Review

The Commissioners met at 8:59 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, Jason Dolin, Aunie Cordle, Carl Burnett, and David Miller.

Mr. Levacy called the meeting to order.

Executive Session to discuss Personnel

On the motion of Dave Levacy and second of Mike Kiger, the Board voted to enter into Executive Session to discuss Personnel at 9:00 a.m.

Discussion: Commissioner Levacy stated that the following be present: Commissioner Davis, Commissioner Levacy and Commissioner Kiger, Carri Brown, Aunie Cordle, representatives from the Prosecutor’s Office, and Rachel Elsea.

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

On the motion of Mike Kiger and the second of Dave Levacy, the Board voted to exit Executive Session at 9:23 a.m.

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

Review continued

The Commissioners met at 9:32 a.m. to continue 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, Jason Dolin, Aunie Cordle, Carl Burnett, Staci Knisley, Ed Laramee, Ray Stemen, Roy Householder, David Miller, Jeff Porter, Bob Clark, and Ursula Laveck.

Commissioner Levacy asked Carri Brown if she had enough information to proceed with a joint letter to all employees from the Prosecutor and the Board of Commissioners, and Carri Brown replied that she did.

- Legal Update

Mr. Dolin reported that he did not have a legal update.
- **Administrative and Budget Review/Carri’s List**

  a. **Computer Training Courses**

  Ms. Brown stated that OU-L will work with the County to offer a training course for a class of 20 participants for about $2,000. The course will cover Microsoft Word and Excel. There is enough appropriated in the Commissioners budget to do this as a trial for this year. She already has 5 employees interested in taking the class.

  Ms. Cordle added that WorkNet also provides Microsoft training tools in a self-guided manner.

  Ms. Brown stated that the course at OU-L also provided each participant with a workbook to keep.

  Mr. Levacy stated that thought the training should be job related and that all who started the course be required to complete it.

  Ms. Brown stated it would be a one day course offered at OU-L or the Court House.

  Mr. Kiger stated he liked the idea and asked who the class would be open to.

  Ms. Brown stated she would need to see who is interested and would create a waiting list if necessary. She said that she would also send out a questionnaire to see what interest is there.

  b. **August 15th Roundtable**

  Ms. Brown stated that a draft agenda was provided in the review packet and offered to add any other topics they deemed necessary.

  Ms. Cordle stated she had information regarding benefits to add to the agenda.

  c. **3SG Advanced Innovative Management System Update – July 24th**

  Ms. Brown stated she would be traveling with the AIMS team members to Dublin on the 24th for a meeting on the feasibility study. They plan on applying for the $500,000 loan by the end of the year.
d. One-page newsletter from BOC

Ms. Brown stated that the Administrative Team was thinking that this would be a quarterly item.

Mr. Levacy stated he saw the need to share information.

Ms. Brown stated that Ms. Elsea agreed to be the point of contact. The team will support the effort. All elected officials and department heads can participate. They will shoot for the 2013 4th Quarter for the first issue.

Mr. Levacy suggested this be discussed at the August 15th roundtable.

Mr. Kiger asked if it would be from the Commissioners or the entire county.

Mr. Levacy stated he thought it could cover the entire county but be initiated by the Commissioners.

Mr. Kiger stated he thought it should just be the Commissioners so that they can let people know what the office does.

Ms. Cordle added that the previous newsletters were county wide and that it was sometimes hard to get information from other offices. She thought that both goals could be accomplished.

Ms. Brown stated that they would create a few drafts for review.

Ms. Cordle asked if it would be electronic.

Ms. Brown stated that it would as that is more convenient and cost effective.

e. Citizen Request Management Tool – 311 – web based portal; possible 2014 shared goal.

Ms. Brown reported that this is a web based portal with the ability to receive and address questions from the public. The Admin Team attended a webinar last week. This can be applied to all county offices and is relatively inexpensive at $5,000-$7,000 a year, as compared to some other customized applications.

Ms. Cordle asked if this could be shared with other municipalities.
Ms. Brown replied that it probably could. She expects this to be a shared goal and asked if the Commissioners would like her to proceed with additional research for 2014.

Mr. Levacy and Mr. Kiger stated that they were fine with that.

f. US 33 Press Release

Mr. Levacy stated that the cost estimate had increased to $48 million and that the interchange was good news for Fairfield County and all of those who use 33. He added that construction is due to start in 2015.

- Old Business

- New Business

  a. Letter of Support for Community Action’s Housing Prevention Grant application

Motion to sign the Letter of Support for Community Action’s Housing Prevention Grant application.

On the motion of Mike Kiger and the second of Dave Levacy, the Board of Commissioners voted to sign the Letter of Support for Community Action’s Housing Prevention grant application.

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

Mr. Kiger stated that he served as the Chairman of the Community Action Planning Committee and was familiar with what the letter was for.

- Correspondence & Documents Received

  a. National Flood Insurance Program approval from ODNR.

Ms. Brown expressed her thanks to Mr. James Mako for his work with ODNR on this issue.

  b. CFLP Agenda for July 26, 2013.

Ms. Brown asked if this meeting would be the time to ask about the allocation for Fairfield County and the grant applications.

Mr. Kiger replied that it would be.
Ms. Brown asked if they should ask for the distribution of funds to Fairfield County be added to the agenda.

Mr. Kiger stated that they should and suggested Ms. Brown reach out to Ms. Bratton to see if she has already requested that this be added.

c. Monthly Inventory and Portfolio Reports for the Fairfield County Treasury.

- **Calendar Review/Invitations Received**
  
a. FairHoPe Hospice 5th Annual Memorial Ice Cream Social – Sunday, August 4th – 11:00 a.m. – 1:00 p.m.

  Mr. Kiger will attend.

b. Sweet Innovation Grand Opening – Tuesday, August 6th – 11:30 a.m.

Ms. Brown suggested a note be sent to DD and Fairfield Industries as encouragement for their venture.

c. Port Columbus New South Runway Opening – Thursday, August 22nd – 8:30 a.m.

  No one will attend.

- **FYI**
  
a. Letter from Judge Martin appointing Mary Mesi as Fairfield County District Library Board Trustee (July 2013-June 2020)

b. Liquor License requests for Lancaster County Club and Crickets.

  Mr. Kiger suggested reaching out to the Sheriff’s Office to see if they have received any complaints for these facilities.

  Mr. Levacy stated that Prevention Works is doing a great job testing local alcohol and tobacco establishments and then holding workshops for those who have been issued citations.

- **Issues Bin**
  
a. Leadership Conference (October 17)

b. Auction (October 19th)/Storage Space
Ms. Elsea has sent letters seeking bids/proposals to all auctioneers in Fairfield County.

c. Vending Machines & Square 7 (eom August)

Mr. Keller reported that there is a meeting in August with DD as to whether or not they are able to offer vending services.

d. AED Machines (Sheriff’s Office and All Employees)

Mr. Kiger stated he had not had a chance to follow up.

Mr. Levacy offered to help Mr. Kiger with this project.

e. Financing the Energy Conservation Project

Ms. Brown stated that in conducting research on the loan option it appears the cost would be roughly the same as a bond but with many federal requirements, and with a lack of response from the appropriate contacts, there was a desire to move ahead with the bond option.

Mr. Kiger stated that he received an email from the Lancaster Chamber regarding their Young Professional class at Fairfield Medical Center. He stated that county employees may want to have attend. Ms. Brown offered to send the email to others.

Mr. Levacy asked if there were any other issues to discuss.

With no other issues raised, at 9:48 a.m. Mr. Levacy 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, July 23, 2013 beginning at 10:07 a.m., with the following Commissioners present: Mike Kiger and Dave Levacy. Also present were Jason Dolin, Carri Brown, Rachel Elsea, Staci Knisley, Linda Kauffman, Kathleen Young, Ritta Seitz, Jon Kochis, Ursula Laveck, David Miller, Michael Orlando, Tony Vogel, Ed Laramee, Roy Householder, Ray Stemen, Dave Fey, Aunie Cordle, Brian Kuhn, Jeremiah Upp, Bob Clark, Ella Nixon, Jeff Porter, Jason Dolin, Ed Mohler, Bob Clark, Lou Varga, Park Russell, Chris Moe, Colonel Tom Moe, Branden Meyer, Carl Burnett, and Jane Hanley.
Pledge of Allegiance

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

Announcements

Commissioner Levacy asked Ms. Elsea if there were any announcements. Ms. Elsea stated that there were no announcements.

Mr. Levacy stated that it was a special day as the Commissioners would be recognizing Colonel Tom Moe and his wife, Chris.

Public Comment

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

Approval of Minutes for Thursday, July 16, 2013.

On the motion of Mike Kiger and second of Dave Levacy, the Board of Commissioners voted to approve the Minutes for Tuesday, July 16, 2013.

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

Approval of the Commissioners’ Office Proclamation

On the motion of Mike Kiger and second of Dave Levacy, the Board of Commissioners voted to approve the Commissioners’ Office resolution authorizing the approval of a proclamation recognizing the Retirement of Colonel Thomas N. Moe (U.S. Air Force retired) from the Ohio Department of Veterans Services and honoring Colonel Moe and his wife, Chris, as they are strong pillars of the community; see resolution 2013-07.23.a.

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

Commissioners Levacy and Kiger presented Col. Moe and Ms. Moe with the proclamation. Mr. Levacy and Mr. Kiger both thanked the Moes for their service to our county. Col. Moe stated that it was an honor to receive the proclamation and that Fairfield County is a very special community. He also thanked his wife for her continued dedication to raising their daughter and working while he was a prisoner of war for six years.
Approval of the Commissioners’ Office and Dog Shelter Resolutions

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

2013-07.23.b A resolution to approve the Fairfield County Library Board Replacement Levy. [Commissioners]

2013-07.23.c A resolution to approve a memo expense for interest allocation reimbursement for Fairfield County Historical Parks – Fund # 7308 [Commissioners]

2013-07.23.d A resolution to declare 2014 dog license fees for one year, three years, and permanent licenses. [Dog Shelter]

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

Approval of the Domestic Relations Court’s Resolution

On the motion of Mike Kiger and second of Dave Levacy, the Board of Commissioners voted to approve the Domestic Relations Court’s resolution to appropriate from unappropriated in a major expenditure object category for Fund 2625 – Special Projects; see resolution 2013-07.23.e

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

Approval of the Commissioners’/Engineer’s Office Resolutions

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

2013-07.23.f A Resolution to approve to rescind Resolution # 2013-07.16.h, to approve to place the Road, Bridge, & Culvert Renewal Levy on the November ballot. [Commissioners]

2013-07.23.g A resolution to declare it necessary to levy a tax outside the ten-mill limitation and further declare the intent to place a road and bridge renewal tax levy on the November 5, 2013 ballot. [Engineer]

Roll call vote of the motion resulted as follows:
Voting aye thereon: Mike Kiger and Dave Levacy
Approval of the Engineer’s Office Resolutions

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

2013-07.23.h A resolution to appropriate from unappropriated in a major expenditure object category County Engineer 2024-Motor Vehicle for powerheart AED G3 and floor burnisher [Engineer]

2013-07.23.i A Resolution to Approve Advertising for the 2013 Pavement Markings Project (Item 642) [Engineer]

2013-07.23.j A resolution to appropriate from unappropriated in a major expenditure object category County Engineer 2024-Motor Vehicle equipment repairs [Engineer]

2013-07.23.k A resolution to appropriate from unappropriated in a major expenditure object category County Engineer 2024-Motor Vehicle for additional costs of new truck [Engineer]

2013-07.23.l A resolution to appropriate from unappropriated in a major expenditure object category County Engineer 2024-Motor Vehicle for software maintenance agreement [Engineer]

2013-07.23.m A resolution to appropriate from unappropriated in a major expenditure object category County Engineer 2024-Motor Vehicle for various sign posts [Engineer]

2013-07.23.n A resolution of amended certificate, update receipt, increase appropriations, account to account and fund to fund Transfer for HOC-30 bridge replacement [Engineer]

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

Approval of the Juvenile/Probate Court’s Resolutions

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

2013-07.23.o A resolution authorizing the Approval of Grant Agreement between Fairfield County Juvenile Court and Ohio Department of Job & Family Services. [Juvenile/Probate Court]
2013-07.23.p A resolution approving an account to account transfer [Juvenile/Probate Court]

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

Approval of the Soil and Water Conservation District Resolution

On the motion of Mike Kiger and the second of Dave Levacy, the Board of Commissioners voted to approve the Soil and Water Conservation District resolution authorizing the county’s application for FRPP USDA funding to match with Clean Ohio funding for the Willey/Berry Farm; see resolution 2013-07.23.q.

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

Approval of the Utilities Resolution

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

2013-07.23.r A resolution to appropriate from unappropriated in a expenditure object category Utilities Fund 5046 Utilities Water Fund [Utilities]

2013-07.23.s A resolution to appropriate from unappropriated in an expenditure object category Utilities Fund 5044 Utilities Sewer Fund [Utilities]

2013-07.23.t A resolution to appropriate from unappropriated in expenditure object category Utilities Fund 5595 Utilities Administrative Office [Utilities]

Discussion: Mr. Vogel stated that these resolutions were all for engineer services. Mr. Levacy asked where the backup generator would be. Mr. Vogel stated it was for the administration building.

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

Approval of the Payment of Bills Resolutions

On the motion of Mike Kiger and the second of Dave Levacy, the Board of Commissioners voted to approve the Payment of Bills resolutions:
A resolution to approve the payment of vouchers without appropriate carry-over purchase orders for all Departments that are approved by the Commissioners [Auditor- Finance]

A resolution authorizing the approval of payment of invoices for departments that need Board of Commissioners’ approval [Commissioners]

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

Ms. Elsea announced that the next regular scheduled meeting for the Board of Commissioners will be Tuesday, July 30, 2013 at 10:00 a.m.

Commissioner Levacy announced at 10:23 a.m. that the Commissioner would be in recess until the 10:30 a.m. Land Bank meeting.

Meeting with Jim Rokakis re: Land Banks.

The Commissioners met with Mr. Jim Rokakis and Ms. Robin Thomas at 10:37 a.m. to discuss the possibility of creating a Land Bank in Fairfield County. Commissioner Levacy 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, Dave Smith, Ray Stemen, Roy Householder, Sean Fowler, Dona Foxmoore, Mike Courtney, Bob Clark, Jim Rokakis, Brian Kuhn, Robin Thomas, Ed Laramee, and David Miller.

Mr. Rokakis presented the following County Land Banking information (see attached slides): Overview of the Thriving Communities Institute; a History of Land Banking in Ohio; What is a County Land Bank; Public Purpose; County Land Banks: Response to Foreclosure Crisis; Benefits of Land Banking; Foreclosures, Crime & Demolition Studies; Establishing the County Land Bank; Structure of Land Bank Board; Funding a Land Bank; Land Bank Acquisitions; and County Land Bank Operations.

Mr. Levacy stated the biggest challenge is having the money upfront.

Mr. Rokakis stated that not all counties do the DTAC funding method but that that source does fuel the engine. Bringing in stakeholders to let them know what the benefits are is needed. Land Banks are great economic development and neighborhood revitalization tools.

Ms. Thomas stated that the DTAC money comes in fairly quickly after the settlement (August and March). Some Commissions lend the money to the Land Bank and are reimbursed once the DTAC money is collected. She added that county offices can enter into agreements to lend staff to the County Land Banks.
Mr. Dolin asked if the prosecutor’s office is the statutory council.

Ms. Thomas stated that the prosecutor’s office would represent the elected roles but that the Land Bank would need to get its own council once it is formed.

Ms. Brown asked if funds would be kept as part of the treasury or within a segregated bank account.

Ms. Thomas stated that the Land Bank would have its separate bank account and that the treasurer would write a check to the Land Bank for them to deposit into their own account.

Mr. Rokakis added that the Land Bank must abide by all public records laws and hold open meetings.

Ms. Thomas stated that the Land Bank can do anything except that which the laws say it cannot do whereas the counties can only do what the law says they can do.

Mr. Kuhn asked if there were any counties that had separate offices without the assistance of a county employee.

Ms. Thomas stated that Hamilton County has their Land Bank through their Port Authority and that other counties have contracted with RPCs and CDCs.

Mr. Rokakis stated that it was up to the individual county to decide what would work best. He also said there would be a Land Bank conference October 22-24, 2013 in Columbus.

Ms. Fox-Moore asked if the Land Bank would need to be formed by a certain time in order to receive the Hardest Hit funding.

Ms. Rokakis stated that they did not know yet. This round of funding requires a plan but no matching funds. It would be a good idea to have the Land Bank in place even if the funding was not yet established.

Mr. Levacy thanked Mr. Rokakis and Mr. Thomas for their time.

**Adjournment**

With no further business, on the motion of Mike Kiger and a second of Dave Levacy the Board of Commissioners voted to adjourn 11:35 a.m.

Roll call vote of the motion resulted as follows:
Voting aye thereon: Mike Kiger and Dave Levacy
The next regular meeting for the Board of Commissioners is scheduled for Tuesday, July 30, 2013 at 10:00 a.m., with review session at 9:00 a.m. on the same day.

Motion by: Seconded by:

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

YEAS: NAYS: None

ABSTENTIONS: None

*Approved on July 30, 2013

Steven A. Davis Dave Levacy Mike Kiger
Commissioner Commissioner Commissioner

Rachel Elsea, Clerk