

Commissioners' Journal
December 13, 2016

The Geauga County Board of Commissioners met in session on December 13, 2016 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 9:02 a.m. by leading the Board and audience in reciting the Pledge of Allegiance.

**Commissioner Spidalieri was absent from today's meeting.*

FINANCIALS

County Administrator David Lair reported on financials from December 8, 2016, Resolution #16-162 that included a Then and Now for the Sheriff's Office and a blanket increase for the Board of Developmental Disabilities Construction Fund for contracted services and December 12, 2016, Resolution #16-163, that included Appropriation transfers for the Juvenile Court and Prosecutor for year-end hospitalization and a Supplemental Appropriation transfer for the Treasurer Delinquent Tax fund for year-end hospitalization; as approved by the County Administrator pursuant to the motion approved January 5, 2016 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 2016, as authorized by O.R.C. 305.30.

APPROVE FINANCIALS

Budget and Finance Administrator II Anne Rasic explained the financials for today as including Appropriation transfers from the General Fund Contingency account to return appropriations to the Sheriff's Office for fees and expenses reimbursed and deposited into the General Fund; Cash transfer out of the General Fund for the OWDA debt payments for the Water Tower and County Treatment Plant; a Travel request for the Building Department; and a payment to Logicalis in the amount of \$35,445.60 for the ADP Board switch project; payments of \$8,750.00 and \$2,634.04 to the City of Chardon for a portion of 2016 funding for the Police Prosecutor's Office and the Municipal Court Pretrial Release Officer; a payment to Keystone US Management in the amount of \$41,812.00 for a Recording System at the Courthouse; a payment to Smartbill in the amount of \$10,000.00 for the Treasurer, and a payment to URS Corporation in the amount of \$15,275.00 for the Water Resources final payment on the Thompson Waste Water project.

Motion: by Commissioner Rear, seconded by Commissioner Claypool to approve and execute Resolution #16-164 itemizing the financials for the meeting of December 13, 2016.

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

**DEPARTMENT ON AGING – MEDIWARE INFORMATION SERVICES, INCORPORATED
MASTER LICENSE AND SERVICES AGREEMENT – SAM'S REGISTRATION PROGRAM**

Director Jessica Boalt explained that they use SAM's software for their Federal grant reporting and need to update the Master License and Service Agreement, and due to going back and forth on the agreement, we are doing both 2016 and 2017. Ms. Boalt stated that it is for the license and support, as this product is a 2009 software program because we have not made the move to the cloud based server. We are still running on a local server, and there is no plan to upgrade right now. This contract is for just under \$4,000.00 for each year. Ms. Boalt noted that she could not comment on any documents that had been handled prior to her arrival, but that this was the first time she had seen any agreement with them for the product. Ms. Boalt added that she wanted to clarify that they were not on the "Cloud", that they were still operating off a local server on the county network. Commissioner Claypool inquired if Do IT had reviewed the contract and if it was captured under the records retention schedule, to which Ms. Boalt noted that it was for terms of service for software, and that the information stored is sensitive and it not a public record.

Commissioners' Journal
December 13, 2016

Motion: by Commissioner Rear, seconded by Commissioner Claypool to approve and authorize the President of the Board to execute the Mediware Information Services, Incorporated Master License and Services Agreement between the Geauga County Board of Commissioners and Mediware Human and Social Services, Incorporated for the use of software for the SAM's registration program, and further acknowledge that the term of the Agreement is for a 12 month period, January 1, 2016 through December 31, 2016 and for a 12 month period, January 1, 2017 through December 31, 2017, as set forth in the billing invoice/order form, which is incorporated into the Agreement by reference under Section 11, Term and Termination of License and Agreement.

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

BUILDING DEPARTMENT – REFUND OF PARTIAL BUILDING PERMIT PAID

It was noted that Lambert Construction had filed for a permit for a total rebuild due to a fire and upon completion of the project it ended up being a partial and are seeking a refund for the difference on the amount paid.

Motion: by Commissioner Rear, seconded by Commissioner Claypool to approve and refund the partial building permit price paid to Geauga County by Lambert Construction as they were charged for a total rebuild (\$723.16) when it should have been a partial (\$311.99), a difference in the amount of \$411.17.

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

OFFICE OF COMMUNITY AND ECONOMIC DEVELOPMENT – 2015 COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM – AMENDED SCOPE OF WORK AND BUDGET #B-F-15-1AZ-1

Assistant Program Administrator Kelly Conrad explained that the Board had filed for an amendment due to the initial bids received being over the estimate and it was needed to amend the outcome and after submitting the amendment the bids that came in from the re-bid allowed them to move forward with the initial project at the original amount and while it was not needed, it does allow for the amendment. Ms. Conrad noted that there was no change in the dollar amount or budget.

Motion: by Commissioner Rear, seconded by Commissioner Claypool to approve and authorize the President of the Board to execute the Office of Community Development 2015 Community Development Program Amended Scope of Work and Budget (Grant #B-F-15-1AZ-1) for the period September 1, 2015 through February 28, 2017 in the amount of \$172,000.00.

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

COUNTY ENGINEER'S OFFICE – CHANGE ORDER #1 FINAL – RONYAK PAVING INCORPORATED - RESURFACING OF MULBERRY ROAD

Deputy Engineer Nick Gorris stated that this is the final change order for the Resurfacing of Mulberry Road; the project came in completed at a lower amount due to less materials used after the project was milled. This project section was from State Route 306 to Thwing Road.

Motion: by Commissioner Rear, seconded by Commissioner Claypool to approve and execute Change Order #1, Final, decreasing the contract with Ronyak Paving, Incorporated for the Asphalt Resurfacing of Mulberry Road (CH 39, Sections E through I) in Chester and Munson Townships, in the amount of \$26,803.92.

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

**Commissioners' Journal
December 13, 2016**

**COMMISSIONERS' OFFICE – APPROVE PUBLIC OFFICIALS BOND AND SURETY
COMPANY FOR DENISE KAMINSKI, GEAUGA COUNTY CLERK OF COURT, COMMON
PLEAS COURT**

Motion: by Commissioner Rear, seconded by Commissioner Claypool to approve a Public Official's Bond and Surety Company for Denise M. Kaminski, Geauga County Clerk of Court, Common Pleas Court in the amount of \$20,000.00, pursuant to O.R.C. 2303.02, and further authorize the President of the Board to execute the approval.

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

**COMMISSIONERS' OFFICE– APPROVE PUBLIC OFFICIALS BOND AND SURETY
COMPANY FOR SCOTT HILDENBRAND, GEAUGA COUNTY SHERIFF**

Motion: by Commissioner Rear, seconded by Commissioner Claypool to approve a Public Official's Bond and Surety Company for Scott Hildenbrand, Geauga County Sheriff in the amount of \$5,000.00 pursuant to O.R.C. 311.02, further authorizing the President of the Board to execute the approval, and further acknowledge a Furtherance of Justice Bond in the amount of \$80,000.00.

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

**COMMISSIONERS' OFFICE - APPOINT NICK GORRIS AS ALTERNATE FOR RALPH
SPIDALIERI FOR THE NOACA BOARD OF DIRECTORS MEETING**

Motion: by Commissioner Rear, seconded by Commissioner Claypool to appoint Nick Gorris, as Alternate for Ralph Spidalieri to the NOACA Board of Directors meeting on Friday, December 16, 2016

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

**COMMISSIONERS' OFFICE – RESOLUTION FOR PERMANENT ANNUAL
APPROPRIATION FOR 2017**

Mr. Lair and Ms. Rasic presented the following information on the Permanent, Annual Appropriations for 2017.



**2017 Permanent Appropriations
December 13, 2016**

**Anne Rasic, MBA, Budget & Finance Administrator
Dave Lair, MBA, County Administrator**

Mr. Lair explained that this is the actual budget of the county, noting that the tax budget is for planning purposes and from that the budget commission comes up with resources that establish the basis of the actual budget. This does not include what will be certified in January once balances are closed out from 2016.

**Commissioners' Journal
December 13, 2016**



**2017 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 by fund

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

2



**2017 Permanent Appropriations
General Fund Certified Resources**

Carryover Balance	\$ 4,500,000
2017 Revenues	<u>\$27,512,750</u>
Total Resources	\$32,012,750

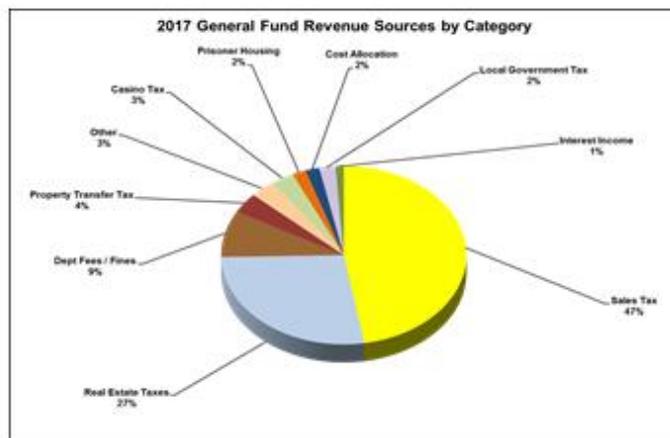
Commissioners – Walter M. Claypool, Ralph Spidalleri, Blake A. Rear

3

Mr. Lair noted that the carryover balance is a very conservative estimate, adding that the revenue balance is adjusted due to about \$19,000.00 more for the local government support fund than what was in the tax budget.



**2017 Permanent Appropriations
General Fund Revenue Sources**



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

4

Ms. Rasic stated that the sales tax is the largest portion of revenue, which is budgeted at \$13 million, and was just certified for 2016 at \$13 million so we are in line with those numbers, the next largest is the real estate tax about \$7.5 million, the rest of the pieces are much smaller, that include the local government revenue and the casino tax. These numbers are specifically for the

**Commissioners' Journal
December 13, 2016**

general fund and do not include the Park District, the Library, or the Health District. This portion is a small portion of those real estate taxes.



2017 Permanent Appropriations

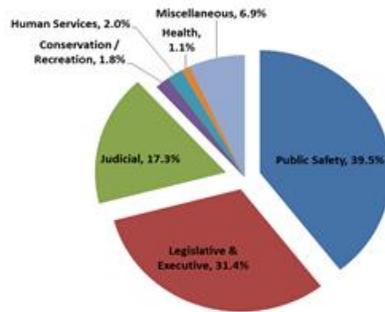
Total Appropriations, All Funds	\$117,757,448
Total Appropriations, General Fund	\$32,012,750
General Fund Line Item Requests *	\$33,860,172

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



2017 Permanent Appropriations

General Fund Expenses by Category



Ms. Rasic stated that the biggest piece goes to Public Safety that includes the Sheriff, Coroner and the Building Department, the next biggest piece is the Legislative and Executive that includes the Auditor, the Commissioners, Prosecutor's, Recorder, Treasurer, Maintenance, Board of Elections and Planning. Judicial is the Courts, then small pieces for Human Services, Conservation, Health and Miscellaneous.



**2017 Permanent Appropriations
Supplemental Appropriation Process
Late January, 2017**

Description	Estimated Amount
Estimated 1/1/17 Cash Balance	\$8,200,000
Reduce for Carryover Encumbrances	(\$ 800,000)
Net Resources Available as Certified by Budget Commission 1/2017	\$7,400,000
Less Estimated Carryover in Tax Budget & Perm Appropriations	(\$4,500,000)
Estimated resources available for Supplemental Appropriations	\$2,900,000
Restoration of normal Contingency starting balance	(\$600,000)
Departmental Requests not funded (many discretionary)	(\$2,245,903)
Estimated General Fund Balance remaining	\$54,907

**Commissioners' Journal
December 13, 2016**

Mr. Lair stated that this is done in early December so that the Auditor can allow departments to get set up and ready to go for the next year. The Supplemental Appropriations will be done in late January of 2017. Those Supplemental Appropriations include restoring the contingency account, departmental requests and potential for an employee salary increase, which it is hoped the Board would consider, to which Mr. Claypool noted that it would be a permanent increase when being considered.



2017 Permanent Appropriations Unfunded Requests

Department	Unfunded Request
ADP Board	\$81,115
Board of Elections	\$773,000
Building	\$16,000
Clerk of Courts	\$89,623
Common Pleas	\$98,956
Community Development	\$13,000
Court Technology	\$24,457
Maintenance	\$660,565
OSU Coop Extension	\$31,705
Recorder	\$27,753
Sheriff	\$420,041
Veterans Service Commission	\$50,110
Total Unfunded Requests*	\$2,286,325

*Includes requests for funding transferred from GF to other funds

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

8

These are the requests by departments that have not yet been funded, explaining that the as yet unfunded requests include the Board of Elections for new software and equipment, Maintenance for contracted services, and Sheriff for additional equipment for the 911 system. There was discussion regarding the expected Medicaid Sales tax reduction, which requires the County to make an adjustment of about \$400,000.00 that is about 3%, fortunately for us, it's rather low, where other counties have a much larger amount. Mr. Claypool noted that the budget could change at any time based on other changes that could impact our general fund budget, noting Transit systems as an example.



2017 Permanent Appropriations General Fund Debt

	1/2016 Notes Balance	8/2016 Payments	8/2016 New Notes Issued
800 MHz Upgrade	\$2,500,000	(\$500,000)	\$2,000,000
Misc. Capital Projects	\$ 800,000	(\$800,000)	\$ 0
Total	\$3,300,000	(\$1,300,000)	\$2,000,000

- Recommend payoff of 800 MHz Upgrade in 2017

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

9

Mr. Lair explained our current debt, which is currently \$2 million dollars, with the suggestion of potentially paying off that debt which would be best to do, if the Board chooses to move forward on any new project.

Commissioners' Journal
December 13, 2016



2017 Permanent Appropriations

Questions ?

Commissioners – Walter M. Claypool, Ralph Spidalieri, Blake A. Rear 10

Mr. Lair and Mr. Claypool thanked the Commissioners staff for all of their hard work.

Motion: by Commissioner Rear, seconded by Commissioner Claypool to approve and execute Resolution #16-165 (Permanent) Annual Appropriation for 2017, 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 Spidalieri</i>	<i>Absent</i>
	<i>Commissioner Claypool</i>	<i>Aye</i>

**The complete Appropriation will be included at the end of the minutes.*

Local resident Diane Jones thanked Mr. Rear for his efforts in making the Commissioner meetings more transparent, and having the videos being available, for those that aren't able to attend the meetings. Ms. Jones thanked him and that they appreciate all of his efforts and what he has accomplished. Mr. Claypool stated that those efforts would not happen without the support of the Board.

NOACA

Mr. Claypool brought up the request from NOACA to change the by-laws and that the Board needs to discuss and make a decision because unless all five counties agree the ratification cannot happen, and we really need to provide an answer. Mr. Claypool brought up the math equation that was included in the by-law changes, adding that there is a lot of waste through the organization, noting that there are funds available to be used for safety and NOACA is trying to figure out a way to have the requirements for the allocation so that they can access those funds. Chardon City Mayor Nancy McArthur clarified that the dollars that come in to Chardon were for an alternate form of transportation, and they cannot change those allocations unless it comes from the legislators. Mr. Claypool disagreed adding that allocation dollars set aside for alternative forms of transportation could be used for buggy lanes, to which Ms. McArthur stated that they could not be used for roads, and that projects needed to be ready to go in order to receive funding. Mr. Claypool stated that those dollars would be beneficial for safety improvements in Middlefield. Mr. Rear stated that it is not just bike paths, it's intermodal, his problem is that they have \$7 million in CMAQ funds that can only be used for earmarked projects, and they go out and borrow funds to fix a bridge. Mr. Claypool stated that people using bicycle trails should be contributing to bicycle trails, instead of using dollars that should go into fixing and repairing roads. Discussion continued in regards to projects that these dollars could be used for, and how the NOACA organization is handling things and what they want to do.

ACKNOWLEDGEMENTS

- a) A weekly report filed by the County Dog Warden of all dogs seized, impounded, redeemed or destroyed for the week ending November 30, 2016 as required by O.R.C. 955.12.*
- b) The Monthly Financial Report from the County Building Department for the month of November, 2016.*

OTHER

The Board reviewed upcoming events.

Commissioners' Journal
December 13, 2016

MEETINGS

- Tue., 12/13 *Planning Commission meeting has been cancelled (as of 12/6/2016)*
- Thu., 12/15 *Geauga Trumbull Solid Waste Annual Luncheon Meeting, 12:00 p.m. Welshfield Inn*
- Fri., 12/16 *NOACA Board of Directors Meeting, 9:00 a.m., Cleveland*
- Mon., 12/19 *Family First Council, 1:30 p.m. at Mental Health Offices*
- Tue., 12/20 *The Commissioners will hold regular session at 9:00 a.m.*
- Fri., 12/23 **County offices under the hiring authority of the Board of Commissioners will be closing at 12:00 p.m. (Noon) for general business. Twenty-four hour operations will continue to operate as usual.**
- Mon., 12/26 **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., 12/29 *The Commissioners will hold regular session at 9:00 a.m.*
- Mon., 1/2 **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., 1/5 *The Commissioners will hold regular session at 9:00 a.m.*
- Mon., 1/9 *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 10:19 a.m.

Geauga County Board of Commissioners

Walter M. Claypool

Ralph Spidalieri

Blake A. Rear

Christine Blair, Commissioners' Clerk

Commissioners' Journal
December 13, 2016

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