

Commissioners' Journal
December 5, 2013

The Geauga County Board of Commissioners met in session on December 5, 2013 at 10:00 a.m. in the Commissioners' Chambers located at 470 Center Street in Chardon, Ohio.

It is declared and determined that all formal actions of the Board of County Commissioners concerning and relating to the adoption of all resolutions that were adopted in this meeting, and that all deliberations of the Board of County Commissioners that resulted in such formal action were open to the public and were in compliance with all legal requirements, including section 121.22 of the Ohio Revised Code.

The President of the Board, Mary E. Samide opened the meeting at 10:02 a.m. by leading the Board and audience in reciting the Pledge of Allegiance. Commissioner Samide asked for a moment of silence upon the sudden passing of her long-time friend Nancy Sanker.

APPROVE FINANCIALS

Budget and Finance Administrator Heidi Delaney explained the financials for today as including a supplemental appropriation for the Hotel/Motel Excise Tax fund to appropriate for the Bed Tax distribution; contract increases for the Department of Job and Family Services for year-end expenses; a payment for travel expenditures for the Department of Job and Family Services and a payment to Dominion East Ohio Gas for the Department of Water Resources.

Motion: by Commissioner Rear, seconded by Commissioner Spidalieri to approve and execute Resolution #13-213 itemizing the financials for the meeting of December 5, 2013.

<i>Roll Call Vote:</i>	<i>Commissioner Rear</i>	<i>Aye</i>
	<i>Commissioner Spidalieri</i>	<i>Aye</i>
	<i>Commissioner Samide</i>	<i>Aye</i>

DEPARTMENT ON AGING – UPDATED ACCOUNTING FORMS AUTHORIZATION FORM
County Administrator David Lair explained that these two actions were to update the accounting and payroll forms for the Department on Aging to reflect the recent hire of Jessica Boalt as Department Director.

Motion: by Commissioner Rear, seconded by Commissioner Spidalieri to approve and authorize the President of the Board to execute the updated Accounting Forms Authorization Form.

<i>Roll Call Vote:</i>	<i>Commissioner Rear</i>	<i>Aye</i>
	<i>Commissioner Spidalieri</i>	<i>Aye</i>
	<i>Commissioner Samide</i>	<i>Aye</i>

DEPARTMENT ON AGING – UPDATED PAYROLL AUTHORIZATION FORM

Motion: by Commissioner Rear, seconded by Commissioner Spidalieri to approve and authorize the President of the Board to execute the updated Payroll Authorization Form.

<i>Roll Call Vote:</i>	<i>Commissioner Rear</i>	<i>Aye</i>
	<i>Commissioner Spidalieri</i>	<i>Aye</i>
	<i>Commissioner Samide</i>	<i>Aye</i>

COUNTY HOME – RESIGNATION – RITA COLON – PART-TIME ATTENDANT #1504-1
County Home Director Karen DeCola explained that this individual is a part-timer still within her probationary period who is resigning from her position and will pursue a job with more hours of work than this position is currently providing.

Motion: by Commissioner Rear, seconded by Commissioner Spidalieri to accept the resignation of Rita Colon, Part-time Attendant (#1504-1) to be effective December 14, 2013.

<i>Roll Call Vote:</i>	<i>Commissioner Rear</i>	<i>Aye</i>
	<i>Commissioner Spidalieri</i>	<i>Aye</i>
	<i>Commissioner Samide</i>	<i>Aye</i>

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COUNTY HOME – PERMISSION TO ADVERTISE – PART-TIME ATTENDANT #1504-1

Motion: by Commissioner Rear, seconded by Commissioner Spidalieri to grant permission to advertise for the position of Part-time Attendant (#1504-1). This position will remain posted until filled.

<i>Roll Call Vote:</i>	<i>Commissioner Rear</i>	<i>Aye</i>
	<i>Commissioner Spidalieri</i>	<i>Aye</i>
	<i>Commissioner Samide</i>	<i>Aye</i>

COUNTY ENGINEER'S OFFICE – CHANGE ORDER #1 AND FINAL – DECREASE – C.I.R. INCORPORATED – REHABILITATION OF NEWCOMB ROAD BRIDGE AND RECONSTRUCTION OF SECTION E OF NEWCOMB ROAD – MIDDLEFIELD TOWNSHIP

County Engineer Joe Cattell explained that this is a first and final change order, noting it was a decrease in cost for the project. Commissioner Spidalieri noted he has recently driven through this area following completion of the project and agreed it was an improvement.

Motion: by Commissioner Rear, seconded by Commissioner Spidalieri to approve and execute Change Order #1 and Final, decreasing the Contract with C.I.R., Incorporated for the Rehabilitation of the Newcomb Road Bridge, BR-130-4.52, and the Reconstruction of Section E of Newcomb Road, TR 130 in Middlefield Township in the amount of \$29,313.22.

<i>Roll Call Vote:</i>	<i>Commissioner Rear</i>	<i>Aye</i>
	<i>Commissioner Spidalieri</i>	<i>Aye</i>
	<i>Commissioner Samide</i>	<i>Aye</i>

COMMISSIONERS' OFFICE – MEMORANDUM OF UNDERSTANDING – BETWEEN COUNTY ENGINEER, COUNTY AUDITOR, AND BOARD OF COMMISSIONERS' OFFICE – TAX MAP DEPARTMENT

County Engineer Joe Cattell explained that the first Memorandum of Understanding for the Board to consider is a three-way memorandum between the County Engineer's Office, the County Auditor, and the Commissioners' Office, noting that former Commissioner Jemison had originally initiated this idea some time ago to save money and provide better service. He related some recent history regarding last year's move of the Engineer's Map Room from the square to the Engineer's Department at 470 Center Street upon the retirement of the department's supervisor. Consolidation of the office locations reduced cost and improved efficiency, but title companies located on the square had issues with the relocation, as the new location was less convenient for them and separated the Map Room from the Auditor's Real Estate Department.

Mr. Cattell stated that in light of the next action to be considered by the board, money can be saved over the long term regarding personnel costs through this reorganization. He said that he will maintain ultimate control of the Tax Map Department, as the law requires a licensed surveyor to approve or disapprove tax maps. Following this reorganization, the direct supervision of the Tax Map employees will come under the authority of County Auditor Frank Gliha; thus, the costs to the general fund will decrease. By law, the commissioners have to pay for the operation of the Tax Map function and this reorganization will reduce departmental costs. Mr. Cattell continued that under the Auditor's existing managerial staff, the Tax Map Department won't require another supervisor when relocated back to the square. Mr. Cattell and County Engineer Mike Stone, both licensed surveyors will provide the required professional guidance. Mr. Cattell added that much of their tax map operation requires interaction with the Auditor's GIS department, using that technology to ensure taxes are calculated properly and efficiently; thereby serving the people more effectively.

Mr. Cattell said that another part of the thought process behind the actions requested today is that his garage facility located in Claridon Township is better situated to serve the entire county more efficiently, but supervision of that operation is a challenge. The proposed creation of needed office space at that location is projected to result in a savings of \$1.7 million to his department over the next fifteen years and a savings of \$1.9 million to the General Fund as a result of the proposed action. Mr. Cattell explained that consolidating the Engineer's staff will provide better support and closer access to all the townships in the County. It also allows for the individuals' work days to be more efficient as they will be located closer to the work they do within the townships. He mentioned that one minor item addressed by this proposal was that originally, when the Map Room was moved to 470 Center Street, there was a plan to build an

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additional storage room between Buildings 5 and 6 to accommodate the overall space needs of moving the Map Room to the current Engineer's office. What was originally estimated to be a relatively low-cost addition began to rapidly escalate in cost once all the factors required to proceed with construction were known. Knowing that a consolidation of the Engineer's office on Merritt Road might be possible within the next few years, Mr. Cattell asked that development work on the additional room at 470 Center Street be deferred. Not proceeding with that project is estimated to save the General Fund about \$60,000.00.

Commissioner Mary Samide remarked that this move when complete will also open up the Engineer's current space here at 470 Center Street for possible use by the Clerk of Courts or others; Mr. Cattell responded that the county will gain over 6000 square feet of office space for alternative use here. In response to a question from Commissioner Blake Rear, as to whether personnel reductions envisioned by the Engineer would be achievable through attrition, Mr. Cattell replied in the affirmative, stating that no one is getting laid off through this action. He added that this consolidation of his department will also save a lot of travel time back and forth. Mr. Cattell also stated that many of his current supervisors are going to be retiring within the next two years and if he doesn't go down to the Claridon Township location himself, those supervisors would need to be replaced. He stated that Mr. Phillips came in during the '80s and made changes to the organization involving employee positions and a lot of those people in those positions are coming up for retirement; so this is the best window of time to consider consolidation of offices, noting that the attrition has already started. Mr. Lair mentioned the ongoing process of digitizing maps in the Map Room to save space makes the items more available, and reduces the Auditor's managerial burden going forward. Mr. Cattell agreed, and noted that there are many benefits resulting from coming online with items digitized, such as making the items available to outsiders to do research at all hours, and saving county manpower in not having to directly provide this information over the counter during office hours. Ms. Samide said that this looks like a logical plan that will save a lot of money.

Motion: by Commissioner Rear, seconded by Commissioner Spidalieri to approve and execute the Memorandum of Understanding among the Geauga County Engineer, the Geauga County Auditor, and the Geauga County Board of Commissioners regarding the Geauga County Tax Map Department.

<i>Roll Call Vote:</i>	<i>Commissioner Rear</i>	<i>Aye</i>
	<i>Commissioner Spidalieri</i>	<i>Aye</i>
	<i>Commissioner Samide</i>	<i>Aye</i>

COMMISSIONERS' OFFICE – MEMORANDUM OF UNDERSTANDING – BETWEEN COUNTY ENGINEER AND BOARD OF COMMISSIONERS – OFFICE ADDITION OF ENGINEER

Motion: by Commissioner Rear, seconded by Commissioner Spidalieri to approve and execute the Memorandum of Understanding between the Geauga County Engineer and the Geauga County Board of Commissioners regarding the Office Addition of the Engineer.

<i>Roll Call Vote:</i>	<i>Commissioner Rear</i>	<i>Aye</i>
	<i>Commissioner Spidalieri</i>	<i>Aye</i>
	<i>Commissioner Samide</i>	<i>Aye</i>

COMMISSIONERS' OFFICE – LIQUOR LICENSE – H & K CFM, INCORPORATED, D.B.A. CONVENIENT FOOD MART – CHESTER TOWNSHIP

Motion: by Commissioner Rear, seconded by Commissioner Spidalieri to concur with Chester Township Trustees in not requesting a hearing on the liquor license requested by H & K CFM, Incorporated, d.b.a. Convenient Food Mart located at 12777 Chillicothe Road, Chesterland (C TRFO 3471626).

<i>Roll Call Vote:</i>	<i>Commissioner Rear</i>	<i>Aye</i>
	<i>Commissioner Spidalieri</i>	<i>Aye</i>
	<i>Commissioner Samide</i>	<i>Aye</i>

COMMISSIONERS' OFFICE – PERMANENT ANNUAL APPROPRIATION RESOLUTION

Mr. Lair provided an overview of the annual budget process and introduced Budget and Finance Administrator Heidi Delaney, who presented the annual Permanent Appropriation presentation:

Budget Process

- Budget Commission certifies the revenues expected to be received for the year
- County Commissioners appropriate funds to county departments. The total amount of the appropriations by fund cannot exceed the certified amount of revenues as determined by the Budget Commission by fund



Commissioners - Mary E. Samide, Ralph Spidalieri, Blake A. Rear

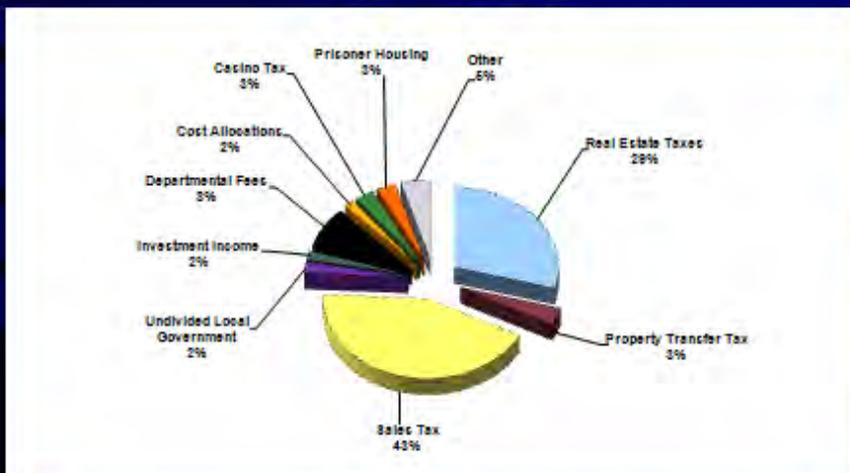
2014 Certified Available Resources – General Fund

Carryover Balance	\$ 3,500,000
2014 Revenues	<u>\$ 25,036,992</u>
Total Certified Resources	\$ 28,536,992



Commissioners - Mary E. Samide, Ralph Spidalieri, Blake A. Rear

General Fund 2014 Revenue Sources by Category



Commissioners - Mary E. Samide, Ralph Spidalieri, Blake A. Rear

2014 Permanent Appropriations

Total Appropriation, All Funds: \$106.8 mm

Total Appropriation, General Fund: \$ 28.5 mm

General Fund Requests: \$ 29.6 mm



Commissioners – Mary E. Samide, Ralph Spidalieri, Blake A. Rear

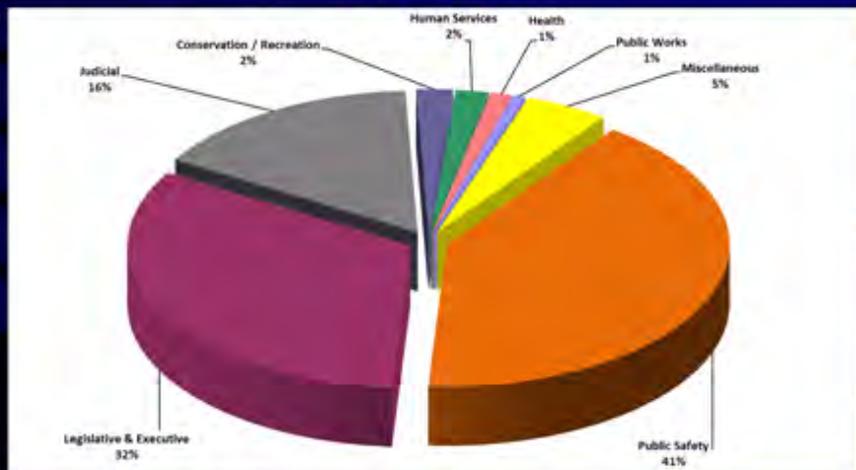
General Fund 2014 Department Request Increases

Dept	Request	% Increase
Auditor / ADP	\$ 36,180.00	3.03%
Board of Elections	\$ 24,480.00	2.53%
Building	\$ 28,000.00	6.40%
Clerk of Courts	\$ 24,077.00	4.27%
Common Pleas Court	\$ 206,774.00	21.06%
Juvenile / Probate Court	\$ 240,913.00	13.17%
Municipal Court	\$ 19,860.00	12.30%
Prosecutor	\$ 161,060.00	11.70%
Public Defender	\$ 18,996.00	4.74%
Recorder	\$ 23,120.00	8.69%
Sheriff	\$ 299,979.00	3.10%
Total Requests	\$ 1,103,419.00	



Commissioners - Mary E. Samide, Ralph Spidalieri, Blake A. Rear

General Fund Operating Expenses by Category



Commissioners - Mary E. Samide, Ralph Spidalieri, Blake A. Rear

General Fund Debt

- Extra funds were transferred to debt retirement in order to make \$1,500,000 payment in 2013
- August 2013 – Pay down was \$1,500,000 - \$750K - Safety Center / \$750K - 800 MHz Radio upgrade
- Currently the debt left on the Safety Center is \$750,000 / \$3.25 million for the 800 MHz upgrade
- Goal is to have the Safety Center portion of the debt paid off in 2014, less than ten years following its opening

 Commissioners - Mary E. Samide, Ralph Spidalieri, Blake A. Rear

Motion: by Commissioner Rear, seconded by Commissioner Spidalieri to approve and execute Resolution #13-212 (Permanent) Annual Appropriation Resolution in Accordance with O.R.C. Sections 570.38 and 5705.40.

Roll Call Vote:

<i>Commissioner Rear</i>	<i>Aye</i>
<i>Commissioner Spidalieri</i>	<i>Aye</i>
<i>Commissioner Samide</i>	<i>Aye</i>

Mr. Tom Jones said he wanted to make a statement regarding the bike trail. Upon research he has found that the Park District has no plans to continue the bike trail. As far as he can tell right now, it is a trail to nowhere, with no plans to further develop the trail. It was clarified that the unplanned portion of the trail is beyond Route 608 where the existing paved trail currently ends; although it was stated by Claridon Township resident Christine Blair that the Park District is currently working on extending a gravel-surfaced trail from Route 608 to Middlefield.

It was noted that the Geauga Trumbull Solid Waste District will hold a meeting December 17, 2013 at 1:00 p.m. in Warren, Ohio.

ACKNOWLEDGEMENTS

- a) *A weekly report filed by the County Dog Warden of all dogs seized, impounded, redeemed or destroyed for the week ending November 27, 2013 as required by O.R.C. 955.12.*

OTHER

The Board reviewed upcoming events.

MEETINGS

Thu., 12/5 Portage Geauga Juvenile Detention Center Joint Board meeting, 2:00 p.m. in Portage County

Thu., 12/5 Chagrin River Watershed Partners, Incorporated Board of Trustees meeting, 4:00 p.m. in Willoughby Hills.

Fri., 12/6 Community Improvement Corporation (CIC) meeting, 12:00 p.m. at St. Denis Party Center

Sun 12/8 to Tue 12/10 The Commissioners will attend the CCAO Winter Conference, Columbus, Ohio

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Tue., 12/10 **The Regularly scheduled Commissioners' meeting is cancelled.**

Tue., 12/10 *The Planning Commission meeting has been cancelled.*

Thu., 12/12 *The Commissioners will hold regular session.*

Mon., 12/16 *Family First Council, 2:00 p.m. at Mental Health*

Tue., 12/17 *Investment Advisory Board Meeting, 9:45 a.m. in Chambers*

Tue., 12/17 *The Commissioners will hold regular session.*

Thu., 12/19 *The Commissioners will hold regular session.*

BEING NO FURTHER BUSINESS TO COME BEFORE THE BOARD, COMMISSIONER REAR ADJOURNED THE MEETING AT 10:45 A.M.

Geauga County Board of Commissioners

Mary E. Samide

Ralph Spidalieri

Blake A. Rear

Debbie Ashburn, Temporary Acting Commissioners' Clerk

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