 |
| Total | | | \$16,059.75 |

Total amount requested: \$9066.02 + \$16,059.75 = \$25,125.77

4. Board matching funds required, if any:

- None

5. Additional district resources required:

- NetOps for wiring and installing security camera
- Maintenance staff for bricking up back wall

6. Effect/impact on other buildings, if any:

- None

7. Release time involved. Please describe:

- None

8. Additional staff members involved:

- RHS Media Center specialist, Jen Flaherty
- RHS Head Custodian, Monty Hoffman
- RHS Art teachers and students
- RHS CTE teachers and students from Urban Forestry and Remodeling & Construction programs

9. Requirements/plans for sustainability of the project after all grant funds are expended:

Nearly everything purchased in this grant is permanent equipment and will last well beyond the three year grant period. Some items used directly by students may need occasional repairs, such as the waders, boots and nets, but repair kits for these are readily available and inexpensive. Some of the plants in the courtyard may need to be replaced if they die, but plants can be obtained inexpensively from the Portage Soil & Water Conservation District through fundraising by the RHS Environmental Club.

The largest, non-sustainable portion of the grant are the three field trips to the Watershed Stewardship Center on West Creek in Parma. Field trips are very expensive, and a single bus can cost \$500 for the day. Since taking all Environmental Science classes to the center will require two buses for a total of \$1000, a replacement funding source will need to be found in order to continue this field trip past the three year duration of the grant. In the past, the Kent Environmental Council has invited Roosevelt High School to apply for their Legacy Education grant, which has a maximum value of \$1000, so this grant can be used in the future if district funds are unavailable.

The Board agreed Ms. Vogel will work with the Commissioners' clerk to schedule time for the Board to meet with the BIO-MED middle school students in Shalersville Township for the third presentation.

INFORMATION TECHNOLOGY SERVICES

Present: Director Lloyd Alger; Director Faith Lyon and Deputy Director Terrie Nielsen, Board of Elections; Damien Huising, Centerlink Technology

11:11 AM In accordance with the Ohio Rev. Code 121.22(G)(6), it was moved by Mike Kerrigan, seconded by Sabrina Christian-Bennett that the Board of Commissioners move into executive session to discuss details relative to the security arrangements for a public body. Also present: Director Lloyd Alger and John Groselle, Information Technology Services; Director Faith Lyon and Deputy Director Terrie Nielsen, Board of Elections; Damien Huising, Centerlink Technology. Roll call vote: Mike Kerrigan, Yea; Sabrina Christian-Bennett, Yea; Vicki A. Kline, Yea;

11:53 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: Mike Kerrigan, Yea; Sabrina Christian-Bennett, Yea; Vicki A. Kline, Yea;

After exiting executive session, the Board took no action.

JOURNAL ENTRY

November 15, 2018

Commissioners

1. The Board of Commissioners acknowledged the receipt of the Portage County Investment Reconciliation for the Month of October 2018, received on November 6, 2018 as presented by the County Auditor and County Treasurer.
2. The Board of Commissioners acknowledged the receipt of the November 5, 2018 notice from Faith Lyon and Theresa Nielsen, Portage County Board of Elections, indicating that the Board of Elections will be open to the post-election cure period for absentee and provisional ballots as follows:

| | |
|-------------------------------|-----------------------|
| Wednesday, November 7: | 8:00 a.m. – 5:00 p.m. |
| Thursday, November 8: | 8:00 a.m. – 5:00 p.m. |
| Friday, November 9: | 8:00 a.m. – 5:00 p.m. |
| Saturday, November 10: | 8:00 a.m. – 4:00 p.m. |
| Sunday, November 11: | 1:00 p.m. – 5:00 p.m. |
| Monday, November 12 (Holiday) | 8:00 a.m. – 5:00 p.m. |
| Tuesday, November 13: | 8:00 a.m. – 5:00 p.m. |

3. The Board of Commissioners authorized Commissioner Kline, President of the Board, to sign the State of Ohio Office of Community Development Request for Payment and Status of Funds Report Draw No. 1 as presented by the Regional Planning Commission as follows:

| Grant No. | Activity Name | Activity No. | Amt Requested |
|--------------|----------------------|--------------|---------------|
| B-F-18-1CJ-1 | Fair Housing Program | 1 | \$500.00 |
| B-F-18-1CJ-1 | General Admin | 2 | 12,000.00 |
| Total | | | \$12,500.00 |

4. In accordance with Ohio Revised Code Section 325.07, the Board of Commissioners acknowledged receipt of the Monthly Record of Proceedings and Transactions for October 2018, as presented by the Portage County Sheriff's Department.
5. The Board of Commissioners authorized Commissioner Kline, President of the Board, to sign the First Amendment to Grant Agreement to extend the LGIP Branding/Marketing Grant deadline to June 30, 2019 from the Ohio Development Services Agency, as recommended by the Regional Planning Commission.
6. The Board of Commissioners acknowledged receipt of the November 9, 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.

Department of Budget & Financial Management

7. Partial release of real estate for the Plaza Fields, LTD, Kelso Development (Mike Casamento, University Hospital, Brimfield Family Medicine, 1365 Kelso Dr., Kent (Brimfield), OH 44240). ~~PULLED FROM THE JOURNAL ENTRIES.~~
8. The Board of Commissioners signed the Satisfaction of Mortgage form for Kimberly Bland 6584 Crescent Lane, Brady Lake, OH 44211 to secure payment of \$14,000.00. The original document will be recorded by Neighborhood Development Services, Inc. Documents reviewed by the Department of Budget & Financial Management with no exceptions noted.

External Services

9. The Board of Commissioners authorized the purchase of one GAPVax Combination Jet/Vacuum Machine Flush Truck from MTech for the price of \$412,308.00, Cues Sewer Inspection System Camera Truck and Video Equipment from M Tec for the price of \$335,205.00 and a Cues Sewer Inspections Video Granit Software to Track files in Collections Systems from M Tech for the price of \$31,772.00 as provided in the State of Ohio Department of Administrative Services competitive bid equipment list. The total cost of equipment \$779,285.00, recommended split is Fund 5200- Regional Sewers \$467,571.00, Fund 5600-Streetsboro Sewers \$311,714.00 as recommended by Water Resources Department Director Gene Roberts. Funding for this purchase is available in the 2018 operating budget.

Human Resources

10. The Board of Commissioners signed the Personnel Action Form authorizing the transfer of Joseph Townsend from Collection Systems Operator I to Treatment Plant Operator I, for Portage County Water Resources effective November 19, 2018, presented by Janet Kovick, Human Resources Director.
11. The Board of Commissioners signed the Personnel Requisition authorizing the seven day internal posting of the full time permanent Collection Systems Operator, replacing Joseph Townsend, for Portage County Water Resources Department with external posting if no internal appointment is made, presented by Janet Kovick, Human Resources Director.
12. The Board of Commissioners signed the Personnel Action Form authorizing a wage increase for Donna Fortney, JFS Payroll Specialist for Portage County Job & Family Services due to completing 1 year of service, effective November 20, 2018, presented by Janet Kovick, Human Resources Director.
13. The Board of Commissioners approved the revised job description for the Electrician position within Portage County Water Resources Department, as presented by Janet Kovick, Human Resources Director.
14. The Board of Commissioners signed the Personnel Requisition authorizing the seven-day internal posting of the full time, permanent, additional Electrician position for Portage County Water Resources Department with external posting if no internal appointment is made, presented by Janet Kovick, Human Resources Director.

Motion To: Approve the Journal Entries for November 15, 2018 as revised

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 15, 2018 at 11:53 AM

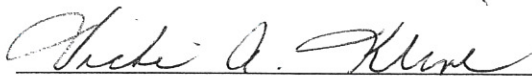
RESULT: ADOPTED [UNANIMOUS]

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.



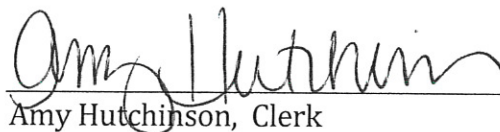
Vicki A. Kline, President



Sabrina Christian-Bennett, Vice President



Mike Kerrigan, Board Member



Amy Hutchinson, Clerk