

**Regular Meeting #12 - 2014**  
**Fairfield County Commissioners' Office**  
**March 18, 2014**

**Meeting with Donovan O'Neil**

The Commissioners met with Donovan O'Neil at 9:09 a.m. Commissioner Kiger called the meeting to order with the following Commissioners present: Steve Davis, Mike Kiger and Dave Levacy. Also present were Carri Brown, Rachel Elsea, Jason Dolin, Ray Stemen, Tony Vogel, Jeff Barron, David Miller, David Jones, Bob Clark, Aunie Cordle, Staci Knisley, Branden Meyer, Chief Perrigo, Ed Laramée, Joe Morris, and Jon Slater.

Mr. O'Neil thanked the Commissioners for the opportunity to speak. Mr. O'Neil is the new regional representative for Auditor Yost's central Ohio region. He likes to meet with Commissioners to provide them with an update on what's happening in the State Auditor's Office.

The State Auditor is responsible for financial audits, performance audits, and special investigations. There are new performance audits with agreed upon public procedures for entities that spend less than \$5 million a year. This is a basic process with simplified procedures and has significantly cut audit costs for entities. The State Auditor also has an agreement with 24 governments for auditing heavy equipment utilization. Last year they looked at data management and found an opportunity for equipment to be better utilized through shared services and collaboration. Auditor Yost also introduced State Performance Audits which will take place every biennium for four selected state agencies. Also, there is support from the Auditor's office for entities who wish to share services.

Being a former prosecutor, Auditor Yost is very involved in the Special Investigations unit. This year they will begin looking more closely at charter schools. The Auditor's Office recently announced their Ohio Stops Fraud iPhone app which is an opportunity to educate the public on fraud and reporting fraud.

Mr. O'Neil asked if there were any questions from his presentation.

Ms. Brown asked if a contract template for shared services was available.

Mr. O'Neil stated he would forward that to her if he could get a copy. He asked what was going on in Fairfield County.

Mr. Kiger stated the Commissioners are currently in the pre-design phase of the new jail construction which will provide the county with the opportunity to house more inmates instead of paying more money to send them out of county when the local jails are full.

Mr. Levacy stated that collaboration and sharing services is very important. He has been working with the City of Lancaster as they turn the Columbian Building into a new Municipal Courthouse. They are working on the possibility of the city using the county owned parking lot directly behind the Columbian.

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Ms. Brown added that the county recently received an LGIF award which will focus on shared services to improve technology and efficiency. Mr. O'Neil stated the LGIF program was a great program to help with shared services.

Mr. Levacy added that collaboration is very important with emergency services.

Mr. Davis stated that he appreciated all of the work the Auditor's Office is doing in the county and that he is looking forward to the conclusion.

Mr. O'Neil thanked the Commissioners for the opportunity to visit.

**Review**

The Commissioners met at 9:26 a.m. to review legal issues and pending or future action items and correspondence. Commissioner Kiger called the meeting to order with the following Commissioners present: Steve Davis, Mike Kiger and Dave Levacy. Also present were Carri Brown, Rachel Elsea, Jason Dolin, Ray Stemen, Tony Vogel, Jeff Barron, David Miller, David Jones, Bob Clark, Aunie Cordle, Staci Knisley, Branden Meyer, Chief Perrigo, Ed Laramée, Joe Morris, Dennis Keller, Jeff Camechis, Jeremiah Upp, and Jon Slater.

- Legal Update

Mr. Dolin did not have a legal update.

- Administration and Budget Updates/Carri's List

- a. Update on Three Surveys, Following the February Elected Officials/Department Head Roundtable

Ms. Brown reported that three electronic surveys were internally conducted following the February Roundtable for elected officials and department heads. The first survey was to gauge the interest of elected officials and department heads in the policy to permit administrative leave for certain employees working the polls on Election Day. Of those responding (22), 90.91% indicated that they would permit employees to serve as a poll worker on the day of an election and provide them paid administrative leave for the duty. For those who answered that they would permit employees to serve, 78.95% indicated 1-2 employees would be permitted to participate. Of those who indicated that they would not permit employees to participate, the reasons for this were operational. For example, ADAMH employees would not participate was the ADAMH levy is anticipated to be on the ballot. In another example, employees are on call and would not be able to participate. Given the positive response and general consensus, the policy adjustment is proposed for a vote on the

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Board of Commissioners voting agenda today. Elected officials and department heads would approve the participation based on operational need. Because the Board of Elections is expecting a few participants, there does not appear to be a need for a full employee survey as originally brainstormed. Employees would participate as their interest (and eligibility) moves them and as the department operational need allows. If passed, the policy will be communicated to all globally, and elected officials and department heads can further communicate with their employees. The Board of Commissioners will request feedback at the end of the year from the Board of Elections on the participation level. The policy manual can be updated at the end of the year during its annual update.

Mr. Levacy stated this was a great collaboration with the Board of Elections.

**Meeting with Jeremiah Upp and Jeff Camechis**

The Commissioners met at 9:30 a.m. with Jeremiah Upp and Jeff Camechis. Commissioner Kiger called the meeting to order with the following Commissioners present: Steve Davis, Mike Kiger and Dave Levacy. Also present were Carri Brown, Rachel Elsea, Jason Dolin, Ray Stemen, Tony Vogel, Jeff Barron, David Miller, David Jones, Bob Clark, Aunie Cordle, Staci Knisley, Branden Meyer, Chief Perrigo, Ed Laramée, Joe Morris, Dennis Keller, Jeff Camechis, Jeremiah Upp, and Jon Slater.

Mr. Camechis reported that Mr. Upp had put him in touch with Ms. Dalene Pride who performs BMV audits for many entities across the state. She has found many errors in BMV records. The cost for an audit is \$72 per entity audited and \$3.50 per car and \$10.00 per truck for errors found. She will pull the files to make sure the permissive taxes are being distributed to the correct entity. If the entity is receiving the funds in error, the money will be gradually recouped in order to avoid a hardship as much as possible.

Mr. Davis asked who is responsible for the processing errors.

Mr. Camechis stated it could be the title agencies and most of the time it is an error in not realizing an individual lives in a township instead of a municipality.

Mr. Davis asked if the primary errors were with the state agency.

Mr. Camechis stated that was correct.

Mr. Davis asked where the recouped money came from.

Mr. Camechis stated would be taken from the entity that received in incorrectly. Ms.

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Pride sends her findings to the entities and to the BMV for corrections. After the BMV has made the corrections, the report goes to the State Auditor. As an example, Stark County has received \$43,000 in recouped fees.

Mr. Levacy stated it was important that the entities received the money due them.

**Meeting to discuss Computer Assisted Dispatch Proposal**

The Commissioners met at 9:39 a.m. to discuss the Computer Assisted Dispatch proposal. Commissioner Kiger called the meeting to order with the following Commissioners present: Steve Davis, Mike Kiger and Dave Levacy. Also present were Carri Brown, Rachel Elsea, Jason Dolin, Ray Stemen, Tony Vogel, Jeff Barron, David Miller, David Jones, Bob Clark, Aunie Cordle, Staci Knisley, Branden Meyer, Chief Perrigo, Ed Laramée, Joe Morris, Dennis Keller, and Jon Slater.

Chief Perrigo provided a brief history. Ten years ago the legislature put a fee on cell phone bills. Those fees are put into a 911 account for Sheriff's Office. They have been judicious in saving their money and have roughly \$500,000 in the fund. Mr. Morris found a new CAD software (the current software has many issues). Mr. Morris has researched the software, viewed demonstrations, and seen the proposed software in use. They also recently did a demonstration for the Data Board and have had several other planning meetings. Mr. Dolin has approved the contract as to form. The Sheriff's system services five townships and twelve fire departments as well as themselves. The new system has several new features that the old system lacks.

Mr. Levacy asked if it identified cell phone locations.

Mr. Morris stated it did, but that the locations are primarily provided by the cell phone providers.

Chief Perrigo added that the contract includes the software, hardware, 911 system, and five positions.

Mr. Davis asked what the cost of the CAD was as well as the annual costs and change in charges.

Mr. Morris stated it would cost \$394,000 (to be paid over three years) with annual service costs of \$38,662. Current annual costs are \$46,860 resulting in a savings of over \$8,000 a year for those costs. He added that most of the funds will come from the wireless account with a bit from maintenance.

Mr. Davis asked if there was a current contract with a vendor.

Mr. Morris stated that it had expired and they were just year to year.

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Mr. Levacy asked if they would be interfacing with others.

Mr. Morris stated that they could do so, but Lancaster and Pickerington would need to upgrade their systems which they are not choosing to do at this time.

Mr. Kiger mentioned that Randy Carter had reviewed the system and did not have any concerns. Mr. Perrigo added that Carri Brown had reviewed the contract and had suggested the meeting with the Board to update everyone at once.

Mr. Davis asked if the funding of the CAD would affect the GRF.

Ms. Knisley stated that \$46,000 was paid out of their existing budget and the fund would realize the \$8,000 savings. They will be able to use the wireless account for the three years provided there is no increase in salaries or benefits and no new staff.

Mr. Kiger asked if the 911 had spending restrictions.

Chief Perrigo stated that it did.

Mr. Levacy asked if identifying cell locations would be improved.

Mr. Morris stated they would be the same as with the old system and the system that uses the cell phone locations isn't updated too often.

Mr. Slater added that the Auditor's Office is working with their GIS map provider to get the system updated more frequently.

Mr. Laramée asked if they would be using the 911 "reserve".

Chief Perrigo stated that they would not.

Mr. Laramée stated the reserve was in an undivided agency fund.

Ms. Brown wondered if the reserve could be used for when other entities, such as the city of Lancaster or Pickerington were to join the use of the new system.

Mr. Morris stated that they have it worked out from the county perspective so that they would not have to use the reserve.

Mr. Davis asked if the reserve was a lump sum.

Mr. Laramée stated that it was a lump sum that had been built up over time.

Mr. Davis stated that if a significant player wanted to utilize a portion of the fund, it seem prudent to allow them to do so.

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Mr. Laramee stated that if it was used, it would have to be replenished.

Mr. Davis stated that was an interesting aspect to review.

Mr. Morris stated that perhaps the reserve could be used in years two or three.

Ms. Brown asked if there were benefits to entities joining.

Mr. Morris said that there were.

Chief Perrigo stated that the Sheriff's Office does about 60% of the wireless calls with Lancaster doing 30%.

Mr. Davis stated he was fine with moving forward and if the opportunity arose to use the reserve that was great.

Commissioner Kiger stated at 9:57 a.m. that the Commission would be in recess until the Regular Meeting at 10:00 a.m.

**Commissioners' Regular Meeting**

A regular meeting of the Fairfield County Board of Commissioners was held on Tuesday, March 18, 2014 beginning at 10:05 a.m., with the following Commissioners present: Steve Davis, Mike Kiger and Dave Levacy. Also present were Carri Brown, Rachel Elsea, Staci Knisley, Jason Dolin, Bob Clark, Jeff Barron, Paul Kemmer, Bill Miller, Jeremiah Upp, Holly Mattei, David Jones, Branden Meyer, David Miller, Tony Vogel, Ed Laramee, Ray Stemen, Dennis Keller, Craig Vandervoort, Aunie Cordle, and Jon Slater.

**Pledge of Allegiance**

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

**Announcements**

Commissioner Kiger asked Ms. Elsea if there were any announcements. There were no announcements.

**Public Comment**

Commissioner Kiger asked if anyone from the public who would like to speak or offer comments.

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Mr. Ray Stemen of 2444 West Point Road in Lancaster stated that the UN was pushing a treaty, which the President had signed and was in the Senate for approval that will take effect in 2016 placing the US under UN control and taking its sovereignty. Additionally, there are many ranking officers in the military who are being pushed out of service and forced to retire as they are being used and politicized by the current administration. He also stated that Russia has a flat tax of 16% that goes to the government. Because of this, their economy has crumbled.

Mr. Craig Vandervoort thanked the Commissioners for their support of downtown businesses. He added that his office is joining the effort and will try to walk downtown for lunch whenever possible during the upcoming construction.

Mr. Kiger credited Commissioner Davis and Mayor Smith for the idea of the promotion to Dine Downtown.

**Motion to Leave the Regular Meeting**

On the motion of Steve Davis and the second of Dave Levacy, the Board of Commissioners voted to leave the regular meeting.

Roll call vote of the motion resulted as follows:

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

**Discussion regarding Downtown Support**

Mr. Davis stated that he appreciated the comments from Mr. Vandervoort, and he believed that Stebelton, Aranda, and Snider was going to try to help out as well. Additionally, Steve Wells has indicated that Fairfield National Bank is going to encourage dining downtown. He asked Ms. Cordle for an update on her effort to reach out to downtown restaurants.

Ms. Cordle stated that the Olde Cottage, Four Reasons, Square 7, and the Lodge were all excited to participate. Many will offer the 10% discount. The Lodge insisted on contributing gift cards as well as they were encouraged by the promotion.

Mr. Davis stated he spoke with the Mayor regarding including all downtown restaurants. While they will keep the focus on the restaurants on the portion of the road that is closed, they will include all in the downtown area.

**Motion to Return to the Regular Meeting**

On the motion of Steve Davis and the second of Dave Levacy, the Board of Commissioners voted to return to the regular meeting session.

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Roll call vote of the motion resulted as follows:

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

**Public Comments Continued**

Mr. Paul Kemmer of 2659 Elder Road B in Lancaster stated he did not want the County and City to fight over the jail, but instead he wanted them to work together. He added that he would continue to raise awareness for the situation in his neighborhood.

**Motion to Leave the Regular Meeting**

On the motion of Steve Davis and the second of Dave Levacy, the Board of Commissioners voted to leave the regular meeting.

Roll call vote of the motion resulted as follows:

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

**Discussion regarding the Jail**

Mr. Davis stated that there was not an issue between the city and county. Rather, it seemed as if there was some confusion caused by a few council members. There were several months of warning on the jail decision, and input was requested. Council members who are now speaking out against the location attended the public hearings, but chose not to speak at that time. The Mayor, Police Chief, and Court officials all voiced support of a downtown location, near the site of the existing jail. The city administration and most of city council have been very helpful and cooperative with the county.

**Motion to Return to the Regular Meeting**

On the motion of Steve Davis and the second of Dave Levacy, the Board of Commissioners voted to return to the regular meeting session.

Roll call vote of the motion resulted as follows:

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

**Approval of Minutes for Tuesday, March 11, 2014**

On the motion of Dave Levacy and the second of Steve Davis, the Board of Commissioners voted to approve the Minutes for Tuesday, March 11, 2014.

Roll call vote of the motion resulted as follows:

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



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**Approval of the Clerk of Courts Office Resolutions**

On the motion of Dave Levacy and the second of Steve Davis, the Board of Commissioners voted to approve the Clerk of Courts Office resolution approving an account to account transfer into a major object expense category for Capital Outlay – Clerk of Courts Legal #1001; see resolution 2014-03.18.a.

Discussion: Mr. Meyer stated that the resolution was for a credit card machine to be used on the fourth floor as well as a manual machine as backup. Mr. Levacy asked if a 3% fee was charged for processing. Mr. Meyer stated it was.

Roll call vote of the motion resulted as follows:

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

**Approval of the Commissioners' Office Resolutions**

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

- |              |                                                                                                                                                                                                                                                          |
|--------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 2014-03.18.b | A resolution to approve terms and conditions for paid administrative leave for certain county employees to serve as poll workers on the day of an election, in accordance with ORC 3501.28 – The Fairfield County Board of Commissioners [Commissioners] |
| 2014-03.18.c | A resolution authorizing the approval of a request for payment and status of funds report – FY2012 CDBG & Home Funds – Drawdown for \$16,238 [Commissioners]                                                                                             |

Discussion: Ms. Brown reported that the first resolution was a result of work following a request made by the Board of Elections during its budget hearing. Research was conducted and input received from elected officials and department heads. The policy manual will be updated with this policy at the end of the year. The resolution makes the policy effective immediately. Elected officials and department heads would have approval of employees being able to participate. Mr. Davis stated that this resolution encouraged public sector employees to help solve a problem that the private sector has been helping with for some time.

Roll call vote of the motion resulted as follows:

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

**Approval of the Domestic Relations Court Resolution**

On the motion of Dave Levacy and the second of Steve Davis, the Board of Commissioners voted to approve the Domestic Relations Court resolution authorizing

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an account to account transfer for the purchase of two new office workstations; see resolution 2014-03.18.d.

Roll call vote of the motion resulted as follows:

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

**Approval of the Economic Development Resolution**

On the motion of Dave Levacy and the second of Steve Davis, the Board of Commissioners voted to approve the Economic Development resolution to appropriate from unappropriated in a major expenditure object category (Fund #2633 Enterprise Zone); see resolution 2014-03.18.e.

Roll call vote of the motion resulted as follows:

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

**Approval of the Engineer's Office Resolutions**

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

- |              |                                                                                                                                                                    |
|--------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 2014-03.18.f | A resolution to authorize County Engineer Jeremiah Upp to execute an agreement with Dalene M. Pride to audit BMV records.<br>[Engineer]                            |
| 2014-03.18.g | A resolution to appropriate from unappropriated in a major expenditure object category County Engineer 2024-Motor Vehicle for overtime payments [Engineer]         |
| 2014-03.18.h | A resolution to appropriate from unappropriated in a major expenditure object category County Engineer 2024-Motor Vehicle for the purchase of equipment [Engineer] |

Discussion: Mr. Upp stated the audit was to insure motor vehicle license fees were applied to the correct public entity.

Roll call vote of the motion resulted as follows:

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

**Approval of the Human Resources Resolution**

On the motion of Dave Levacy and the second of Steve Davis, the Board of Commissioners voted to approve the Human Resources resolution to appropriate from unappropriated into major expenditure object categories for the Fairfield County Human Resources Department fund #1001; see resolution 2014-03.18.i.

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Roll call vote of the motion resulted as follows:

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

**Approval of the JFS Resolutions**

On the motion of Dave Levacy and the second of Steve Davis, the Board of Commissioners voted to approve the following JFS resolutions:

- 2014-03.18.j      A resolution regarding approval of a Purchase of Service Contract by and between Fairfield County Job & Family Services, and On Time Transportation, LLC, d.b.a. Fast Time Transportation [JFS]
- 2014-03.18.k      A resolution regarding approval of a Purchase of Service Contract by and between Fairfield County Job & Family Services, and Othman Transit, LTD, d.b.a. Metro Access Transit [JFS]
- 2014-03.18.l      A resolution regarding approval of a Purchase of Service Contract by and between Fairfield County Job & Family Services, and Creative Coach Company [JFS]

Roll call vote of the motion resulted as follows:

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

**Approval of the Regional Planning Commission's Resolution**

On the motion of Dave Levacy and the second of Steve Davis, the Board of Commissioners voted to approve the Regional Planning Commission's resolution to approve a Partnership Agreement between the Fairfield County Board of Commissioners and the Village of Carroll for the FY2013 CDBG Allocation Program of Fairfield County B-F-13-1AV-1; see resolution 2014-03.18.m.

Discussion: Ms. Mattei stated that this was the first of four projects the Commissioners would see for FY 2013 CDBG projects. The next step will be to request bids.

Roll call vote of the motion resulted as follows:

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

**Approval of the Utilities Resolutions**

On the motion of Dave Levacy and the second of Steve Davis, the Board of Commissioners voted to approve the following Utilities resolutions:

- 2014-03.18.n      A Resolution to approve to rescind Resolution # 2014-03.11.u; authorizing the approval of repayment of an advance to the General Fund #1001 – 2777 Home Sewage Septic Systems. [Utilities]

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2014-03.18.o        A resolution to authorize the Director of Fairfield County Utilities to sign proposal for evaluation of the Valley Pump Station and Force Main Network by CT Consultants [Utilities]

2014-03.18.p        A resolution requesting the extension of repayment of an advance to the General Fund 2777 Home Sewage Systems. [Utilities]

Discussion: Mr. Vogel stated the first resolution was rescinding last week's resolution. The second resolution was for data to upsize pumps for efficiency. The third resolution was extending the deadline for an advance as one individual had not yet paid.

Roll call vote of the motion resulted as follows:

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

**Approval of the Payment of Bills Resolutions**

On the motion of Dave Levacy and the second of Steve Davis, the Board of Commissioners voted to approve the following Payment of Bills resolutions:

2014-03.18.q        A resolution to approve the payment of vouchers without appropriate carry-over purchase orders for all Departments that are approved by the Commissioners [Auditor- Finance]

2014-03.18.r        A resolution authorizing the approval of payment of invoices for departments that need Board of Commissioners' approval. [Commissioners]

Roll call vote of the motion resulted as follows:

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

Ms. Elsea announced that the next regular scheduled meeting for the Board of Commissioners will be Tuesday, March 25, 2014 at 10:00 a.m.

Mr. Davis stated there would be substantive review following the Regular Meeting.

Commissioner Kiger stated at 10:23 a.m. the Commission would be a ten minute recess followed by review in Commissioner Kiger's office.

**Review of the Clarence E. Miller Building Assessment**

The Commissioners met at 10:37 a.m. to review the Clarence E. Miller (CEM) Building Assessment. Commissioner Kiger called the meeting to order with the following Commissioners present: Steve Davis, Mike Kiger and Dave Levacy. Also present were Carri Brown, Rachel Elsea, Jason Dolin, Aunie Cordle, Dennis Keller, Steve

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Luchtenberg, Holly Mattei, Jeff Barron, Jon Slater, David Miller, Bob Clark, Ed Laramee, Staci Knisley, and Ray Stemen.

Mr. Keller shared a brief history of the building (see attached).

Mr. Luchtenberg reviewed his assessment of the Clarence E. Miller building. A report is attached. He stated that his first impressions of the building were formed several years ago upon hearing of the poor conditions. After reviewing the building with Mr. Hanna a few years ago, these impressions were confirmed. The building is quite awkward, and the steps are not compliant. He studied the building over the last few months and concluded that the CEM building does have a lot of life left, if someone can put the money into it.

He reviewed the three main issues contributing to the building's demise:

1. Underground streams in the hillside - These flow directly into the building's crawl space, the moisture seeps up through the building causing a significant mold problem.
2. Additions to the rear of the building – The additions were poorly designed and are not insulated and also poorly heated.
3. Lack of sufficient maintenance funding over the last 50+ years – The streams have not been addressed; the roof needs replaced; the chimneys could topple at any minute; and the windows are over one hundred years old.

Mr. Luchtenberg's solutions include dealing with the streams with French drains, weatherproofing the building, and improving the site planning (building a new rear entrance, removing the stairs, and general maintenance).

The projected costs for renovations, based on Mr. Luchtenberg's detailed review, are between \$4.2-\$4.3 million. Demolition alone would cost between \$180,000-\$200,000. Demolition and a brand new structure are estimated to cost between \$6.2-\$6.5 million.

Mr. Davis stated that he really appreciated the diligence and breadth of the report. He was concerned with the long term plan and costs. The underlying premise for options would be based on the need for space. VPL's work is not only very helpful to the Commissioners, but will also be very helpful in informing the public. Mr. Davis stated he was really concerned about the county's underlying need for space at that price. The Commission's intent is to be respectful of the history and cemetery.

Mr. Davis asked about the current site acreage.

Mr. Keller stated it was 5.7 acres. Some of old site is used by the university, ballpark, and dog shelter.

Mr. Davis asked if the buildings were subject to an historical registry.

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Mr. Keller stated that they were not. Notes from the past mentioned they were going to apply in 1986, but there is no indication that application was made, and no status was granted. He added that the \$4.3 million is a barebones estimate for office space. Should it be used for something else, the renovation costs would go up.

Mr. Davis stated that money notwithstanding and with the need or lack thereof, it appears that Mr. Luchtenberg's view is a romantic one.

Mr. Luchtenberg stated that he looked at the building as 25,000 square feet of potential. He does not know if the county or a buyer would be interested in renovations. Mr. Luchtenberg added that the building could be renovated for less money than building another building. He thought that if the building could be saved and private money could be used to save it, then, why not try to save it?

Ms. Brown stated that she appreciated the presentation from Mr. Luchtenberg and the information the workgroup prepared as well. A press release, flyer, and survey (with the assessment attached) are ready to be sent. She also included the public meeting agenda in the review packet today. Mr. Keller and Mr. Luchtenberg will provide a history and review of the assessment at the public hearings.

Mr. Kiger asked if the building was within city limits.

Mr. Keller stated that it was.

Mr. Davis stated he appreciated the work of the work group, Mr. Keller, and Mr. Luchtenberg and was looking forward to the public meetings, input, and conclusions.

**Review continued**

The Commissioners met at 11:10 a.m. to continue review of legal issues and pending or future action items and correspondence. Commissioner Kiger called the meeting to order with the following Commissioners present: Steve Davis, Mike Kiger and Dave Levacy. Also present were Carri Brown, Rachel Elsea, Jason Dolin, Steve Luchtenberg, Ray Stemen, Dennis Keller, Jon Slater, David Miller, Ed Laramée, Holly Mattei, Bob Clark, Aunie Cordle, Branden Meyer, and Jeff Barron.

- Administration and Budget Updates/Carri's List
  - a. Update on Three Surveys, Following the February Elected Officials/Department Head Roundtable

Ms. Brown reported for the survey to gauge the interest in TimeClock Plus, 2/3 of the respondents indicated interest in exploring the option. TimeClock Plus, a software tool to improve efficiency and decrease data entry, is in use with Developmental Disabilities. Immediately, there is

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enough interest in exploring the option more, but there are questions about how this would work, with some departments do not fully in favor the idea. However, there is enough interest to support IT with what they need to move forward in planning for broader use at least with some departments, but there will need to be more work in how this software might be put in place broadly. Ms. Brown suggested that the County Auditor or his designees and Aundrea Cordle with Human Resources come together to form a work group to evaluate the options. She suggested an additional opportunity for elected officials and department heads to offer input and feedback once a work group has its recommendations in place, perhaps by the end of the year. As a side note, TimeClock Plus is not expected to eliminate the Employee Self Service option, but would be a complement to it.

A third survey was designed to gather information about storage needs. Dennis Keller and Staci Knisley are leading a work group, which in discussions, we believed should expand to identify needs and develop recommendations, and the survey confirmed that belief. There are broad, diverse needs for storage. The data provides a good beginning to define the problems and begin creating solutions. 60% of respondents indicated that a 5-10 mile radius for storage of physical assets or records would be acceptable. Some special restrictions are required for access. Tony Vogel, David Miller, Larry Hanna, Randy Carter, Jerry Perrigo, several designees of the Clerk of Courts, Branden Meyer, Jeff Porter, Holly Mattei, and Commissioner Mike Kiger indicated interest in participating in the expanded work group. Others can join in if they would like. Mr. Keller and Ms. Knisley will lead the work group to develop recommendations by the end of the first quarter of 2015. Mr. Keller and Ms. Knisley agreed to place dates on the calendar to update Ms. Brown.

b. Transportation Alternatives Program – ODOT Grant

Ms. Brown reported that the Commissioners' application for a Transportation Alternatives grant from ODOT passed the first round of scrutiny. The project proposed relates to the Sensory Trail. She scheduled an April 4 meeting to review the next steps. The application will need to be submitted by May 4.

c. Clarence E. Miller Building Outreach Plan

Ms. Brown reported the electronic survey for the public to gather input for the use of the Clarence E. Miller building is ready to go, as is a flyer to announce it and the public meetings of April 8. An agenda for April 8 is ready to go. The final report from Mr. Luchtenberg is ready and is a link within the survey. Rachel Elsea sent the advertisement for the public

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meetings as is the normal fashion. The news release is ready to go. After the public meetings and after survey results are collected, the work group will reconvene.

d. AIMS Local Government Innovation Award – update

Ms. Brown reported that she reached out to the Ohio Department of Development Services last week. The state will be taking the Innovation awards to the state controlling board in April, and we will receive our agreement with the state following the controlling board's approval. Ms. Brown has sent the template of the state agreement to Mr. Dolin for his review in the hopes of moving quickly once we have the state agreement. After the agreement is executed, the work group will reconvene and plan next steps for implementing the documenting imaging solution relating to MUNIS.

e. This is Sunshine Week!

Ms. Brown and Ms. Elsea provided an overview of the public records request log. This log is maintained to show requests for public records received by the Commissioners' Office. Departments keep their own log or records if the requests are not listed on the Commissioners' log. The Commission's log shows that there are no outstanding requests at this time. The average response time is less than five days, including weekends. The calculation is for all days and all requests. Most often, requests are answered within one business days. A review of the log will be a part of the quarterly budget update to the Board, just to have a standard placeholder for the review.

Articles and editorials in newspapers have focused on passed and proposed legislation surrounding executive sessions. The Commission indicates the specific purpose for executive sessions, which are held as permitted by law, and prior to any executive session requested for economic development, there will be a review with the County Prosecutor in order to be certain that the criteria for such a session are met. The Board of Commissioners has not held such a session since the legislation permitting it was passed.

Together, Ms. Brown and Ms. Elsea have prepared nine news releases to be issued through March 26. Topics include Sunshine Week, the Energy Aggregation, the State of the County Address, Public Meetings for the Clarence E. Miller Building, Twitter accounts, Sunshine Review pages, collaboration with the City of Lancaster and the County, and Group Retro performance (workers compensation savings).



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Mr. Davis thanked Ms. Brown, Ms. Elsea, and the rest of the communications group for their work in moving the county dramatically forward in terms of the Sunshine Review.

Mr. Levacy agreed.

f. Jail/Public Safety Facility Work Group – update

Ms. Brown reported that the work group met on Friday, March 14, in order to see what the Architect and the environmental consultants needed from the group to keep the project moving. Dennis Keller is the first point of contact for the independent contractors' work. We know there will be a need to restrict parking in the Wheeling Street lot where the jail now exists for safety while Bennett & Williams does its work to characterize the fill of the site. Employees will receive email about that later today.

At the work group meeting, the storage needs of EMA and the Sheriff were discussed. A related storage facility is part of the preliminary footprint, but would be a separate build. Additional research is being conducted related to the storage needs.

Subject matter experts will be at the State of the County address next week. The architects will bring some drawings and pictures.

Ms. Brown reported that the jail project is for a 384 bed facility with an ability to expand an additional 216 beds. Some records indicated expansion of 250 beds, but the actual expansion is 216 beds.

Ms. Brown is in the process of examining the options for financial consulting services relating to the jail project.

The group will visit Scioto County on April 2. The next work group meeting is April 24 at 10 a.m.

g. State of the County Address – March 25

Ms. Brown reported that the theme is: Prepare. Respond. Thrive. A rehearsal is scheduled Monday, March 24, at 3:30 p.m. at Liberty Center. Bob Competti with Innerphase is working in conjunction with Lou Varga. There will be a live Internet feed for the State of the County Address. Rachel Elsea will tweet the link for the live feed.

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h. April Events

Ms. Brown report that last week, in the review packet was a draft proclamation for reference. It was for April National County Government Month, and it will be proposed on 3.25. The theme is consistent with the State of the County Address theme. This week, in the review packet is a draft proclamation for Child Abuse Prevention Month. A tree dedication ceremony is scheduled April 1. The Commissioners asked Ms. Brown to attend the tree dedication ceremony and just arrive to review on April 1 a little bit later than 9 am. Ms. Brown also reported that the review packet includes a flyer for the annual Candlelight Walk on April 24. Ms. Elsea is preparing a calendar of events for April, and that calendar will include these events and others that are reported to her.

- Old Business

a. Dine Downtown

Mr. Davis stated he was ok with encouraging everyone to eat downtown at all restaurants with the emphasis on the road that was closed.

Mr. Levacy asked Ms. Cordle if all of the restaurants on Main Street were participating.

Ms. Cordle stated that everyone on the stretch was and that she was still trying to reach out to the Ale House 1890.

A flyer and a news release for internal and external audiences are ready to go. Ms. Brown suggested that State of the County Address registrants receive a gift card and contributed \$200 to that pool of money. About four more contributors at that level would cover all gift cards. Mr. Davis stated that everyone would be asked to keep their receipts and that the prize pool was up to \$900.

Ms. Brown stated they should mention this effort at the State of the County Address to continue to build energy.

b. Chestnut Street Parking Lot

Mr. Davis asked Mr. Levacy if he'd like to give an update on the status of the parking lot which was mentioned earlier today.

Mr. Levacy stated that the work group met several times and initially looked at doing a joint venture with the city for use of the drive-thru. As the discussions developed, the city decided they were not able to share

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the building at this time so the building was carved out of the potential transfer as the treasurer has a need for the drive-thru. The city may have use for the drive-thru in the future and that could be discussed at that point in time. Draft agreements have been prepared, and the workgroup is almost concluded with its work.

Mr. Davis stated that if the county contributes the parking lot it will be a share of helping with the Municipal Courthouse.

Mr. Levacy agreed. He stated the lot was worth roughly \$500,000. They could have an appraisal, but there is a definite need for the parking lot and that is driving force in the discussion.

Mr. Davis stated that he wanted to be helpful to the city on the court house project.

Ms. Brown stated there that was discussion in the work group about cooperation for those who are already parking in the lot.

Mr. Kiger stated that while the project is good, maybe they should wait until the other issues work out.

Mr. Davis stated that he wanted to avoid a chicken and egg dilemma with the city and added that the Commissioners cannot allow themselves to get in a tit-for-tat argument with the city.

Mr. Levacy stated that as a Commissioner he looks at what he best for the entire county without boundaries of the entities.

**c. JFS Director Planning**

Ms. Brown reported that following our last meeting, the internal posting for the JFS Director was emailed to all county employees. It has also been posted physically at the Government Services Building and the Courthouse. Once applicants send their letters of interest and resumes to Carri Brown by March 21, the next steps for the selection process will be to review the submissions from applicants for qualifications and requirement.

At the last meeting, Ms. Brown offered for consideration the involvement of senior leadership of JFS in a double blind assessment of a relevant project for JFS operations. With the Board's approval, she will prepare the project assignment for the candidates who will proceed to the next step. She will also outline the steps for the double blind process. She will communicate individually with members of the JFS senior leadership

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team, who will be offered the opportunity to participate in the project review, but they will not be required to participate. Applicants from the senior leadership team will not participate in the reviews. Ms. Brown will have the project ready to go for the meeting on March 25. Panel interviews with the Board of Commissioners and the Executive Director are expected following completion of the projects.

All three Commissioners gave their go ahead to the next steps.

d. Employee AED Training Scheduled

Ms. Elsea reported that four trainings have been scheduled in April: one at EMA, two in the Commissioners' Hearing Room, and one at Utilities on Lockville Road.

**Review continued**

The Commissioners met at 11:58 a.m. to continue review of legal issues and pending or future action items and correspondence. Commissioner Kiger called the meeting to order with the following Commissioners present: Steve Davis, Mike Kiger and Dave Levacy. Also present were Carri Brown, Rachel Elsea, Jason Dolin, and Tony Vogel.

**Meeting with Jonathan Ferbrache re: Farmland Preservation**

The Commissioners met at 11:36 a.m. to discuss Farmland Preservation. Commissioner Kiger called the meeting to order with the following Commissioners present: Steve Davis, Mike Kiger and Dave Levacy. Also present were Carri Brown, Rachel Elsea, Jason Dolin, Jonathan Ferbrache, Ray Stemen, Holly Mattei, Ed Laramie, David Miller, Branden Meyer, Bob Clark, Jeff Barron, Staci Knisley, and Jon Slater.

Mr. Ferbrache provided a summary of the money distributed under the Clean Ohio Fund. Fairfield County has \$448,107 allocated for use. They can match this if the funding is available. The short list was submitted to the Commissioners on March 14<sup>th</sup>. There will be 8 projects submitted with funding expected for one project. If there is not federal matching there are two other farms that may be able to use the excess funds.

Mr. Davis asked if this was an agricultural easement purchase.

Mr. Ferbrache stated that it was not another security agreement.

Mr. Davis stated that he wanted to remain mindful about utilities.

Mr. Ferbrache understood and agreed. He added that there was no indication that the Clean Ohio funds would be removed from the budget. The official submission date is

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April 15<sup>th</sup>. Ms. Brown reported that the map was in the review packet, and the resolution would be prepared for March 25.

Mr. Levacy thanked Mr. Ferbrache for all he does.

**Review continued**

The Commissioners met at 11:42 a.m. to continue review of legal issues and pending or future action items and correspondence. Commissioner Kiger called the meeting to order with the following Commissioners present: Steve Davis, Mike Kiger and Dave Levacy. Also present were Carri Brown, Rachel Elsea, Jason Dolin, Ray Stemen, Holly Mattei, Ed Laramée, David Miller, Branden Meyer, Bob Clark, Jeff Barron, Staci Knisley, and Jon Slater.

- **New Business**

- a. Social Media Policy

- Ms. Elsea reported that the social media work group had prepared a policy draft that would cover twitter, facebook, and websites. This has been reviewed by the data board and will be put into a survey for elected officials and department heads to provide feedback. Once the final draft is prepared, the data board and Commissioners will have it before them for approval. The goal is to have a consensus policy.

Mr. Kiger stated at 11:44 a.m. that there would be a short recess followed by an Executive Session.

**Review continued**

The Commissioners met at 11:50 a.m. to continue review of legal issues and pending or future action items and correspondence. Commissioner Kiger called the meeting to order with the following Commissioners present: Steve Davis, Mike Kiger and Dave Levacy. Also present were Carri Brown, Rachel Elsea, Jason Dolin, Branden Meyer, and Jon Slater.

**Executive Session to discuss Personnel in the Clerk of Courts and Auditor's Offices.**

On the motion of Steve Davis and second of Dave Levacy, the Board voted to enter into Executive Session to discuss Personnel in the Clerk of Courts and Auditor's Offices at 11:50 a.m.

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Discussion: Commissioner Davis stated that the following be present: Commissioner Davis, Commissioner Levacy and Commissioner Kiger, Carri Brown, Rachel Elsea, Aunie Cordle, Jason Dolin, Jon Slater, and Branden Meyer.

Roll call on the motion as follows:

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

On the motion of Steve Davis and second of Dave Levacy, the Board voted to exit Executive Session at 12:26 p.m.

Roll call on the motion as follows:

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

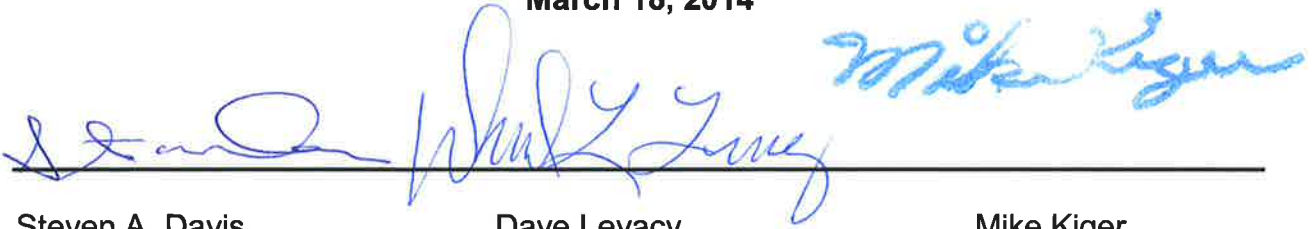
**Review continued**

The Commissioners met at 12:26 p.m. to continue review of legal issues and pending or future action items and correspondence. Commissioner Kiger called the meeting to order with the following Commissioners present: Steve Davis, Mike Kiger and Dave Levacy. Also present were Carri Brown, Rachel Elsea, and Jason Dolin.

- General Correspondence Received
- Calendar Review/Invitations Received
  - a. Our Town Lancaster premiere screening – Saturday, March 22<sup>nd</sup> at 7:30 p.m. at OU-L.
  - b. 2014 4-H Awards Banquet – Tuesday, April 8<sup>th</sup> at 7:00 p.m. at Shalom Methodist Church  
  
Mr. Levacy will attend if it doesn't conflict with the April 8 meetings for the Clarence E. Miller building.  
  
JFS Candlelight Walk – Thursday, April 24<sup>th</sup> at 6:30 p.m. at JFS  
  
Ms. Brown will attend the tree dedication ceremony on April 1.
- FYI
  - a. Wear Blue to Work – Wednesday, April 9<sup>th</sup> – we sent email to employees about this, too.
  - b. Letters of Support for KC-46A "Pegasus" mission to be signed
  - c. Thank you from Susie Bloom



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Steven A. Davis  
Commissioner

Dave Levacy  
Commissioner

Mike Kiger  
Commissioner



Rachel Elsea, Clerk