Regular Meeting #53 - 2013  
Fairfield County Commissioners’ Office  
November 5, 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, Ursula LaVeck, Aunie Cordle, Lisa Notestone, Brittney Brumfield, David Miller, Brian Kuhn, Tony Vogel, and Jon Kochis.

Mr. Davis opened the meeting.

Meeting with Brian Kuhn

The Commissioners met with Brian Kuhn at 9:01 a.m. to discuss potential interest rate increases on delinquent real estate taxes. 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, Ursula LaVeck, Aunie Cordle, Lisa Notestone, Brittney Brumfield, David Miller, Brian Kuhn, Tony Vogel, and Jon Kochis.

Mr. Kuhn stated that he had previously discussed increasing the interest rate from 3% to 12% for the treasurer charges with various officials. He passed out information regarding the positives of a 12% interest rate on delinquent real estate taxes, a letter to be mailed to the Ohio Tax Commissioner requesting the increase in the interest rate from 3% to 12%, effective January 1, 2014, and a letter regarding the Treasurer’s Office collection efforts (see attached).

Mr. Levacy stated they would have to treat all payments equal so if individuals were on a payment plan they would not be charged interest.

Mr. Kuhn stated that was correct.

Mr. Dolin stated that when the letters went out stating that Taxease would be taking over they received a large number of payments and that this method was very effective.

Mr. Kiger asked what other counties’ delinquent tax rates were.

Mr. Kuhn stated all counties were pretty average at 4%-6%.

Mr. Kiger also asked if other counties that have started a land bank used the same funding method.

Mr. Kuhn stated that he was not sure. There are options for counties. This option of the DTAC is used by other counties, too.
Mr. Davis stated that by doing this the projected offset would be greater than the reduction to the schools and asked if the 5% was already being redirected.

Mr. Kuhn stated that it hadn’t yet been redirected but will be once approved by the Board of Commissioners. $15,000 will be given to the land bank after the next tax lien sale, approximately.

Mr. Davis asked if that meant the entities wouldn’t see the 5% offset until the 12% benefit.

Mr. Kuhn stated that was correct.

Mr. Davis thanked Mr. Kuhn for all of his work and added that he appreciated the work and effort that went into this.

Mr. Levacy concurred.

Mr. Kuhn stated that they would see a benefit over a short period of time.

Mr. Davis asked if vendors need to be current.

Ms. Brown stated that through the RFP processes there are requirements, but there are not requirements with requests for quotes. The lack of centralization of procurement could result in variances in enforcement of any requirement for a vendor to be current with taxes.

Mr. Dolin added that the RFP does ask if the vendor is current on their taxes.

Mr. Kiger asked Ms. Knisley if they check the vendors first.

Ms. Knisley stated that there is a process to check for suspension and debarment, at the state level, but there is no local list for suspension and debarment.

Mr. Davis stated that he had a few vendor issues to address in the upcoming months.

Mr. Kuhn thanked the Commissioners for their time and also thanked Mr. Dolin, Mr. Porter, and the rest of the Prosecutor’s office for their help.

Mr. Davis stated they appreciated Mr. Porter’s work as well.

**Meeting with Aunie Cordle**

The Commissioners met with Aunie Cordle. at 9:17 a.m. to discuss proposed changes to the personnel manual. 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, Ursula LaVeck, Aunie Cordle, Lisa Notestone, Brittney Brumfield, David Miller, Brian Kuhn, Tony Vogel, Jeff Porter, Linda Kauffman, and Jon Kochis.

Ms. Cordle presented and reviewed the proposed changes to the county’s personnel manual (see attached). She added that it was time to update the manual and that they had an ongoing commitment to update the information. The executive summary page reviewed the proposed changes. Most of the changes are in relation to CORSA’s suggestions and proposed CORSA language. Ms. Cordle reviewed all of the proposed changes and asked for feedback after the meeting. She stated they could then discuss any questions and schedule final approval. She added that once the changes were made all county employees would sign an acknowledgment form that they have been made aware of the changes.

Mr. Kiger asked if all employees had access to the intranet to view the manual.

Mr. Cordle stated that if departments did not have access to the intranet, printed copies were available for the employees.

Mr. Levacy asked if the acknowledgement signatures would be electronic.

Ms. Cordle stated they would not be as she needed original signatures. She also noted that all changes were in red ink, and there were striked-through items, too.

Mr. Davis stated he would review the employee disciplinary section.

Ms. Cordle stated that the replacement language for that section was the language that CORSA uses as well.

Ms. Cordle stated that section 4:3 was for recognized holidays and that closing Good Friday at noon was included as it has been done via resolution last year. She offered to remove the holiday if the Commissioners’ wanted.

Ms. Cordle then presented the new proposed wellness program (section 4:14). This is to provide an incentive to those who do not use as much sick leave. They would use the December 1st through November 30th period and wouldn’t start until 2015 as they will start with 2014 accrued time. Those would have used less than 8 hours could convert 40 hours of sick leave to 40 hours of personal time. There are also ratios for those who used more time (see proposed manual for the conversions). This formula also takes into consideration those who use unpaid leave after exhausting sick leave.

Mr. Davis asked what the cap was on hours converted.

Ms. Cordle stated it would be 40 hours.
Mr. Levacy asked what the current requirements were for using leave.

Ms. Cordle stated that a doctor’s slip was acceptable for appointments or for sick leave taken. Employees get 3 weeks per year based on a 40 hour work week. Leave not taken carries over each year. The industry average for sick leave days taken per year is 5 days, and the county’s average is greater than that.

Ms. Knisley asked if they had to have a certain balance.

Ms. Cordle stated they would look into that for the wellness program.

Mr. Kochis asked if this was for part time employees as well.

Ms. Cordle stated it was only for full time employees.

Mr. Davis asked about the 95% of departments that follow the policy manual.

Ms. Cordle stated that the 95% follow the policy manual in its entirety and the other 5% supplement with their own policies and file the differences in policy with the auditor’s office.

Mr. Davis asked Ms. Cordle if she reviewed the differences in the policies if there are problems.

Ms. Cordle stated that she does, but that she doesn’t see that as much as the differences aren’t there so much anymore.

Mr. Levacy asked if the reference to the birth or adoption of a child included an age limit for the adoption.

Ms. Cordle stated that it did not; rather the leave must be taken within the first year of the child’s adoption.

Mr. Levacy asked what the definition of “family” was for FMLA.

Ms. Cordle stated it was a spouse, standing parent, or child and that the “standing parent” was looked at pretty broadly.

Ms. Cordle asked the Commissioners to let her know if they had any questions and reminded them that the policy manual is treated as a living document and thus needs to be regularly updated.

Mr. Davis stated that he appreciated Ms. Cordle’s work on this lengthy project and asked how the update process worked.
Ms. Cordle stated that she and Mr. Shepard compared the county’s manual and the CORSA manual page by page. It was a lengthy review but well worth it.

Mr. Davis asked if the wellness incentive program should be for a calendar year.

Ms. Cordle stated it could run for any time of year.

Mr. Davis suggested, given the current related policies, looking into any reason why it would be more or less beneficial to use a December 1st start day verses January 1st start.

Ms. Cordle stated that a December 1st start day would give the employee time to request the transfer to be ready for January 1st.

Mr. Kuhn asked how it would affect the cost for the county.

Ms. Cordle stated that they would not be paying cash out and that they hoped this would reduce the number of sick leave days being taken when individuals aren’t actually sick.

Mr. Levacy added that it helps keeps everyone honest as well.

Mr. Kiger stated that if employees are given comp time it must be paid out every 180 days and asked if this was the same for this proposal.

Ms. Cordle stated it would only be paid out if the leave is there and not used when an employee leaves their job.

Ms. Cordle added that the code addresses the payout of comp time but not personal time.

Mr. Levacy stated this is a great employee incentive that doesn’t cost additional cash outlay.

At 9:50 a.m. Mr. Davis stated the Commission would be in recess until the 10:00 a.m. Regular Meeting.

Commissioners’ Regular Meeting

A regular meeting of the Fairfield County Board of Commissioners was held on Tuesday, November 5, 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, Ursula LaVeck, David Miller, Linda Kauffman,
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Michael Orlando, Jason Dolin, Jon Kochis, Brian Kuhn, Jeff Porter, Brittney Brumfield, Tony Vogel, Lisa Notestone, Ray Stemen, Bill Miller, and Jeremiah Upp.

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. No public comments were made.

Approval of Minutes for Tuesday, October 29, 2013.

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

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

Approval of the Commissioners’ Office Resolution

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

2013-11.05.a A resolution authorizing and designating an additional 5% percent of all collections of delinquent real property, personal property, and manufactured and mobile home taxes and assessments to be deposited in the Treasurer’s delinquent tax and assessment collection fund for the use of and appropriating such amounts to the use of the Fairfield County Land Reutilization Corporation and providing for related matters. [Commissioners]

2013-11.05.b A resolution to approve the Holiday Schedule for 2014. [Commissioners]

2013-11.05.c A resolution authorizing the approval of repayment of an advance to the General Fund from Fairfield County Airport Fuel Fund # 5786 [Commissioners]
A resolution to approve an account to account transfer into a major expense category & fund to fund transfer from the General Fund #1001 to the Flexible Spending Account Fund # 7680, Managed by the County Auditor [Fairfield County Commissioners] [Commissioners]

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

**Approval of the Emergency Management Agency’s Resolutions**

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

2013-11.05.e  A resolution authorizing an account to account transfer for EMA Fund 2091 Local Emergency Planning Committee Fund [EMA]

2013-11.05.f  A resolution authorizing the approval of repayment of an advance to the General Fund from EMA Fund 2091 (subfund 8047) HMEP Grant Fund FY12 [EMA]

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:

2013-11.05.g  A resolution to approve vacating a portion of public road, Mirgon Road (TR327), in Berne Township, Fairfield County, Ohio. [Engineer]

2013-11.05.h  A resolution to appropriate from unappropriated in a major expenditure object category County Engineer 2024-Motor Vehicle for various office supplies [Engineer]

2013-11.05.i  A resolution to appropriate from unappropriated in a major expenditure object category County Engineer 2024-Motor Vehicle for BER-12 bridge work [Engineer]

2013-11.05.j  A resolution to amend the certificate, update receipt line item & request for appropriations for additional unanticipated receipts of
memo receipts and memo expenses for fund 3445 (Julian/Strickler). [Engineer]

2013-11.05.k A resolution to approve a Change Order for the FAI-CR31/55/56/64/75 2013 Resurfacing Project [Engineer]

Discussion: Commissioner Davis commented how he appreciated the attendance of The County Engineer when the Engineer has resolutions before the Board.

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

Approval of the Fairfield-Hocking Major Crimes Unit's Resolution

On the motion of Mike Kiger and the second of Dave Levacy, the Board of Commissioners voted to approve the Fairfield-Hocking Major Crimes Unit’s resolution to appropriate from unappropriated in a major expenditure object category for the Fairfield-Hocking Major Crimes Unit – Fund 7594 MCU Project Income; see resolution 2013-11.05.l.

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

Approval of the JFS Resolutions

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

2013-11.05.m A resolution regarding approval of a Contract Amendment by and between Fairfield County Job & Family Services (FCJFS), and Dublin Express Transport Solutions, LTD, d.b.a. WheelsToGo [JFS]

2013-11.05.n A resolution to appropriate from unappropriated in a major expenditure object category Job & Family Services 2018 Public Assistance Fund [JFS]

2013-11.05.o A resolution regarding approval of a Contract Amendment by and between Fairfield County Job & Family Services (FCJFS), and Fairfield Center for disAbilities and Cerebral Palsy, Inc. [JFS]

2013-11.05.p A resolution to approve the revised compensation plan for Fairfield County Job and Family Services [JFS- Human Resources]
A resolution regarding a Purchase of Service Agreement by and between Fairfield County Job & Family Services (FCJFS) Child Protective Services (CPS) and Tracy E. Rich [JFS]

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

Approval of the Treasurer’s Office Resolution

On the motion of Mike Kiger and the second of Dave Levacy, the Board of Commissioners voted to approve the Treasurer’s Office resolution authorizing the reduction in major expenditure objects categories appropriations for Treasurer’s old 2065 DRETEAC fund; see resolution 2013-11.0.r.

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

Approval of the Payment of Bills Resolution

On the motion of Dave Levacy and the second of Mike Kiger, 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 2013-11.05.s.

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

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

Commissioner Davis mentioned at 10:09 a.m. that a ten minute recess would be held followed by the continuation of review in Commissioner Kiger’s office.

Review Continued

The Commissioners met at 10:29 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, Jason Dolin, Brian Kuhn, Ray Stemen, Lisa Notestone, Linda Kauffman, Ed Laramee, Brittney Brumfield, Jon Slater, and Aunie Cordle.

- Legal Update

Mr. Dolin stated he did not have a legal update.
• Administration and Budget Update/Carri’s List

a. Positive feedback on power point training, October 2013

Ms. Brown reported that the attendees of the Power Point Training for Fairfield County on October 31, 2013, stated that the training was relevant and much appreciated. Thanks to Ohio University-Lancaster for their partnership in this effort. If there is interest and a need, additional opportunities will be available in 2014.

b. Update on Bluegrass Grant submissions

Ms. Brown thanked Rachel Elsea, Jon Kochis, and Perry Orndorff for their work on online applications for the Bluegrass Community Grants. Letters of support were drafted for each of the applications. Carri Brown spoke with Bluegrass company representatives specifically in support of the applications. The next applications are due January 31, 2014. Please let Carri Brown know if you have suggestions.

Mr. Levacy stated that he was working on gathering information about a project.

Ms. Brown added that they are happy to help any subdivision with their efforts.

c. Sunshine Review – positive feedback, live on website

Ms. Brown reported that the Sunshine Review webpage is live! A matrix for updates has been prepared and will be a standing administrative team review item. We have received a lot of positive feedback about the Sunshine Review checklist and review documents.

d. Reporting on public records requests, response rate in 2013

Ms. Davis stated in light of the lengthy request from Councilman Groff the Commissioners thought it would be good to address the public records request process and responsiveness.

Ms. Brown stated that so far in 2013, we in the Commissioners’ Office have received 11 public records requests involving multiple county wide departments. Six requests were completed on the same day or within one business day. All were accomplished within a reasonable period of time, based on the content of the requests. We encourage departments to keep similar logs if they receive public records requests.
Mr. Davis stated that he understood Councilman Groff and other councilmen wanting to look at information regarding the jail decision and that many members of Lancaster City Council as well and the City of Lancaster have looked favorably on the progress and decision made. The Commissioners do not want to let the “tail wag the dog” and there is nothing to worry about with these requests.

Ms. Slater added that his office receives a significant number of requests and are considering a central focus to handle these requests. He added that they may work with the Commissioners to centralize their process.

e. Follow up on the jail project, architect contract.

Ms. Brown reported the contract for the architect for the jail design is a work in progress. So far, there is consistency with industry standards. The contract will likely be before the Board for approval in November.

f. Announcements for the December 5th Roundtable

Ms. Brown stated last week’s review packet included a 2014 list of dates for planning. The State of the County address in 2014 is tentatively scheduled at Crossroads. If Liberty Center becomes available, it will be at Liberty Center instead. The Holiday schedule for 2014 was on the voting agenda today.

- Old Business

a. Energy Aggregation

Ms. Brown reported that there appears to be no specific authority to provide an allocation to a township or a village for the purpose of covering ballot costs. We are conducting research to see if there is a way to provide an allocation to the Board of Elections or process this expense in some way to support townships and villages, given the existence of the county wide aggregation plan. Perhaps, there is a way for the county to place the language on the ballot on behalf of the participating entities. We have asked the CCAO vendor to provide information about any waiver or process they have known in the past.

Mr. Levacy stated he would like the research to continue. Mr. Kiger and Mr. Davis agreed.
b. Land Bank Board Composition

Ms. Brown indicated an overview of the land bank board composition was included in the review packet. The next resolution to come forth will be for the appointments of Land Bank board members. Ms. Brown will send a reminder about that resolution by email.

Mr. Dolin added that if the land bank board wanted to expand they could do so at their first meeting.

• New Business

a. Easement Request from AEP (soccer fields)

Mr. Davis reported that he reviewed the request from AEP and thought it would be prudent for the Prosecutor’s office to review.

Mr. Dolin stated he had a few concerns.

Mr. Davis added that he was not enamored with exhibit a.

Mr. Dolin agreed.

Mr. Davis asked if the executive session could be held later in the meeting.

Ms. Brown stated that it could.

Mr. Slater asked that if an executive session relating to personnel in the Clerk of Courts office involved finances that he be included.

Mr. Davis stated that when that time came and if finances were discussed, they would make sure to include him.

• General Correspondence Received

a. Thank you from Maggie Snow, Franklin County Cooperative Health Benefits Program

b. Result of July 30th Site Visit for Safe Havens Grant from US DOJ

c. Notice from Health Department re: upcoming move

d. RPC Agenda for November 5th Meeting

e. CFLP 3rd Quarter Financial Statements
f. CFLP Board of Directors Meeting Agenda for November 22\textsuperscript{nd}.

- Calendar Review/Invitations Received
  
a. 2013 Fairfield Land Preservation Association Annual Dinner – Monday, November 18\textsuperscript{th} at 6:00 p.m. at Pleasant Township Fire Dept. Community Room
     i. Commissioner Kiger will attend.
  
b. Pickerington Chamber Lunch – Thursday, November 21\textsuperscript{st}
     i. Commissioners Davis and Levacy would like to attend in December.
  
c. CCAO Reception for Larry Long – Sunday, December 8\textsuperscript{th}, 5:00 p.m. – 8:00 p.m. at the Hyatt Regency in Columbus

- FYI
  
a. Port Authority Board Meeting – November 13\textsuperscript{th} at 8:00 a.m.
     i. RSVP to Rachel Elsea if you want to attend. Carri Brown will be attending, along with Bob Clark.
  
b. Plaintiff’s Motion for Appointment of Receiver re: FNB v. Workey Enterprises

Ms. Kauffman stated this was a RLF client. A motion was filed for receivership and Ms. Wood has filed for chapter 7 bankruptcy. FNB has filed for relief of staff. Mr. Porter is working on this and will take action as appropriate.

- Issues Bin
  
a. Vending Machines & Square 7 (end of year 2013)
  
b. CEM Building

Mr. Davis asked if there were any other issues to address prior to going into executive session.

No other issues were brought up.
Executive Session to discuss Personnel at the Clerk of Courts Office

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 Office at 10:55 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 Steve Davis and the second of Mike Kiger, the Board voted to exit Executive Session at 11:29 a.m.

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

Review Continued

The Commissioners met at 11:29 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.

Mr. Davis stated that Meals on Wheels board would be holding a special meeting on Wednesday, November 6th at 4:30 p.m. at Olivedale. Mr. Davis stated he would rework his schedule to attend as he thought it was important that the Commission was represented.

Ms. Cordle stated she would attend as well.

Mr. Dolin stated with the contract discussion coming up between Meals on Wheels and the Commissioners, he guessed there would be significant differences from the current contract and that before they hire a permanent director they need an interim director who is up speed on everything and can handle other issues that may arise from other offices not related to the county. He said it was a mistake to go directly to a permanent replacement. He added that it may be worth point MOW to the statute he sent to Ms. Brown relating to requirements of non-profits.

Executive Session to discuss Pending Litigation

On the motion of Steve Davis and second of Dave Levacy, the Board voted to enter into Executive Session to discuss Pending Litigation at 11:43 a.m.
Discussion: Commissioner Davis stated that the following be present: Commissioner Davis, Commissioner Levacy and Commissioner Kiger, Carri Brown, Jason Dolin, Aunie Cordle, and Rachel Elsea.

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 11:49 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 11:43 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.

Mr. Kiger stated that the veterans’ parade would be held Monday, November 11th at 10:00 a.m. and that he would be riding on the bell float.

Adjournment

With no further business, on the motion of Dave Levacy and a second of Mike Kiger the Board of Commissioners voted to adjourn 11:49 a.m.

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

The next regular meeting for the Board of Commissioners is scheduled for Tuesday, November 12, 2013 at 10:00 a.m. with Review beginning at 9:00 a.m.

Motion by: Seconded by:
that the November 5, 2013, minutes were approved by the following vote:

YEAS: NAYS: None

ABSTENTIONS: None

*Approved on November 12, 2013