

**Regular Meeting #37-2011  
Fairfield County Commissioners' Office  
August 18, 2011**

**Elected Officials/Department Head Roundtable**

At 8:35 a.m., the Commissioners met with the Elected Officials and Department Heads. The Commissioners present were Judith Shupe and Mike Kiger. Also present were Frank Anderson, Susan Bloom, Jeff Barron, John Bosser, Carri Brown, Dave Burgei, Randy Carter, Aunie Cordle, Shane Farnsworth, Jon Kochis, Staci Knisley, Brian Kuhn, Ed Laramée, Lori Lovas, Gregg Marx, Holly Mattei, Lisa McKenzie, Branden Meyer, David Miller, Perry Orndorff, Jerry Perrigo, Dave Phalen, Jon Slater, Deborah Smalley, Nina West, and Gene Wood.

Commissioner Kiger called the meeting to order and recognized Ms. Mattei to present.

Ms. Mattei stated that she is required through a CDBG grant to run a fair housing program. She stated that their fair housing is focused on education and they have an intake system in their office. She stated that they receive phone calls. She explained the protected classes. Military status is a state addition, it not a federally protected class. The RPC office acts as a referral system and listens to complaints and then forwards them to the Ohio Civil Rights Commission. The City of Lancaster has its own Fair Housing office. She stated that they recently completed an analysis of impediments to fair housing, which is required every five years. Two surveys were sent out to both agencies and to citizens. She stated that the results showed that most people felt that they were discriminated against because of income, which is not a protected class. Familial status and handicap were next on the list. RPC also does landlord/tenant training and education. They do not interpret the law, but they guide people to the law and refer people to legal aid or attorneys. She said that they advise the tenants to keep paying rent. The Municipal Court can escrow the rent money until the landlord does what they are required to do. She stated that her office received approximately 20 to 30 fair housing calls per year; 95% are landlord tenant related.

Auditor's Office: Mr. Slater stated that his office has been very busy. He is enjoying the work since he has taken office. The CAFR was just completed, which has been put on CD as well as the internet. He said that there is also a smaller financial report. He thanked Lisa Notestone for her work on this.

Sheriff's Office: Sheriff Phalen stated that the contract with the county and SCI was signed this past week. He said that the school resource officers have been used during the summer, since June 4 to help with 60 arrests and closing down the meth labs and drug growing operations. He stated that this has been a great program. He expressed thanks to Prosecutor Marx. He stated that this unit will end as the deputies will be returning back to the schools.

Regional Planning Commission: Ms. Mattei stated that the "Fairfield Growing" plan has been completed and adopted by the RPC, which is available on their website. This will help farmers link to food processors and help with the food production. She has attended meetings with the Ohio Food Hub Network.

Clerk of Courts: Ms. Smalley stated that her three offices are running smoothly. She stated that her title office is number one in the state. She stated that her office is trying to go paperless. She expressed her thanks to the Maintenance department and also to the Data Department.

Commissioner Shupe asked what that number one ranking is based on.

Ms. Smalley stated that the ranking is based on volume, which Fairfield County has held for two years. She stated that Summit County is ranked second.

Engineer's Office: Mr. Anderson stated that his office has been busy with road and bridge construction projects. ODOT District 5 has stated that "no business is entitled to the traffic at their businesses." He stated that two bridge projects are starting next week and road construction work and paving projects are being completed. He stated that the summer interns are going back to college and their work has allowed other staff members have extra assistance during the summer. He stated that he had announced his retirement last month. He stated that he will have 34.3 years of service. He also stated that they are creating an updated highway signage policy.

Ms. Mattei stated that that a subcommittee was created to work on implementing this with the Engineer's Office.

Board of Elections: Ms. Bloom stated that her staff had 21,000 signatures to check on the voter registration list and then verify those signatures on the voter rolls. She also stated that there was federally mandated mailing of 21,632 pieces that had to be mailed. The Board of Elections has also gone under a major software upgrade, which is more secure, stable and confident that everything will be ready for the Presidential Election. She stated that HB 194, the Election Reform Act, they still don't know when the Primary Election will be held. The Bill was passed and challenged, the reform was challenged, and the petitions have been re-circulated. The signatures have to be validated by the end of September. She stated that the Secretary of State's Office is working with all counties to share information with them. She said that they have used some part time employees, which have helped them a great deal. She expressed her thanks to the Commissioners, Mr. Meyer and to Mr. Vogel for addressing the maintenance issues/needs.

Ms. Smalley asked whether the date for the Primary Election has been set.

Ms. Bloom stated that the date will either be March or May.

Human Resources: Ms. Cordle stated that Jay Shepherd has been scheduling inspections. She stated that they have found minor issues, such as trip hazards. They county newsletter was re-established in electronic format, which lists dates, events and wellness sessions. She encouraged the elected officials to allow staff members to attend the wellness events. She stated that the financial planning class had lots of interest. An upcoming Financial Planning event will be held on September 15 9:00-10:00 a.m. at the EMA Conference Room. She stated that the free Flu Shot date will be October 19 11:00 a.m.-2:00 p.m. at the Elks Lodge.

Treasurer's Office: Mr. Kuhn stated that new security cameras will be installed very soon. He said that his new excrow program has been well accepted by the community. He said that 1,200 people have signed up so far. He stated that he is working to have the 2012 tax bills put on the internet, so people can print them off and send them in with their payments.

Recorder's Office: Mr. Wood stated that his office has been cleaning up the old records. His office has not been that busy, since the real estate market has been slow; receipts are down.

Mr. Slater expressed thanks to Mr. Wood for offering his staff to assist in the Auditor's Office.

Emergency Management Agency: Mr. Kochis stated that he has been looking into having a dome built as a tornado shelter.

Sheriff Phalen asked what the dome would be used for.

Mr. Kochis stated that the company in Texas builds domes that can withstand F-4 tornados. Licking County is the only county in Ohio that has one of these domes. He stated the grant application requires a local match. He also stated that he has been working on the Emergency Action Plans, which covers all emergency situations. He

stated that they departments need to provide the knowledge and his office will provide the training.

Job & Family Services: Ms. Brown stated that they have been receiving reductions in funding. She stated that their human assets are greatly dedicated and have had a reduction in staff. CPS had 11 staff members reduced and they have had a huge increase in caseload. She stated that her son and daughter-in-law are expecting a baby, which will be her first grandchild.

Prosecutor's Office: Mr. Marx stated that new drug charges everyday. He stated that he job market for attorneys is bad. He stated that he has hired more attorneys and two moved over 100 miles to work in his office. He stated that he has a very motivated staff and works late. During the summer they had two law school interns working for free. He stated that Jim Edwards is full time and Mr. Dolin's schedule is being adjusted as well. He stated that the new location of the Prosecutor's Office is great. He stated that he has a lot of people who want to work for free. He also stated that he has the largest caseload in the office.

Sheriff's Office: Chief Perrigo stated that the Sheriff's website has a banner at the top, which can be clicked on and shows the crime rate and statistics in the county and sex offenders as well.

Auditor's Office: Mr. Laramie had no comments.

Soil and Water Conservation District: Mr. Orndorff stated that they have been working on the Sensory Trail, a treehouse that will be on the site next to the DD Building. He explained that the structure is 1,200 square feet. He stated that they have used Mr. Vogel to save money. He stated that they have also been working with Mr. Burgei and GIS Department to create a new revised plat book, the last version is three years old.

Dog Shelter: Ms. West stated that the 2012 tags have been ordered.

Auditor's Office: Mr. Miller stated that his office will be coordinating MUNIS training on September 7-9 at the Courthouse and at the DD Building.

GIS Department: Mr. Burgei stated that they have been working on the road center lines and working with the Sheriff's Office to implement this with the 9-1-1 system. GIS has been working with the Engineer's Office before this data is pulled into the state system. He stated that the reappraisal will be done soon and the new technology and data will be available.

Data Department: Mr. Carter stated that they have been working on a new version of Court View system, purchased 35 new PCs and a new web server. The Clerk's office is moving to a paperless transition. He stated that Ms. Knisley will send out a list of fax numbers that includes 66 lines which will be disconnected. He stated that having the lines bundled is much cheaper. For less than \$120 per month the county can have all of its fax lines.

Commissioner Kiger asked whether the phone lines will be changed or just the fax lines.

Mr. Carter stated that the old fax lines will be kept for 6 months during the transition.

Ms. Cordle asked what the timeframe is.

Mr. Carter stated that he would like to start his as soon as possible. He stated that a fax server to support a u-Fax would cost approximately \$7,000.

Ms. Knisley stated that the Yellow Pages deadline is next month.

Chief Perrigo asked whether the numbers will all be 652 exchanges.

Mr. Carter stated that the fax numbers will be 652 numbers.

Economic Development: Mr. Farnsworth stated that the office is very active. He stated that Air Evac and Med Flight have recently relocated operations to the area. He mentioned another company that will be bringing 125 jobs to the area. ToxCo and Company Wrench have both expanded and SRI is adding a third production line to their operation. He stated that his office has worked with the Historical Parks Office to help support their levy.

Domestic Relations Court: Ms. Lovas stated that they have been going through a large change with Judge Mowry retiring and Judge Smith newly appointed. She stated that the transition has been very smooth. She stated that Judge Smith's docket is very busy.

Developmental Disabilities: Mr. Bosser stated that they have been working with SWCD and Mr. Orndorff on the tree house project. He stated that there is well over \$100,000 in donated labor and materials that has been used; no public money has been used on this project. He explained that the site is located behind Forest Rose School; there is a 1,200 square foot deck in the trees. He expressed thanks to Mr. Kochis for his emergency preparedness training that his staff conducted.

Commissioners' Office: Mr. Meyer announced that the Budget Retreat has been scheduled for September 29 at Alley Park. He stated that time and details will be sent out in an upcoming communication to everyone.

Commissioner Shupe stated that the CCAO will be speaking about shared/consolidated services that were included in HB 153.

Ms. Smalley asked whether Larry Long would be the speaker again this year.

Mr. Meyer stated yes, either Mr. Long or someone else from the CCAO.

Mr. Wood stated that Mr. Shepherd conducted a safety inspection of his office and was told that they need to use 3 prong plugs instead of 2 prong plugs and thought that if there were plugged into surge protectors that would be sufficient.

Mr. Slater stated that the plugs need to have a ground fault interrupter, not just be plugged into surge protectors.

Ms. Cordle stated that she will discuss the inspections with Mr. Shepherd. She stated that these area recommendations, not "have to" items. She stated that they are suggestions on creating a safe workplace, i.e. like eliminating space heaters, which could be a danger if they are left on. She stated that you must put through a microscope of what could happen.

Commissioner Shupe thanked everyone for attending the meeting and thanked Mr. Anderson for his longtime service to the county.

The meeting ended at 9:48 a.m.

### **Commissioners' Regular Meeting**

A regular meeting of the Fairfield County Board of Commissioners was held on Tuesday, August 18, 2011 beginning at 10:03 a.m., with the following Commissioners present: Judith Shupe and Mike Kiger. Also present were Jeff Barron, Gregg Marx, Holly Mattei, and Branden Meyer.

### **Pledge of Allegiance**

Commissioner Kiger asked everyone to rise and led the Pledge of Allegiance.

## **Announcements**

Mr. Meyer announced that the Elected Official/Department Head Roundtable was held earlier in the morning at 8:30 a.m.

He also announced that a Petition for Annexation to annex 10.246 acres of Hocking Township into the City of Lancaster was filed by Terre Vandervoort for the City of Lancaster on August 17, 2011.

## **Public Comment**

No public comment made.

## **Approval of Request for Payment and Status of Funds Report- FY2010 CDBG Community Housing Improvement Program- Drawdown #266 [Fairfield County Commissioners]**

On the motion of Judith Shupe and second of Mike Kiger, the Board of Commissioners voted on the Approval of Request for Payment and Status of Funds Report- FY2010 CDBG Community Housing Improvement Program- Drawdown #266 [Fairfield County Commissioners], see Resolution 11-08.18.a.

Roll call vote of the motion resulted as follows:  
Voting aye thereon: Judith Shupe and Mike Kiger

## **Approval of Selection for Professional Engineering Services for FY2010 CDBG Formula Projects- Village of Amanda and Village of Pleasantville [Fairfield County Commissioners]**

On the motion of Judith Shupe and second of Mike Kiger, the Board of Commissioners voted on the approval of selection for professional engineering services for FY2010 CDBG Formula Projects- Village of Amanda and Village of Pleasantville [Fairfield County Commissioners], see Resolution 11-08.18.b.

Roll call vote of the motion resulted as follows:  
Voting aye thereon: Judith Shupe and Mike Kiger

## **Approval of Fiscal Resolutions**

On the motion of Judith Shupe and second of Steven Davis, the Board of Commissioners voted on the approval of the following fiscal resolutions:

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| 11-08.18.c | Approval of Account to Account Transfer- Fairfield County Airport [Fairfield County Airport]                     |
| 11-08.18.d | Approval of Amended Certificate & Increase of Appropriations [Fairfield County Auditor]                          |
| 11-08.18.e | Approval to Appropriate from Unappropriated 7733- Basic Life Insurance [Fairfield County Engineer]               |
| 11-08.18.f | Approval of Account to Account Transfer, the County Engineer Motor Vehicle Fund 2024 [Fairfield County Engineer] |
| 11-08.18.g | Approval of Account to Account Transfer- General Fund #23100101 [Fairfield County Sheriff]                       |
| 11-08.18.h | Approval of Account to Account Transfer- the County Engineer Motor Vehicle Fund 2024 [Fairfield County Engineer] |

11-08.18.i Approval of Account to Account Transfer- Probate Court (20100100- Probate General Fund) [Fairfield County Engineer]

Roll call vote of the motion resulted as follows:

Voting aye thereon: Judith Shupe, Steven Davis, and Mike Kiger

**Approval of Request for Payment and Status of Funds Report- FY 2010 CDBG Funds- Drawdown #268 [Fairfield County Commissioners]**

On the motion of Judith Shupe and second of Mike Kiger, the Board of Commissioners voted on the approval of request for payment and status of funds report- FY 2010 CDBG Funds- Drawdown #268 [Fairfield County Commissioners], see Resolution 11-08.18.j.

Roll call vote of the motion resulted as follows:

Voting aye thereon: Judith Shupe and Mike Kiger

The Regular Meeting ended at 10:07 a.m.

**Review Session**

The Board of Commissioners met at 10:10 a.m. to review legal issues, pending and future action items and correspondence. Commissioners present were Judith Shupe, Steven Davis and Mike Kiger. Also present were Jeff Barron, Jon Kochis, Holly Mattei, Gregg Marx, and Branden Meyer.

**I. PENDING ITEMS**

**▪ Emergency Dome Shelters**

Mr. Kochis stated that the State of Ohio will give 12.5% from the State and the County will have to match 12.5%. He stated that one 500 person dome is 59' in diameter, 20' high, and 2,700 square feet in size. The estimated cost is \$355,420 times 2 will be \$710,840. The federal portion will be \$533,130 and the State/County portion will be approximately \$88,855 each.

Commissioner Shupe asked whether this would fit into a CDBG program.

Ms. Mattei stated that an income survey would have to be completed, but would not be eligible until 2013.

Commissioner Kiger asked Mr. Kochis whether he has talked to Colonial Estates.

Mr. Kochis stated that he has discussed this with Colonial Estates, but not since he received the new information from the State.

Ms. Mattei asked whether Mr. Kochis has looked at the floodplain.

Mr. Kochis stated that he has. There was a problem with the old one, but not with the current one.

Commissioner Shupe stated that Colonial Estates has to "buy in" to this plan.

Mr. Kochis stated that they could use the facility as a community center and rent the space.

Commissioner Kiger stated that Mr. Kochis chose the location because it is the largest population.

Mr. Kochis stated that he will meet with Greenfield Township later.

Commissioner Kiger stated asked whether the land will be given to the Commissioners.

Mr. Kochis stated that the land will most likely not be given to the county.

Mr. Marx stated that the county could create a lease for 1 dollar per year for 100 years.

Mr. Kochis asked whether CDBG funds would be available for this.

Ms. Mattei stated that the deadline was just passed for 2012 CDBG.

Commissioner Kiger asked Mr. Kochis to keep the Commissioners updated on this project.

**▪ Suggestions to MORPC.**

Ms. Mattei showed the Commissioners a draft letter listing the suggestions that she had discussed during the Commissioners' meeting on August 16. She stated that the Mayor of Carroll was very supportive to any improvements that can be made to the Carroll interchange. She stated that a priority needs to be placed on the Carroll interchange and there is a concern on how the interchange is proposed. She asked whether the Commissioners are comfortable with her submitting her letter of suggestions to MORPC.

Commissioner Shupe stated that she support this.

Commissioner Kiger agreed.

Ms. Mattei thanked the Commissioners for their support.

The meeting ended at 10:24 a.m.

**Adjournment**

With no more business to discuss, on the motion of Judith Shupe and a second of Mike Kiger, the Board of Commissioners voted to adjourn at 10:24 a.m.

Roll call vote on the motion resulted as follows:  
Voting aye thereon: Judith Shupe and Mike Kiger

The next regular meeting of the Board of Commissioners is scheduled for Tuesday, August 23, 2011 at 10:00 a.m.

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Motion by: Judith Shupe

Seconded by: Steven Davis

that the minutes were approved by the following vote:

YEAS: Judith Shupe, Steven Davis, Mike Kiger

NAYS: None

ABSTENTIONS: None

\*Approved on August 30, 2011.

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Mike Kiger  
Commissioner

Judith K. Shupe  
Commissioner

Steven A. Davis  
Commissioner

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Branden C. Meyer, Clerk