

Commissioners' Journal
December 4, 2018

The Geauga County Board of Commissioners met in session on December 4, 2018 at 9:00 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, Ralph Spidalieri opened the meeting at 9:07 a.m. by leading the Board and audience in reciting the Pledge of Allegiance.

COMMISSIONERS OFFICE - ASSISTANT COUNTY ADMINISTRATOR'S REPORT

Mr. Lair reported on the items approved November 28, 2018 by the Assistant County Administrator, Gerard Morgan, that included for the Transit Department, accepting the resignation of Raymond Wernet, Part-time Driver to be effective November 30, 2018, authorized by Resolution #18-077 under the direction and supervision of the County Commissioners that was approved June 5, 2018 pursuant to O.R.C. 305.30.

Mr. Lair noted that on November 29, 2018 Mr. Morgan executed the First Addendum to the Mancan Credit and Service Form for the period ending December 31, 2019 as authorized by Board in session on November 27, 2018 for temporary help.

FINANCIALS

County Administrator David Lair reported on financials from November 29, 2018, Resolution #18-158, as including an Appropriation transfer for the County Engineer's Office to make funds available for hospitalization; a Supplemental Appropriation from the Juvenile / Probate Court to CASA fund to make funds available for hospitalization; a Purchase Order for the Department of Development (Community & Economic) to Mancan for additional staffing needs in the office; and a Revenue Certification for Transit for additional funds received from the State; as approved by the County Administrator pursuant to Resolution #18-077 approved June 5, 2018 to authorize the County Administrator to execute, in the case of a lack of quorum of Commissioners and / or if session is cancelled on a regular financial day or on a day when financials need to be approved, the required approvals for county financials on behalf of the Board during the Year 2018, as authorized by O.R.C. 305.30.

APPROVE FINANCIALS

Budget and Finance Manager Adrian Gorton explained the financials for today as including a Cash transfer for Job and Family Services for November and December estimated amounts that the Child Support Fund owes to Public Assistance; a Then and Now for the Juvenile Court for Dr. Courtney Kern Huffman, Phd. LLC for Social Assessments not previously encumbered; a payment from the Common Pleas Court to Nelski, Incorporated d.b.a. Paul Davis Cleveland Metro for the first floor hallway restoration services in the Courthouse in the amount of \$42,579.73, a payment from Job and Family Services to Board of Developmental Disabilities for March Help Me Grow expenses in the amount of \$20,007.96 and a payment for Transit to Foxster Solutions, Incorporated for ride scheduling software.

Commissioner Spidalieri inquired about the total on the Then and Now to which Mr. Gorton stated that it was \$15,500.00 for services from April through November. It was noted that the funds were available just not put into place for the vendor.

Motion: by Commissioner Spidalieri, seconded by Commissioner Lennon to approve and execute Resolution #18-159 itemizing the financials for the meeting of December 4, 2018.

<i>Roll Call Vote:</i>	<i>Commissioner Claypool</i>	<i>Aye</i>
	<i>Commissioner Lennon</i>	<i>Aye</i>
	<i>Commissioner Spidalieri</i>	<i>Aye</i>

COUNTY ENGINEER'S OFFICE – CHANGE ORDER #1 FINAL – DECREASE CONTRACT – CHAGRIN VALLEY PAVING, INCORPORATED – RESURFACING OF AUBURN ROAD

Deputy Engineer Nick Gorris explained that this Change Order #1 is Final with a decrease of over \$20,000.00.

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SOIL AND WATER CONSERVATION DISTRICT – OHIO DEPARTMENT OF AGRICULTURE
ASSIGNMENT OF PAYMENT FORM – FARMLAND PRESERVATION EASEMENT FOR
BYLER AND ANNA FARMS

Mr. Lair noted that this is some paperwork for the closing on the farmland preservation easement of the first and second farms.

Motion: by Commissioner Claypool, seconded by Commissioner Lennon to approve and authorize the President of the Board to execute the Ohio Department of Agriculture, Assignment of Payment Form in regards to the Farmland Preservation Easement for the Byler Farm and the Anna Farm.

<i>Roll Call Vote:</i>	<i>Commissioner Claypool</i>	<i>Aye</i>
	<i>Commissioner Lennon</i>	<i>Aye</i>
	<i>Commissioner Spidalieri</i>	<i>Aye</i>

DEPARTMENT OF DEVELOPMENT (COMMUNITY & ECONOMIC) – OHIO
DEVELOPMENT SERVICES AGENCY AUTHORIZED SIGNATURE CARD – REQUEST FOR
PAYMENT AND STATUS REPORTS

Executive Director Dave Favorite asked the Board to execute the signature card form for the payment requests and status of funds.

Motion: by Commissioner Claypool, seconded by Commissioner Lennon to approve and authorize the President of the Board to execute the Ohio Development Services Agency, Authorized Signature Card for Request for Payment and Status of Funds Report.

<i>Roll Call Vote:</i>	<i>Commissioner Claypool</i>	<i>Aye</i>
	<i>Commissioner Lennon</i>	<i>Aye</i>
	<i>Commissioner Spidalieri</i>	<i>Aye</i>

DEPARTMENT OF WATER RESOURCES – CONTRACT MAINTENANCE FORM #1
INCREASE CONTRACT – PLATFORM CEMENT – BURTON LAKES DAM BREACH

Director Steven Oluic stated this will cover the removal of the old spillway and what will remain for the future. Sanitary Engineer Gerard Morgan explained that this was a service contract that had been opened for \$500.00 and when this project came up we have to do the increase to get it completed. The ODNR has approved the plan and they will work to get it completed.

Motion: by Commissioner Claypool, seconded by Commissioner Lennon to approve and execute Contract Maintenance Form #1, increasing the Contract with Platform Cement, Incorporated for the Burton Lakes Dam Breach as required by the ODNR in the amount of \$44,500.00.

<i>Roll Call Vote:</i>	<i>Commissioner Claypool</i>	<i>Aye</i>
	<i>Commissioner Lennon</i>	<i>Aye</i>
	<i>Commissioner Spidalieri</i>	<i>Aye</i>

DEPARTMENT OF WATER RESOURCES – CHANGE ORDER #4 INCREASE CONTRACT –
S.E.T., INCORPORATED – BAINBRIDGE SANITARY TRUNK MAIN REALIGNMENT
PROJECT

Mr. Oluic stated that this is Change Order #4 increasing the contract with S.E.T. for additional work and extending date of completion due to soil conditions.

Motion: by Commissioner Claypool, seconded by Commissioner Lennon to approve and execute Change Order #4, increasing the Contract with S.E.T., Incorporated for the Bainbridge Sanitary Trunk Main Realignment Project in the amount of \$35,857.20 and to extend the date of completion by an additional forty-nine (49) days through December 28, 2018.

<i>Roll Call Vote:</i>	<i>Commissioner Claypool</i>	<i>Aye</i>
	<i>Commissioner Lennon</i>	<i>Aye</i>
	<i>Commissioner Spidalieri</i>	<i>Aye</i>

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DEPARTMENT OF WATER RESOURCES – OHIO WATER DEVELOPMENT AUTHORITY
CHANGE ORDER FORMS #1, #2, #3 AND #4 – BAINBRIDGE SANITARY TRUNK MAIN
REALIGNMENT PROJECT

Mr. Oluic asked the Board to approve Change Orders #1-4 for the Ohio Water Development Authority forms for S.E.T., Incorporated for the Bainbridge Trunk Main. Mr. Morgan noted that this is paperwork for the funding source for reimbursement.

Motion: by Commissioner Claypool, seconded by Commissioner Lennon to approve and authorize the President of the Board to execute the State of Ohio, Ohio Water Development Authority Change Order forms #1, #2, #3 and #4 for the Contract with S.E.T., Incorporated for the Bainbridge Sanitary Trunk Main Realignment Project for changes in materials, additional work and upgrades, and date of completion.

<i>Roll Call Vote:</i>	<i>Commissioner Claypool</i>	<i>Aye</i>
	<i>Commissioner Lennon</i>	<i>Aye</i>
	<i>Commissioner Spidalieri</i>	<i>Aye</i>

DEPARTMENT OF WATER RESOURCES – UNPAID PERSONAL LEAVE OF ABSENCE –
STEVEN OLUIC

Motion: by Commissioner Claypool, seconded by Commissioner Lennon to approve an unpaid personal leave of absence for Steven Oluic, Director, for the period December 7, 2018 through December 14, 2018.

<i>Roll Call Vote:</i>	<i>Commissioner Claypool</i>	<i>Aye</i>
	<i>Commissioner Lennon</i>	<i>Aye</i>
	<i>Commissioner Spidalieri</i>	<i>Aye</i>

COMMISSIONERS' OFFICE – ADVERTISE REQUEST FOR STATEMENTS OF
QUALIFICATIONS – PROFESSIONAL DESIGN SERVICES RELATED TO THE
CONSTRUCTION OF NEW COUNTY OFFICE FACILITIES

Assistant County Administrator Gerard Morgan asked the Board to approve advertising for Statement of Qualifications for architectural firms to move forward with the possible building projects. Mr. Morgan noted that the last time we had only received a response from one firm and with looking to spend \$40-50 million he wanted to go out again to see if we receive additional response. Mr. Lair added that it doesn't obligate you. There was a brief discussion on the timeline, delivery options and some financing options are supposed to be in this week from Bowen and Associates.

Motion: by Commissioner Claypool, seconded by Commissioner Lennon to grant permission to advertise to Request Statements of Qualifications for Professional Design Services related to the Construction of New County Office Facilities. These Statements of Qualifications will be received no later than 4:30 p.m. on Friday, December 28, 2018. Notice of this request will be advertised on December 6, 2018 and on the County website.

<i>Roll Call Vote:</i>	<i>Commissioner Claypool</i>	<i>Aye</i>
	<i>Commissioner Lennon</i>	<i>Aye</i>
	<i>Commissioner Spidalieri</i>	<i>Aye</i>

COMMISSIONERS' OFFICE – ACCEPT AMENDED ANNEXATION EXHIBITS A AND B,
LEGAL DESCRIPTION AND MAP – FIRST UNITED METHODIST CHURCH OF
MIDDLEFIELD

Clerk Christine Blair explained that we had received amended annexation exhibits A and B which includes the legal description and map from the First United Methodist Church of Middlefield. The Public Hearing is scheduled for December 18th.

Motion: by Commissioner Claypool, seconded by Commissioner Lennon to accept the Amended Annexation Exhibits A and B, Legal Description and Map received December 3, 2018 for the First United Methodist Church of Middlefield and hereby amends the Annexation Petition to include the revised documents.

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Roll Call Vote: *Commissioner Claypool* *Aye*
 Commissioner Lennon *Aye*
 Commissioner Spidalieri *Aye*

GEAUGA TRUMBULL SOLID WASTE MANAGEMENT DISTRICT

Commissioner Claypool stated that at the last Waste Management District meeting they had agreed to move forward with a Geauga County site on Merritt Road. A letter of intent has been going back and forth between the Attorneys and just needs a few slight adjustments, including an amount, but allows the site to be reviewed. Mr. Claypool stated that this has been a long time coming but looks like it will be moving forward. Mr. Morgan stated that this is just a preliminary letter that they hope to have before the Board next week, that gives the District an option on the property, obtain funding and an environmental review. At that point a lease agreement would be put together for the property, that they would be paying for the construction of the building.

Commissioner Lennon expressed gratitude to Mr. Claypool for his work in getting this project to this point. Mr. Claypool noted that Trumbull County is in agreement on this project. This will be a win for the county and will help alleviate some of the issues the Townships are having at the drop off sites.

COMMISSIONERS' OFFICE – PERMANENT ANNUAL APPROPRIATION FOR 2019
Budget and Finance Manager Adrian Gorton presented the following information:



2019 Permanent Appropriations

December 4, 2018

Adrian Gorton, Budget & Finance Manager
Dave Lair, County Administrator

Mr. Gorton stated that this was the first full cycle he has gone through in the process, and there is a lot of input from multiple people to get us to this point.



**2019 Permanent Appropriations
Budget Process**

- Budget Commission certifies the revenues expected to be received for the year, along with the unencumbered fund balance identified at the beginning of the year. Together, revenues + beginning balance = Resources
- County Commissioners appropriate funds to county departments. The total amount of the appropriations by fund cannot exceed the certified amount of resources as determined by the Budget Commission.

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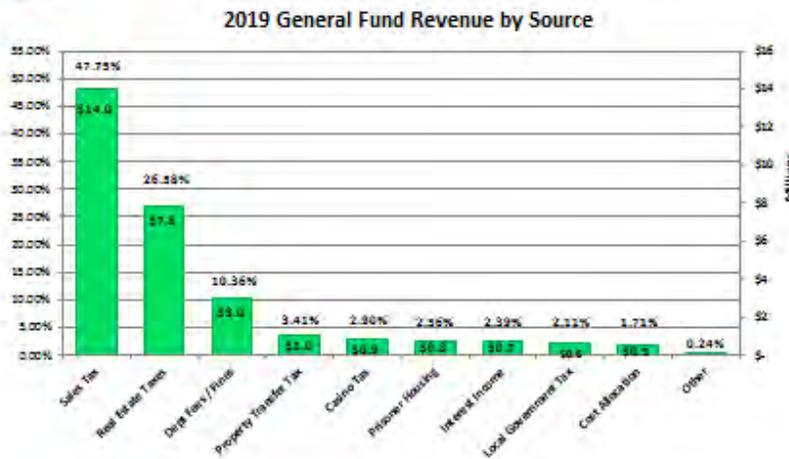
2019 Permanent Appropriations
General Fund Certified Resources

Carryover Balance	\$ 5,010,000
2019 Revenues	<u>\$29,321,135</u>
Total Resources	\$34,331,135

Mr. Gorton stated that we budget to a zero balance, so our total expenses are balanced with our total resources.



2019 Permanent Appropriations
General Fund Revenue Sources



Mr. Gorton stated this breakdown of the General Fund revenue sources, showing that about 75% comes from the sales tax and property tax and they did make an adjustment and increased it a million this year. Real estate is about 26% of the total. Mr. Lair stated that the local sales tax is 1% was raised from a half percent at the end of 2003 and took effect in 2004. Initially was an interim rate and the Commissioners made it permanent in 2008. Mr. Gorton stated that the average sales tax rate in the state of Ohio is 7.124% and allows counties up to 2.25 % and there is only 2 counties of the 88 with lower rates than Geauga. Mr. Gorton stated that we continue to budget conservative on the prisoner housing. Mr. Gorton briefly talked about the other resources. Mr. Spidalieri asked for clarification on the portion that is actually received by the County. Mr. Gorton stated that it is in the low ten cent of a dollar range. Voters decide on the large portion of the taxes, and the portion that goes to the General Fund is very small. Mr. Claypool noted that people underestimate amount of money that goes to the Schools, Parks and the Board of DD.

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2019 Permanent Appropriations

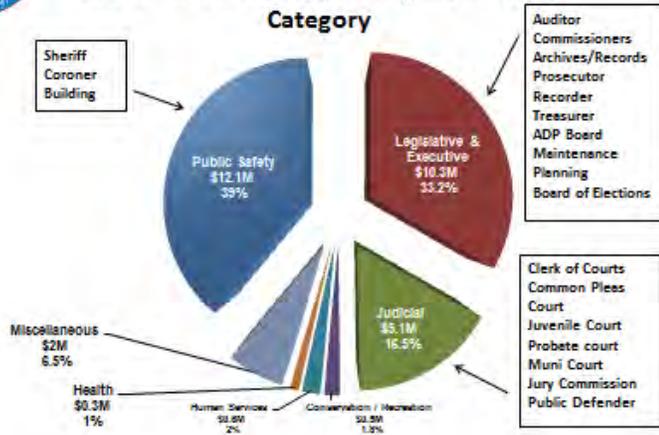
Total Appropriations, All Funds	\$120,214,217
Total Appropriations, General Fund	\$34,331,135
General Fund Line Item Requests *	\$35,483,464

*Does not include additional requests for transfers from the General Fund to Non-General Fund line items

Mr. Gorton noted that once we have a cash balance amount at the beginning of the year additional decisions will be made on those unfunded requests. The largest of the unfunded are for the Auditor / ADP and Operating transfers which needed to be reduced in order to provide funds for other requests.



2019 Permanent Appropriations
2019 General Fund Operating Expenses by Category



Mr. Gorton stated that some of these numbers will change slightly, but includes a breakdown of the General Fund expenditures. Mr. Gorton noted that legal fees, the youth center and the county portion of the children with medical handicaps are included in the miscellaneous. Mr. Lennon inquired what makes up recreation, which includes the OSU extension and the Soil and Water Conservation District. It was noted that Human Services is primarily Veterans Services. There was a brief discussion about fleet management.



2019 Permanent Appropriations
Supplemental Appropriation Process
Late January, 2019

Description	Estimated Amount
Estimated 1/1/19 Cash Balance	\$8,500,000
Reduce for Carryover Encumbrances	(\$ 900,000)
Net Resources Available as Certified by Budget Commission 1/2019	\$7,600,000
Less Estimated Carryover in Tax Budget & Perm Appropriations	(\$5,010,000)
Estimated resources available for Supplemental Appropriations	\$2,590,000
Restoration of normal Contingency starting balance	(\$675,000)
Pending General Fund Requests (incl. Operating Transfers & Elections equip.)	(\$2,380,651)
Estimated General Fund Balance remaining	(\$445,651)

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Mr. Gorton stated that this shows the General Fund in the slight negative, but hoping for some end of year revenues to be able to meet those requests with a small balance remaining to transfer into Capital projects.



2019 Permanent Appropriations Pending Requests for Funding

Department	Gross Requests
ADP Board	\$546,790
Auditor	\$41,000
Board of Elections	\$1,206,787
Clerk of Courts	\$94,085
Common Pleas	\$12,000
Operating Transfers	\$579,374
Court Technology	\$24,000
Maintenance	\$244,140
Sheriff	\$781,562
Total Requests*	\$3,529,838

*Includes requests for funding transferred from GF to other funds

Mr. Gorton briefly explained what the pending requests include, noting additional payroll, funding of phone bills, equipment and the large portion for Board of Elections for scanning equipment that should include a reimbursement back from the state. Mr. Gorton noted that the state bid for sheriff vehicles is changing to a hybrid engine at a higher cost, so the department is being funded to make a purchase at the beginning of the year to obtain the new vehicles like the current ones being purchased before the change.



2019 Permanent Appropriations General Fund Debt

- General Fund is currently debt free
- The General Fund is cautiously looking to the future as we assess our needs in regards to future capital projects.



2019 Permanent Appropriations

Questions ?

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Mr. Spidalieri expressed that over the past six years, he has watched the Board members he has worked with in the past and currently working with, and the progress made and are debt free, and the move to a new building isn't because we want a new building, it's to continue to save money and staff for the future. No decisions are made in a sloppy manner and they ask the tough questions, even behind the scenes. Mr. Spidalieri asked everyone to remember when they buy a pair of shoes and they pay that 6.75% and of that only 1% is coming to the county. Discussion continued about being mindful of spending the tax payers money, value and do right by our employees but also continue to provide services to the residents of this county. It can sometimes be hard having tough conversations but we need to pay attention and live like the taxpayers.

Motion: by Commissioner Claypool, seconded by Commissioner Lennon to approve and execute Resolution #18-160 (Permanent) Annual Appropriation for 2019 in accordance with O.R.C. 5705.38 and 5705.40.

Board of County Commissioners, Geauga County, Ohio

Date: December 04, 2018

Resolution: 18-160

GEAUGA COUNTY BOARD OF COMMISSIONERS
(PERMANENT) ANNUAL APPROPRIATION RESOLUTION
IN ACCORDANCE WITH O.R.C. SECTIONS 5705.38, and 5705.40

The Board of County Commissioners of Geauga County, Ohio met in regular session on the 4th day of December, 2018 at the office of the Board of County Commissioners with the following members present:

Ralph Spidalieri

Timothy C. Lennon

Walter M. Claypool

Commissioner Claypool presented the following resolution and moved the adoption, which motion was duly seconded by Commissioner Lennon:

BE IT RESOLVED, by the Board of County Commissioners of Geauga County, Ohio, that to provide for the current expenses and other expenditures of said County, during the fiscal year ending December 31, 2019, the following sums be and the same hereby set aside and appropriated for the several purposes for which expenditures are to be made for and during said fiscal year, as follows, viz:

NOW, THEREFORE BE IT RESOLVED that this resolution become part of the permanent record of the Board of County Commissioners of Geauga County, Ohio.

<i>Roll Call Vote:</i>	<i>Commissioner Claypool</i>	<i>Aye</i>
	<i>Commissioner Lennon</i>	<i>Aye</i>
	<i>Commissioner Spidalieri</i>	<i>Aye</i>

**A complete copy of the Permanent Annual Appropriation will be included at the end of the minutes.*

COMMISSIONERS' OFFICE – ACCEPT RESIGNATION – DAVID LAIR, COUNTY ADMINISTRATOR

The Board responded no, but with much chagrin moved to accept.

Motion: by Commissioner Claypool, seconded by Commissioner Lennon to accept the Resignation of David Lair, County Administrator to be effective January 4, 2019.

<i>Roll Call Vote:</i>	<i>Commissioner Claypool</i>	<i>Aye</i>
	<i>Commissioner Lennon</i>	<i>Aye</i>
	<i>Commissioner Spidalieri</i>	<i>Aye</i>

The Board expressed gratitude to Mr. Lair, Mr. Morgan and staff members. Mr. Lair expressed that he will be taking care of his wife and family, but will be around if needed.

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ACKNOWLEDGEMENTS

- a) *A weekly report filed by the County Dog Warden of all dogs seized, impounded, redeemed or destroyed for the weeks ending November 14, 2018 and November 21, 2018 as required by O.R.C. 955.12.*

- b) *A monthly report filed by the Geauga County Sheriff's Office of an account of expenses for the prisoner transport for the month ending October 2018 as required by O.R.C. 325.07.*

OTHER

The Board reviewed upcoming events.

MEETINGS

Dec. 9-11 CCAO Winter Conference, Columbus, Ohio

Tue., 12/11 Planning Commission meeting at 7:30 a.m. in the Planning Commission meeting room, Bldg. #1C, 470 Center Street, Chardon

Thu., 12/13 Investment Advisory Board, 9:15 a.m. Chambers

Thu., 12/13 The Commissioners will hold regular session at 9:30 a.m.

Fri., 12/14 NOACA, Board of Directors meeting, 9:00 a.m., Cleveland

Fri., 12/14 Community Improvement Corporation (CIC) Annual Luncheon, 12:00 p.m. Guido's Generations Reception and Event Center

Mon., 12/17 Family First Council, 1:30 p.m. at Mental Health Offices

Tue., 12/18 The Commissioners will hold regular session at 9:00 a.m. that includes a public hearing on the Petition for Regular Annexation of the First United Methodist Church for acreage into the Village of Middlefield

Tue., 12/18 ADP Board meeting, 2:00 p.m. Auditor's Office

*Mon., 12/24 **County offices under the hiring authority of the Board of Commissioners will be closed for general business. Twenty-four hour operations will continue to operate as usual.***

*Tue., 12/25 **The County Offices will be closed for general business due to the Christmas Holiday. Twenty-four hour operations will continue to operate as normal.***

Thu., 12/27 The Commissioners will hold regular session at 9:00 a.m.

*Mon., 12/31 **County offices under the hiring authority of the Board of Commissioners will be closed for general business. Twenty-four hour operations will continue to operate as usual.***

*Tue., 1/1 **The County Offices will be closed for general business due to the New Year's Day Holiday. Twenty-four hour operations will continue to operate as normal.***

Thu., 1/3 The Commissioners will hold regular session at 9:00 a.m.

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BEING NO FURTHER BUSINESS TO COME BEFORE THE BOARD

Motion: *by Commissioner Claypool, seconded by Commissioner Lennon to adjourn the meeting at 10:10 a.m.*

Geauga County Board of Commissioners

Ralph Spidalieri

Timothy C. Lennon

Walter M. Claypool

Christine Blair, Commissioners' Clerk

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