

**Commissioners' Journal**  
**December 15, 2015**

*The Geauga County Board of Commissioners met in session on December 15, 2015 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, Walter M. Claypool opened the meeting at 9:03 a.m. by leading the Board and audience in reciting the Pledge of Allegiance.*

**FINANCIALS**

*County Administrator David Lair reported on financials from December 8, 2015, Resolution #15-176, a Cash transfer for the Office of Community and Economic Development in order to process payroll, as approved by the County Administrator pursuant to the motion approved December 30, 2014 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 2015, as authorized by O.R.C. 305.30.*

**FINANCIALS**

*Mr. Lair reported on financials from December 10, 2015, Resolution #15-177, including a Revenue Certification for the Mental Health fund to reflect actual revenues received, an Appropriation transfer from the Contingency account for wellness incentives received from CEBCO for employee payouts, Supplemental Appropriations for the Engineer's Building Fund to appropriate for the repayment to the General Fund and the General Fund for the transfer to the Building Improvements fund for capital projects, a Cash transfer out of the General Fund for the 2<sup>nd</sup> Quarter SFY16 mandated share for the Department of Job and Family Services, a Contract for Millstone Management Group for the rehabilitation of the Pleasant Hill home kitchen and back hallway flooring in the amount of \$27,056.00, a Contract for Burton Carpet Shoppe for carpet replacement at Building #5 in the amount of \$24,423.48, a Contract for M & M Home Improvement to perform demo and remodeling of Building #5 in the amount of \$20,000.00, a Travel request for the Auditor's Office, a payment to County Commissioners Association of Ohio for 2016 dues in the amount of \$7,496.00, a payment to JADCO Construction for the Burton American Legion Hall ADA Improvement project for the Office of Community and Economic Development in the amount of \$7,394.22, a payment to Electolite for lighting for the Engineer's salt dome in the amount of \$22,250.00, Payment #12 to Lakeland Management Systems, Incorporated for the County Engineer's office addition building project in the amount of \$100,000.00, and Payment #1 to Precise Boring of Ohio, LLC for the Troy Oaks Force Main project for the Department of Water Resources in the amount of \$147,005.42, as approved by the County Administrator pursuant to the motion approved December 30, 2014 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 2015, as authorized by O.R.C. 305.30.*

**APPROVE MINUTES**

*Motion: by Commissioner Rear, seconded by Commissioner Spidalieri to approve and execute the minutes for the meeting of December 1, 2015.*

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

**APPROVE FINANCIALS**

*Budget and Finance Manager Heidi Delaney explained the financials for today as including a Revenue Certification for the General Fund to certify actual sales tax receipts; an Appropriation transfer from the Contingency account to return appropriations to the Sheriff's Office for reimbursed web check expenses deposited into the General Fund; Cash transfers out of the General Fund for the OWDA debt payments for the water tower and the county water treatment plant, a portion of 2015 funding for the Department of Emergency Services and to the Building Improvement fund for capital project funding; a Cash transfer into the General Fund for*

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*repayment of the 2014 payroll advance for the Transit Department; a Contract for Exscape Designs, LLC for a revolving loan in the amount of \$250,000.00 and a Contract for The Pattie Group for a revolving loan in the amount of \$193,000.00; Payments to the City of Chardon for a portion of 2015 funding for the Police Prosecutor's Office and the Municipal Court Pretrial Release officer; 3<sup>rd</sup> Quarter 2015 Bed Tax disbursements to the City of Chardon, Burton Village, Russell Township and Destination Geauga Tourism Council; and a Payment to Portman Electric for a replacement generator for the Geauga County Airport in the amount of \$24,150.00.*

*Commissioner Claypool expressed that there was some discussion regarding three line items for the Probate / Juvenile Court and the Board agreed to pull them from the financials until further information could be obtained.*

*Motion: by Commissioner Rear, seconded by Commissioner Spidalieri to approve and execute Resolution #15-178 itemizing the financials, excluding the three line items for the Probate / Juvenile Court, for the meeting of December 15, 2015.*

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

*GEAUGA COUNTY AIRPORT AUTHORITY – RE-APPOINT GEORGE (CHIP) HESS II – AIRPORT AUTHORITY BOARD OF DIRECTORS*

*Motion: by Commissioner Rear, seconded by Commissioner Spidalieri to re-appoint George (Chip) Hess II to a four year term to the Geauga County Airport Authority, Board of Directors, for the term January 1, 2016 through December 31, 2019.*

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

*DEPARTMENT ON AGING – APPROVE UNPAID FAMILY MEDICAL LEAVE – SILVANA KOSTURA*

*Director Jessica Boalt explained that Ms. Kostura is on family medical leave and unfortunately has run out of sick and vacation time and needs approval for unpaid leave.*

*Motion: by Commissioner Rear, seconded by Commissioner Spidalieri to approve an unpaid Family Medical Leave for Silvana Kostura to be effective December 6, 2015, for approximately six weeks.*

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

*DEPARTMENT ON AGING – WESTERN RESERVE AREA AGENCY ON AGING CONTRACT – OLDER AMERICANS ACT / SENIOR COMMUNITY SERVICES*

*Ms. Boalt explained that back in June we applied for Federal Funding from the Older Americans Act through the Western Reserve Area Agency on Aging and just received notice back on Wednesday that we did receive the same amount of funds that we had received last year. These funds are IIIA, IIIB and IIID funds that includes funds for transportation for the Adult Day Service programs and evidence based classes.*

*Motion: by Commissioner Rear, seconded by Commissioner Spidalieri to approve and authorize the President of the Board to execute the Western Reserve Area Agency on Aging Contract with Geauga County Board of Commissioners for the Geauga County Department on Aging Older Americans Act / Senior Community Services for the period January 1, 2016 through December 31, 2016 in the amount of \$256,797.52.*

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

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ARCHIVES AND RECORDS CENTER – ACCEPT RESIGNATION – ALLISON  
BRANDEBERRY, MICROGRAPHICS COORDINATOR

*Director of Administrative Services Linda Burhenne asked the Board to accept the resignation of Ms. Brandeberry, adding that she actually gave us an additional two months. Ms. Burhenne explained that the person who was hired to be the Clerk has been learning parts of Ms. Brandeberry's position since she was hired.*

*Motion: by Commissioner Rear, seconded by Commissioner Spidalieri to accept the resignation of Allison Brandeberry, Micrographics Coordinator, to be effective December 31, 2015.*

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

ARCHIVES AND RECORDS CENTER – APPROVE CREATION, JOB TITLE, DESCRIPTION –  
MICROGRAPHICS SPECIALIST – APPROVE REVISED ORGANIZATIONAL CHART TO  
INCLUDE POSITION – ADVERTISE INTERNALLY FOR FIVE DAYS

*Ms. Burhenne asked the Board to approve the new position and job description, and the revised organizational chart to include the position and then to advertise internally.*

*Motion: by Commissioner Rear, seconded by Commissioner Spidalieri to approve the creation, title and job description for the position of Micrographics Specialist (#2605).*

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

*Motion: by Commissioner Rear, seconded by Commissioner Spidalieri to approve the revised Organizational Chart to include the new position of Micrographics Specialist (#2605).*

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

*Motion: by Commissioner Rear, seconded by Commissioner Spidalieri to grant permission to advertise internally for the position of Micrographics Specialist (#2605) for a period of five days, with applications being accepted December 16, 2015 through 4:30 p.m. on December 22, 2015.*

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

COUNTY HOME – APPROVE HIRING ROSEMARY CARVER – PART-TIME ATTENDANT  
(#1504-1)

*Director Karen DeCola asked the Board to approve hiring Ms. Carver, adding that it will be third-shift position and comes with a lot of experience.*

*Motion: by Commissioner Rear, seconded by Commissioner Spidalieri to approve hiring Rosemary Carver to the position of Part-time Attendant (#1504-1) to be effective December 18, 2015 at a rate of \$10.47 per hour. After the successful completion of 1,000 hour probationary period the rate will increase to \$11.02 per hour.*

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

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COUNTY HOME – ADVERTISE INTERNALLY – POSITION OF SENIOR ATTENDANT (#1506) FOR FIVE DAYS

*Ms. DeCola asked the advertise internally for a Senior Attendant position, noting that this a supervisory position.*

*Motion: by Commissioner Rear, seconded by Commissioner Spidalieri to grant permission to advertise internally for the position of Senior Attendant (#1506), for a period of five days with applications being accepted December 16, 2015 through 4:30 p.m. on December 22, 2015.*

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

COUNTY ENGINEER'S OFFICE – RESOLUTION TO APPROVE ANNUAL ASSESMENT ON IMPROVEMENTS IN MCFARLAND WOODS SUBDIVISION IN BAINBRIDGE TOWNSHIP

*Deputy Engineer Nick Gorris explained that this resolution is for annual assessment on the improvements in the McFarland Woods Subdivision and is in connection to any drainage improvements or maintenance work that may be required down the line, which allows us to pull the funds from the assessment.*

*Motion: by Commissioner Rear, seconded by Commissioner Spidalieri to approve and execute Resolution #15-179 Approving Annual Assessment on Improvements in McFarland Woods Subdivision in Bainbridge Township, Geauga County, under the Authority of O.R.C. 6137.*

*Board of County Commissioners, Geauga County, Ohio*

*Date: December 15, 2015*

*Resolution: #15-179*

**RESOLUTION APPROVING ANNUAL ASSESSMENT ON IMPROVEMENTS IN MCFARLAND WOODS SUBDIVISION IN BAINBRIDGE TOWNSHIP, GEAUGA COUNTY, UNDER THE AUTHORITY OF OHIO REVISED CODE, SECTION 6137**

*WHEREAS, VoProCo Properties LLC, the developer of McFarland Woods Subdivision in Bainbridge Township, Geauga County, Ohio, will be dedicating the public highways known as McFarland Ridge (TR-1069); and*

*WHEREAS, VoProCo Properties LLC, has offered McFarland Woods Subdivision be part of the Geauga County Drainage Maintenance District and that an annual assessment be collected with the real estate taxes for each of the 16 lots, and*

*WHEREAS, the Board of County Commissioners accepted the request for the establishment of a Drainage Maintenance District pursuant O.R.C. 6137, et seq., on December 23, 2014, and*

*NOW, THEREFORE, BE IT RESOLVED that the Board of County Commissioners certify that the ditch maintenance assessment of Seventy-Five Dollars (\$75.00) per lot, to the Geauga County Auditor, which is to be included in the next succeeding real estate tax collection.*

*BE IT FURTHER RESOLVED that the assessment funds be deposited in the storm water fund (5020-006-00-420) established by the Board for the Geauga County Engineer.*

*BE IT FURTHER RESOLVED that the annual assessment to cover the cost of current and future maintenance of the improvements will be reviewed and possibly revised after six (6) years.*

*BE IT FURTHER RESOLVED that the Clerk of the Board of County Commissioners of Geauga County is hereby instructed to transmit a copy of this resolution to the Bainbridge Township Board of Trustees, the Geauga County Auditor and the Geauga County Engineer.*

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

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COUNTY ENGINEER'S OFFICE – OHIO PUBLIC WORKS COMMISSION APPENDIX E – DISBURSEMENT REQUEST AND CERTIFICATION #2 TO RELEASE FUNDS FOR THE RESURFACING OF THWING ROAD AND BURTON-WINDSOR ROADS

Mr. Gorris explained that this request authorizes Mr. Rear to execute the final requests for the two projects that have been completed this year, including Thwing Road and Burton-Windsor Road.

*Motion:* by Commissioner Rear, seconded by Commissioner Spidalieri to approve and authorize Blake Rear, Board Member/ Chief Executive Officer, to execute the Ohio Public Works Commission Appendix E – Disbursement Request Form and Certification #2, Final in order to release funds from the state portion for the Asphalt Resurfacing of Thwing Road, (CH 27, Sections A and B) in Chardon and Munson Townships in the amount of \$9,672.24.

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

*Motion:* by Commissioner Rear, seconded by Commissioner Spidalieri to approve and authorize Blake Rear, Board Member/ Chief Executive Officer, to execute the Ohio Public Works Commission Appendix E – Disbursement Request Form and Certification #2, Final in order to release funds from the state portion for the Asphalt Resurfacing of Burton-Windsor Road (CH 14, Sections F and G) in Huntsburg Township in the amount of \$5,086.04.

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

COUNTY ENGINEER'S OFFICE – RELEASE BID/PERFORMANCE BONDS – VARIOUS PROJECTS COMPLETED

Mr. Gorris asked the Board to release the bonds for various projects that have been completed and will be closed out.

*Motion:* by Commissioner Rear, seconded by Commissioner Spidalieri to approve releasing the Bid / Performance Bonds for the following projects, as all specifications have been met:

05-13-2015 Application of Polyester Pavement Markings – Various Roads – Year 2015  
05-13-2015 Reconstruct Heath Rd Bridges (Structures #105-5.02 & #105-5.20) Chester Twp  
03-25-2015 Resurface Chagrin Rd (CH 9 Sec C-E) Bainbridge Township  
03-25-2015 Resurface Old State Rd (CH6 Sec B-H) Middlefield & Parkman Township  
03-25-2015 Widen & Resurface Ravenna Rd (CH 601 Sec A-D) Chardon Township  
03-11-2015 Improvement of Rapids Rd (CH 1 Sec D-F) Troy & Burton Townships  
06-05-2014 Drainage Improvements – Old State Road (CH 6 Sec B-H) Middlefield & Parkman  
04-02-2014 Replacement of Fowlers Mill Road Bridge (Structure #108-018) Munson Township  
03-12-2014 Improvement at Intersection Munn Rd (CH 32) and Taylor May (TR 186)

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

SHERIFF'S OFFICE – PRE-AWARD GRANT CONDITIONS – TWO VAWA (VIOLENCE AGAINST WOMEN ACT) GRANTS

Sheriff Dan McClelland explained that the VAWA, Violence Against Women Act, is a grant that has over time moved into two separate grants, adding that these have been applied for and this is to execute the pre-award conditions.

*Motion:* by Commissioner Rear, seconded by Commissioner Spidalieri to approve and authorize the President of the Board to execute the Pre-Award Grant Conditions, including Standard Assurances form for the VAWA (Geauga County STOP Violence Against Women Act) Grant #2013-WF-VA2-8214A.

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

*Motion:*            *by Commissioner Rear, seconded by Commissioner Spidalieri to approve and authorize the President of the Board to execute the Pre-Award Grant Conditions, including Standard Assurances form the VAWA (Geauga County STOP Violence Against Women Act) Grant #2015-WF-VA2-8214.*

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

*DEPARTMENT OF WATER RESOURCES – FIRST AMENDMENT TO AGREEMENT – CITY OF SOLON, PARKSIDE CHURCH AND TRUTH FOR LIFE*

*Director Gerard Morgan explained that back in 2007 when the church was built there was a property in between the church and the City of Solon, which was the VFW Hall; since that time that property has been purchased by the church and the sewer and water is provided by the City of Solon and this will now amend the agreement that the City of Solon will still provide the service to the Truth for Life property, it just adds Truth for Life to the Agreement. Dale Markowitz, Attorney for Parkside Church, explained that the Truth for Life is the administrative building where the sermons are created and then shipped out all over the world.*

*Motion:*            *by Commissioner Rear, seconded by Commissioner Spidalieri to approve and execute the First Amendment to the Agreement between the City of Solon, the Board of County Commissioners, Parkside Church and Truth for Life to provide sewer and water service to the “Truth for Life Center”, located on Pettibone Road in Bainbridge Township.*

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

*COMMISSIONERS' OFFICE – RE-APPOINT DENNIS LAGER*

*Motion:*            *by Commissioner Rear, seconded by Commissioner Spidalieri to approve and execute Resolution #15-180 Re-appointing Dennis Lager to the Northeast Ohio Community Alternative Program (NEOCAP) Facility Governing Board for a three year term ending November 9, 2018.*

*Board of County Commissioners, Geauga County, Ohio*

*Resolution: 15-180*  
*Date: December 15, 2015*

*RESOLUTION RE-APPOINTING DENNIS LAGER TO THE NORTHEAST OHIO  
COMMUNITY ALTERNATIVE PROGRAM (NEOCAP) FACILITY GOVERNING BOARD*

*WHEREAS, the Northeast Ohio Community Alternative Program (NEOCAP) was established by the Common Pleas Judges of Portage, Geauga, Lake, Ashtabula and Trumbull counties in 1997 and serves as the Community Based Corrections Facility (CBCF); and*

*WHEREAS, Ohio Revised Code Section 2301.51(E) provides that the CBCF be governed by a Facility Governing Board to which the judicial advisory board of the CBCF shall appoint two-thirds of the members and the boards of county commissioners of the member counties of the CBCF shall appoint the remaining one-third of the members; and*

*WHEREAS, it is within the discretion of and has been mutually determined by the CBCF's member counties that the Facility Governing Board should be comprised of nine members which requires that boards of county commissions of the member counties of the CBCF shall appoint three of the members; and*

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*WHEREAS, Dennis Lager has expressed an interest in being reappointed to the board and it is now necessary to re-appoint Dennis Lager as his term expired on November 9, 2015; and*

*NOW, THEREFORE BE IT RESOLVED, that the Geauga County Board of Commissioners, in agreement with all members of the CBCF, re-appoints Dennis Lager to serve on the Facility Governing Board for a three year term to expire November 9, 2018; and*

*BE IT FURTHER RESOLVED, that the Commissioners' Clerk forward a copy of this resolution to County Commissioners of Ashtabula, Lake, Portage and Trumbull counties and that this Resolution becomes part of the permanent record of the Board of Commissioners of Geauga County, Ohio.*

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

*COMMISSIONERS' OFFICE – RESOLUTION HONORING ROBERTA HALFORD FOR HER DEDICATION AND SERVICE TO GEAUGA COUNTY*

*Commissioner Rear explained that Ms. Halford didn't want a big fuss, so cards and resolutions were requested to be presented at their Board meeting on the 17<sup>th</sup>. There was brief discussion about some of the things Ms. Halford has done in the years that she has been with the county.*

*Motion: by Commissioner Rear, seconded by Commissioner Spidalieri to approve and execute Resolution #15-181 Honoring Roberta Halford for her Dedication and Service to Geauga County.*

*Board of County Commissioners, Geauga County, Ohio*

*Resolution: 15-181*  
*Date: December 15, 2015*

*A RESOLUTION HONORING ROBERTA HALFORD FOR HER DEDICATION AND SERVICE TO GEAUGA COUNTY*

*WHEREAS, Roberta Halford has proudly served the residents of Geauga County for the last twenty-seven (27) years at the Board of Elections; and*

*WHEREAS, Roberta Halford worked many of those years as a Registration Clerk before being promoted on March 28, 2008 to the position of Deputy Director; and*

*WHEREAS, Roberta Halford took on the role of becoming Director on March 5, 2012 and has led the Board of Elections through both challenges and opportunities; and*

*WHEREAS, Roberta Halford has kept up with the new changes in laws regarding improvement to voter access, been at the forefront on innovations in technology and automation, and was instrumental in the selection of the voter registration process that is used today; and*

*NOW, THEREFORE, BE IT RESOLVED, that the Geauga County Board of Commissioners do hereby honor Roberta Halford for her service and dedication to the Board of Elections and the residents of Geauga County and wish her much happiness and good health in retirement;*

*BE IT FURTHER RESOLVED, that this Resolution becomes part of the permanent record of the Board of Commissioners of Geauga County, Ohio.*

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

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COMMISSIONERS' OFFICE – 2016 CEBCO WELLNESS GRANT AGREEMENT

Human Resources Specialist Kathy Hostutler explained that since 2010 CEBCO has been granting the counties within the consortium, now 34 counties, wellness grant dollars. Ms. Hostutler stated that this year is being handled differently than in the past, and includes requirements for onsite health screenings and educational sessions to promote health and safety, which Geauga County has already been doing and using the funds for. Ms. Hostutler explained that the grant includes \$4,000.00 for administrative funds and \$13,176.00 for program funds. Ms. Hostutler explained that the funds in the past have been used for the Health and Wellness EXPO that takes place in May, along with physician's scales, blood pressure cuffs, along with other items that promote healthy behaviors.

*Motion:* by Commissioner Rear, seconded by Commissioner Spidalieri to approve, accept and authorize the President of the Board to execute the 2016 CEBCO Wellness Grant Agreement, which includes \$4,000.00 of Administrative Funds and \$13,176.00 of Program Funds.

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

COMMISSIONERS' OFFICE – ADOPT REVISION TO SECTION 6. VACATION LEAVE IN THE PERSONNEL POLICY AND PROCEDURE MANUAL

Ms. Burhenne explained that recently an employee who had been with the county for over ten years, as a part-time employee retired and that practice has been to pay out any remaining vacation time. Ms. Burhenne asked that the Board strike the reference of full-time service from the Policy and include one year of service in Geauga County.

*Motion:* by Commissioner Rear, seconded by Commissioner Spidalieri to approve and adopt the revisions to the Geauga County Personnel Policy and Procedure Manual, Section 6. Vacation Leave to be effective December 15, 2015.

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

COMMISSIONERS' OFFICE – (PERMANENT) ANNUAL APPROPRIATION FOR 2016  
County Administrator David Lair and Budget and Finance Manager Heidi Delaney presented the following information regarding the Annual Appropriations for 2016:

## 2016 Permanent Appropriations



Commissioners—Rear, Spidalieri, Baska, Rear, Waldorf, Claypool

## Budget Process

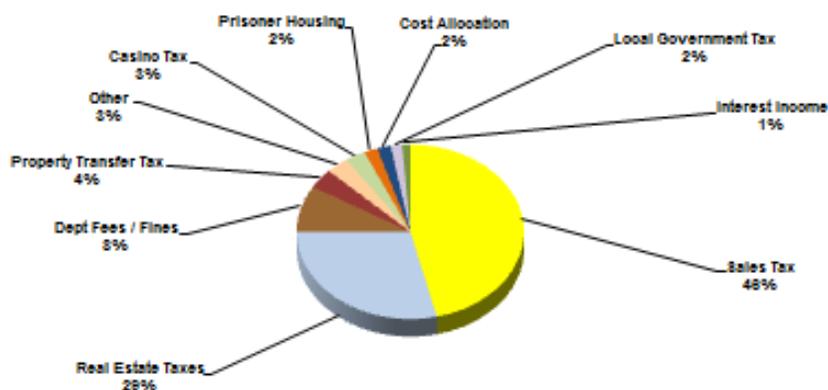
- Budget Commission certifies the revenues expected to be received for the year, along with the unencumbered fund balance identified at the beginning of the year. Together, revenues + beginning balance = Resources
- County Commissioners appropriate funds to county departments. The total amount of the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

### 2016 Certified Available Resources – General Fund

Estimated Carryover Balance	\$ 4,500,000
2016 Revenues	<u>\$ 25,959,074</u>
<b>Total Certified Resources</b>	<b>\$ 30,459,074</b>
Currently available	

*Mr. Lair noted that we focus on the General Fund, and these were the estimates from the Tax Budget done in late June. These will be the resources that will be available at the beginning of the year.*

### General Fund 2016 Revenue Sources by Category



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*Ms. Delaney explained the breakdown of Revenue Sources by category, including Sales Tax, which is the 1% of the 6.75% that is paid, which is the county portion of the sales tax, about \$12 million; Real Estate Tax which is inside millage collected on real estate tax, just under \$7.5 million, while it's 29%, the average is about 20% of the whole county's portion of the whole total collected; Department Fees / Fines is about 8% which includes fees that our departments charge; Property Transfer Tax is the amount we receive when a property changes hands; Casino Tax is relatively new, which is tax on casino proceeds; Prisoner Housing is about 2%, and is what is charged to house outside prisoners in our safety center; Cost Allocation is the chargeback to departments for services that the General Fund provides to them; Local Government Tax – is the revenue sharing tax, so of the income tax that goes to the State, some comes back to us in a small portion, Interest Income is the revenue from investments made by the County; and Other section is rent, gas well revenue and grants that we receive.*

*Mr. Claypool again clarified that of the 6.75% sales tax that is paid; the county only receives 1% of that total tax, the other 5.75 goes to the state.*

## 2016 Permanent Appropriations

Total Appropriation, All Funds: \$110.1 mm

Total Appropriation, General Fund: \$ 30.5 mm

General Fund Line Item Requests\* \$ 31.4 mm

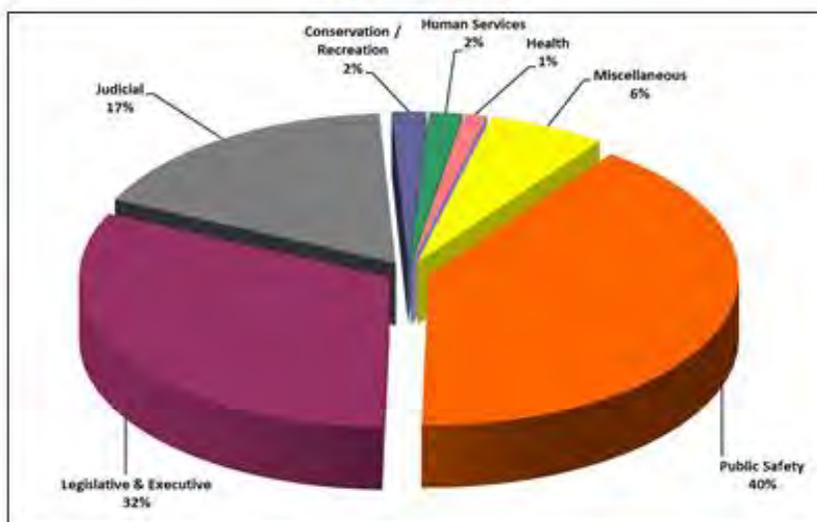
- Does not include additional requests for transfers from the General Fund to Non-General fund line items



Commissioners—Ralph Spidalleri, Blake A. Rear, Walter M. Claypool

*The remaining \$900,000.00 in requests will be looked at decided whether they will be funded once the carryover balance is known.*

## General Fund Operating Expenses by Category



*Ms. Delaney stated that this just shows the expenses, Public Safety that is mostly the Sheriff's Department, but also includes the Coroner and the Building Department; Legislative and Executive which is most of the other Elected Officials in the County, and does include other*

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*departments under the Commissioners and the Board of Elections; Judicial includes the Courts, Probate/Juvenile, Common Pleas and Municipal Court, along with Public Defender's Office and Clerk of Courts; Conservation and Recreation includes the OSU Extension Office and the Soil and Water Conservation District; Human Services is the Veterans Service Commission; Health is the required mandate for children with medical handicaps; Miscellaneous includes the Youth Center, Professional Services, and Insurance that is paid by the County, along with outside agencies that are funded.*

**General Fund  
2016 Department Request Increases  
(requests above approved Budget)**

<u>Department</u>	<u>Request</u>	<u>% Increase</u>
Auditor	\$26,621.00	2.7%
ADP Board	\$130,450.00	12.6%
Board of Elections	\$135,000.00	13.5%
Building Department	\$27,000.00	5.6%
Clerk of Courts	\$27,635.00	4.6%
Common Pleas Court	\$69,949.00	5.8%
Community Development	\$100,000.00	53.2%
Court Technology	\$15,055.00	4.3%
Maintenance	\$284,876.00	12.2%
OSU Cooperative Extension	\$10,338.00	3.7%
Public Defender's Office	\$2,000.00	.4%
Sheriff	\$184,500.00	1.8%
Soil & Water Conservation District	\$95,000.00	21.8%
Veterans Service Commission	<u>\$169,970.00</u>	36.9%
Total Requests *	\$ 1,278,394.00	

\* Includes requests for funding transferred from GF to other funds

*Ms. Delaney stated that these are the department's requests that were not funded but will be considered depending on the carryover. They include capital purchases like vehicle replacements, or software upgrades, some personnel requests, and some other additional items.*

**Supplemental Appropriation Process  
(late January 2016, after actual carryover is known)**

<u>Description</u>	<u>Estimated Amount</u>
• Determine 1/1/2016 cash balance	\$7,500,000
• Deduct encumbrances	<u>(\$ 600,000)</u>
• Net Resources available as certified by Budget Comm, 1/2016	\$6,900,000
• Less est. carryover used for Tax Budget & Perm Appropriations	<u>(\$4,500,000)</u>
• Estimated resources available for supplemental appropriations	\$2,400,000
• Less current transfers out restoration total (some discretionary)	(\$ 623,252)
• Restoration of normal Contingency starting balance	(\$ 600,000)
• Departmental Requests (many are discretionary)	<u>(\$1,278,394)</u>
• Estimated General Fund Balance remaining	<b>(\$ 101,646)</b>

*Mr. Lair stated that this is the process going forward to do the Supplemental Appropriation, noting that the first thing is to determine the cash balance. Purchase orders are deducted from the cash balance, which gives us an estimated cash balance today – then we have to deduct the \$4.5 carryover that has been assumed which will give us the balance available. Some items have to be restored to meet commitments and contingency balances, which you can see the amount of requests that are to be considered it could leave us with less than what we need. Again this is based on an estimate and until the actual carryover balance is known this is a best guess estimate. Mr. Lair explained that the General Fund can transfer funds to other revenue funds that are special funds set up for specific purposes, which make up the overall budget. Ms.*

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*Delaney explained that some of those transfers can include the 911 fund, the County Home, Department of Emergency Services, grant matches for other departments. This process is developed under the ORC and how the budget is handled it can get confusing, we show it as a transfers out and the recovery fund counts it as revenue.*

**General Fund Debt**

	1-2015 <u>Notes Balance</u>	8-2015 <u>Paid</u>	8-2015 <u>New Notes Issued</u>
800 MHz upgrade	\$3,000,000	(\$500,000 )	\$2,500,000
Misc Capital Projects			<u>\$ 800,000</u>
Total New Debt			\$3,300,000

- Recommended supplemental appropriation includes at least \$500,000 to go towards retiring 800MHz debt
- Recommend 2016 payoff of \$800K capital projects debt along with \$500K of 800MHz radio project, leaving a debt balance of \$2,000,000 at end of 2016 on the 800 MHz radio system

*Mr. Lair explained that our overall debt is pretty low. We took on new debt of about \$800,000.00 of the portion of the two projects being done by the Engineer's knowing that the money would come back, but as a way to not be short on some of the other capital projects that were coming. Mr. Lair explained that there is a possibility that there may be a reason to issue new debt for new projects and it is better to clear out old debt before, adding that by issuing notes we pay much less interest on what we borrow versus bonds, but they are rolled over each year and must be paid off in ten years.*

**The End**

**Questions ?**



**Questions ?**



Commissioners—Rear Spidaleri Baker Rear Visher Claypool

*Mr. Lair thanked Ms. Delaney again for all of her work on the budget.*

*Motion: by Commissioner Rear, seconded by Commissioner Spidaleri to approve and execute Resolution #15-182 (Permanent) Annual Appropriation for 2016, in accordance with O.R.C. 5705.38 and 5705.40.\**

<i>Roll Call Vote:</i>	<i>Commissioner Rear</i>	<i>Aye</i>
	<i>Commissioner Spidaleri</i>	<i>Aye</i>
	<i>Commissioner Claypool</i>	<i>Aye</i>

*\*A copy of the complete Appropriation will follow these minutes in the journal.*

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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 19, 2015, November 25, 2015 and December 2, 2015 as required by O.R.C. 955.12.*

OTHER

*The Board reviewed upcoming events.*

MEETINGS

*Tue., 12/15 Investment Advisory Board, 8:45 a.m. Commissioners Chambers*

*Mon. 12/21 Family First Council, 2:00 p.m. at Mental Health*

*Tue., 12/22 The Commissioners will hold regular session at 9:00 a.m.*

*Thu., 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.***

*Fri., 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.***

*Tue., 12/29 The Commissioners will hold regular session at 9:00 a.m.*

*Fri., 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.***

*Tue., 1/5 The Commissioners will hold regular session at 9:00 a.m.*

*Mon., 1/11 The Commissioners will hold regular session at 9:00 a.m. that will include their Annual Re-Organization Meeting.*

**BEING NO FURTHER BUSINESS TO COME BEFORE THE BOARD**

*Motion: by Commissioner Rear, seconded by Commissioner Spidalieri to adjourn the meeting at 10:12 a.m.*

*Geauga County Board of Commissioners*

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*Walter M. Claypool*

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*Ralph Spidalieri*

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*Blake A. Rear*

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*Christine Blair, Commissioners' Clerk*

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