



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

Tuesday, November 20, 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; Barb Tittle; Deerfield Township Trustee Ed Dean; Rodney Mack; Bob Symsak and Karen Marlowe, Sheriff's Office; Ron Habowski, Human Resources Director Janet Kovick; Internal Services Director JoAnn Townend and Department of Budget and Financial Management Director Todd Bragg

HUMAN RESOURCES

1. Labor Attorney

Mr. Habowski will be coming in later this morning to talk about his agreement, which is due to expire December 31, 2018. There are still outstanding issues with the Building Department and Solid Waste arbitrations and Mr. Habowski is requesting a one year extension to the agreement.

DEPARTMENT OF BUDGET AND FINANCIAL MANAGEMENT

1. Board of Elections Revenue Fund

Director Bragg does not recommend the Board move forward with the creation of a Revenue Fund and Commissioner Christian-Bennett agrees noting the Board will lose flexibility to utilize the funding and it may cause a hardship down the road if the fund needs to be rescinded. Both Commissioner Kline and Commissioner Kerrigan believe it's worth moving forward with establishing the fund.

Motion To: Establishment of an Elections Revenue Fund for the Board of Elections/18-0831

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

2. Water Resources Sewer Bill for Market Square Plaza, Streetsboro (Commercial property)
There's a Market Square Plaza located in Streetsboro and the current owner took possession in May 2012. They've had one prior leak and the bill was \$500.00, paid in full, with normal quarterly invoicing of approximately \$300.00.

Recently, there has been a second waterline break, but the drains were plugged so the excess water had to be removed via shop vac, so it did not go down the County's sewer line. Market Square's owner received an invoice from the County for \$2,054.82 as the meter is still working and he has asked for a credit for the sewer costs. The Board asked Director Bragg to have Water Resources Department go out to investigate the property to ascertain where the break originated and the water flow path. Director Bragg will also investigate the most the County has provided in the form of a credit for waterline breaks. Director Bragg will return with additional information next week.

PLEASE ADD TO YOUR AGENDA

November 20, 2018

1. General Fund Amendment Resolution

Motion To: Amendment to the General Fund 2018 annual appropriation Resolution No. 17-0954, adopted December 19, 2017./18-0824

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

2. Transfer Resolution from Fund 001-Fund 3012

Motion To: Transfer from Fund 0001, General Fund, to Fund 3012, GO Bonds 2001 Riddle Block \$60,317.83/18-0829

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

3. Cash Advance from Fund 001 to Fund 3013

Motion To: Cash Advance from Fund 0001, General Fund, to Fund 3013, GO 2001 \$586,862.00/18-0830

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

3. Klaben Chrysler Jeep Dodge Ram and Motor Pool employees

Commissioner Kline received an e-mail from Tom Papish, Service Manager for Klaben, who asked if the County had technicians for hire. The Board agreed the e-mail should be forwarded to Human Resources to distribute to the mechanics. Commissioner Christian-Bennett has also been contacted by two other entities for Director Dillon, as well.

Commissioner Christian-Bennett motioned to pull Journal Entry No. 2 as she will abstain from the vote.

JOURNAL ENTRY

November 20, 2018

2. *The Board of Commissioners authorized Commissioner Kline, President of the Board to sign the 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:*

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

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

Commissioner Kerrigan asked if Commissioner Christian-Bennett has heard back from the Ohio Ethics Commission about the Journal Entry and Commissioner Christian-Bennett reported the Ethics Commission noted no conflict of interest because it is a public contract between a Township and a third party (which is not the County), but Commissioner Christian-Bennett will need to abstain from the vote. Commissioner Kerrigan explained Commissioner Christian-Bennett is personally benefitting from this transaction because it's her title agency that is making money. Just because Commissioner Christian-Bennett has an ethics' opinion that says it's legal, doesn't make it right. Commissioner Christian-Bennett said the contract is not with the county and no money is being paid by the county to her title company. Commissioner Christian-Bennett noted both Commissioner Kline and Commissioner Kerrigan were advised by Chris Meduri, Portage County Prosecutor's Office that there would be no ethics violation for their vote in favor.

The Board agreed to table any further discussion on Journal Entry No. 2 until later this afternoon.

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Director Kovick contacted Clemans Nelson for possible dates to begin discussions with Department Heads and has yet to hear back from them.

9:31 AM In accordance with the Ohio Rev. Code 121.22(G) (3), and (4), it was moved by Sabrina Christian-Bennett, seconded by Mike Kerrigan that the Board of Commissioners move into executive session to conference with an attorney for the public body concerning disputes involving the public body that are subject to pending or imminent court action and to prepare for, conduct, or review negotiations or bargaining sessions with public employees concerning their compensation or other terms and conditions of their employment. Also Present: Human Resources Director Janet Kovick and Attorney Ron Habowski. Roll call vote: Sabrina Christian-Bennett, Yea; Mike Kerrigan, Yea; Vicki A. Kline, Yea;

9:49 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.

Mr. Habowski mentioned he does not want to do another contract with the County and Director Townend explained there's no statutory requirement to bid the service, so the Board could choose whoever it wanted or can do a Request for Qualifications (RFQ). The Board would like to have Mr. Habowski finish up several projects and would like to have him available to assist the new person. The Board agreed it needs a listing of outstanding projects and Mr. Habowski responded there's a potential litigation with Solid Waste, Teamsters and Teamsters negotiations. The Board asked Director Townend to move forward with a RFQ.

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CLEMANS NELSON

Commissioner Christian-Bennett inquired whether the Public Defender turned in his information for the wage study and Director Kovick already factored the information and sent it to Clemans Nelson. Some of the factoring came in a little below, most were comparable, and a couple were a pay grade higher than the Prosecutor's Office, but altogether the factoring was very similar going into 2019.

In regards to the \$51,000 contract, Attorney Meduri is still investigating and Director Bragg will reach out to him for a status update.

Clemans Nelson has prepared the Compensation Plan Structure and Administration Manual with recommendations on how to maintain the wage plan and how wage increases, promotions, and demotions will happen with staff. The Commissioners asked Director Kovick to forward them a copy for additional discussion in about a week.

Director Kovick has reached out to Clemans Nelson on what they intend to present to the Departments and will report back next week with an update.

* * * * *

A meeting was held yesterday with the County Auditor and if the payroll change forms can be received by January 4th, no retroactive pay will be necessary.

The final budget will be approved on December 13th and the Board could approve the one-third to each department at that time. Director Bragg will work with the County Auditor on a letter indicating the Board has put extra money in each department's budget and an explanation as to why it was put there, but Director Bragg needs to know whether the Board is comfortable sending the letter before Clemans Nelson meet with each of the departments or should the letter wait? The only upside to sending the letter early would be that each department has dollar amounts to work with. Commissioner Kerrigan hopes that Clemans Nelson will come before December 13th, and this is just the contingency if they don't.

The Board agreed to discuss the issue further next Tuesday and Commissioner Kline will send her comments.

Recessed: 10:11 AM

Reconvened: 1:31 PM

COUNTY TREASURER

Present: Brad Cromes and Department of Budget & Financial Management Director Todd Bragg

Treasurer Cromes noted the following:

- The proposed 2019 Budget is not in MUNIS, and he is wondering when it will be. Director Bragg explained once the resolution is adopted on December 13th, he intends to have projections loaded, but it's up to the Auditor's Office as to whether it gets there. January 1, 2019 will show the final budget.
- Will Special Fund budgets be loaded? Director Bragg responded everything will be loaded.
- The Board agreed to 1% adjustment for everyone and in addition, an adjustment will be made for the wage study, but Treasurer Cromes has asked for 2% additionally.
- A financial wellness program makes sense for the County and is a priority for the Treasurer's Office. Treasurer Cromes asks for the Board's support next year to encourage Portage County staff to utilize the program.
- Thanks the Board for the Leadership Portage County opportunity.

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OSU DISCUSSION

Director Bragg asked if the Board wanted to see the OSU Extension Office for a budget meeting and the Board agreed it does not need to see them, but would like to get their rent costs at Oakwood and Director Bragg will follow up.

Commissioner Kline reported she received a telephone call from Julie McLane, Main Street, Ravenna, and she and Bill Barber would like to meet with the Board to discuss what they are doing on Main Street. Clerk will contact for an appointment.

COMMISSIONERS' CONSENT AGENDA

November 20, 2018

RESOLUTIONS

Budget & Financial Management:

1. Amendment to the General Fund 2018 annual appropriation Resolution No. 17-0954, adopted December 19, 2017./18-0824
2. Closing of Funds 4237 Sandy Lake, and 4100 PCBDD Capital. /18-0825
3. Transfer from Fund 1340, PCBDD, to Fund 4101, PCBDD 18 Capt./18-0826
4. Approve project completion date extension for the project known as Waterloo Road Resurfacing in Randolph Township, Portage County./18-0827
5. Accept the Ohio Development Services Agency, Office of Community Development for the 2018 CDBG Critical Infrastructure Program Funds./18-0828

Motion To: Approve the Consent Agenda for November 20, 2018

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

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RESOLUTION NO. 18-0824

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		
010	Commissioners Other		
00109	Commissioner Other Misc Expens	568,862	-
	MEMO TOTAL	<u>\$ 568,862</u>	<u>\$ -</u>
Note:			
520	Municipal Court		
05204	Municipal Court Contract Svcs	0	1,959
05209	Municipal Court ME	1,959	-
	MEMO TOTAL	<u>\$ 1,959</u>	<u>\$ 1,959</u>
Note: Corsa			
	TOTAL MEMO BALANCE ALL AMENDMENTS	<u>\$ 570,821</u>	<u>\$ 1,959</u>

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. 18-0825

**RE: CLOSING OF FUNDS 4237 Sandy Lk, and 4100
PCBDD CAPITAL**

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

WHEREAS, fiscal activity has ceased in Funds 4237 and 4100, all payments have been made and the Treasurer's Cash Balance for each is \$0.00; now therefore be it

RESOLVED, that Fund 4237 – Sandy Lk and Fund 4100 PCBDD Capital, are hereby closed as recommended by the Director of Budget and Financial Management; and be it further

RESOLVED, that a certified copy of this resolution be filed with the Portage County Auditor, and the Engineer's Office, and be it further

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

Roll Call Vote as Follows:

Vicki Kline, Yea;

Sabrina Christian-Bennett, Yea;

Mike Kerrigan, Yea;

RESOLUTION NO. 18-0826

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**RE: TRANSFER FROM FUND 1340, PCBDD, TO
FUND 4101, PCBDD 18 CAPT**

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 has authorized creating fund 4101 via resolution 18-10-03 for capital projects totaling \$360,000 and moving those funds from 1340 to 4101 to make those purchases; now therefore be it

RESOLVED, that the following transfer of funds be made in the amount of \$360,000

FROM:

FUND 1340, PCBDD

ORGCODE- A0000099

Debit Expense Account

Object: 910000 - Transfers Out \$360,000

TO:

FUND 4101 PCBDD 18 Capt.

ORGCODE - T0000092

Credit Revenue Account

Object: 280000 - Transfer In \$360,000

;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 Portage County Board of Developmental Disabilities, 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. 18-0827

**- RE: APPROVE PROJECT COMPLETION DATE
EXTENSION FOR THE PROJECT KNOWN AS
WATERLOO ROAD RESURFACING (CH 87) IN
RANDOLPH TOWNSHIP, PORTAGE COUNTY.**

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

WHEREAS, Resolution 18-0437 accepted and awarded the bid of The Shelly Company for furnishing all labor, materials and equipment necessary to complete the project known as **Waterloo Road Resurfacing (CH 87)** in Randolph Township, Portage County, and

WHEREAS, a contract was entered into with The Shelly Company in the total amount of \$266,296.87, and

WHEREAS, Resolution 18-0803 accepted Contract Change Order No. 1 and Final to said construction agreement, and

WHEREAS, Change Order No. 1 and Final not only decreased the contract by \$6,287.28 but also included an extension to the project completion date, and

WHEREAS, completion of the project was scheduled for September 28, 2018 but was extended by 14 days to October 12, 2018, now therefore be it

RESOLVED, that the Board of Portage County Commissioners do hereby approve the extension to the project completion date, from September 28, 2018 to October 12, 2018, covering the **Waterloo Road Resurfacing Project (CH 87)** in Randolph Township, Portage County, and be it further

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

Roll call vote as follows:

Vicki Kline, Yea;

Sabrina Christian-Bennett, Yea;

Mike Kerrigan, Yea;

B-X-18-1CJ-1

RESOLUTION No. 18-0828

**- RE: ACCEPT THE OHIO DEVELOPMENT SERVICES
AGENCY, OFFICE OF COMMUNITY**

**DEVELOPMENT FOR THE 2018 CDBG
CRITICAL INFRASTRUCTURE PROGRAM
FUNDS**

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

- WHEREAS,** the Board of Portage County Commissioners adopted Resolution 18-0419 on June 7, 2018 and approved the filing of an application for the 2018 CDBG Critical Infrastructure Program funds in the amount of \$285,700; and
- RESOLVED,** OCD awarded \$200,000 for the PY 2018 Street Improvements Project in the Village of Windham.
- RESOLVED,** Portage County was determined to have a high balance or stagnant CDBG Economic Development Revolving Loan Fund (RLF) account. Therefore, OCD is requiring Portage County to commit \$85,700 to the completion of the project as outlined in the application; and be it
- RESOLVED,** the Board of Portage County Commissioners accepts the 2018 CDBG Critical Infrastructure Program funds in the total amount of Two Hundred Thousand Dollars (\$20,000); and be it further
- RESOLVED,** that the grant period begins September 1, 2018 and ends October 31, 2020; and be it further
- RESOLVED,** Portage County agrees to comply with all State and Federal Regulations and Guidelines in the administration and implementation of these funds and designate the President of the Portage County Board of Commissioners, or his/her designee, as the Chief Elected Official to sign all necessary documents in connection with this grant; and be it further
- RESOLVED,** 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. 18-0829

RE: TRANSFER FROM FUND 0001, GENERAL FUND
TO FUND 3012, G O BONDS 2001 RIDDLE
BLOCK

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

WHEREAS, the principle and interest payments on the G O Bonds 2001, Riddle Block is due on December 1, 2018, and

WHEREAS, funds collected from rentals do not cover the entire principle and interest payment due on the bond and,

WHEREAS, the Portage County Board of Commissioners wishes to transfer funds to pay the bond principle and interest; now therefore be it

RESOLVED, that the transfer in the amount of \$60,317.83 be made as follows:

FROM:

FUND 0001, GENERAL FUND

ORGCODE: 00100009

Debit Expense Account

Object 910000: Transfers Out \$ 60,317.83

FUND 3012, G O BONDS 2001 RIDDLE BLOCK

ORGCODE: 30120012

Revenue Account

Object 280000: Transfers In \$ 60,317.83

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 Internal Services Department; 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. 18-0830

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**RE: CASH ADVANCE FROM FUND 0001, GENERAL
FUND TO FUND 3013, GO 2001**

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

WHEREAS, fund 3013, GO 2001, fund's current obligations are exceeding actual revenue therefore; the fund is in need of interim cash until receipt of funds from the courts special project fund are received; now therefore be it;

RESOLVED, that the following cash advance be made in the amount of \$ 586,862.00:

FROM:FUND 0001, GENERAL FUND

ORCODE- 00100009

Debit Expense Account

Object 920000 - Advances-Out \$586,862.00

TO:FUND 3013 GO 2001

ORCODE - 30130012

Credit Revenue Account

Revenue Source 290000 - Advance-In \$586,862.00

and be it further

RESOLVED, the advance will be repaid to the General Fund when the Court's special projects funds are received, 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,

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. 18-0831

**RE: ESTABLISHMENT OF AN ELECTIONS REVENUE
FUND FOR THE BOARD OF ELECTIONS.**

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

- WHEREAS,** in accordance with the Ohio Revised Code 3501.17(I) and 3501.11, the members of the Board of Elections requested the establishment of an Election Revenue Fund on July 5, 2018; and
- WHEREAS,** the purpose of the Election Revenue Fund shall be to accumulate revenue withheld by or paid to the county by political subdivisions for the cost of preparing for and conducting elections known as "Election Chargebacks"; and
- WHEREAS,** the revenue accumulated in the Election Revenue Fund would be used toward the purchase of voting machines, marking devices, automatic tabulating equipment, electronic pollbooks, and voting booths. The Election Revenue Fund shall not accumulate any revenue for the compensation of the members of the board of elections or the director, deputy director, or other regular employees in the board's office; now therefore be it
- RESOLVED,** that this resolution be adopted to establish an Election Revenue Fund for the Board of Elections to be used for the above listed purposes and direct the appropriate departments to transfer any money collected, retained or encumbered for the payment of chargebacks fees to said Fund; and be it further
- RESOLVED,** that the Board of Commissioners shall not terminate the Election Revenue Fund without giving the Board of Elections ninety (90) days prior written notice and an opportunity for the Board of Elections to meet with the Board of Commissioners about the pending fund termination; 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;

JOURNAL ENTRY

November 20, 2018

Department of Budget & Financial Management

1. The Board of Commissioners authorized Commissioner Kline to sign two United States Bankruptcy Court, Northern District of Ohio Proof of Claims, as presented by the Department of Budget & Finance for unpaid water and/or sewer bills as follows:

Name	Address	Amount	Account Number
Christopher Aiken	3531 Jameson Drive, Kent, OH	\$469.98	203-03070-00
Stacie A Fredrickson	9999 Beverly Lane, Streetsboro, OH	\$183.13	402-36440-00

2. 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**

Motion To: Approve the Journal Entry for November 20, 2018 as amended

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

JOURNAL ENTRY II

November 20, 2018

1. The Board of Commissioners authorized Commissioner Kline, President of the Board to sign the 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.

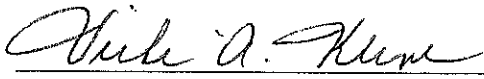
Motion To: Approve the Journal Entry II for November 20, 2018

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

Motion To: Adjourn the Official Meeting of November 20, 2018 at 1:41 PM

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

We do hereby certify that the foregoing is a true and correct record of the Portage County Board of Commissioners' meeting on November 20, 2018



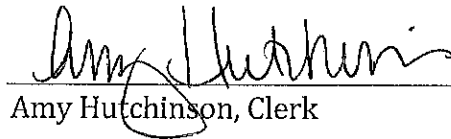
Vicki A. Kline, President



Sabrina Christian-Bennett, Vice President



Mike Kerrigan, Board Member



Amy Hutchinson, Clerk