



# 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, December 4, 2018

9:30 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 and Department of Budget & Financial Management Director Todd Bragg.

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The Board discussed the request from Judge Berger to remove the figures from Juvenile Court's budget that are still inclusive of the fees to be paid to the Portage-Geauga Juvenile Detention. Director Bragg noted it's not Judge Berger's decision, it's the Auditor's decision whether to move it and unless there's a compelling reason to change all the reports, they prefer to leave it alone. Director Bragg has spoken to Ms. Dolin (Juvenile Court) about the request and Commissioner Kline will call the Judge to advise.

Commissioner Christian-Bennett mentioned the Board was to reconvene with the Prosecutor's Office in executive session to discuss a Court Order and the Clerk will follow up with Prosecutor Vigluicci.

The Board also discussed Juvenile Court's request for landscaping, repair to the crack in the floor, and staff raises. Judge Berger is providing his employees 3% (next year), on top of finishing his adjustments over the next two years. Director Bragg also brought up the parenting class and noted Juvenile Court is one of the few Courts that offer this class and the General Fund contributes \$18,000 and Job and Family Services contributes \$18,000. Judge Berger's Court order included the \$18,000 from the General Fund, although this is a non-mandated item that could be disputed. Commissioner Christian-Bennett noted Job and Family Services reduced their contribution to \$16,000.

Director Bragg also pointed out their Workers Comp figures are incorrect and Commissioner Kerrigan suggested the Board adjust the amount and not take it through the legal process, but Director Bragg mentioned it's ordered and that raises the question of whether the Board can process any budget amendments since the original budget was established via court order.

## PLEASE ADD TO YOUR AGENDA

December 4, 2018

1. Amendment to the General Fund Annual Appropriation

**Motion To:** Amendment to the General Fund 2018 Annual Appropriation Resolution No. 17-0954, adopted December 19, 2017./18-0855

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

2. Amendment to the Non-General Fund Annual Appropriation

**Motion To:** Amendment to the Non General Fund 2018 Annual Appropriation Resolution No. 17-0955, adopted December 19, 2017/18-0856

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

## RESOLUTION NO. 18-0855

**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:

		<i>Increase</i>	
Fund: 0001	General Fund		
300	Prosecutor		
03004	Prosecutor Contract Services	0	2,600
03005	Prosecutor Materials & Supplie	2,600	-
03006	Prosecutor Capital Outlay	36,000	-
MEMO TOTAL		<u>\$ 38,600</u>	<u>\$ 2,600</u>

Note: Prosecutor's security

920	Public Defender Commission		
09204	Public Defender Contract Svcs	0	1,300
09205	Public Defender Materials&Supp	1,300	-
MEMO TOTAL		<u>\$ 1,300</u>	<u>\$ 1,300</u>

Note:

TOTAL MEMO BALANCE ALL AMENDMENTS	<u>\$ 39,900</u>	<u>\$ 3,900</u>
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Fund: 0002	General Fund 5739.026		
012	Central Purchasing Services		
20124	GF Int Svcs 5739.026 CS	212,000	-
MEMO TOTAL		<u>\$ 212,000</u>	<u>\$ -</u>

Note: Addt'l approp

TOTAL MEMO BALANCE ALL AMENDMENTS	<u>\$ 212,000</u>	<u>\$ -</u>
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*Increase*

*Decrease*

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; 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 Kline, Yea;

Sabrina Christian-Bennett, Yea;

Mike Kerrigan, Yea;

## RESOLUTION NO. 18-0856

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

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

**RESOLVED,** that it has become necessary to amend the Non General Fund 2018 Annual Appropriation, from the unappropriated, certified fund balance in the amounts and for the purposes set forth in the enumeration shown below as reviewed and recommended by the Director of Budget & Financial Management:

		<i>Increase</i>	<i>Decrease</i>
Fund: 1102	Marine Patrol Grant		
700	Sheriff's Department		
11023	Marine Patrol Salary & Fringes	1,759	-
11024	Sheriff-Marine Patrol CS	-	2,600
11025	Sheriff-Marine Patrol MS	1,341	500
	MEMO TOTAL	<u>\$ 3,100</u>	<u>\$ 3,100</u>

Note: Shortage in

Fund: 1112	Sheriff Inmate Commissary		
700	Sheriff's Department		
11123	Shrf Inmate Commis Salary & Frin	-	7,000
11124	Sheriff Inmate Commissary CS	5,000	-
11125	Sheriff Inmate Commissary MS	12,000	-
11126	Sheriff Inmate Commissary CO	-	10,000
	MEMO TOTAL	<u>\$ 17,000</u>	<u>\$ 17,000</u>

Note: Trf \$ to Supplies and

Fund: 1122	Adult Probation		
590	Adult Probation		
11224	Adult Prob-Comm Corr CS	518	497
	MEMO TOTAL	<u>\$ 518</u>	<u>\$ 497</u>

Note:

		<i>Increase</i>	<i>Decrease</i>
Fund: 1275	RLF CDBG Economic Develpmt		
001	Commissioners		
12754	RLF CDBG Economic Develpmt CS	-	57,431
12758	RLF CDBG Economic Develpmt DE	267,000	-
	MEMO TOTAL	<u>\$ 267,000</u>	<u>\$ 57,431</u>

Note:

Fund: 1410	Job And Family Services		
051	Job And Family Services		
14103	Job & Family Svc Salary&Fringe	20,000	-
14104	Job & Family Services CS	-	20,000
	MEMO TOTAL	<u>\$ 20,000</u>	<u>\$ 20,000</u>

Note: Projected need

Fund: 1414	Child Support General Admini		
051	Job And Family Services		
14144	JFS Child Support General CS	-	15,000
14149	JFS Child Support General ME	15,000	-
	MEMO TOTAL	<u>\$ 15,000</u>	<u>\$ 15,000</u>

Note: Projected need

Fund: 1415	Child Welfare - Special Levy		
051	Job And Family Services		
14154	JFS Child Welfare Levy CS	-	135,000
14159	JFS Child Welfare Levy ME	135,000	-
	MEMO TOTAL	<u>\$ 135,000</u>	<u>\$ 135,000</u>

Note: Projected need

Fund: 4239	2015 Culvert Replcmt		
800	Engineer's Department		
42396	2015 Culvert Replcmt CO	-	20,153
	MEMO TOTAL	<u>\$ -</u>	<u>\$ 20,153</u>

Note:

*Increase**Decrease*

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Fund:	4244	Peck Rd/Lovers Ln Resurfacing	
	800	Engineer's Department	
	42444	Peck Rd/Lovers Ln Resurface CS	- 1,221
	42449	Peck Rd/Lovers Ln Resurf ME	17,902 -
		MEMO TOTAL	<u>\$ 17,902</u> <u>\$ 1,221</u>

Note:

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TOTAL MEMO BALANCE FOR ALL FUNDS	<u>\$ 475,520</u> <u>\$ 269,402</u>

*Increase*

*Decrease*

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; 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 Kline, Yea;

Sabrina Christian-Bennett, Yea;

Mike Kerrigan, Yea;

Director Bragg asked about the days after Christmas and New Years and the Board agreed that at least 1 person must remain on the 7<sup>th</sup> floor to answer the phone and serve the public and Director Bragg volunteered to stay.

The Board also discussed Organizational Day and the first meeting of 2019 and agreed its Organizational meeting will be on Monday, January 14, 2019. The Board also discussed the first Commissioners' meeting and agreed it will be on January 15, 2019 beginning at 9:00 AM and the first Solid Waste Commission meeting will be January 10, 2019 beginning at 9:00 AM. Director Bragg will check with the Auditor's Office to see when MUNIS opens because the Board may need to meet on January 8<sup>th</sup> to accommodate housekeeping items. The Board also agreed to meet twice a week on Tuesdays and Thursdays, but an official resolution will come before the Board on Organizational Day.

The Board received the resignation notice from Commissioner Kerrigan effective Thursday, December 13, 2018.

### **JOURNAL ENTRY**

December 4, 2018

1. The Board of Commissioners acknowledged receipt of the December 3, 2018 correspondence from Commissioner Mike Kerrigan, regarding his resignation from the Office of Portage County Commissioner, effective at the close of business on Thursday, December 13, 2018.

**Motion To:** Approve Journal Entry from December 4, 2018



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

The Board discussed the Stormwater grant applicants and Commissioner Christian-Bennett noted the grant was for \$75,000 and can be split between all applicants. A resolution will be presented tomorrow for Board consideration.

9:54 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 compensation of a public employee, official, licensee, or regulated individual. Also present: Human Resources Director Janet Kovick. Roll call vote: Sabrina Christian-Bennett, Yea; Mike Kerrigan, Yea; Vicki A. Kline, Yea;

10:49 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.

The Board discussed the following outstanding items:

1. Joe Repasky – Waiting to hear back from Soil and Water Conservation for an estimate to complete the work.
2. Water leak at Market Square request to waive fees – Waiting to hear back from Director Bragg as to the highest amount compensated by the Board.
3. Keypad Door Lock for CCW at Justice Center – The Board denied this purchase in terms of a budget adjustment because it should be included in the renovation.
4. Public Defender Commission Budget Amendments – Completed, but an outstanding question remains on the \$51,000 contract. Clerk will contact Attorney Meduri.
5. Courtview – Meeting scheduled with Judge Giulitto and IT Director Lloyd Alger on December 13, 2018.
6. Rail purchase – Commissioner Christian-Bennett sent an e-mail to Chris Craycroft in October but it will not be in place before it transfers.
7. Prosecutor's office salary increases for staff – This item has been resolved.
8. Sheriff's Office budget update (August) – This item has been resolved.

**Motion To:** Adjourn the Official Meeting of Tuesday December 4, 2018 at 10:59 AM

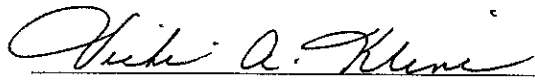
**RESULT:** ADOPTED [UNANIMOUS]

**MOVED:** Mike Kerrigan

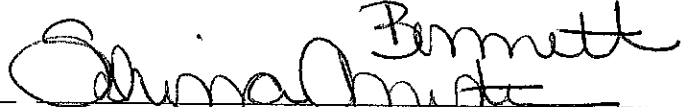
**SECONDED:** Sabrina Christian-Bennett

**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 of December 4, 2018.




Vicki A. Kline, President



Sabrina Christian-Bennett, Vice President

Mike Kerrigan, Board Member



Amy Hutchinson, Clerk