

**Regular Meeting #40 - 2014**  
**Fairfield County Commissioners' Office**  
**September 16, 2014**

**Review**

The Commissioners met at 9:03 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: Steve Davis, Mike Kiger, and Dave Levacy. Also present were Carri Brown, Rachel Elsea, Joshua Horacek, Lt. Churchill, Jon Slater, Jeff Sauer, Charles Elsea, Jeff Porter, Mary Beth Lane, Todd McCullough, Bob Clark, Dennis Keller, Jon Kochis, Aunie Cordle, and Phyllis Hester.

- Welcome and Announcements

Ms. Brown welcomed Attorney Joshua Horacek to his first Board of Commissioners meeting in Fairfield County. Mr. Horacek is the new Assistant Prosecutor, and this is his second day of work in Fairfield County.

- Legal Update

Mr. Horacek stated that he had no update.

- Administration and Budget Updates/Carri's List

- a. Highlights of Resolutions and Proclamations for the Voting Agenda

Ms. Brown reported that for the next meeting on September 23, on the agenda will be a resolution for the conduit debt fee schedule and the general fund cash balance policy. The conduit debt fee schedule includes all feedback received in some way. There is an option for the Board to waive the fees. There is no known conduit debt to be issued at this time. The general fund cash balance policy includes the GFOA recommended practice for a minimum general fund balance. The policy includes feedback from internal and external stakeholders. While a policy for the minimum balance, it is understood that the historical balances have exceeded the minimum. In addition, in the context of the projects anticipated and the conservative nature of the Board, there will likely be actual balances to exceed the minimum policy. Bond raters look at the full context of a financial situation, but one aspect that is helpful is having a cash balance policy. There may be other policies to address the other fund types in the future. A debt policy is also under review at this time. Ms. Brown is seeking input and feedback from all stakeholders, but the debt policy will not be on the voting agenda for next week. It will come prior to November.

For today, September 16, Ms. Brown reported there are several resolutions from the County Engineer, including authorization to submit an application with the Ohio Public Works Commission State Capital

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Program. There are several financial transactions to approve, including advances to special revenue funds.

There is a resolution to authorize Commissioner Kiger to sign the agriculture easement for the Willey/Berry farm preservation. The alternate signor is Carri Brown.

Finally, we have a resolution to increase the match for the Moving Ohio Forward project in Thurston. We expect reimbursement from the Land Bank.

Mr. Davis suggested letting Mr. Gettys know that the conduit debt fee resolution was on the voting agenda for next week and that we offer a short meeting if he'd like to attend one and talk to the Board in person.

**b. Jail Financing and Project Reporting – Update**

Ms. Brown referred everyone to the response to Mr. Hedges and Mr. Groff in the review packet. The responses were intended to clarify the 14 points raised by the councilmen. Ms. Brown suggested a meeting with the City's Water/Water Pollution Control committee if there is a need for a technical discussion because complex topics warrant face to face discussion for improved clarity, although email is a fast and convenient tool to use.

Mr. Kiger stated the responses were concise and to the point.

The series of meetings for the jail and public facility financing are on the calendar, with the next meeting scheduled on September 26 at 9 am. The plan is to conduct a bond rating meeting with Moody's in New York on November 20-22.

**c. Budget Hearings**

Ms. Brown stated the review packet included a memo and slide show sent to all elected officials and department heads to help prepare for the voluntary budget hearings with the Commissioners. Ms. Brown has received feedback that people appreciated this guidance. The budget hearings are scheduled from October 23 – November 20. We plan to have the 2015 budget prepared for approval on December 9 or 16. If at all possible, the December 9 target is helpful for the County Auditor.

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d. Administrative Processes

Rachel Elsea and Carri Brown met with MAPSYS representatives to discuss options to change in CRMS for the general administrative processes of approving contracts and bills not exceeding \$50,000.

Overall, we are also seeking input from other departments in person. The goal is to have the system ready by the first of the year to coincide with the anticipated resolution to confer authority and to be in line with a new fiscal year.

e. Meals on Wheels

Ms. Brown reported that at the last meeting, we discussed the plan for the Board of Commissioners to appoint two members of the Meals on Wheels Board Members. While we await the Meals on Wheels Code of Regulations prior to the approval of the new contract to form, we have prepared a draft press release and rubric for scoring candidates. The draft and the rubric are in the review packet.

Mr. Davis noted that the current contract was through the end of the year and consistent with the schedule for levy funds. The Commissioners had been ready to discuss this for some time; however it took Meals on Wheels quite some time to choose from the options presented.

f. Annexation Forthcoming re: Sheridan Drive Area

Attorney Jim Edwards contacted Ms. Brown to let her know that there was a packet coming our way regarding remnant property owned by the county to be annexed to the City of Lancaster to simplify maintenance of the area and to help with efficiency of emergency services. In the past, there was collective interest in furthering this annexation. If the Board of Commissioners is in favor, the Board could authorize Ms. Brown to sign the petition that is anticipated. Attorney Edwards is to send the petition to Ms. Brown. Following that process, the Board will receive the annexation proposal.

Mr. Kiger stated that this would not only affect the upkeep of the roads, but also the public safety responses. The annexation would make everything much smoother for both parties.

Mr. Levacy and Mr. Davis stated they both supported the annexation.

Mr. Davis asked if the proposal would be for the annexation and transfer.

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Ms. Brown stated Mr. Edwards only mentioned an annexation.

Mr. Davis stated he was favorable to Ms. Brown signing the annexation petition.

**Motion to allow Ms. Brown to sign the Sheridan Drive Annexation Petition on behalf of Fairfield County.**

On the motion of Steve Davis and the second of Dave Levacy, the Board of Commissioners voted to allow Ms. Brown to sign the Sheridan Drive Annexation Petition on behalf of Fairfield County.

Discussion: Mr. Davis stated there were other anomalies connected to this area, such as Pizza Crossing patrons using a county parking lot. He would like these anomalies addressed in the future as well.

Roll call vote of the motion resulted as follows:

Voting aye thereon: Steve Davis, Dave Levacy, and Mike Kiger

g. Building a Positive Workplace

Ms. Brown informed everyone that with our NACo membership, there is a webinar we can attend at no charge. The webinar is titled "Building a Positive Workplace" and will be held on October 8 at 2 pm. All are welcome to attend. There may be some materials to inform the planning for the Leadership Conference.

h. Leadership Conference

The Leadership Conference will be held on October 16<sup>th</sup> beginning at 8:30 am and ending at 1 pm, with a working lunch. The Conference will be held at Developmental Disabilities in Pickerington. We have been planning the logistics of the Conference. In addition, Ms. Brown sent email to seek input from elected officials and department heads about the content of the agenda. She has already received a few responses. The agenda will be sent out prior to the Conference.

i. United Way – Thank you and Auction/Cookout on September 18<sup>th</sup>

Ms. Brown reported there was a thank you note for the United Way for allowing Liberty Center to serve as a Community Care site. We received a very positive email from Susie Bloom thanking everyone for the how the Liberty Center grounds have never looked better.

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On September 18, the United Way Cookout and Silent Auction will be held, beginning at 11:30 a.m. Thanks to everyone who has helped with the event, especially Branden Meyer and the Clerk of Courts who have shown spirit and enthusiasm in the planning. Ms. Elsea will tweet during the event to help spread the word on the day of the auction and cookout.

- Old Business

- a. Energy Aggregation

Ms. Elsea reported that the Energy Aggregation RFP was issued with the County issuing a press release on Monday. The deadline for submitting proposals is September 25<sup>th</sup>. Palmer will present the results to the Commissioners on October 7<sup>th</sup>.

- New Business

- General Correspondence Received

- a. Liquor Permit for One Stop Crossing (sent to Sheriff)

Ms. Elsea reported that the Sheriff's Office had no problems with this permit.

- Calendar Review/Invitations Received

- a. Bremen Chamber Lunch – Tuesday, September 23, 2014 at 11:30 a.m.

- 1. Commissioner Kiger will attend

- b. Annual Violet Township Fire Department Open House – Sunday, October 12<sup>th</sup> from 1:00 p.m. – 3:00 p.m. at 8700 Refugee Road NW, Pickerington

- c. Fairfield County Community Conversation Building Trauma Informed Systems – Friday, November 7<sup>th</sup>, 9:00 a.m. – 1:00 p.m. at DD Regional Office in Pickerington

- FYI

- Issues Bin

- a. Resolution to Confer Authority to County Administrator – prepared in draft

- b. Airport Vacancy – Accepting Resumes and Letters of Interest

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- c. Lease relating to Soccer Fields and City of Lancaster – we await contact from City representatives

- Open Items

**Meeting with Jeff Sauer and Charles Elsea regarding the 2015 Proposed Port Authority Budget**

The Commissioners met at 9:21 a.m. with Jeff Sauer and Charles Elsea regarding the proposed 2015 Port Authority Budget. Commissioner Kiger called the meeting to order with the following Commissioners present: Steve Davis, Mike Kiger, and Dave Levacy. Also present were Carri Brown, Rachel Elsea, Joshua Horacek, Lt. Churchill, Jon Slater, Jeff Sauer, Charles Elsea, Jeff Porter, Mary Beth Lane, Todd McCullough, Bob Clark, Dennis Keller, Jon Kochis, Aunie Cordle, and Phyllis Hester.

Mr. Sauer provided some background on what the Port Authority has done so far. He distributed information including the propose budget, a copy of the Franklin County Port Authority rules and regulations, and two news articles (attached). They are learning what preparations need to take place to be ready for a project. They have reviewed rules and regulations for other port authorities and have also visited with Licking County. Franklin County Port Authority received \$150,000 from both the County and City of Columbus to begin. They have been able to complete many projects. The Port Authority is finding it is very necessary to hire legal counsel. They have interviewed two firms with a third coming up at their next meeting. Mr. Sauer pointed out that Franklin County is still spending roughly \$35,000 a year for legal services. He also reviewed the rest of the budget proposal.

Ms. Brown stated that Mr. Dolin had previously advised the county was unable to serve as the Port Authority's legal counsel and that Mr. Horacek had confirmed the same circumstance of outside counsel was found in Lake County. Ms. Brown went on to state that Rockmill is currently providing services to the Port Authority under the contract with the county. She further suggested that the Port try to obtain a \$50,000 LGIF feasibility grant to explore the details of an economic development project, even involving multiple entities. This would allow the Port resources to conduct a study about a potential project.

Mr. Elsea stated that the budget request for contractual services was by far the largest number in the proposed budget due to the nature of specialization needed. The biggest advantage of the Port Authority is the funding of projects, and while they will be treated as a public entity, they are also subject to SEC regulations.

Mr. Davis requested a short recess at 9:33 a.m.

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**Meeting with Jeff Sauer and Charles Elsea regarding the 2015 Proposed Port Authority Budget (Continued)**

The Commissioners met at 9:35 a.m. to continue conversations with Jeff Sauer and Charles Elsea regarding the proposed 2015 Port Authority Budget. Commissioner Kiger called the meeting to order with the following Commissioners present: Steve Davis, Mike Kiger, and Dave Levacy. Also present were Carri Brown, Rachel Elsea, Joshua Horacek, Lt. Churchill, Jon Slater, Jeff Sauer, Charles Elsea, Jeff Porter, Mary Beth Lane, Todd McCullough, Bob Clark, Dennis Keller, Jon Kochis, Aunie Cordle, and Phyllis Hester.

Mr. Elsea went on to say that there is a large overlap of private and public laws the Port Authority would need to follow. They are speaking to firms who specialize in this area and also represent companies who seek out contracts. In this case, those firms could also act as intermediaries. The primary goal of the Port Authority is to develop strategic goals for successful projects. Fairfield County would like to emulate what Licking County has done, as Licking County is now self-sustaining. The goal is to ask for less funding next year and to spend less than they are asking for this year. They want to complete projects and generate revenue.

Mr. Sauer added that the legal fees could go up once they have projects, but that should be offset by revenue.

Mr. Davis stated he was interested in the dynamic of having two Port Authorities in the County and wasn't sure how they would work together. He said that while money was an aspect, he was less concerned about that and more concerned about the results and production.

Mr. Levacy stated it was interesting to see what Lancaster is doing with their spec building. He added that it is very important to cooperate with them.

Mr. Sauer stated that the Port Authority has discussed a spec building, but at this time there are not enough resources. They would like to do this in the future. There are contiguous Port Authorities who work together. They would like to work with other Port Authorities when possible.

Mr. Clark stated that the Port Authority could borrow \$10 million a year for projects which they could bring to the table in working with other Port Authorities.

Ms. Brown asked if they wanted to have a segregated account for the proposed 2015 budget or if the Port plans to account for its records on the books of the county.

Mr. Elsea replied that they were still looking into that and hoped to have an answer after their next meeting. The board would prefer a segregated account but needs the county

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as it recognized it is using many of the county's resources, for which they are very grateful.

Ms. Brown stated that once she knew which type of account they wanted, she would prepare a resolution for review.

Mr. Davis stated he looked favorably on helping out the Port Authority.

Mr. Elsea stated they appreciated that.

Mr. Clark added that Rockmill has been a very valuable asset.

Mr. Kiger asked when they would be interviewing the 3<sup>rd</sup> firm.

Mr. Sauer stated it would be on October 15<sup>th</sup> at 8:30 a.m. in the Commissioners Hearing Room.

Commissioner Kiger stated at 9:49 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, September 16, 2014 beginning at 10:05 a.m., with the following Commissioners present: Steve Davis, Mike Kiger, and Dave Levacy. Also present were Carri Brown, Rachel Elsea, Aunie Cordle, Jeff Porter, Lt. Churchill, Jeff Porter, Bob Clark, Joshua Horacek, Dennis Keller, Jeff Barron, Todd McCullough, Ray Stemen, Jon Kochis, Phyllis Hester, Tony Vogel, Jon Slater, Holly Mattei, and Mary Beth Lane.

**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.

**Approval of Minutes for Tuesday, September 9, 2014**



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On the motion of Dave Levacy and the second of Mike Kiger, the Board of Commissioners voted to approve the Minutes for Tuesday, September 9, 2014.

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

**Approval of the ADAMH Board Resolution**

On the motion of Dave Levacy and the second of Steve Davis, the Board of Commissioners voted to approve the ADAMH Board resolution approving an account to account transfer; see resolution 2014-09.16.a.

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

**Approval of the Commissioners' Office Resolutions**

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

- |              |                                                                                                                                                                                        |
|--------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 2014-09.16.b | A resolution authorizing the approval of repayment of an advance to the General Fund from the CDBG Formula FY2013 grant fund# 2788 [Commissioners]                                     |
| 2014-09.16.c | A resolution authorizing the approval of an advance from the General Fund to the FY2012 CDBG Formula Fund # 2788, Subfund # 8041 – Fairfield County Commissioners [Commissioners]      |
| 2014-09.16.d | A resolution to approve a memo expense for interest allocation reimbursement for Fairfield County Historical Parks – Fund # 7308 [Commissioners]                                       |
| 2014-09.16.e | A resolution to appropriate from unappropriated into a major expense category for fund # 1001 & Fund# 2798 and fund to fund transfer for the Moving Ohio Forward Grant [Commissioners] |
| 2014-09.16.f | A resolution to approve to appropriate from unappropriated into a major expenditure category – Fund # 1001, General Fund [Commissioners]                                               |
| 2014-09.16.g | A resolution to approve to appropriate from unappropriated into a major expenditure category – Fund # 1001, General Fund [Commissioners]                                               |

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2014-09.16.h        A resolution authorizing the approval of a request for payment and status of funds report – FY2012 CDBG Formula/Neighborhood Revitalization Program (NRP) funds - \$ 132,243 [Commissioners]

Discussion: Ms. Brown stated that resolution E was for the Moving Ohio Forward grant, and the county anticipates reimbursement from the Land Bank.

Roll call vote of the motion resulted as follows:

Voting aye thereon: Dave Levacy, Steve Davis, and Mike Kiger

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

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

2014-09.16.i        A resolution to approve to rescind Resolution 2014-08.19.p. [Engineer]

2014-09.16.j        A resolution authorizing Jeremiah D. Upp, Fairfield County Engineer, to prepare and submit an application to participate in the Ohio Public Works Commission State Capital Improvement Program and to execute contracts as required. [Engineer]

2014-09.16.k        A resolution to appropriate from unappropriated in a major expenditure object category County Engineer 2024-Motor Vehicle for GRE-37 bridge project Right-Of-Way [Engineer]

2014-09.16.l        A Resolution to amend resolutions and reschedule Commissioner's viewing dates and final hearing dates to determine the necessity for establishing, altering, and widening roadways in Bloom Township, Fairfield County, Ohio. [Engineer]

2014-09.16.m        A Resolution to Approve the Construction Drawings for the MAD-34, FAI-CR78-2.43 Landis Road over Clear Creek Bridge Replacement Project. [Engineer]

2014-09.16.n        A resolution of amended certificate, update receipt, increase appropriations, appropriate from unappropriated, 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: Dave Levacy, Steve Davis, and Mike Kiger

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**Approval of the Juvenile/Probate Court Resolutions**

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

- 2014-09.16.o      A resolution approving an account to account transfer [Juvenile Court]
- 2014-09.16.p      A resolution to amend the certificate, update receipt line item & request for appropriations for additional unanticipated receipts for fund (#2377). [Juvenile Court]
- 2014-09.16.q      A resolution authorizing a fund to fund transfer. [Juvenile Court]

Roll call vote of the motion resulted as follows:

Voting aye thereon: Dave Levacy, Steve Davis, and Mike Kiger

**Approval of the Prosecutor's Office Resolution**

On the motion of Dave Levacy and the second of Steve Davis, the Board of Commissioners voted to approve the Prosecutor's Office resolution approving an advance from the General Fund to Fund 8023 Victims of Crime Act; see resolution 2014-09.16.r.

Roll call vote of the motion resulted as follows:

Voting aye thereon: Dave Levacy, Steve Davis, and Mike Kiger

**Approval of the Soil and Water Conservation District's Resolution**

On the motion of Dave Levacy and the second of Steve Davis, the Board of Commissioners voted to approve the Soil and Water Conservation District's resolution of Authorization of Approval for the Fairfield County Board of Commissioners to sign the Ohio Agricultural Easement Purchase Program and Farm and Ranch Lands Protection Program Agricultural Easement for the Willey/Berry Farm property; see resolution 2014-09.16.s.

Discussion: Mr. Davis stated that while he supported this resolution he had concerns that the easement prohibits the ability to run utilities through the property to services other customers (he understood that they could not run utilities to the property). He added that this created problems with future development. Mr. Levacy stated that he agreed, and in the future he would question that aspect of the easement as there may be opportunities to resolve the issue.

Roll call vote of the motion resulted as follows:

Voting aye thereon: Dave Levacy, Steve Davis, and Mike Kiger

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**Approval of the Utilities Office Resolution**

On the motion of Dave Levacy and the second of Steve Davis, the Board of Commissioners voted to approve the Utilities Office resolution to asses 2014 water/sewer delinquencies; see resolution 2014-09.16.t.

Roll call vote of the motion resulted as follows:

Voting aye thereon: Dave Levacy, Steve Davis, and Mike Kiger

**Approval of the Payment of Bills Resolutions**

On the motion of Dave Levacy and the second of Steve Davis, the Board of Commissioners voted to approve the following Payment of Bills resolutions:

2014-09.16.u            A resolution authorizing the approval of payment of invoices for departments that need Board of Commissioners' approval [Commissioners]

2014-09.16.v            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]

Roll call vote of the motion resulted as follows:

Voting aye thereon: Dave Levacy, Steve Davis, and Mike Kiger

Commissioner Kiger stated at 10:12 a.m. that the Commission would be in recess and will reconvene in his office shortly.

**MORPC Update from Holly Mattei**

The Commissioners met at 10:24 a.m. with Holly Mattei regarding the MORPC. Commissioner Kiger called the meeting to order with the following Commissioners present: Steve Davis, Mike Kiger, and Dave Levacy. Also present were Carri Brown, Rachel Elsea, Holly Mattei, Jon Kochis, Jon Slater, Dennis Keller, Bob Clark, and Jeff Barron.

Ms. Mattei provided information from the meeting held last Thursday. MORPC met with Baltimore, Ms. Mattei and Mr. Levacy regarding expansion. They reviewed the differences between joining the NPO and Commission. Currently Violet Township, Bloom Township, and Lithopolis are in the NPO. This costs roughly \$7,000 annually. It would cost \$32,000 for the entire county to join the commission. Dues would increase to roughly \$11,000 if just Baltimore and Liberty Township join the NPO. Joining the commission would give the county 5 representatives (opposed to the 8 MORPC originally said), which they would have if Baltimore and Liberty Township join the NPO.

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Mr. Davis and Mr. Levacy agreed that paying less for the same number of votes was preferable.

Mr. Levacy noted that the original explanation from MORPC was completely different than what was clarified to Ms. Mattei.

Ms. Mattei agreed and recommended Baltimore and Liberty Township join the NPO and the county not join at this time.

Mr. Clark asked if the County were to become large enough to create their own NPO if they would recapture Baltimore and Liberty Township.

Ms. Mattei replied that it would be very difficult to do so, and she did not anticipate this.

Mr. Levacy stated the key was to get the representatives to attend the meetings.

**Review Continued**

The Commissioners met at 10:37 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: Steve Davis, Mike Kiger, and Dave Levacy. Also present were Carri Brown, Rachel Elsea, Holly Mattei, Jon Kochis, Jon Slater, Dennis Keller, Bob Clark, and Jeff Barron.

Mr. Slater asked to discuss the cash balance policy again as he wasn't present earlier.

Ms. Brown reviewed the information earlier presented: The general fund cash balance policy includes the GFOA recommended practice for a minimum general fund balance. The policy includes feedback from internal and external stakeholders. While a policy for the minimum balance, it is understood that the historical balances have exceeded the minimum. In addition, in the context of the projects anticipated and the conservative nature of the Board, there will likely be actual balances to exceed the minimum policy. Bond raters look at the full context of a financial situation, but one aspect that is helpful is having a cash balance policy. There may be other policies to address the other fund types in the future. A debt policy is also under review at this time. Ms. Brown is seeking input and feedback from all stakeholders, but the debt policy will not be on the voting agenda for next week. It will come prior to November.

Mr. Slater appreciated the leadership of the Commissioners especially during the time of going for a bond rating. He stated a higher cash balance is very important when it comes to the rating. He has concerns with having too low of a cash balance.

Mr. Davis stated that while that may be an issue with future Boards, he would not have to worry about that with this Board.

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**Adjournment**

With no further business, on the motion of Dave Levacy and a second of Steve Davis the Board of Commissioners voted to adjourn 10:40 a.m.

Roll call vote of the motion resulted as follows:

Voting aye thereon: Dave Levacy, Steve Davis, and Mike Kiger

The next regular meeting for the Board of Commissioners is scheduled for Tuesday, September 23, 2014 at 10:00 a.m.

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Motion by:

Seconded by:





that the September 16, 2014, minutes were approved by the following vote:

YEAS:

NAYS: None

ABSTENTIONS: None

\*Approved on September 23, 2014

 _____ Steven A. Davis Commissioner	 _____ Dave Levacy Commissioner	 _____ Mike Kiger Commissioner
 _____ Rachel Elsea, Clerk		