

**CONNEAUT ENERGY SPECIAL IMPROVEMENT DISTRICT, INC.
BOARD OF DIRECTORS**

The Board of Directors (the "Board") of the Conneaut Energy Special Improvement District, Inc. (the "District") met on March 4, 2020 at 9:30 AM at Conneaut City Hall Council Chambers, 294 Main Street, Conneaut, Ohio 44030, with the following members present:

Mr. Bondin introduced the following resolution and Ms. Newcomb moved its passage:

RESOLUTION NO. 2020-03

RESOLUTION ADOPTING PUBLIC RECORDS POLICY

WHEREAS, the Ohio Public Records Act, as applied to the District pursuant to Ohio Revised Code Section 1710.02(C), requires the District to maintain open records that are available for inspection by the public; and

WHEREAS, it is advisable to adopt a public records policy and a records retention schedule to ensure compliance with all applicable requirements found in the Ohio Public Records Act; and

WHEREAS, Ohio Revised Code Section 149.43(E) provides for the designation of an officer responsible for administering certain obligations of a public office pursuant to the Ohio Public Records Act.

NOW, THEREFORE, BE IT RESOLVED by the Board that:

Section 1. This Board hereby formally adopts the Conneaut Energy Special Improvement District, Inc. Public Records Policy (the "Policy"), which Policy is attached as **Exhibit A** to this Resolution.

Section 2. This Board hereby designates Jim Hockaday to serve as Public Records Officer for the Conneaut Energy Special Improvement District, Inc. until such time when this Board shall appoint a new Public Records Officer.

Section 3. This Board hereby finds and determines that all formal actions taken relative to the passage of this Resolution were taken in an open meeting of this Board, and that

all deliberations of this Board and of its committees, if any, which resulted in formal action, were taken in meetings open to the public, in full compliance with applicable legal requirements, including Ohio Revised Code Section 121.22.

Section 4. This Resolution shall be in full force and effect immediately upon its passage.

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ms. ledford seconded the motion and, after discussion, a roll call vote was taken and the results were:

Voting Aye: Hockaday, Zepitella, Newcombs, Pruzse, ledford

Voting Nay: Ø

Passed: March 4, 2020

BOARD OF DIRECTORS, CONNEAUT
ENERGY SPECIAL IMPROVEMENT
DISTRICT, INC

Attest: J. Sapp
Secretary

[Signature]
Chairperson

CERTIFICATE

The undersigned Secretary of the Board of Directors of the Conneaut Energy Special Improvement District, Inc. hereby certifies that the foregoing is a true copy of a resolution duly adopted by the Board of Directors of said District on March 4, 2020.

J. Sapp
Secretary, Board of Directors
Conneaut Energy Special Improvement
District, Inc.

EXHIBIT A

[See Attached]

PUBLIC RECORDS DESIGNATION

DATE: March 4, 2020

TO: Jim Hockaday, Public Records Officer, Conneaut Energy Special Improvement District, Inc.

CC: Secretary, Conneaut Energy Special Improvement District, Inc.

RE: Public Records Designation

Pursuant to Resolution No. 2020-03 of the Conneaut Energy Special Improvement District, Inc. Board of Directors passed on March 4, 2020, I hereby appoint you, Jim Hockaday, Public Records Officer, Conneaut Energy Special Improvement District, Inc., as my official designee in accordance with Ohio Revised Code 149.43 et seq., the Ohio Public Records Law.

By: 

Name: Jack H. Prouse

Title: Chairperson

Date: March 4, 2020

CONNEAUT ENERGY SPECIAL IMPROVEMENT DISTRICT, INC.

PUBLIC RECORDS POLICY

INTRODUCTION

Under Ohio Revised Code Section 1710.02(C), the Conneaut Energy Special Improvement District, Inc. (the "ESID") is subject to the Ohio Public Records Act as provided in Ohio Revised Code Section 149.43 (the "Act"), which Act provides for prompt inspection of public records and requires that copies of existing public records be provided in a reasonable period of time. It is the policy of the ESID to strictly adhere to the Act.

DEFINITIONS

"Record" is defined by the Ohio Revised Code and generally includes any item that is kept by a public office that: (1) is stored on a fixed medium (items such as photographs, negatives, videos, maps, voice mails, e-mails, and computer files might constitute "records"); (2) is created, received, or sent under the jurisdiction of a public office, and (3) documents the organization, functions, policies, decisions, procedures, operations, or other activities of the public office.

"Public Record" is defined by the Ohio Revised Code and generally includes all records maintained by or for the ESID unless the records are specifically exempt from disclosure under the Ohio Revised Code or the disclosure of the record(s) is prohibited by state or federal law.

POLICY

Section 1. Availability of Public Records

It is the policy of the ESID that, as required by law, the ESID shall organize and maintain its records in a manner such that they can be made available for inspection or copying. If possible, the ESID will post this public records policy in a conspicuous location.

The ESID will provide prompt inspection of records, if requested. Public records will be available for inspection at all reasonable times during regular business hours between 8:30 a.m. and 4:00 p.m. Upon request, the ESID will make copies of public records available within a reasonable time and as outlined in this Policy.

Section 2. Records Requests

Public records requests need not be submitted in writing. The requester need not identify himself or herself, and will not be required to disclose the intended use of the requested information. Requesters are encouraged, but not required, to submit written requests that describe the documents sought in sufficient detail to assist the ESID in identifying the documents sought.

If a request is denied, in whole or in part, the requester shall be provided an explanation including the legal authority setting forth why the request was denied. Any information that is exempted from disclosure will be redacted from the document and the reason for the redaction noted.

Section 3. Time for Satisfying Public Records Requests

Each request should be evaluated for an estimated length of time required to gather the records. Public records must be made available for inspection promptly. Copies of public records must be made available within a reasonable time. "Prompt" and "reasonable" take into account the volume of records requested, location of records, need for legal review, and any other factors which reasonably impact the time for satisfying a public records request.

Section 4. Costs for Public Records Requests

The ESID will only charge its actual cost for copies, unless the cost is otherwise set by statute:

- a. First ten (10) pages of regular 8.5 x 11 pages will be provided at no charge.
- b. All pages thereafter, eleven cents (\$.11) per page (double-sided is counted as one (1) page).

Upon request, the ESID shall provide copies of public records via the U.S. mail or by any other means of delivery transmission. The ESID may transmit documents electronically if, in the ESID's discretion, electronic transmission is feasible. There will be no charge for documents that are transmitted electronically. The ESID may require prepayment of the cost of copies in addition to costs associated with mailing such copies.

Section 5. Public Records Officer

The ESID has designated Jim Hockaday to serve as its public records officer and records custodian.

Section 6. Application of Law

Notwithstanding the existence of this policy, the ESID hereby informs the public that it shall comply with the requirements of the Ohio Public Records Act, including, but not limited to, Section 149.43 of the Ohio Revised Code, and that the provisions of the Ohio Public Records Act, and any amendments thereto, supersede and take precedence over this policy. The ESID retains the right to amend this policy at any time in accordance with the Act.

Section 7. Effective Date and Revisions

Effective March 4, 2020