

**ORDINANCE NO. 2025 - 109**

**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.

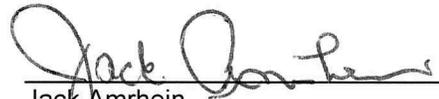
**NOW, THEREFORE, BE IT ORDAINED** by the Council of the City of Kent, Portage County, Ohio:

**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 and 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: 12/17/25  
Date

  
\_\_\_\_\_  
Jack Amrhein  
Mayor and President of Council

EFFECTIVE: 12/17/25  
Date

ATTEST:   
\_\_\_\_\_  
Kathleen Coleman  
Clerk of Council

I, KATHLEEN COLEMAN, 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. 2025-109**, ADOPTED BY THE COUNCIL OF THE CITY OF KENT ON December 17, 2025.

(SEAL)

  
\_\_\_\_\_  
KATHLEEN COLEMAN  
CLERK OF COUNCIL

# Purchase Order Report

G/L Date Range 11/12/25 - 12/09/25  
 Sort by Department - Purchase Order Number  
 Detail Listing

Department **02.201 Board of Health,Water Reclamation Lab**  
 Purchase Order 2025-00002580  
 Description HD- Comm Health Needs Assmt 2025, Imp Plan 2026-2028  
 Department 02.201 Board of Health,Water Reclamation Lab  
 Vendor 1489 - Portage County Health Dept  
 Type Then/Now  
 Status Complete

Item 1	Description	Misc Contractual - Oversampling of Kent- 2025 CH Needs Assmt, 2026-28 CH Imp Plan	Status	Complete	Amount	12,920.00
	Quantity	1.0000	Vendor Part Number		Voided	.00
	U/M	Each	Contract Number		Discounted	.00
	Price per Unit	12,920.00	Discount	0%	Expensed	12,920.00
					Remaining	.00
					Encumbered	.00

G/L Account  
 110-02-520-205.7390 (Health Department-Health Department-Public Health & Welfare-Workforce and Vaccination Center.Misc Contractual)

Department	<b>02.201 Board of Health,Water Reclamation Lab</b>	Totals	1	Amount	\$12,920.00
				Voided	\$0.00
				Discounted	\$0.00
				Expensed	\$12,920.00
				Remaining	\$0.00
				Encumbered	\$0.00

Purchase Order 2025-00002565 G/L Date 12/01/2025 Amount 9,736.10

# Purchase Order Report

G/L Date Range 11/12/25 - 12/09/25  
 Sort by Department - Purchase Order Number  
 Detail Listing

Description	CM Supplies	Deliver by Date	Voided	.00
Department	05.560 Public Services Department,Central Maintenance Division	Printed Date	Discounted	.00
Vendor	5505 - L-B Water Service, Inc.	Completed Date	Expensed	9,736.10
Type	Then/Now	Expiration Date	Remaining	.00
Status	Complete		Encumbered	.00
Department	<b>05.711 Public Services Department,Engineering Division</b>			
Purchase Order	2025-00002622	G/L Date	Amount	48,530.00
Description	ENG-Crackseal several streets; managed by Cent Maintenance	Deliver by Date	Voided	.00
Department	05.711 Public Services Department,Engineering Division	Printed Date	Discounted	.00
Vendor	3302 - Innovative Pavement Mnt, Ltd/Asphalt Fabrics	Completed Date	Expensed	48,530.00
Type	Then/Now	Expiration Date	Remaining	.00
Status	Complete		Encumbered	.00
Item 1	Description	Complete	Amount	48,530.00
	Contracts - ENG-Crackseal several streets; managed by Cent Maintenance	Status		
	Quantity	Vendor Part Number	Voided	.00
	U/M	Contract Number	Discounted	.00
	Price per Unit	Discount	Expensed	48,530.00
			Remaining	.00
			Encumbered	.00
	G/L Account	Project	Amount	
	301-05-560-604.7680 (Capital Improvements-Service Department-Central Maintenance-Capital Projects.Contracts)	2025CIP001 (Annual Street & Sidewalk Program)	48,530.00	
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	Department	<b>05.711 Public Services Department,Engineering Division</b>	Totals	1
			Amount	\$48,530.00
			Voided	\$0.00
			Discounted	\$0.00
			Expensed	\$48,530.00
			Remaining	\$0.00

# Purchase Order Report

G/L Date Range 11/12/25 - 12/09/25  
 Sort by Department - Purchase Order Number  
 Detail Listing

										Encumbered	\$0.00
Purchase Order	2025-00002594		G/L Date	12/03/2025		Amount		13,350.00			
Description	FIN- Parking Tickets November 2025		Deliver by Date	12/03/2025		Voided		.00			
Department	07.708 Budget & Finance Department,Financial Admin.		Printed Date	12/03/2025		Discounted		.00			
Vendor	1495 - Portage County Municipal Court		Completed Date	12/02/2025		Expensed		13,350.00			
Type	Then/Now		Expiration Date			Remaining		.00			
Status	Complete					Encumbered		.00			
Item 1	Description	Refunds - Parking Tickets November 2025	Status	Complete	Amount	13,350.00					
	Quantity	1.0000	Vendor Part Number		Voided	.00					
	U/M	Each	Contract Number		Discounted	.00					
	Price per Unit	13,350.00	Discount	0%	Expensed	13,350.00					
					Remaining	.00					
					Encumbered	.00					
	G/L Account		Project		Amount						
	804-07-580-914.7710 (T&A Escrow-Budget & Finance-Non Programs-Fines Held For Court.Refunds)				13,350.00						
Department <b>07.708 Budget &amp; Finance Department,Financial Admin.</b> Totals 5										Amount	\$14,185.74
										Voided	\$0.00
										Discounted	\$0.00
										Expensed	\$14,185.74
										Remaining	\$0.00
										Encumbered	\$0.00