

**Regular Meeting #05- 2013
Fairfield County Commissioners' Office
February 5, 2013**

Review Session

The Commissioners met at 9:01 a.m. to review legal issues and pending or future action items and correspondence. Commissioner Davis called the meeting to order with the following Commissioners present: Steven Davis, Mike Kiger, and Dave Levacy. Also present were Carri Brown, Jason Dolin, Lisa Notestone, David Miller, Dennis Keller, Tony Vogel and Staci Knisley.

Mr. Davis stated that Rachel Elsea has accepted the position to be the Board of Commissioners' Clerk. Mr. Davis stated that Ms. Elsea is a wonderful bundle of energy. Mr. Kiger stated that he thought a press release should be sent out. Mr. Davis stated that maybe next week it can be discussed. Mr. Davis stated that he talked with Congressman Steve Stivers regarding the personnel situation involving his office hiring Ms. Elsea. Mr. Davis stated that Mr. Stivers appreciates the conversation regarding the Board's decision hiring Ms. Elsea.

- Legal Update

- a. Informational items from Prosecuting Attorney Jason Dolin re: bonds for Elected Officials and employees

Mr. Dolin stated that Common Pleas Court Bailiff needs to have a \$5,000 bond filed with the Sheriff. Mr. Dolin stated that Judge Martin wanted him to relay the information to the Board and let them know that Common Pleas Court will be paying for the bond. Mr. Dolin stated that the requirement for the bond for the Common Pleas Court Bailiff is being looked at by the Ohio Supreme Court and may be eliminated.

- Old Business

- a. Follow up with Jonathon Ferbrache – Agricultural Easement Purchase Program

Ms. Brown presented a letter of follow up to the Board for their approval and signatures. Mr. Davis stated that he is fine with the letter.

Mr. Kiger stated that there is a letter of appreciation to Mr. Ferbrache regarding the Agricultural Easement process that will be discussed later in review.

- b. Proposed Dates for Roundtables for Elected Officials and Department Heads

Ms. Brown suggested the following dates for Elected Officials and Department Heads Roundtables followed by a regular meeting: February 14, May 16, August 5 and December 5. Ms. Brown stated that the February 14th Roundtable is suggested to inform Elected Officials and Department Heads about insurance enrollment for employees. Ms. Brown stated that each Roundtable will have a purpose or the Roundtable will be canceled. Ms. Brown stated that Department Head meetings will also be scheduled with the Board on those days following the meeting. Mr. Davis stated that he loved the idea. Ms. Brown stated that the Leadership Conference will be scheduled for September or October, and everyone should take a look at their calendars for those months.

- New Business

- a. Pine Grove Host Fund, Fairfield Foundation

Ms. Brown stated that the Fairfield Foundation oversees the Pine Grove Host Fund and that former Commissioner Judy Shupe served on Committee

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associated with the Fund. Ms. Brown stated that there is no specific term and that Committee meets once annually. Ms. Brown stated that Ms. Shupe expressed interest in remaining on the committee and would like to be appointed as the Board of Commissioners' representative. The Foundation is supportive of Ms. Shupe continuing to serve. Mr. Davis stated that the Board would enthusiastically like to appoint Ms. Shupe as the Board's representative.

Approval of appointing Judith K. Shupe to the Pine Grove Host Committee as a representative for the Fairfield County Board of Commissioners

On the motion of Dave Levacy and second of Mike Kiger, the Board voted to appoint Judith K. Shupe to the Pine Grove Host Committee as a representative for the Fairfield County Board of Commissioners.

Roll call vote of the motion as follows:

Voting aye thereon: Levacy, Kiger and Davis

- **Correspondence & Documents Received**

- a. Email from Commissioner Bubb regarding article in the Buckeye Lake Beacon Ms. Brown presented a thank you card for everyone to sign for the Licking County Commissioners for their support of new business in Fairfield County.
- b. Law Enforcement Trust fund Report, Prosecuting Attorney
Mr. Davis stated that it was reported that the beginning balance was around \$22,000, income was \$20,000, and expenses were around \$4,000 and left a balance of \$39,000, with rounding. Mr. Davis stated that he thought the result of the report was fantastic.
- c. Notice from Division of Liquor Control
Mr. Kiger stated that typically an inquiry regarding the local establishment to the Sheriff is made. Mr. Davis stated that this request is for sales only and if the Board does nothing, then the request is approved.
- d. Draft Minutes from CFLP Policy Committee and Board of Directors Meeting/Sales Tax change from State
Mr. Davis stated that the main issue for CFLP funding depends on House Bill 492. Mr. Davis stated that if the bill is completed there is discussion to consolidate the Solid Waste divisions. Mr. Davis stated that this might be included in the Biennial update but has no hint or indication that it would. Mr. Davis stated that EPA consolidation could be in the fall. Mr. Davis stated that he inquired about Carol Phillip's note regarding the sales tax standpoint. Mr. Kiger stated that he sent an email to Ed and talked with Carri Brown about the sales tax. Ms. Brown stated that the Governor's proposed budget will reduce state sales tax rate from 5 ½ % to 5 %; broaden state and local sales tax base to include more taxed services, unless specifically exempted; reduce local tax rates to a rate that would represent a cap of a 10% increase in sales tax revenues, with new tax rates reset based on review of the revenues received. Ms. Brown stated that she can conduct more research on this, but this is what she came away with on her first read. Mr. Davis stated that the state revenue is looked at every month. Mr. Kiger stated that it is an in depth area. Mr. Davis stated that they will all learn more about the Biennial Budget in February and the coming months, with the state budget passed at the end of June with an effective date of July 1.

Meeting with Corey Schoonover & Bill Huffman with the Fairfield Area Humane Society

The Board of Commissioners met at 9:19 a.m. with Corey Schoonover and Bill Huffman with the Fairfield Area Humane Society to discuss the Humane Society's request of additional monies from the Board. Commissioner Davis called the meeting to order with the following Commissioners present: Steven Davis, Mike Kiger and Dave Levacy. Also present were Carri Brown, Dennis Keller and Staci Knisley.

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Mr. Schoonover stated that he brought Mr. Huffman with him because he goes on most of the calls that they receive. Mr. Schoonover stated that he greatly appreciated the allocation on a yearly basis. Mr. Schoonover stated that an increase in costs is necessary for awareness. Mr. Schoonover stated that Mr. Huffman goes on calls, resulting in 27,000-30,000 miles logged each year on cruelty calls.

Mr. Davis asked Mr. Schoonover to explain his budget. Mr. Schoonover stated that the Fairfield Area Humane Society did not have a firm budget and that their business model for the budget is poor at this time. Mr. Schoonover stated that in 2010 their budget was in the whole by \$17,000. Mr. Schoonover stated that in 2011 there was an increase in donations that increased their income by 30%, to \$211,000. Mr. Schoonover stated that in 2012 their donations had increased 17% up to \$243,000, yet they still ended up \$12,000 in the whole by year end. Mr. Schoonover stated that the allocation from the Board of Commissioners was originally supposed to offset the costs associated with the humane officer.

Mr. Davis asked Mr. Schoonover about any cash on hand, and was there any carryover. Mr. Schoonover stated that cash on hand is about \$140,000. Mr. Schoonover stated that the \$140,000 included assets such as vehicles and cat condos. Mr. Schoonover stated that since he has taken over the leadership, the Board has been hard pressed to spend the carryover. Mr. Schoonover stated that the continued trend of spending would diminish the cash within ten (10) years. Mr. Schoonover stated that they have two checking accounts that are money market accounts. Mr. Schoonover stated that they have a fund known as the "Sugar" fund that was created and specifically used for severely injured animals. Mr. Huffman stated that the Sugar Fund was created back when they had a Rottweiler that was beaten badly. Mr. Huffman stated that they received donations of overseas contributions of \$70,000. Mr. Schoonover stated that the Sugar fund is set aside for abused animals.

Mr. Kiger stated that in 2008, the 2009 Budget was approved with 9% reductions. Mr. Kiger stated that the allocation for the Humane Society was \$7500 and now is \$6825.

Mr. Levacy asked Mr. Schoonover if they received any funding from the National Humane Society. Mr. Schoonover responded no. Mr. Levacy stated that the Fairfield Area Humane Society asked if the Humane Society was primarily funded by donations. Mr. Schoonover stated that donations were their primary funding and that adoption fees mainly covered veterinarian expenses. Mr. Schoonover stated that the Veterinarian that they use is located in Canal Winchester, Franklin County. Mr. Levacy stated that he appreciates what the Humane Society does.

Mr. Schoonover stated that at times being associated with the Dog Shelter is frustrating, as the Humane Society has been taking criticism from other groups. Mr. Schoonover stated that one of the Humane Society's main goals is to spay and neuter pets. Mr. Schoonover stated that they offer monthly opportunities, and anyone can sign up at relatively low costs. Mr. Schoonover stated that the costs are \$55 for cats and \$110 for dogs, with the service including rabies shots.

Mr. Schoonover stated he would like coordinate a group effort between the Dog Shelter and the Fairfield Area Humane Society by offering vouchers for spaying and neutering dogs when a person adopts through the Dog Shelter. Mr. Schoonover recommended that the Dog Shelter raise their \$50 adoption fee to \$75, \$25 would go to the Humane Society to offset the cost of the voucher service. Mr. Schoonover stated that the thought process of raising the adoption fee is that if you cannot afford to spend an additional \$25 to adopt a dog, then you should not be adopting one. Mr. Schoonover stated that a voucher from the Fairfield Area Humane Society would be given to each person that adopts a dog. Mr. Schoonover stated that the \$25 would go towards the \$110 spay and neuter surgery. Mr. Schoonover stated the \$25 would help offset costs for the Humane Society and would help control population.

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Mr. Kiger stated that Dog Shelter monies cannot be used for cats. Mr. Schoonover stated that he is opened to any ideas. Mr. Schoonover stated that the voucher would be exclusively for dogs. Mr. Schoonover stated that 40-50 dogs are spayed and neutered once a month at the Humane Society. Mr. Schoonover stated that the voucher program would show the public that the county and the Humane Society are being proactive and working together, and it may be a program that would be helpful until a more robust program is in place.

Mr. Davis asked if there is a price break for 501(c)3 organizations. Mr. Kiger stated that it is decided on a case by case basis. Mr. Levacy recommended for Mr. Schoonover and Ms. Brown to meet. Mr. Kiger recommended that they also meet with Mike Miller, Dog Warden.

Mr. Davis asked what mechanics were used to decide if the Dog Shelter should invest in spaying and neutering their dogs. Mr. Huffman stated that it would have to be Mike Miller's decision. Mr. Huffman stated that Mr. Miller would have to determine if the dog was old or vicious before spaying and neutering, as it would not make sense to spay or neuter a dog every dog.. Mr. Huffman stated that Mr. Miller has contacted him a few times asking for advice. Mr. Huffman stated that he does not give Mr. Miller recommendations for decisions. Mr. Huffman stated that he tells them whether or not he feels that the Humane Society would consider the dogs adoptable. Mr. Schoonover stated that he did not feel comfortable in making specific decisions about putting a dog down specifically.

Mr. Schoonover stated that initiating the voucher program would help control the population. Mr. Davis stated that the Board would get back with Mr. Schoonover on the additional stipend after he meets with Ms. Brown for further discussion to have fully analyzed the option. Ms. Brown stated that she would work with Mr. Schoonover and analyze the process.

Mr. Huffman stated that the Humane Society has treated dogs at the Dog Shelter with medical problems in the past. Mr. Schoonover stated that they do not discriminate and put effort in all cats and dogs if possible. Ms. Brown stated that there needs to be a strategy for training and public awareness and a community effort for a proactive spay and neuter program.

Mr. Davis stated that when looking back on the new euthanasia process and decision to make that change, the Board needs to remind everyone that there were some very reasonable people that felt the process needed to be changed. Mr. Schoonover stated that public perception is that the Board only changed the process to please or keep certain advocates quiet. Mr. Kiger stated that the process was thoroughly researched and was well supported.

Mr. Davis stated that the Board will take Mr. Schoonover's request under advisement to make a change in the stipend and directed Mr. Schoonover to meet with Ms. Brown to discuss the voucher program further. Mr. Davis stated that the Board would like to be helpful.

Review continued at 9:53 a.m.

- Correspondence & Documents Received continued
Mr. Davis acknowledged the following:
 - e. Appreciation letter to the Commissioners for Jonathan Febraches's work on Agricultural Easement programs
 - f. Thank you card from Robin Smith, Clerk interview
 - g. CCAO Solid Waste Management Legislative Issue bulletin

Recess at 9:53 a.m.

Mr. Davis stated that there will be a brief recess until the 10:00 Regular Meeting.

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Commissioners' Regular Meeting

A regular meeting of the Fairfield County Board of Commissioners was held on Tuesday, February 5, 2013 beginning at 10:05 a.m., with the following Commissioners present: Steven Davis, Mike Kiger and Dave Levacy. Also present were Jason Dolin, Ed Laramée, Carri Brown, Bill Miller, Lisa Notestone, David Miller and Staci Knisley.

Pledge of Allegiance

Commissioner Davis asked everyone to rise as able, and he led the Pledge of Allegiance.

Announcements

Commissioner Davis asked Ms. Knisley if there were any announcements. Ms. Knisley stated that she had no announcements.

Public Comment

Commissioner Davis asked if there were anyone from the public who would like to speak or offer comments. No public comments were made.

Approval of Minutes for the Tuesday, January 29, 2013

On the motion of Mike Kiger and second of Dave Levacy, the Board of Commissioners voted to approve the Minutes for Tuesday, January 29, 2013.

Roll call vote of the motion resulted as follows:
Voting aye thereon: Mike Kiger, Dave Levacy and Steve Davis

ADAMH BOARD

A resolution to approve the payment of invoices without appropriate carry-over purchase orders for the Fairfield County ADAMH Board

On the motion of Dave Levacy and second of Mike Kiger, the Board of Commissioners voted to approve the payment of invoices without appropriate carryover purchase orders for the Fairfield County ADAMH Board; see resolution # 2013-02.05.a

Roll call vote of the motion resulted as follows:
Voting aye thereon: Dave Levacy, Mike Kiger and Steve Davis

Approval of Auditor's Office Financial Resolutions

On the motion of Mike Kiger and second of Dave Levacy, the Board of Commissioners voted to approve the following Auditor's financial resolutions:

2013-02.05.b A Resolution to approve to rescind Resolution # 2013-01.29.o, Approval of amended certificate, update receipt, increase appropriations, and fund to fund transfer [Auditor- Finance]

2013-02.05.c A resolution authorizing a fund to fund transfer. [INSURANCE 7671 TO GENERAL 1001] [Auditor- Payroll]

2013-02.05.d – Resolution to approve a refund as a memo expenditure for fund# 7428 [Auditor- Payroll]

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Roll call vote of the motion resulted as follows:
Voting aye thereon: Mike Kiger, Dave Levacy and Steve Davis

CLERK OF COURTS' OFFICE

A resolution to appropriate from unappropriated in a major expenditure object category & fund to fund transfer

On the motion of Dave Levacy and second of Mike Kiger, the Board of Commissioners voted to approve the resolution to appropriate from unappropriated in a major expenditure object category and a fund to fund transfer for the Fairfield County Clerk of Court; see resolution # 2013-02.05.e

Roll call vote of the motion resulted as follows:
Voting aye thereon: Dave Levacy, Mike Kiger and Steve Davis

Approval of Commissioners' Office Resolutions

On the motion of Mike Kiger and second of Dave Levacy, the Board of Commissioners voted to approve the following Commissioners' Office resolutions:

2013-02.05.f A resolution authorizing the 2013 allocation to the 2013 Pickerington Violet Festival [Commissioners]

2013-02.05.g A resolution to rescind resolution 2012-12.04.d (approval of the appointment of members to the Tax Incentive Review Council) and to approve the appointment of members to the Tax Incentive Review Council [Commissioners]

2013-02.05.h A resolution to approve the amending the certificate, update receipt line item for additional unanticipated receipts & appropriate from unappropriated into a major expenditure category – Fund # 2736 FY2012 Recycling Drop off[Commissioners]

2013-02.05.i A resolution to appropriate from unappropriated in a major expenditure object category for CDBG HOME project income Fund# 2591 [Commissioners]

2013-02.05.j A resolution to approve to ratify previous authorization of a Repayment of Advance extension date – FAA FY2010 Fund #3011 sub fund# 8000 [Commissioners]

2013-02.05.k A resolution to approve a fund to fund transfer from the General Fund #1001 to the Flexible Spending Account Fund # 7680, Managed by the County Auditor [Commissioners]

Roll call vote of the motion resulted as follows:
Voting aye thereon: Mike Kiger, Dave Levacy and Steve Davis

DOMESTIC RELATIONS COURT

A resolution to amend the certificate, update receipt line item & request for appropriations for additional unanticipated receipts for the Special Projects Fund (2625)

On motion of Dave Levacy and second of Mike Kiger, the Board voted to approve a resolution to amend the certificate, update the receipt line item

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and request for appropriations for additional unanticipated receipts for the Special Projects fund # 2625; see resolution # 2013-02.05.l

Roll call vote of the motion resulted as follows:

Voting aye thereon: Dave Levacy, Mike Kiger and Steve Davis

Approval of Engineer's Office resolutions

On the motion of Mike Kiger and second of Dave Levacy, the Board of Commissioners voted to approve the following Engineer's' Office resolutions:

2013-02.05.m A resolution authorizing a fund to fund transfer. [Engineer]

2013-02.05.n A resolution to amend the certificate, update receipt line item & request for appropriations for additional unanticipated receipts of Memo receipts and memo expenses for fund 3445 [Engineer]

2013-02.05.o A resolution to amend the certificate, update receipt line item & request for appropriations for additional unanticipated receipts of Memo receipts and memo expenses for fund 3445. [Engineer]

2013-02.05.p A resolution to appropriate from unappropriated in a major expenditure object category County Engineer 2024-Motor Vehicle [Engineer]

2013-02.05.q A resolution to approve the change to a bridge load rating. [Engineer]
Discussion: Mr. Levacy stated that he would like to ask Jeremiah Upp questions related to the resolution later today. Mr. Kiger stated that the resolution is in regards to freezing and thawing of the bridges. Mr. Davis stated that the resolution is for an individual bridge.

2013-02.05.r A resolution to approve the payment of a voucher without an appropriate carry-over purchase order for the [Engineer's Office] [Engineer]

Roll call vote of the motion resulted as follows:

Voting aye thereon: Mike Kiger, Dave Levacy and Steve Davis

HUMAN RESOURCES DEPARTMENT

A resolution to approve the appointment of Rachel Elsea as Clerk for the Fairfield County Board of Commissioners. [Fairfield County Human Resources]

On motion of Dave Levacy and second of Mike Kiger, the Board of Commissioners voted to approve the appointment of Rachel Elsea as Clerk for the Fairfield County Board of Commissioners; see resolution # 2013-02.05.s

Discussion: Mr. Davis stated that the office is more organized and the agenda makes better sense, given the help of Staci Knisley and Carri Brown. Mr. Davis stated that he is enthusiastic about Ms. Elsea's appointment. Mr. Levacy stated that he agreed with Mr. Davis. Mr. Kiger stated that morale of the office has changed. Ms. Brown stated that she is excited and happy for Rachel to join the office and is looking forward to welcoming her to the office.

Roll call vote of the motion resulted as follows:

Voting aye thereon: Dave Levacy, Mike Kiger and Steve Davis

JOB & FAMILY SERVICES

A Resolution to approve payment of invoices without an appropriate carry-over purchase order

On the motion of Mike Kiger and second of Dave Levacy, the Board voted to approve the payment of invoices without appropriate carryover purchase orders; see resolution #2013-02.05.t

Discussion: Ms. Brown stated that the resolutions of this nature are necessary for a number of departments for various reasons, including human error, multiple grant years, and how a department may be waiting on reimbursements from the state or federal government. Ms. Brown stated that the Commissioners' office is working with the County Auditor's office to group these requests and submit them in the aggregate in the future, as part of a regular process.

Roll call vote of the motion resulted as follows:

Voting aye thereon: Mike Kiger, Dave Levacy and Steve Davis

SHERIFF'S OFFICE

A resolution to approve the payment of a voucher without an appropriate carry-over purchase order

On motion of Dave Levacy and second of Mike Kiger, the Board of Commissioners voted to approve the payment of a voucher without an appropriate carry-over purchase order for the Sheriff's office; see resolution # 2013-02.05.u

Approval of Utilities Office Resolutions

On motion of Mike Kiger and second of Dave Levacy, the Board of Commissioners voted to approve the following Utilities Office resolutions:

2013-02.05.v A resolution to ratify the approval of appropriate from unappropriated into a major object category for Fairfield County Utilities

2013-02.05.w A resolution to approve the payment of a voucher without an appropriate carry-over purchase order for the Utilities Department

2013-02.05.x A resolution to approve the payment of a voucher without an appropriate carry-over purchase order for the Utilities Department

2013-02.05.y A resolution to approve the payment of a voucher without an appropriate carry-over purchase order for the Utilities Department

2013-02.05.z A resolution to approve the payment of a voucher without an appropriate carry-over purchase order for the Utilities Department

Roll call vote of the motion resulted as follows:

Voting aye thereon: Mike Kiger, Dave Levacy and Steve Davis

PAYMENT OF BILLS

A resolution authorizing the approval of payment of invoices for departments that need Board of Commissioners' approval [Commissioners]

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On the motion of Dave Levacy and second of Mike Kiger, the Board voted to approve the payment of invoices for February 7, 2013 for departments that need Board of Commissioners' approval; see Resolution 2013-02.05.aa

Roll call vote of the motion resulted as follows:

Voting aye thereon: Dave Levacy, Mike Kiger and Steve Davis

Ms. Knisley announced that the next regular scheduled meeting for the Board of Commissioners will be Tuesday, February 12, 2013 at 10:00 a.m.

Mr. Davis announced that there will be a public hearing for the rehire of Michael Orlando Tuesday, February 12, 2013 at 9:00 a.m. Mr. Davis stated that he has not heard anything negative regarding the rehire.

Commissioner Davis announced at 10:17 a.m. that a brief recess will be held followed by the continuance of review in Commissioner Kiger's office.

Review Session continued at 10:25 a.m.

The Board of Commissioners met at 10:25 to continue their review session with the following Commissioners present: Steve Davis, Mike Kiger and Dave Levacy. Also present were Carri Brown, Ed Laramee, Lisa Notestone, Tony Vogel, Donna Fox-Moore, Kellie Ailes and Staci Knisley.

Fairfield Area Humane Society discussion continued.

Mr. Davis stated that he suggests that the Humane Society receive the full amount of \$7,500 because they will be providing a service that is highly important, and he is interested in hearing more about the voucher program. Mr. Kiger stated that the allocation had been reduced in 2009 by 9%. Mr. Kiger stated that most departments were cut 9% and would like to research to see how many departments have been reinstated. Mr. Davis stated that the Humane Society is a worthy service to be recognized. Mr. Levacy stated that they have been very cooperative.

Meeting with Kellie Ailes and Donna Fox-Moore, Lancaster-Fairfield Community Action (LFCOA) re: Rutherford House Project & Fairlawn Village Letter of Support

Mr. Davis called the meeting to order at 10:27 a.m. with the following Commissioners present: Steve Davis, Mike Kiger and Dave Levacy. Also present were Ed Laramee, Lisa Notestone, David Miller, Carri Brown, Jason Dolin and Staci Knisley. Chris Collins joined at 10:42 a.m.

Ms. Fox-Moore stated that the county will need a coordination agreement with the Ohio Historic Preservation Office for any renovation of a project that is over 50 years old. Ms. Fox-Moore stated that the Rutherford House project is partially funded by the NSP funds through the Board of Commissioners. Ms. Fox-Moore stated that there has been a thorough review by the Ohio Historic Preservation office. Ms. Fox-Moore stated that the white house is ok but the brick structure (Children's Home, old orphanage) is more complex. Ms. Fox-Moore stated that the brick structure has to have an elevator installed and a stairway needs added to be ADA compliant. Ms. Fox-Moore stated that a Memorandum of Agreement (MOA) with the Ohio Historic Preservation office and the Board of Commissioners is necessary to coordinate the renovations. Ms. Fox-Moore stated that the Ohio Historic Preservation office stated that the county has to provide information regarding the Children's Home. Ms. Fox-Moore stated that Lancaster-Fairfield County Community Action will write a biography on Mayor Rutherford and will provide pictures from the Children's Home.

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Mr. Dolin stated that he will approve the MOA as to form. Mr. Dolin stated that the county is the responsible party and wants some assurance that regulations are complied with.

Ms. Fox-Moore stated that there is an additional party, an advisory council of the Ohio Historic Preservation that reviews the MOA for the project.

Ms. Ailes stated that they (LFCAA) have talked with the Ohio Historic Preservation office (OHPO) and they are interest in clarification where the information has been presented. Ms. Ailes stated that Mr. Palmer from the OHPO recommends that a biography of the Rutherford's be done. Ms. Ailes stated that they are very happy to write the biography rather than hiring a consultant to do it.

Mr. Davis asked when LFCAA would need the Board's endorsement. Ms. Fox-Moore stated that they have to wait on the official letter from the advisory council before following through with the MOA. Ms. Ailes stated that they hoped to have this by next Tuesday before the Commissioners' next board meeting.

Mr. Davis stated that the MOA will enable renovations and provide steps towards preserving the Rutherford House.

Ms. Fox-Moore stated the NSP funds are only used towards the Superintendent's House (white house).

Mr. Levacy offered to help with the biography. Mr. Levacy stated that he used to ride the bus with the orphans. Mr. Kiger stated that he sits on the LFCAA planning commission and is aware of the plans.

Ms. Fox-Moore stated that she would prepare a resolution of MOA for next Tuesday's meeting and forward to Ms. Knisley.

Additionally, Ms. Fox-Moore stated that Fairfield Homes is developing 30 single-family unit homes where 100% of the units will be affordable to households with incomes at or below the 60% of the area median income AMI. Building plans and maps were briefly reviewed.

Ms. Fox-Moore stated that a CAP Commission of the Lancaster-Fairfield area Fairfield Homes has requested the Board of Commissioners to support their application to the Ohio Housing Finance Agency to develop the 30 single-family unit homes, called Fairlawn Village. Ms. Fox-Moore stated that the Village of Baltimore has given a letter of support.

Ms. Fox-Moore stated that the plans will have to be brought before the public in a hearing process and the Housing Advisory Committee will have to review the policies and plans.

Ms. Collins stated that the developed area has been rezoned for a normal subdivision and the permits are ready to build.

Mr. Davis stated that he is supportive of the development. Mr. Kiger stated that he has reviewed the plans and that he is good with the plans of development. Mr. Davis stated that he is good with the development as long as the village is on board.

Ms. Ailes stated that the plans were developed very nicely by Nick Palladino with VPL Architects.

Ms. Fox-Moore stated that she will prepare legislation next week for the letter of support authorizing the President of the Board to sign.

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Meeting with Holly Mattei, RPC – update regarding the Urbanized Area Change with MORPC

Mr. Davis called the meeting to order at 10:50 a.m. with the following Commissioners present: Steve Davis, Mike Kiger and Dave Levacy. Also present were Ed Laramée, Lisa Notestone, David Miller, Jon Slater Jr., Carri Brown, Jason Dolin and Staci Knisley.

Ms. Mattei stated that she has talked with the Village of Baltimore and Liberty Township regarding the urbanized area changes. Ms. Mattei stated that both were concerned with the competing funding issues. Ms. Mattei stated that she drafted a letter to take to both Liberty Township and the Village of Baltimore's meetings. Ms. Mattei stated that comments need to be to MORPC by February 11th. Ms. Mattei stated that Liberty Township does not meet until after that but would like to have the Commissioners sign the letter drafted with comments and can send Liberty Township's comments at a later date.

Mr. Levacy asked if Liberty Township has shown an interest in the changes. Ms. Mattei stated that they have not shown much interest. Mr. Kiger stated that the second part of the changes affects Liberty Township.

Ms. Mattei stated that that the red line based on the Urbanized Area changes which are smoothing out the lines are acceptable but is very concerned with the green line changes.

Mr. Davis asked Ms. Mattei to finalize the draft and come back later today for the Board to sign.

Review Session Continued at 10:55 a.m.

The Board of Commissioners met at 10:55 to continue their review session with the following Commissioners present: Steve Davis, Mike Kiger and Dave Legacy. Also present were Carri Brown, Ed Laramée, Jeremiah Upp, Kathleen Young, Lisa Notestone, David Miller, Jon Slater Jr. and Staci Knisley.

Calendar Review updates

- Calendar in packet for review
Mr. Davis stated that the Board acknowledges the calendar.
- Decorative Arts Center (DACO) annual update, Tuesday February 26th
Ms. Brown asked the Board if they were interested in lunch as offered by DACO during their annual update meeting. Mr. Davis stated that he supports DACO and the Board's relationship but no lunch is necessary and for Julie and the members to meet here in the Commissioners' Office. Mr. Davis stated that there is an underlying history that resulted in the county relationship with DACO. Mr. Dolin stated that the county is responsible for maintaining the Reese Peters House. Mr. Davis stated that such maintenance has been quite costly. Mr. Slater stated that the Reese Peters House and DACO project was originally headed up by former Commissioner Lisa Kessler and the Board. Mr. Slater stated that it was an opportunity to bring in lodging tax connected with cultural arts efforts. Mr. Slater stated that he is not aware of what the agreement was originally. Ms. Brown stated that the Reese Peters renovations were originally funded by a grant. Mr. Dolin stated that he has reviewed the lease to DACO, and the county is tied to the lease for maintenance expenses. Mr. Davis asked what the overall lodging tax and DACO relationship was. Mr. Slater stated that the percentage is a separate one specifically to encourage cultural developments, such as the Rock n Roll Hall of Fame.

Mr. Davis stated that the county is working on getting a legal opinion from ICEMILLER LLP and asked if the Visitor's Convention Bureau (VCB) was the only party in that particular dispute, as far as an entity using such revenues. Mr. Laramée stated that the city of Lancaster has an agreement with DACO, as well,

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he believed. The lodging tax in dispute is not connected with DACO, though. Mr. Davis stated that DACO has had this concern. Mr. Kiger stated that he spoke with Julie Parke from DACO and explained to her that DACO was not an issue with the lodging tax dispute.

Mr. Davis asked Mr. Laramée to attend the February 26th meeting with DACO. Mr. Laramée stated that he would be there.

Mr. Davis directed Ms. Knisley to connect with Pete Wade with ICEMILLER LLP to make sure that there would be some information regarding the lodging tax before the February 26 meeting.

- February 20th Ohio County Dog Warden Association Meeting, Invitation
Mr. Kiger stated that he usually attends and will attend. Mr. Levacy stated that he would attend also. Ms. Brown stated that she intended on attending after talking with the advocates recently, but with two Commissioners attending, she would prefer to address other business and obtain information from those attending the meeting. Mr. Kiger stated that attending the Dog Warden meeting is helpful to know what is going on. Ms. Brown indicated that she would draft a response to the advocates for the Board to review.

Roundtable discussion

Commissioner Davis asked what this particular agenda item entailed, and Ms. Brown stated that this is a moment for anyone to offer a subject to review or to give comments (not a time to talk about Roundtable meetings).

- Jeremiah Upp, County Engineer, stated that the proposed urbanized area changes recommended by MORPC will make funding competitive. Mr. Levacy asked Mr. Upp to attend the Liberty Township meeting on February 20th.
- Mr. Laramée stated that with the Governor's proposed sales tax change, the Board may want to take action on extending the county's sales tax increase sooner rather than later. Mr. Kiger stated that there would have to be two public hearings before approval. Mr. Davis asked Mr. Laramée, at his earliest convenience, to give the Board an action plan that will allow the Board to be move forward and be complete on this research and topic before July 1. Mr. Levacy asked that the Board have as much info as necessary regarding the biennium budget before making the decision. Mr. Kiger recommended that one of the public meetings be held in the evening.
- Ms. Brown reported to the Board that the Utilities office will be paying Kindred Childcare \$143,000 over the course of four (4) payments in 2013 and 2014. Ms. Brown stated that this is an overpayment from the customer due to meter error over time. Ms. Brown stated that the Utilities office will pay this out of their refund line item. Ms. Notestone asked for a copy of the agreement once it was completed.
- Ms. Brown stated that the Commissioners' office and directors that report to her will be using the employee self-serve module of Munis to request leave, such as vacation and sick leave.
- Ms. Brown stated that the FACFC executive committee currently signs off on leave for Becky Edwards and asked the Board to consider designating the executive committee to sign off on her timesheet, as well. Mr. Kiger stated that a change was made last year on the sign off for Becky Edwards' leave requests. Mr. Davis asked who signed off on Ms. Edwards' compensation.

Approval to delegate the Family Adult Children First Council (FACFC) Executive Committee to sign off on Becky Edwards timesheet

On the motion of Steve Davis and second of Dave Levacy, the Board voted to delegate the signing off (approval) of Becky Edwards's timesheet to the FACFC Executive Committee.

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Roll call vote of the motion as follows:

Voting aye thereon: Steve Davis, Dave Levacy and Mike Kiger

Roundtable discussion continued

- Ms. Brown stated that the Board received an email from the Health Department asking the Board of Commissioners to join in protest against sewage fee increase at state level. Mr. Levacy stated that the sewage fee increase was discussed at the last Health Department meeting. Mr. Kiger stated that around 5 years ago the Fairfield Department of Health raised their septic fees that created a local uproar. Mr. Davis stated that the Board acknowledges and appreciates the letter. Mr. Upp stated that there was a local outcry for paying for fees on mechanical septic's because the local health department was not inspecting on a yearly basis.
- As a follow up to an earlier memo, Carri Brown suggested a minor change to the JFS policy for cell phone reimbursement. This suggestion was only for the *JFS supplement* to the County policy (p.71), where there is an indication allowing 2 personal calls without reimbursement. This is a policy or practice that has been in place since 2000. Some other counties, for purposes of efficiency and reasonableness, have indicated a specific dollar amount, such as \$5 per month, as the *de minimus* amount for personal use, as opposed to listing a specific number of calls. As the use of cell phones has increased, this policy, designating a dollar amount, made sense. Ed Laramée commented that the IRS changes over time coincided with the *de minimus* thoughts surrounding cell phone use. Carri Brown reported that this sort of policy, identifying a *de minimus* dollar amount, brings in a way to eliminate very small pay-ins, which of course, have a real cost associated with processing them, with many hands being involved in the pay-in process. The costs associated with paying in reimbursements are based on transactions and multiple steps occurring at JFS, the Auditor's Office, and the Treasurer's Office.

The JFS Finance Department would still manage the accounting and identification of the personal calls, with a methodology assigned to identify a per call cost. Employees, however, would be processing fewer low value reimbursements, as compared to the past.

To authorize this adjustment, the Board discussed reflecting in minutes that the proposed minor adjustment relating to the JFS definition of *de minimus* cell phone use is approved in the spirit of efficiency while maintaining an appropriate policy for reimbursement. The JFS policy language change would be that there be an exception to the reimbursement rule in the interest of a family friendly atmosphere and in the interest in encouraging a productive, efficient work environment, with *up to \$5 of cell phone calls per month permitted as personal calls without reimbursement*. Such calls home, for example, are to be short in duration, usually two-five minutes in length. In this way, employees who are working late to accomplish assigned projects or traveling to and from home while at a seminar will not be worrying about family matters, such as the timely arrival of a babysitter, while attempting to be productive.

Upon the motion of Steve Davis and the second of Dave Levacy, the Board voted to approve the minor JFS policy change.

Roll call vote of the motion as follows:

Voting aye thereon: Steve Davis, Dave Levacy and Mike Kiger

- Mr. Upp stated that he supports Holly Mattei's position regarding the letter relating to the proposed MORPC urbanized area change.

Mr. Davis asked Mr. Upp what bridge was affected in the submitted bridge load limit resolution from today. Mr. Upp stated that the particular bridge was located

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in Walnut Township. Mr. Upp stated that the fire department supports this resolution and that standards have changed.

- Economic Development Director Bob Clark reported to the Board that he met with a new business. Mr. Clark was not able to disclose the name of the potential new business at this time. Mr. Clark reported that he has been able to introduce himself to many officials and has had meetings with the City of Lancaster, Village of Baltimore, Village of Bremen, and the City of Pickerington 's Economic Development Director. He will be meeting with Violet Township in March. Mr. Davis stated that when meeting with Violet Township that Mr. Clark needs to be sensitive to the lodging tax issue.
- Mr. Davis stated that the Board is favorable of the additional costs recommended by Tony Vogel to remove the tank at the Fairgrounds.
- Mr. Kiger stated that he will forward Veteran's Affairs building updates to Dennis Keller for his information.
- Mr. Kiger recommended to the board that elected officials and departments submitting a major expenditure resolution should attend our regular meeting for discussion. Ms. Brown stated that with the next agenda email she would encourage departments to attend by drafting an memo with updates and an invitation to attend meetings. Mr. Davis recommends departments come to the regular meeting when requesting purchases, such as for materials or equipment.

Mr. Davis stated that there will be a couple of executive sessions followed by continuing review items and discussion.

Executive Session to discuss security at the Government Services Center (GSC)

On motion of Dave Levacy and second of Mike Kiger, the Board voted to enter into Executive Session to discuss security at the GSC at 11:35 a.m.

Discussion: Commissioner Davis stated that the following be present: Commissioner Davis, Commissioner Kiger, Commissioner Levacy, Carri Brown, Jason Dolin and Staci Knisley.

Roll call vote of the motion as follows:

Voting aye thereon: Dave Levacy, Mike Kiger and Steve Davis

On the motion of Mike Kiger and second of Dave Levacy, the Board voted to exit Executive Session at 11:38 a.m.

Roll call vote of the motion as follows:

Voting aye thereon: Mike Kiger, Dave Levacy and Steve Davis

Executive Session to discuss personnel at the Dog Shelter

On motion of Steve Davis and second of Mike Kiger, the Board voted to enter into Executive Session to discuss personnel at the Dog Shelter at 11:39 a.m.

Discussion: Commissioner Davis stated that the following be present: Commissioner Davis, Commissioner Kiger, Commissioner Levacy, Carri Brown, Jason Dolin and Staci Knisley.

Roll call vote of the motion as follows:

Voting aye thereon: Steve Davis, Mike Kiger and Dave Levacy

On the motion of Mike Kiger and second of Dave Levacy, the Board voted to exit Executive Session at 12:01 p.m.

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Roll call vote of the motion as follows:

Voting aye thereon: Mike Kiger, Dave Levacy and Steve Davis

Review session continued at 12:01 p.m.

- Dog Shelter discussion regarding posted policy

Mr. Kiger stated that he would like to step back on Dog Shelter issues.

Ms. Brown stated that there is an evolution in Dog Shelter procedures and there is a new school thought across the world relating to such matters, evidenced in part by the use of the word "shelter" as opposed to "pound". Ms. Brown stated that there is a cultural change occurring over time, and that there reasonable groups advocating for human treatment. Mr. Davis stated that being an agricultural county that there is a fair amount of feedback. Ms. Brown stated that the dog shelter issues can be emotional. Mr. Kiger stated that there have been postings stating that dogs that were disposed of were adoptable. Mr. Levacy stated that advocates are being fed internally with information that can is not always the full story.

Ms. Brown stated that at a meeting with two advocates, there were several concerns, and two were of immediate concern. One was a response from her or the board regarding the policy posting. Mr. Kiger stated that Kim Gaffeny (Dog Advocate group) is interfering with the shelter as dogs come in.

Ms. Brown asked the Dog Shelter for policy statements and the response was that they weren't even sure they were approved by the Board. Ms. Brown recommended that the policy posted be taken down until further information is researched and until the content can be refreshed and redrafted, even if the content does not change dramatically. Mr. Kiger recommended that some of the policy remain posted.

Ms. Brown suggested that she would communicate with the Dog Shelter to take the current posted policy down and spend some time reviewing it for updates. Mr. Levacy stated that the Commissioners are still in charge and would like that communication to be made to the advocates. Ms. Brown stated that the Commissioners are still in charge and has delegated duties to the Dog Warden. Ms. Brown will draft a communication for the advocates, and she will call Mike Miller, as well.

Mr. Davis stated that he has had second thoughts relating to the process that occurred prior to the decision to change the method of euthanizing dogs. Mr. Davis stated that he feels responsible for what the employees are going through with the social media. Mr. Davis stated that he would like the Board to be helpful to the advocates as long as employees are not getting hurt.

Mr. Kiger stated that the Board did extensive research on the euthanasia process. Mr. Kiger stated that his first opinion of gassing dogs was that he felt it was the more humane thing to do, until he viewed the process himself. Mr. Kiger also stated that he researched costs before making proposal on August 14th.

Mr. Davis recommended that the policy posted needs modified. Ms. Brown recommended that one item to consider would be a potential bathing time for the future. She indicated that no decisions be made without research, and commented that it will take some time to figure out the best ways for advocates to be involved. Mr. Levacy asked if there was a liability issue involved. Ms. Brown stated that there certainly could be such issues and some other Dog Shelters have volunteers sign waivers. Mr. Kiger stated that the advocates are still upset with the Board for allowing the Dog Shelter employees to be certified to euthanize the dogs.

Ms. Brown stated that with the Board's approval, she would communicate with Dog Warden Mike Miller to remove the policy that is currently posted until there is more thought given to the policy and to the wording, perhaps creating a frequently asked questions sheet for the public. Ms. Brown also stated that she will communicate this

