

**Regular Meeting #31 - 2014**  
**Fairfield County Commissioners' Office**  
**July 22, 2014**

**Meeting with Community Action re: Proposed CFLP Adjustments**

The Commissioners met with Community Action at 9:03 a.m. to discuss the proposed CFLP adjustments. Commissioner Kiger called the meeting to order with the following Commissioners present: Mike Kiger and Dave Levacy. Also present were Carri Brown, Rachel Elsea, Jason Dolin, Jeff Porter, Ray Stemen, Dennis Keller, Jim Bahnsen, Bob Clark, Jeff Barron, Staci Knisley, Janet Schmeltzer, Kelly Ailes, Chief Perrigo, and Tony Vogel.

Community Action is requesting CFLP to appropriate from unappropriated funds in the amount of \$12,528.82 for the replacement of the site host stipend (\$11,500) and vehicle expenses (\$1,028.82) and an additional \$11,588 for a roll off trailer. This has been placed on the July 25<sup>th</sup> CFLP agenda. The roll off trailer will replace the trailer that was stolen (coupled with the insurance money, they will be able to purchase a new trailer).

Mr. Kiger asked what would happen to the pick-ups if the Commissioners did not approve the request.

Ms. Schmeltzer stated the host sites would not receive payments which would go against CFLP requirements.

Mr. Levacy asked for a picture of the trailer.

Ms. Ailes will have Chad bring them to the CFLP meeting. She added that payments are a nice olive branch to the host sites.

Mr. Levacy mentioned that he saw the numbers for Licking County contracting with Rumpke versus Fairfield County's approach and that he did not think it told the entire story. The whole story must be thought of in terms of full operations.

Ms. Brown asked if there were any changes from the original emails and thoughts surrounding the application process.

Ms. Schmeltzer stated there were not.

Ms. Brown reported that the voting agenda included the application for approval. After the vote, Ms. Elsea will send the application to the CFLP administration.

**Review**

The Commissioners met at 9:12 a.m. to review legal issues and pending or future action items and correspondence. Commissioner Kiger called the meeting to order with the following Commissioners present: Mike Kiger and Dave Levacy. Also present were Carri Brown, Rachel Elsea, Jason Dolin, Jeff Porter, Ray Stemen, Dennis Keller, Jim

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Bahnsen, Bob Clark, Jeff Barron, Staci Knisley, Ed Laramée, Jon Kochis, Chief Perrigo, and Tony Vogel.

- Administration and Budget Updates/Carri's List

- a. AIMS Resolution

Ms. Brown reminded the Board of Commissioners that the Ohio Development Services Agency awarded an interest free, ten-year loan for \$500,000 to Fairfield County to assist in an efficiency and collaboration project. Fairfield County previously earned a grant for \$100,000 to conduct a feasibility study for the project and now, the loan makes it possible to move forward. On the voting agenda today is a resolution to approve the loan agreement, which has been approved to form by the County Prosecutor.

Fairfield County is partnering with the Fairfield County Historical Parks District; the Fairfield County Soil and Water Conservation District; the Fairfield County Regional Planning Commission; the Fairfield County Department of Health; and the Fairfield, Hocking, Licking, and Perry Joint Juvenile Detention District in a management system and data imaging project to improve efficiency of the accounting processes for the six political subdivisions. The project is known as the Advanced Innovative Management System (AIMS).

We propose to share document management solutions to better serve the public and improve business processes. Ultimately, technological enhancements will improve workflow procedures. These workflow changes will increase efficiency of our collective business processes. For example, current time-consuming processes concerning storing and retrieving documents from a variety of physical locations can be replaced with more efficient electronic processes that will allow staff to better solve problems and provide essential services to citizens.

A work group meeting for AIMS is scheduled Thursday, July 24. All program-eligible project costs must be incurred by April 21, 2016.

Ms. Brown reported that the voting agenda includes an agreement with the state. The agreement has been approved to form.

- Old Business

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- New Business

- a. ADAMH Levy

Ms. Brown stated that she received an email regarding the ADAMH Board requesting levy renewal language for the ballot. There will be two resolutions, prior to August 6<sup>th</sup>. Mr. Dolin will have more information during his update. Mr. Dolin has been in touch with the ADAMH Board and the County Auditor's Office (Ed Laramée) regarding the next steps which need to occur.

- General Correspondence Received

- a. July 25<sup>th</sup> CFLP Agenda
  - b. Columbia Gas Letter re: Ongoing Survey

- Calendar Review/Invitations Received

- a. FairHope Hospice Ice Cream Social – Monday, August 4<sup>th</sup> – 11:00 a.m. – 1:00 p.m. at The Pickering House
    - 1. Commissioner Kiger will attend.
  - b. United Way Community Care Day and Campaign Kick-Off Breakfast – Tuesday, September 9<sup>th</sup> – 7:45 a.m. at Crossroads

Mr. Brown added that the county is working on holding the second annual silent auction on September 17<sup>th</sup> to benefit United Way.

- FYI

- a. Follow up to Public Safety Facility Packets

Ms. Brown stated that formal documents were gathered and placed in a packet for easy reference. More detailed information would be placed on the website.

- b. Follow up to Bond Letters

Ms. Brown reported that Mr. Dolin had drafted a letter to the bonding companies for findings for recovery against Ms. Smalley, the former Clerk of Courts. Those letters will be mailed today. We have checked the amounts against the findings for recovery made by the State Auditor's Office.

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c. Update from Jeff Porter re: Court Leave

Mr. Porter stated that with the upcoming proceedings regarding the former Clerk of Courts, it was a good time to refresh ourselves on the County policy for Court Leave. Mr. Meyer has forwarded the section to all of his employees. Employees who must take court leave are asked to mark the time as paid administrative leave. Mr. Porter distributed the policy and asked that if any employee has a question or concern with the policy they should contact the Prosecutor or HR.

Ms. Brown stated that Ms. Smalley's trial is set for August 18<sup>th</sup> and is expected to last for a two week period.

Mr. Kiger asked Mr. Porter to discuss Jury Duty.

Mr. Porter stated that employees can remit their Jury Duty pay to the Treasurer's Office and receive paid administrative leave.

Ms. Brown thanked Mr. Porter for the planning and hard work he has accomplished in his first days as the Human Resource Director.

d. New Fairfield 33 Corridor Brochures – Update from Bob Clark

Mr. Clark distributed the new brochure for the Fairfield 33 Corridor. The brochure dovetails off of the video released in December and drives individuals to the website. This is a good leave behind piece when meeting with site selectors. They also have two new billboards (in Canal Winchester and Sugar Grove). Their website was also updated last year.

Ms. Brown noted that she liked the highlight of the physical location as well as the strong workforce.

e. Sales & Use Tax Report

Ms. Brown reported that they are right on track at 50.6% of overall revenue projections for the first half of the year. The sales tax revenues will approach the projections.

Mr. Laramée added that while his report is below his annual 3% increase, no adjustments are needed.

f. ODAS Completion Date Reminder for FY2012

Ms. Knisley reported the reminder is a standard one from ODAS.

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- Legal Update

- a. Clerk of Courts Bonds

Mr. Dolin stated he sent a draft to Ms. Brown and believed the letter should originate from the Commissioners office.

Ms. Brown added that the letters were sent that morning. She thanked Mr. Dolin for his guidance.

- b. ADAMH Levy Renewal

Mr. Dolin reported that he anticipated the ADAMH Board would be seeking a renewal levy. The Commissioners should be voting on a resolution of necessity next week with the resolution to proceed being on the agenda for August 5<sup>th</sup> to meet the Board of Election's August 6<sup>th</sup> filing deadline.

- Issues Bin

- a. Resolution to Confer Authority to County Administrator

Ms. Brown will meet with MAPSYS to establish an electronic approval process.

- Open Items

**Executive Session to discuss the Discipline of a Public Employee.**

On the Motion of Dave Levacy and the second of Mike Kiger, the Board voted to enter into Executive Session regarding personnel pursuant to Revised Code Section 121.22(G)(1) for the purposes of discussing the discipline of a public employee at 9:38 a.m.

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

Roll call on the motion as follows:

Voting aye thereon: Dave Levacy and Mike Kiger

Absent: Steve Davis

On the motion of Dave Levacy and the second of Mike Kiger, the Board voted to exit Executive Session at 9:51 a.m.

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

**Review Continued**

The Commissioners met at 9:51 a.m. to continue review legal issues and pending or future action items and correspondence. Commissioner Kiger called the meeting to order with the following Commissioners present: Mike Kiger and Dave Levacy. Also present were Carri Brown, Rachel Elsea, Jason Dolin, and Jeff Porter.

Ms. Brown thanked Ms. Elsea for her work on the Jail Project booklet and her leadership in organizing the ArtWalk.

Commissioner Kiger stated at 9:54 a.m. that the Commission would be in recess until the Regular Meeting.

**Commissioners' Regular Meeting**

A regular meeting of the Fairfield County Board of Commissioners was held on Tuesday, July 22, 2014 beginning at 10:09 a.m., with the following Commissioners present: Mike Kiger and Dave Levacy. Also present were Carri Brown, Rachel Elsea, Staci Knisley, Jason Dolin, Jim Bahnsen, Ed Laramee, Dennis Keller, Jeremiah Upp, Chief Bailey, Chief Perrigo, Sheriff Phalen, Tony Vogel, Lt. Churchill, Aunie Cordle, Jon Kochis, Elisa Dowdy, Ray Stemen, Jeff Barron, Jeff Porter, and Jeff Baird.

**Pledge of Allegiance**

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

**Announcements**

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

**Public Comment**

Commissioner Kiger asked if anyone from the public who would like to speak or offer comments. There were no public comments.

**Approval of Minutes for Tuesday, July 15, 2014**

On the motion of Dave Levacy and the second of Mike Kiger, the Board of Commissioners voted to approve the Minutes for Tuesday, July 15, 2014.

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

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

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

- 2014-07.22.a      A resolution authorizing a fund to fund transfer for the General Fund 2% administration fee for managing the county insurance program, Fund# 7671 TO GENERAL #1001 – Fairfield County Auditor [Auditor- Payroll]
- 2014-07.22.b      A resolution authorizing a fund to fund transfer for the General Fund 2% administration fee for managing the county insurance program, Fund# 7671 TOGENERAL #1001 – Fairfield County Auditor [Auditor- Payroll]

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

**Approval of the Commissioners' Office Resolutions**

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

- 2014-07.22.c      A resolution to approve the annexation of 1.61+/- Acres, more or less, of Walnut Township into the Village of Thurston, Pursuant to ORC 709.16(B), Petition by Municipal Corporation for Annexation, Annexation of Land by Mayor Mary Boring, Village of Thurston. [Commissioners]
- 2014-07.22.d      A resolution to approve the loan agreement by and between the Director of Development Services Agency of the State of Ohio, as lender, and Fairfield County, relating to the Local Government Innovation Fund and the Advanced Innovative Management System (AIMS) [Commissioners]
- 2014-07.22.e      A resolution authorizing the approval of a request for payment and status of funds report–FY2012 Home Funds – Drawdown for \$26,345 [Commissioners]

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2014-07.22.f      A resolution authorizing the President of the Board of Commissioners to sign a Contract Agreement requesting additional funds from the Coshocton-Fairfield-Licking-Perry Solid Waste District Contract Program. [Commissioners]

Discussion: Ms. Brown stated that resolution D was for the AIMS loan agreement as discussed in the review session. They can now move forward with this important project. All funds must be expended by April 2016.

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

2014-07.22.g      A resolution to appropriate from unappropriated in a major expenditure object category County Engineer 2024-Motor Vehicle for repairs of equipment [Engineer]

2014-07.22.h      A resolution to appropriate from unappropriated in a major expenditure object category County Engineer 2024-Motor Vehicle for fuel [Engineer]

2014-07.22.i      A resolution to appropriate from unappropriated in a major expenditure object category County Engineer 2024-Motor Vehicle for BWC expenses [Engineer]

2014-07.22.j      A Resolution to Approve the Contract Bid Award for the 2014 Pavement Markings Project (Item 642). [Engineer]

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

2014-07.22.k      A resolution regarding a Purchase of Service Contract between ETAT Enterprises LLC and Job & Family Services [JFS]



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- 2014-07.22.l      A resolution regarding Network Placement and Related Services Agreement between Bellefaire JCB and Job and Family Services, Child Protective Services Department [JFS]
- 2014-07.22.m      A resolution regarding a Service Provider Contract between the Office of the Fairfield County Prosecuting Attorney and Job & Family Services [JFS]
- 2014-07.22.n      A resolution regarding Network Placement and Related Services Agreement between Village Network, Child Protective Services Department [JFS]
- 2014-07.22.o      A resolution regarding a Purchase of Service Contract between Job & Family Services HOPE Grant Project and the County Commissioner's by and through The Alcohol, Drug, and Mental Health Board [JFS]

Discussion: Ms. Cordle stated resolution O was with ADAMH for technical services relating to the Hope Grant.

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

**Approval of the Utilities Office Resolutions**

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

- 2014-07.22.p      A resolution for authorization for the director of Fairfield County Utilities to sign service agreements and contracts as county representative [Utilities]
- 2014-07.22.q      A resolution to appropriate from unappropriated in an expenditure object category Utilities Fund 5046 Water [Utilities]
- 2014-07.22.r      A resolution to appropriate from unappropriated in an expenditure object category Utilities Fund 5044 Sewer [Utilities]

Discussion: Mr. Vogel reported that resolution P was to authorize his signature for agreements up to \$15,000, and the other resolutions were for standard financial transactions.

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Roll call vote of the motion resulted as follows:  
Voting aye thereon: Dave Levacy and Mike Kiger  
Absent: 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 2014-07.22.s.

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

Ms. Elsea announced that the next regular scheduled meeting for the Board of Commissioners will be Tuesday, July 29, 2014 at 10:00 a.m.

Commissioner Kiger stated at 10:14 a.m. that the Commission would take a short recess followed by the continuation of review in Commissioner Kiger's office.

**Meeting with Jeremiah Upp**

The Commissioners met with Jeremiah Upp at 10:33 a.m. Commissioner Kiger called the meeting to order with the following Commissioners present: Mike Kiger and Dave Levacy. Also present were Carri Brown, Rachel Elsea, Jason Dolin, Ed Laramée, Jeremiah Upp, Jeff Baird, and Ray Stemen.

Mr. Upp provided a brief update on the Amanda bridge replacement project and added that they were trying to figure out how to best enter into an agreement with the farmers who were to contribute funds for the project.

Mr. Laramée stated that they were looking at having the farmers petition the Commissioners and the Commissioners then accepting the petition or granting moving the project up due to public welfare. They would then establish a special assessment project to use the money collected from the farmers, using the special assessment mechanism for the project. The money would be used solely for the bridge replacement project, and the Engineer would have access to the funds. This would be similar to the Bateson Beach Project which worked out nicely.

Mr. Levacy asked if the petition would mention the farmers' contributions.

Mr. Laramée replied that the petition should include the amount.

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Mr. Upp stated they would step back from the original plan and do this process as it made the most sense.

Mr. Laramée indicated that the farmers could then reflect the amounts paid as a donation if desired. The farmers would have a records of amounts paid.

Ms. Brown asked if there would be a letter or some form of documentation, other than the special assessment records, that would reflect a donation or charitable contribution.

Mr. Laramée indicated that there would not be a letter.

Ms. Brown asked if anyone had heard of an expectation to consider the contribution to the project as a donation.

Mr. Baird stated that there he had not heard of any of the farmers indicating they would think of the contributions as a donation.

Ms. Brown indicated that it was important to understand everyone's expectations going into the project.

Mr. Upp also provided an update on the NACo Conference he recently attended. He was impressed with the size and organization of the event. It was a great place to share of ideas and abilities. He saw a huge benefit to Fairfield County. There is a tremendous web of networking and knowledge available through NACo. He saw that many states work differently than Ohio. He attended meetings regarding roadway infrastructure and safety.

Ms. Brown appreciated the update and added that the county has received multiple Achievement Awards from NACo and has learned about best practices through that process. There appears to be benefits to being member of NACO and she suggested the county look into this. One example of a benefit would be the "members only" sections of the website and reduced conference and training costs.

Ms. Elsea will contact NACo about membership prices.

**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: 53 a.m.

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

The next regular meeting for the Board of Commissioners is scheduled for Tuesday, July 29, 2014 at 10:00 a.m.

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