Regular Meeting #25- 2013
Fairfield County Commissioners’ Office
May 23, 2013

Elected Officials/Department Head Roundtable

The Commissioners met at 8:30 a.m. to hold a roundtable discussion for all elected officials and department heads. Commissioner Davis called the meeting to order with the following Commissioners present: Steven Davis, Mike Kiger, and Dave Levacy. Also present were Carri Brown, Rachel Elsea, Staci Knisley, Jon Slater, Jeremiah Upp, Sheriff Phalen, Dennis Keller, Holly Mattei, Deborah Smalley, Gregg Marx, Brian Kuhn, Randy Carter, Jon Kochis, Bob Clark, Aunie Cordle, Chris Clark, Perry Ormdorff, Tony Vogel, Mike Orlando, Lisa Notestone, David Miller, Jerry Perrigo, Kathleen Young, Kelly Messerly, Jason Dolin, Jeff Porter, Ed Laramee, Susan Bloom, Amy Presnell, Lisa McKenzie, Cindy Hillberry, Jeff Barron, Deb Wagner, Ronda Meyers, and Josh VanDyke.

Mr. Davis stated that he appreciated everyone being at the meeting and asked for a moment of silence for those affected by the recent tornados in Oklahoma.

Mr. Davis stated that Ms. Cordle and Mr. Clark would be presenting information on the CORSA deductibles.

- CORSA Updates

Mr. Clark stated that Mr. Dave Brooks evaluated the last several years to see if another deductible option would be a better option for the county. This information resulted in a new deductible of $5,000 deductible for property and automobiles and $25,000 for liability. He added that this would save the county money by reducing the premium cost to $447,782 resulting in an annual savings of $25,853. This would have resulted in a net savings of $25,853 a year over the past five years Mr. Brooks analyzed. (see attached)

Mr. Clark stated he thought it was a prudent move for the county to make.

Mr. Davis stated that the county has the capacity to accept this risk and thanked Mr. Clark and Ms. Cordle for their work on this project.

Ms. Cordle encouraged all departments to have their employees complete online CORSA training (see attached) which can be found at http://corsauniversity.claritynet.com. Ms. Cordle added that the check marked items would be the best to have completed.

Ms. Cordle also spoke about a proposed workers’ compensation methodology. She stated that they county has been in a group retro plan since 2010. She stated that the proposed methodology would place the entire refund into an account which would be used for various safety projects that would be available to all offices and departments.
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The advantages of this proposal include simplicity, reduction of paperwork for multiple offices, fairness in cost distribution, and the ability to support the safety plan and claims management practices to keep the rates as low as possible.

Ms. Cordle stated that everyone would have an opportunity to provide insight and feedback at the methodology meeting on Tuesday, May 28th at 10:30 a.m. in the Commissioners’ Hearing Room.

- Elected Officials and Department Heads Updates
  
  A. Auditor’s Office – Jon Slater
     1. Re-evaluation is going on. They have looked at all property in the county and are almost done with the statistical analysis. The next step will be assigning property values followed by sending that to the state and talking to property owners.
     2. The audit is going well. They appreciated everyone’s work with the state audit staff.
     3. Working with the MUNIS group regarding the payments system (external and internal). Mr. Miller stated that a pilot program was taking place with JFS employees regarding reimbursement. They are working on creating an e-notification for deposits. As of July 1, all reimbursements for employees will be accomplished electronically to the same account that is used for payroll.
  
  B. Engineer’s Office – Jeremiah Upp
     1. The Motor Vehicle License Tax passed and will result in a large increase to the construction budget.
     2. Construction and mowing season has begun.
     3. They will be replacing four bridges soon.
  
  C. Sheriff’s Office – Sheriff Phalen
     1. A new smart phone application was just announced. This is the first in Ohio for a Sheriff’s office.
     2. The inmate count is currently at 270 as of May 22nd. All inmates are currently housed in county. There is no rhyme or reason for the increase in numbers, but historically, they expect an increase in the next 60 days.
  
  D. Facilities – Dennis Keller
     1. Completing exterior work during the good weather.
     2. Staff adjustments have been made and they are working to fill one vacancy.
     3. Budget issues are a constant struggle.
4. The Health Department will be moving this summer. They are finalizing plans and will then renovate. The targeted move date is mid- to late July.

5. The Dynamix Energy Audit Presentation went very well. There are many opportunities to help save money. Mr. Davis stated if the county was able to do this everyone will see and feel the changes and savings. Every room and building would be monitored remotely. Mr. Davis thanked Mr. Vogel and Mr. Keller for their work on this project and stated that a group had been formed consisting of Mr. Vogel, Mr. Keller, Ms. Brown, and Ms. Knisley in order to break down details. This would result in a substantial return on investment. Ms. Brown stated that this is a three pronged plan consisting of savings realized from implementation of suggestions from the energy audit, capital improvements, and energy operations. Sheriff Phalen expressed his appreciation for Mr. Keller and his staff as they are always available to help when needed.

E. Regional Planning – Holly Mattei

1. Currently working on the 33 corridor. TRAC applications have been submitted. Ms. Mattei thanked Mr. Burgei for his help in getting needed information.

2. The Village of Carroll has asked for help in updating their zoning code and creating subdivision regulations in anticipation of the new interchange.

3. CDBG funding saw a significant funding cut to $162,000. The public hearings were very informative in determining which projects were most in need.
   
   i. Mr. Davis stated that the public hearings have shaped the Commissioners' opinions on issues. The Sales Tax hearings had two attendees and passed. The Motor Vehicle License hearings did not have any attendees for either of the hearings and that issue passed. The CDBG hearings had 20 attendees and resulted in dramatic changes to the original proposals. These hearings show that the public hearings the Commissioners hold do serve a purpose.

4. Nothing new has been submitted for subdivisions but there is interest in creating new residential lots and construction on vacant lots.

F. Clerk of Courts – Deborah Smalley

1. Randy Carter and Dennis Keller have done a great job in helping their officers.

2. Three offices have been updated since February.
3. Currently they are experiencing an overflow of records (data and records retention centers have been added).
4. The Pickerington Center is complete and an Open House will be held in the near future.
5. Working with 3SG on microfilming.
6. Ms. Smalley is happy to announce her new granddaughter has arrived.

G. Board of Elections – Susan Bloom
1. Created official count on May 21st. Thanks to the Prosecutor’s office for their help.
2. Working on training to alleviate issues that were recently raised in the paper.
3. Count of recent elected went perfectly.
4. Now printing documents in house and saving money.
5. Andrew in IT has helped create changes in poll worker pay.
6. Starting many summer projects.
7. There will not be an August Special Election.
8. August 7th is the deadline for the November 5th general election.

H. Domestic Relations Court – Deb Wagner
1. Judge Smith is doing a great job.
2. There has been a huge increase in pro se filings as a result of grandparents seeking emergency custody. Judge Smith believes that custody is one of the most important things they do. They now have 6-10 emergency custody hearings a week compared to the previous average of 3 a month. This causes concerns regarding employee safety and work load.

I. Prosecutor’s Office – Gregg Marx
1. Congratulations to Maria Schmelzer who just became a US Citizen.
2. Will have 4 law clerks this summer (volunteer). If legal opinions are needed please let them know.
3. Broke all records last year. Felony crimes were up 25% from last year. The Sheriff and Police are doing great jobs.
4. Please give early notice for requests from Jason Dolin and Jeff Porter.
5. The appellate division is busier than ever.
6. Will have 15 jury trials by the end of June.
7. Praised the other departments for their exceptional work.
8. Thanks to everyone who helped celebrate his 31st wedding anniversary.
J. Treasurer's Office – Brian Kuhn
   1. Escrow Program – Currently collecting $2,000,000, 65% of this is through electronic withdrawal.
   2. Preparing for second half collections
   3. Working on tax lien sale with the Prosecutor.

K. Recorder's Office – Lisa McKenzie
   1. Sales are up and ahead of last year.
   2. Starting the process for e-filing.
   3. Thank you to Staci Knisley for help with budget and resolution questions.

L. IT – Randy Carter
   1. Moving Offices – Thank you to Dennis and staff for their help.
   2. Looking at increasing the internet connection. Trying to triple the speed and are working with Lancaster on this partnership.

M. Emergency Management Agency – Jon Kochis
   1. Thank you for cooperation with COOP.
   2. May 30th exercise at old Big Bear site. All are welcome to come.

N. Economic Development – Bob Clark
   1. A resolution establishing a Port Authority would be voted on at the Regular Meeting later creating a five member board.
   2. Establishing a Workforce Development Training Grant.
   3. Westerman's created 24 new jobs.
   4. 50-60 new jobs will be announced next week with another 80 soon to follow.
   5. Job leads are on the upswing. Companies are looking at land as spaces are filling up.
   6. Creating a Fairfield 33 video regarding expediting processes.
   7. Will be attending a Site Selector Forum in Minnesota.
   8. Annual TIRC meeting was April 17th. Thanks to Ed Laramee, Holly Mattei, Carri Brown, and Staci Knisley. They extended six enterprise zones and ended two (due to either being out of business or no longer needing).
   9. Mr. Davis stated that he appreciated Mr. Clark's tunnel vision in job creation and retention.

O. Human Resources – Aunie Cordle
   1. Discipline Training on Friday, May 31st at the Liberty Center. 100+ have RSVP'd.
   2. Wellness information is being emailed.
   3. If a new hire will be driving on the job, please call HR to have a MVR completed.
P. Soil and Water Conservation District – Perry Orndorff
   1. Working on field work for the EPA grant.
   2. EMA plans for local dam owners.
   3. Prescription drug and electronic collection day went very well.

Q. Historic Parks – Kelly Messerly
   1. Kite Fly Out was a success with over 300 people. Thanks to the
      Commissioners for the proclamation.
   2. 20 minute documentary on Rock Mill restoration showing last week.
   3. Waukeena will host youth nature programs this summer.
   4. Rock Mill Celebration in September.
   5. Repairing covered bridges and adding new shelters.

R. Utilities – Tony Vogel
   1. Economy changes have resulted in increased business.
   2. Thank you to IT for helping with set up in their new facility.

S. ADAMH – Rhonda Meyers
   1. Working with the Opiate Task Force on grant opportunities.
   2. May is Mental Health Month. Dinner will be held next week.

T. JFS – Carri Brown
   1. All are encouraged to read the e-link for information about current
      events, announcements, and activities relating to JFS and its
      operations.

• Communication Group

   A. Please let Carri know if you are interested in participating.
   B. Purpose: To provide a range of services in support of county government
      communications, publications, & projects with the aim of informing
      internal & external stakeholders.
   C. Projects include improving the website (Sunshine Review) and facilitating
      Twitter.
   D. Will have an intern from OU-L (Wesley Spencer) helping out.
   E. First meeting will be held in June.
   F. Please email Carri if interested in participating or if you have topics to
      consider.

• Twitter Update

   A. Rachel encouraged all departments to set up an account and offered to
      help set up those accounts and orient others on Twitter.
   B. The Commissioners will have a policy for each social media platform
C. Twitter Policy and Reasons for Joining are attached.

- **Phone Directory Video**
  

- **Rapid Fire**
  
  A. Delinquent Tax Collections
     1. Selling tax liens dollar for dollar ($3,500,000).
     2. Foreclosure activity resulted in collections of $320,000.
     3. Three “aggressive” collection letters resulted in collections of $195,000 and payments contract for $634,000.
     4. Certified letters were mailed May 6th.
     5. Payment plans within the last two weeks = 150 with 100 yet to be completed. Typically 1 or 2 a month.
     6. Collection of payments in full and/or with a 2 year plan in the last 2 weeks = $600,000.
     7. Looking Forward
        i. BOR to expedite foreclosure process
        ii. Treasurer as Receiver
        iii. Land Bank
  
  B. Case Aware
     i. Resource to manage litigation process from the Treasurer’s Office to foreclosure.
     ii. Monitoring of payment plans.

- **Commissioners Comments**

  A. Mr. Levacy
     1. Compliment Ms. Brown and staff for all their work.
     2. Cost savings is very important.
     3. Compliment Bob Clark for jobs creation focus.
     4. Compliment Elected Officials and Department Heads for working together.

  B. Mr. Kiger
     1. Received a call yesterday from the mother of an inmate complimenting the county on the service he is receiving. He stated it was nice to hear good news.

Commissioner Davis announced at 10:05 a.m. that a five minute recess would be held followed by the Regular Meeting.
Commissioners’ Regular Meeting

A regular meeting of the Fairfield County Board of Commissioners was held on Thursday, May 23, 2013 beginning at 10:12 a.m., with the following Commissioners present: Steven Davis, Mike Kiger and Dave Levacy. Also present were Carri Brown, Rachel Elsea, Staci Knisley, Jason Dolin, Bob Clark, Holly Mattei, Dennis Keller, and Jeff Barron.

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. Ms. Elsea stated that there were no announcements.

Public Comment

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

Approval of Minutes for Tuesday, May 21, 2013.

On the motion of Mike Kiger and second of Dave Levacy, the Board of Commissioners voted to approve the Minutes for Tuesday, May 21, 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 motion of Dave Levacy and second of Mike Kiger, the Board of Commissioners voted to approve the following Commissioners’ Office resolutions:

2013-05.23.a A resolution authorizing Steven Davis to sign a quit-claim deed to convey 407 East Main Street, Lancaster to Board of Park Commissioners of the Fairfield County Park District. [Commissioners]

2013-05.23.b A resolution to appoint Holly Mattei, Robert D. Clark, Kelyn Moyer, Jeremiah Upp, and Greg Bachman to the Fairfield County Transportation Improvement District Board. [Commissioners]
Discussion: Mr. Davis stated that the math wasn’t significant for the transfer of 407 East Main Street and that many individuals were in agreement for the transfer.

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

**Approval of the Economic Development Resolution**

On motion of Mike Kiger and second of Dave Levacy, the Board of Commissioners voted to approve the Economic Development resolution to approve the creation of the Fairfield County Port Authority, providing for appointments of the members of the Board Of Directors of such Port Authority, and providing for the organization of such Port Authority; see resolution 2013-05.23.c.

Discussion: Mr. Clark Stated that this resolution created a five member Port Authority Board with appointments being confirmed by the Commissioners. It will serve areas in the county not services by an existing Port Authority and will facilitate economic activity, capital investment, and job creation and retention. Mr. Clark added that Port Authorities can do various types of business deals including owning or leasing property, working with multiple financing structures, and funding projects through bond issues. Port Authorities can also exempt a project from prevailing wage requirements, drastically reducing the costs of construction. Mr. Levacy complimented Mr. Clark, Mr. Laramee and the others who worked on this for their hard word.

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 second of Mike Kiger, the Board of Commissioners voted to approve the following Engineer's Office resolutions:

2013-05.23.d A resolution to appropriate from unappropriated in a major expenditure object category County Engineer 2024-Motor Vehicle for general fund reimbursement for FCEO's CORSA portion [Engineer]

2013-05.23.e A resolution to approve a reimbursement for share of costs for Liability Insurance paid to CORSOA as a memo expenditure for fund 2024 – Motor Vehicle [Engineer]

2013-05.23.f A Resolution to Approve the Contract with Kinstle Sterling Western Star Truck Center for the Purchase of a Single Axle Plow Truck. [Engineer]
A Resolution to Approve the Notice to Commence [Engineer]

Discussion: Mr. Davis stated that in relation to resolution 2013-05.23.e, he knew that the CCAO and CEAO have been battling for years as to whether or not Engineer’s should pay a portion of liability insurance. He thanked Mr. Upp for not battling this with them and stated he was very appreciative of their relationship.

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

Approval of the JFS Resolution

On motion of Mike Kiger and second of Dave Levacy, the Board of Commissioners voted to approve the JFS resolution regarding a Purchase of Service Contract between Eastland-Fairfield Career & Technical Schools and Job & Family Services, Workforce Development Services Division; see resolution 2013-05.23.h.

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, May 28, 2013 at 10:00 a.m. in the Commissioners’ Hearing Room.

Commissioner Davis announced at 10:23 a.m. that a five minute recess would be held followed by the continuance of review in Commissioner Kiger’s Office.

Review

The Commissioners met at 10:25 a.m. to review legal issues and pending or future action items and correspondence. Commissioner Levacy called the meeting to order with the following Commissioners present: Mike Kiger and Dave Levacy. Also present were Carri Brown, Rachel Elsea, Ed Laramee, Jason Dolin, Bob Clark, Dennis Keller, and Jeff Barron.

- Legal Update
- Administration and Budget Update/Carri’s List
  A. Workers Compensation Methodology for BWC Refunds

Ms. Brown stated this was discussed at the Auditor/Treasure/IT meeting and emailed to a core group. It was also discussed during the Roundtable. She will send an email to everyone announcing the May 28th meeting, and asked for authorization to send the letter today.
Mr. Davis, Mr. Levacy, and Mr. Kiger stated they supported the proposed letter.

- **Old Business**

- **New Business**

- **Correspondence & Documents Receives**
  
  A. Public Notice re: ATEX Express Pipeline
  B. Clean Ohio Fund – District 17 Natural Resources Assistance Council deadline for Clean Ohio Funds for Funding Round 7-C.
  C. City of Lancaster – East Main Street Sewer Project.

  Mr. Davis stated that he spoke to Mayor Smith regarding the landscaping changes on Main Street. 17 trees were removed because the roots impeded the project. Once the project is completed they will plant mature trees (15-20 feet). Mr. Davis was encouraged by this.

  Mr. Keller stated the project would also happen on the other side of the street and that ODOT would be repaving Main Street in the fall.

- **Calendar Review/Invitations Received**

- **FYI**

- **Issues Bin**

  Mr. Kiger asked if the nomination to the Airport Board was urgent and if a timeline was given.

  Ms. Knisley stated she had not heard about a timeline.

  Mr. Davis stated they would give it some more time to see if there is any more interest.

Mr. Davis asked if there were any other issues to discuss. No other issues were raised.

Mr. Davis thanked the staff for their work in organizing the meetings.

**Adjournment**

With no further business, on the motion of Dave Levacy and a second of Mike Kiger the Board of Commissioners voted to adjourn 10:33 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, May 28, 2013 at 10:00 a.m., with review session to follow on the same day.

Motion by: Seconded by:

that the May 23, 2013, minutes were approved by the following vote:

YEAS: NAYS: None

ABSTENTIONS: None

*Approved on May 28, 2013

Absent

Steven A. Davis           Dave Levacy           Mike Kiger
Commissioner             Commissioner          Commissioner

Rachel Elsea, Clerk