Regular Meeting #52 - 2013  
Fairfield County Commissioners’ Office  
October 29, 2013

Review

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: Steve Davis, Mike Kiger and Dave Levacy. Also present were Carri Brown, Rachel Elsea, Staci Knisley, Jason Dolin, Dennis Schwallie, Mary Beth Lane, Jeff Barron, Aunie Cordle, Ursula LaVeck, Lisa Notestone, Dennis Keller, Jon Slater, Brian Kuhn, Ray Stemen, and Tony Vogel.

Mr. Davis opened the meeting and welcomed Mr. Schwallie.

Mr. Schwallie stated he had closing papers for the energy bonds. These are for 15 years at a 3% interest rate. The previous resolutions allowed for the signatures.

Motion to sign the Signature and No Litigation Certificate.

On the motion of Steve Davis and the second of Dave Levacy, the Board of Commissioners voted to sign the Signature and No Litigation Certificate.

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

Motion to sign the Engagement Letter with Peck, Shaffer, and Williams, LLP.

On the motion of Mike Kiger and the second of Dave Levacy, the Board of Commissioners voted to sign the Engagement Letter with Peck, Shaffer, and Williams, LLP.

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

Mr. Schwallie thanked the Commissioners for their time.

Mr. Davis asked that an Executive Session for Personnel relating to the Clerk of Courts office be added for 10:45 a.m.

- **Legal Update**

  Mr. Dolin stated he did not have a legal update.

- **Administration and Budget Update/Carri’s List**

  a. Follow up on Meals on Wheels, contract elements and offers to be of help.
Mr. Davis stated that he, Ms. Brown, and Mr. Dolin met earlier to discuss the Meals on Wheels contract issues. Meals on Wheels’ board feels stretched right now and are not able to meet to discuss the contract until November 18th. This is later than the Commissioners had initially envisioned. Mr. Davis suggested in the meantime they continue to contribute thoughts to Ms. Brown and that a draft of what the Commissioners would like to see be created. The additional data that will be available at the November 18th meeting will be helpful.

Ms. Brown reported that the FACFC had also offered to help during the transition and that Mr. Bachman was very appreciative of this.

Mr. Kiger stated that he didn’t think Meals on Wheels have ever offered an olive branch as they recently had.

Mr. Davis stated he and Ms. Cordle would be meeting with Mr. Bohac and Ms. Anderson on October 30th at 9:00 a.m. to plan an approach to hire a long term director for MOW.

b. Draft agenda/slide show for December 5th

Ms. Brown stated that the reminder was sent to the Elected Officials and Department Heads. A draft agenda was included in the packet. Ms. Brown will reach out to Suzanne Dulaney. They will provide a handout to all departments for their updates. Ms. Brown will also send the commissioners the proposed special dates calendar for 2014 for their review. The regular meeting is scheduled for 10:30 a.m. following the roundtable.

c. Follow up on the jail project

Ms. Brown stated there was a resolution to approve the survey agreement. This is the next step needed for preparing the Wheeling Street site. A 45 day completion requirement was included in the agreement. The vendor, 2LMN, Lockwood, Lanier, Mathias, and Noland, is a civil engineering and surveying firm who can inform the project as the project progresses. Later in the project, an engineering firm will be needed. Request for quotes were sought, and the winning proposal is with 2LMN. The agreement has been approved to form, and the purchase order is in place. We are in the process of reviewing the architect’s contract. Further, there are a number of different ways to deliver a project of this size, and we are researching the options relating to consultants, from a financial, construction, and legal perspective.
Mr. Davis stated that the initial renderings used GIS for the needed information and this this would be a more formal survey.

Mr. Keller added that a topographical survey would also be included.

Ms. Brown stated they are also reviewing the architect contract and this will be the next item that comes before the commissioners in relation to the jail.

Mr. Davis asked if Mr. Keller would become the point of contract at some point.

Mr. Keller stated that he would.

d. Hangar K options, recommendation

Ms. Brown stated a small group of Carri Brown, Staci Knisley, Ed Laramee, Brian Kuhn, and Bob Clark met on Thursday, October 24, to review options relating to funding the $200K that the Airport needs for the Hangar K project. This project was discussed in review last week. The Airport officials agreed that $200K was a good estimation of what would be needed to complete the project. The small group reviewed multiple options including an advance from the general fund coupled with a memo of understanding for repayment, a Local Government Innovation Fund loan, working with the Port Authority, loaning money internally with the Treasurer, seeking a bank loan or another form of debt, seeking grants, and combinations of these options. For efficiency and given the size of the project, the group recommends the advance with an accompanying memo of understanding about repayment. This can be accomplished in 2014. Staci Knisley is preparing a draft resolution for the advance, which will include a date certain for repayment. Full repayment will be expected on or before December 31, 2018. In addition, the group discussed how the annual allocation to the Airport from the general fund (now estimated at $176,000) would be reasonably adjusted downward, based on operational need and/or based on resources the Airport may have, including any resource potentially provided by agreements with a pipeline company. Also, within the discussion about Hangar K, the group reviewed options relating to the internal note that is associated with what is known as the 2006 and 2008 hangar debt. The group recommends continuing the note, for $1.2+M, at 1.25% interest.

Mr. Davis asked if the memo of understanding would include the revenues the airport would use to repay the advance.
Ms. Brown stated that it would. She said they would move forward with the advance option if there were no objections. No objections were made.

Ms. Brown added that this is a viable and efficient option. She said they also reviewed the internal note and recommended continuing the note. The group confirmed with Mr. Schwallie that this could be continued for an additional 20 years.

e. Advanced Innovative Management System – partnership resolution, for Local Government Innovation Council Loan application

Ms. Brown reported the partnership agreement for the potential loan project to implement the MUNIS related process improvements is ready. Each of the political subdivisions will be signing off on that agreements, and we will apply for loan with the Local Government Council. David Miller volunteered to attend several political subdivision meetings to obtain the partnership agreement signatures. For the Juvenile Detention Center sign off, the County Commissioners will deliver the original partnership agreement for signature, as the County Commissioners will be attending the Juvenile Detention Center meeting. This meeting is November 15. The loan application will be $500,000, and the county will repay $50,000 annually for ten years, with no interest. All political subdivisions will provide various forms of in-kind contributions. Carri Brown is taking the lead on the loan application. A meeting is set with the state grantor in November. The loan application is targeted for December 2013; however feedback from the state could push that date to the first quarter of 2014, and we are remaining flexible. The loan opportunity is a good one for implementing AIMS.

f. Auditor/Treasurer/IT/Commissioners Meeting (scheduled for 10.30)

Ms. Brown stated the agenda for this meeting included the sunshine review and the county directory. She added that additional items were welcome to be added.

• Old Business

a. Request from Walnut Township

Ms. Brown stated that a request had been received from Mr. Terry Horn asking the commissioners to provide an allocation to cover the costs of placing the energy aggregation issue on the ballot.
Mr. Davis stated that support could be meaningful to entities who have not indicated interest in proceeding. He suggested they consider communication back out to the townships for a willingness to be helpful.

Mr. Kiger stated that he felt offering this assistance would open Pandora's Box.

Mr. Davis stated he was partial to the idea as it would be an answer to the townships’ requests that they share the casino revenue (which they cannot do due to the constitution’s dedication of the funds). He is not concerned about additional requests coming as this would be $8,000-$12,000 in an even year. He suggested the commissioners think about it for a week and decide next week.

- New Business
  a. Letter of Support for Cyclone Engines (motion needed)

Mr. Clark stated that Cyclone Engines were trying to get a $1,600,000 loan from the Development Services Agency. They can get up to 75% of the total project through the loan. This loan would greatly accelerate their project.

Motion to execute a letter to Director David Goodman in support of Cyclone Engine’s Loan Application.

On the motion of Dave Levacy and the second of Mike Kiger, the Board of Commissioners voted to execute a letter to Director David Goodman in support of Cyclone Engine’s Loan Application.

Discussion: Mr. Kiger stated that by signing this letter the commissioners were showing support for economic development and that there was no cost associated with signing the letter.

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

- General Correspondence Received

- Calendar Review/Invitations Received
  a. Grand Opening of Lithopolis Winchester Road Bridge – Friday, November 1st at 11:00 a.m. at the bridge site.
     i. Mr. Kiger will attend.
b. Bremen Chamber Annual Meeting – Thursday, November 7th at 6:00 p.m. at the Historical Society Building
   i. Mr. Levacy will attend.

c. Township Trustees Annual Banquet – Sunday, December 8th at 6:00 p.m. at the Liberty Center.
   i. Mr. Davis will attend and said he would carry an answer to Walnut Township’s request and information regarding the aggregation deadline. He also asked for a ½ page of remarks for the event. Ms. Brown stated the deadline for language was the end of January so the townships would still have plenty of time.

- FYI

- Issues Bin

  a. Vending Machines & Square 7 (end of year 2013)

  b. CEM Building

Mr. Schwallie stated he had one more document for the Commissioners to sign.

**Motion to authorize the execution of the closing certificate.**

On the motion of Dave Levacy and the second of Mike Kiger, the Board of Commissioners voted to authorize the execution of the closing certificate.

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

**Executive Session to discuss Personnel at the Clerk of Courts**

On the motion of Steve Davis and second of Dave Levacy, the Board voted to enter into Executive Session to discuss Personnel at the Clerk of Courts at 9:37 a.m.

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

Roll call on the motion as follows:
Voting aye thereon: Steve Davis, Dave Levacy and Mike Kiger
On the motion of Dave Levacy and the second of Mike Kiger, the Board voted to exit Executive Session at 9:58 a.m.

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

**Review Continued**

The Commissioners met at 9:58 a.m. to continue to review legal issues and pending or future action items and correspondence. Commissioner Davis called the meeting to order with the following Commissioners present: Steve Davis, Mike Kiger and Dave Levacy. Also present were Carri Brown, Rachel Elsea, Aunie Cordle, and Jason Dolin.

**Commissioners’ Regular Meeting**

A regular meeting of the Fairfield County Board of Commissioners was held on Tuesday, October 29, 2013 beginning at 10:01 a.m., with the following Commissioners present: Steve Davis, Mike Kiger and Dave Levacy. Also present were Jason Dolin, Carri Brown, Rachel Elsea, Staci Knisley, Aunie Cordle, Jon Slater, Jeff Barron, Aunie Cordle, Jason Dolin, Tony Vogel, Ray Stemen, Ursula LaVeck, Lisa Notestone, Mary Beth Lane, and Branden Meyer.

**Pledge of Allegiance**

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

**Announcements**

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

**Public Comment**

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

Mr. Ray Stemen of 2444 West Point Road, Lancaster, Ohio stood up to mention the proposed expansion of water authority that would extend federal control to virtually all U.S. lands (see attached).

**Approval of Minutes for Tuesday, October 22, 2013.**
On the motion of Dave Levacy and the second of Mike Kiger, the Board of Commissioners voted to approve the Minutes for Tuesday, October 22, 2013.

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

Approval of the Adult Probation Office’s Resolution

On the motion of Mike Kiger and the second of Dave Levacy, the Board of Commissioners voted to approve the Adult Probation Office’s resolution to appropriate from unappropriated in a major expenditure object category Adult Community Based Correction - Fund 13268900 – Common Pleas Probation; see resolution 2013-10.29.a.

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

Approval of the Auditor’s Office Resolution

On the motion of Dave Levacy and the second of Mike Kiger, the Board of Commissioners voted to approve the Auditor’s Office resolution to appropriate from unappropriated in a major expenditure object category GIS dept. fund 2443; see resolution 2013-10-29.b.

Discussion: Mr. Slater stated this was for a GIS server that needed replaced.

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

Approval of the Commissioners’ Office Resolutions

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

- 2013-10.29.c A resolution authorizing the approval of an advance from the General Fund to the Fairfield County Airport Fuel Fund # 5786 [Commissioners]
- 2013-10.29.d A resolution authorizing the approval of an agreement with Pitney Bowes PresortXtra for mail services. [Commissioners] [Commissioners]
- 2013-10.29.e A resolution approving survey services to be conducted for the construction of the Fairfield County Public Safety Facility, a jail. [Commissioners]
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2013-10.29.f A resolution authorizing the County Auditor to assess and place on the tax duplicate delinquent sewer rentals for the Buckeye Lake Sewer System for the dates of July 15, 2013 through August 15, 2013 [Commissioners]

2013-10.29.g A resolution approving an account to account transfer in a major object expense category – Fairfield County Commissioners/Maintenance [Commissioners]

2013-10.29.h A resolution to designate the Official Representative and Alternate for the purpose of voting at the annual meeting of the County Commissioners Association of Ohio in 2013. [Commissioners]

2013-10.29.i A resolution authorizing the approval of a request for payment and status of funds report – FY2012 CDBG Formula/Neighborhood Revitalization Program (NRP) funds - $21,417 [Commissioners]

2013-10.29.j A resolution to authorize the Executive Director to sign agreements relating to the Safe Havens Grant, Fund 2797, the Fairfield County Commissioners (grantee), Domestic Relations Court (grant administrator) [Commissioners]

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

Approval of the Court of Common Pleas Resolutions

On the motion of Dave Levacy and the second of Mike Kiger, the Board of Commissioners voted to approve the following Court of Common Pleas resolutions:

2013-10.29.k A resolution approving account to account transfer – Fairfield County Common Pleas Court [Common Pleas Court]

2013-10.29.l A resolution to appropriate from unappropriated in a major expenditure category [Common Pleas Court Fund 2422 – Special Projects] [Common Pleas Court]

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

Approval of Emergency Management Agency Resolution

On the motion of Mike Kiger and the second of Dave Levacy, the Board of Commissioners voted to approve the Emergency Management Agency’s resolution
authorizing the approval of repayment of an advance to the General Fund from EMA 2724 (subfund 8050) Citizen Corps Program Grant Fund; see resolution 2013-10.29.m.

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

Approval of the Engineer's Office Resolutions

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

2013-10.29.n  A Resolution to Approve the Contract Bid Award for the FAI-GR2014 2014 Guardrail Repair/Improvement Project. [Engineer]

2013-10.29.o  A resolution to appropriate from unappropriated in a major expenditure object category County Engineer 2024-Motor Vehicle for overtime payments [Engineer]

2013-10.29.p  A resolution to appropriate from unappropriated in a major expenditure object category County Engineer 2024-Motor Vehicle for future salt and grit purchases [Engineer]

2013-10.29.q  A resolution to approve a Change Order for the FAI-CR33A-8.196 Sign Upgrade Project [Engineer]

2013-10.29.r  A resolution to appropriate from unappropriated in a major expenditure object category County Engineer 2024-Motor Vehicle for traffic cones [Engineer]

2013-10.29.s  A resolution to appropriate from unappropriated in a major expenditure object category County Engineer 2024-Motor Vehicle for facility expenses [Engineer]

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

Approval of the Family, Adult, and Children First Council's Resolution

On the motion of Mike Kiger and the second of Dave Levacy, the Board of Commissioners voted to approve the Family, Adult, and Children First Council's resolution approving account to account transfer from Personal Services and Fringe Benefits to Contractual Services and Materials and Supplies for Fairfield County Family, Adult & Children First Council; see resolution 2013-10.29.t.

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

Approval of the JFS Resolution

On the motion of Dave Levacy and the second of Mike Kiger, the Board of Commissioners voted to approve the JFS resolution regarding approval of the Prevention, Retention and Contingency (PRC) Plan for Fairfield County Job and Family Services; see resolution 2013-10.29.u.

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

Approval of the Juvenile/Probate Court’s Resolution

On the motion of Mike Kiger and the second of Dave Levacy, the Board of Commissioners voted to approve the Juvenile/Probate Court’s resolution approving an account to account transfer; see resolution 2013-10.29.v.

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

Approval of the Sheriff’s Office Resolutions

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

2013-10.29.w A resolution to approve the purchasing of a gun by a retiring Officer. [Sheriff]

2013-10.29.x A resolution authorizing an account to account transfer.[Sheriff]

2013-10.29.y A resolution authorizing the approval of 2012 –JG-LLE-5368 Crimes Against Person Case Closure grant award reimbursement for the Fairfield County Sheriff’s Office Sheriff’s Office [Sheriff]

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

Approval of the Payment of Bills Resolution

On the motion of Mike Kiger and the second of Dave Levacy, the Board of Commissioners voted to approve the Payment of Bills resolution authorizing the approval of payment of invoices for departments that need Board of Commissioners’ approval; see resolution 2013-10.29.z.
Roll call vote of the motion resulted as follows:
Voting aye thereon: Mike Kiger, Dave Levacy, and Steve Davis

Ms. Elsea announced that the next regular scheduled meeting for the Board of Commissioners will be Tuesday, November 5, 2013 at 10:00 a.m.

Commissioner Davis mentioned at 10:12 a.m. that the Commission would be in recess until the 10:30 Executive Session in Commissioner Kiger's Office.

Review Continued

The Commissioners met at 10:30 a.m. to continue to review legal issues and pending or future action items and correspondence. Commissioner Davis called the meeting to order with the following Commissioners present: Steve Davis, Mike Kiger and Dave Levacy. Also present were Carri Brown, Rachel Elsea, Aunie Cordle, and Jason Dolin.

Executive Session to discuss Personnel

On the motion of Steve Davis and second of Dave Levacy, the Board voted to enter into Executive Session to discuss personnel at 10:31 a.m.

Discussion: Commissioner Davis stated that the following be present: Commissioner Davis, Commissioner Levacy and Commissioner Kiger, Carri Brown, Jason Dolin, Aunie Cordle, Rachel Elsea, and Todd McCullough.

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

On the motion of Mike Kiger and second of Dave Levacy, the Board voted to exit Executive Session at 10:40 a.m.

Roll call on the motion as follows:
Voting aye thereon: Mike Kiger, Dave Levacy and Dave Levacy

Review Continued

The Commissioners met at 10:40 a.m. to continue to review legal issues and pending or future action items and correspondence. Commissioner Davis called the meeting to order with the following Commissioners present: Steve Davis, Mike Kiger and Dave Levacy. Also present were Carri Brown, Rachel Elsea, Aunie Cordle, and Jason Dolin.

Adjournment

With no further business, on the motion of Mike Kiger and a second of Dave Levacy the Board of Commissioners voted to adjourn 10:47 a.m.
Roll call vote of the motion resulted as follows:
Voting aye thereon: Mike Kiger, Dave Levacy, and Steve Davis

The next regular meeting for the Board of Commissioners is scheduled for Tuesday, November 5, 2013 at 10:00 a.m. with Review beginning at 9:00 a.m.

Motion by: Seconded by:

that the October 29, 2013, minutes were approved by the following vote:

YEAS: NAYS: None

ABSTENTIONS: None

*Approved on November 5, 2013

Steven A. Davis Dave Levacy Mike Kiger
Commissioner Commissioner Commissioner

Rachel Elsea, Clerk