

ORDINANCE NO. 2022- 136

AN ORDINANCE AUTHORIZING THE FINANCE DIRECTOR, UPON THE ISSUANCE OF A CERTIFICATE OF AVAILABILITY OF FUNDS, TO PAY CERTAIN PURCHASE ORDERS MADE THAT EXCEED \$3000.00; AND DECLARING AN EMERGENCY.

WHEREAS, the Finance Director is required by ORC 5705.41(D) to certify the availability of funds to pay for goods or services upon all contracts and purchase orders; and,

WHEREAS, if the Certification of the Finance Director is not attached to the contract or purchase order over Three Thousand Dollars and No Cents (\$3,000.00) Council must pass an ordinance allowing for a warrant for payment to be issued upon the Finance Director's certification that at the time of making the contract or order and at the time of the certification there was sufficient funds necessary for the payment of such contract and orders; and,

WHEREAS, the Finance Director has indicated that such a certification described above can be executed.

NOW, THEREFORE, BE IT ORDAINED by the Council of the City of Kent, Portage County, Ohio:

**SECTION 1.** That the Finance Director is authorized to make such warrants as are necessary to pay the due and owing amounts detailed in Exhibit "A", attached hereto and made an integral part hereof.

**SECTION 2.** That it is found and determined that all formal actions of this Council concerning and relating to the adoption of this Ordinance were adopted in an open meeting of this Council and that all deliberations of this Council, and of any of its committees that resulted in such formation action, were in meetings open to the public in compliance with all legal requirements of Section 121.22 of the Ohio Revised Code.

**SECTION 3.** That this Ordinance is hereby declared to be an emergency measure necessary for the immediate preservation of the public peace, health, safety, and welfare of the residents of this City, for which reason and other reason manifest to this Council this Ordinance is hereby declared to be an emergency measure and shall take effect and be in force immediate after passage.

PASSED: December 21, 2022  
Date

EFFECTIVE: December 21, 2022  
Date

ATTEST: Amy Wilkens  
Amy Wilkens  
Clerk of Council

Jack Amrhein  
Jack Amrhein  
President Pro Tem

I, AMY WILKENS, CLERK OF COUNCIL FOR THE CITY OF KENT, COUNTY OF PORTAGE, AND STATE OF OHIO, AND IN WHOSE CUSTODY THE ORIGINAL FILES AND RECORDS OF SAID COUNCIL ARE REQUIRED TO BE KEPT BY THE LAWS OF THE STATE OF OHIO, HEREBY CERTIFY THAT THE FOREGOING IS A TRUE AND EXACT COPY OF ORDINANCE No. 2022-136, ADOPTED BY THE COUNCIL OF THE CITY OF KENT ON December 21, 20 22.

(SEAL)

Amy Wilkens  
AMY WILKENS  
CLERK OF COUNCIL

# Purchase Order Report

G/L Date Range 01/01/22 - 11/17/22

Sort by Department - Purchase Order Number  
Summary Listing

Purchase Order	2022-00000847	G/L Date	03/04/2022	Amount	4,234.00
Description	PD-Service Contract for LiveScan Fingerprint Machine	Deliver by Date		Voided	.00
Department	01.102 Safety Department,Police Patrol/Investigation/Adm	Printed Date	03/14/2022	Discounted	.00
Vendor	2688 - ID Networks, Inc	Completed Date	03/18/2022	Expensed	4,234.00
Type	Then/Now	Expiration Date		Remaining	.00
Status	Complete			Encumbered	.00
Purchase Order	2022-00002023	G/L Date	09/06/2022	Amount	4,200.00
Description	PD-Tip411 Subscription (Nov 1, 2022-Oct 31, 2024)	Deliver by Date		Voided	.00
Department	01.102 Safety Department,Police Patrol/Investigation/Adm	Printed Date	09/08/2022	Discounted	.00
Vendor	4487 - Citizen Observer LLC	Completed Date	09/09/2022	Expensed	4,200.00
Type	Then/Now	Expiration Date		Remaining	.00
Status	Complete			Encumbered	.00
Purchase Order	2022-00000663	G/L Date	02/04/2022	Amount	3,534.54
Description	FD pumper vehicle repair	Deliver by Date		Voided	.00
Department	01.108 Safety Department,Fire Services/Prevention/EMS	Printed Date	02/07/2022	Discounted	.00
Vendor	2160 - Fallsaw Equipment Co.	Completed Date	02/18/2022	Expensed	3,534.54
Type	Then/Now	Expiration Date		Remaining	.00
Status	Complete			Encumbered	.00
Purchase Order	2022-00001067	G/L Date	04/06/2022	Amount	5,925.15
Description	FD 2022 support for Hazardous materials team	Deliver by Date		Voided	.00
Department	01.108 Safety Department,Fire Services/Prevention/EMS	Printed Date	04/07/2022	Discounted	.00
Vendor	1487 - Portage County Hazmat Team	Completed Date	04/15/2022	Expensed	5,925.15
Type	Then/Now	Expiration Date		Remaining	.00
Status	Complete			Encumbered	.00
Purchase Order	2022-00001238	G/L Date	05/05/2022	Amount	4,000.00
Description	FD fire rated door and installation of it	Deliver by Date		Voided	.00
Department	01.108 Safety Department,Fire Services/Prevention/EMS	Printed Date	05/06/2022	Discounted	.00
Vendor	3624 - Deckmaster Construction Inc.	Completed Date	05/27/2022	Expensed	4,000.00

# Purchase Order Report

G/L Date Range 01/01/22 - 11/17/22

Sort by Department - Purchase Order Number

Summary Listing

Type	Then/Now	Expiration Date	Remaining	.00
Status	Complete	Encumbered	Encumbered	.00
Purchase Order	2022-00001683	07/12/2022	Amount	6,930.00
Description	FD HVAC maintenance service	Deliver by Date	Voided	.00
Department	01.108 Safety Department, Fire Services/Prevention/EMS	Printed Date	Discarded	.00
Vendor	4917 - SPEC HVAC, LLC	Completed Date	Expensed	4,620.00
Type	Then/Now	Expiration Date	Remaining	2,310.00
Purchase Order	2022-00001774	07/28/2022	Amount	3,582.25
Description	FD install receiver/replace hose in bay vehicle exhaust system	Deliver by Date	Voided	.00
Department	01.108 Safety Department, Fire Services/Prevention/EMS	Printed Date	Discarded	.00
Vendor	4156 - Rossman Enterprises, Inc./MagneGrip	Completed Date	Expensed	3,582.25
Type	Then/Now	Expiration Date	Remaining	.00
Status	Complete		Encumbered	.00
Purchase Order	2022-00002138	09/20/2022	Amount	3,353.71
Description	Equity Specialist for Jan-March WFD Grant	Deliver by Date	Voided	.00
Department	02.202 Board of Health, Sanitation & Inspections	Printed Date	Discarded	.00
Vendor	4510 - DeJulius, Angela Jane	Completed Date	Expensed	3,353.71
Type	Then/Now	Expiration Date	Remaining	.00
Status	Complete		Encumbered	.00
Purchase Order	2022-00000428	01/11/2022	Amount	50,000.00
Description	CD - 545 Franklin Rehab (CHIP/CDBG Hometown)	Deliver by Date	Voided	2,100.00
Department	04.402 Community Development Department, Zoning & Building Inspection	Printed Date	Discarded	.00
Vendor	4387 - Ellsworth/Catastrophe Response Team LLC, Tim	Completed Date	Expensed	47,900.00
Type	Then/Now	Expiration Date	Remaining	.00
Status	Complete		Encumbered	.00
Purchase Order	2022-00000430	01/11/2022	Amount	50,000.00



# Purchase Order Report

G/L Date Range 01/01/22 - 11/17/22

Sort by Department - Purchase Order Number

Summary Listing

Description	CD - 932 Hudson Rehab	Deliver by Date	Voided	.00
Department	04.402 Community Development Department,Zoning & Building Inspection	Printed Date	Discounted	.00
Vendor	4387 - Elsworth/Catastrophe Response Team LLC, Tim	Completed Date	Expensed	47,875.00
Type	Then/Now	Expiration Date	Remaining	.00
Status	Complete		Encumbered	.00
Purchase Order	2022-00001378	G/L Date	Amount	6,215.07
Description	CD - Replacement check due to fraudulent activity (P.O. 21-2166)	Deliver by Date	Voided	.00
Department	04.402 Community Development Department,Zoning & Building Inspection	Printed Date	Discounted	.00
Vendor	1130 - Brownfield Restoration Group LLC	Completed Date	Expensed	6,215.07
Type	Then/Now	Expiration Date	Remaining	.00
Status	Complete		Encumbered	.00
Purchase Order	2022-00001753	G/L Date	Amount	331,000.00
Description	CD - Triangle Cleaners OOD Brownfield Remediation Program	Deliver by Date	Voided	.00
Department	04.402 Community Development Department,Zoning & Building Inspection	Printed Date	Discounted	.00
Vendor	1130 - Brownfield Restoration Group LLC	Completed Date	Expensed	21,585.31
Type	Then/Now	Expiration Date	Remaining	309,414.69
Status	Open		Encumbered	309,414.69
Purchase Order	2022-00001764	G/L Date	Amount	4,430.00
Description	CD - Development Planner Intern	Deliver by Date	Voided	.00
Department	04.402 Community Development Department,Zoning & Building Inspection	Printed Date	Discounted	.00
Vendor	1595 - Ryan Alternative Staffing Inc	Completed Date	Expensed	4,430.00
Type	Then/Now	Expiration Date	Remaining	.00
Status	Complete		Encumbered	.00
Purchase Order	2022-00002352	G/L Date	Amount	4,200.00
Description	CD - Census Report Consultant	Deliver by Date	Voided	.00
Department	04.402 Community Development Department,Zoning & Building Inspection	Printed Date	Discounted	.00
Vendor	4974 - Heckman, Heather	Completed Date	Expensed	1,200.00
Type	Then/Now	Expiration Date	Remaining	3,000.00

# Purchase Order Report

G/L Date Range 01/01/22 - 11/17/22

Sort by Department - Purchase Order Number  
Summary Listing

Status	Open	Encumbered	3,000.00
Purchase Order	2022-00000809	Amount	5,064.00
Description	Station II Roof Repairs	Voided	.00
Department	05 Public Services Department	Discounted	.00
Vendor	4440 - Staley Technologies, Inc.	Expensed	4,681.00
Type	Then/Now	Remaining	383.00
Status	Open	Encumbered	383.00
G/L Date	02/28/2022	Amount	4,575.00
Deliver by Date		Voided	.00
Printed Date	03/01/2022	Discounted	.00
Completed Date		Expensed	4,575.00
Expiration Date		Remaining	.00
		Encumbered	.00
Purchase Order	2022-00000870	Amount	7,833.98
Description	Fire Station 2 Building Addition & Roof Alterations (cabling)	Voided	.00
Department	05 Public Services Department	Discounted	.00
Vendor	4798 - Huffman/Huffman Information Tech Svcs, Ashley	Expensed	7,833.98
Type	Then/Now	Remaining	.00
Status	Complete	Encumbered	.00
G/L Date	09/23/2022	Amount	3,042.99
Deliver by Date		Voided	.00
Printed Date	09/27/2022	Discounted	.00
Completed Date	10/07/2022	Expensed	3,042.99
Expiration Date		Remaining	.00
		Encumbered	.00
Purchase Order	2022-00001808	Amount	3,042.99
Description	CM Annual Inspections	Voided	.00
Department	05.560 Public Services Department,Central Maintenance Division	Discounted	.00
Vendor	4497 - CFP Holding Co., LLC/CertaSite, LLC	Expensed	3,042.99
Type	Then/Now	Remaining	.00
Status	Complete	Encumbered	.00
G/L Date	08/03/2022	Amount	3,042.99
Deliver by Date		Voided	.00
Printed Date	08/11/2022	Discounted	.00
Completed Date	08/12/2022	Expensed	3,042.99
Expiration Date		Remaining	.00
		Encumbered	.00

# Purchase Order Report

G/L Date Range 01/01/22 - 11/17/22

Sort by Department - Purchase Order Number  
Summary Listing

Purchase Order	2022-00002061	G/L Date	09/12/2022	Amount	18,232.58
Description	CM State Route 261 Storm Repairs	Deliver by Date	Voided	Voided	.00
Department	05.560 Public Services Department,Central Maintenance Division	Printed Date	10/04/2022	Discounted	.00
Vendor	1272 - Kenmore Construction	Completed Date	10/07/2022	Expensed	18,232.58
Type	Then/Now	Expiration Date		Remaining	.00
Status	Complete			Encumbered	.00
Purchase Order	2022-00001318	G/L Date	05/19/2022	Amount	98,532.24
Description	Project Representative Services during Construction Phase	Deliver by Date	Voided	Voided	.00
Department	05.711 Public Services Department,Engineering Division	Printed Date	05/23/2022	Discounted	.00
Vendor	1147 - CTI Engineers, Inc	Completed Date		Expensed	75,133.74
Type	Then/Now	Expiration Date		Remaining	23,398.50
Status	Open			Encumbered	23,398.50
Purchase Order	2022-00002411	G/L Date	11/08/2022	Amount	4,982.73
Description	Repairs to '20 Chevy Colorado (Pat's truck)	Deliver by Date	Voided	Voided	.00
Department	05.711 Public Services Department,Engineering Division	Printed Date	11/08/2022	Discounted	.00
Vendor	1289 - Klaben Ford Lincoln, Inc	Completed Date	11/10/2022	Expensed	4,982.73
Type	Then/Now	Expiration Date		Remaining	.00
Status	Complete			Encumbered	.00
Purchase Order	2022-00000475	G/L Date	01/12/2022	Amount	13,177.91
Description	Fuel purchases in 2021	Deliver by Date	Voided	Voided	.00
Department	07.708 Budget & Finance Department,Financial Admin.	Printed Date	01/12/2022	Discounted	.00
Vendor	2229 - Cuyahoga Landmark Inc	Completed Date	01/14/2022	Expensed	13,177.91
Type	Then/Now	Expiration Date		Remaining	.00
Status	Complete			Encumbered	.00
Purchase Order	2022-00000488	G/L Date	01/13/2022	Amount	7,380.99
Description	Fuel purchased in Dec 2021	Deliver by Date	Voided	Voided	.00
Department	07.708 Budget & Finance Department,Financial Admin.	Printed Date	01/13/2022	Discounted	.00



# Purchase Order Report

G/L Date Range 01/01/22 - 11/17/22

Sort by Department - Purchase Order Number  
Summary Listing

Vendor	2229 - Cuyahoga Landmark Inc	Completed Date	01/14/2022	Expensed	7,380.99
Type	Then/Now	Expiration Date		Remaining	.00
Status	Complete			Encumbered	.00
Purchase Order	2022-00000733	G/L Date	02/15/2022	Amount	3,731.47
Description	2021 First Half Property Taxes 252-266 N. Water St.	Deliver by Date		Voided	.00
Department	07.708 Budget & Finance Department,Financial Admin.	Printed Date	02/15/2022	Discounted	.00
Vendor	2409 - Downtown Kent Corporation	Completed Date	02/18/2022	Expensed	3,731.47
Type	Then/Now	Expiration Date		Remaining	.00
Status	Complete			Encumbered	.00
Purchase Order	2022-00001157	G/L Date	04/20/2022	Amount	20,000.00
Description	Temp for the Utility Billing dept	Deliver by Date		Voided	.00
Department	07.708 Budget & Finance Department,Financial Admin.	Printed Date	04/20/2022	Discounted	.00
Vendor	1595 - Ryan Alternative Staffing Inc	Completed Date	09/23/2022	Expensed	18,254.01
Type	Then/Now	Expiration Date		Remaining	.00
Status	Complete			Encumbered	.00
Purchase Order	2022-00002258	G/L Date	10/10/2022	Amount	3,165.40
Description	86,000 Custom Forms, 70,000 #10 dual envelopes	Deliver by Date		Voided	.00
Department	07.708 Budget & Finance Department,Financial Admin.	Printed Date	10/10/2022	Discounted	.00
Vendor	1650 - Smartbill, LTD	Completed Date	10/14/2022	Expensed	3,165.40
Type	Then/Now	Expiration Date		Remaining	.00
Status	Complete			Encumbered	.00
Purchase Order	2022-00002318	G/L Date	10/24/2022	Amount	4,050.00
Description	CMO - Old GovQA Software support fee	Deliver by Date		Voided	.00
Department	09 City Manager	Printed Date	10/26/2022	Discounted	.00
Vendor	4359 - Granicus, LLC	Completed Date	11/10/2022	Expensed	4,050.00
Type	Then/Now	Expiration Date		Remaining	.00
Status	Complete			Encumbered	.00