

**THE DULY ELECTED MEMBERS OF THE BOARD OF COUNTY COMMISSIONERS OF WASHINGTON COUNTY, OHIO, MET IN REGULAR SESSION ON AUGUST 10, 2017 IN ACCORDANCE WITH OHIO REVISED CODE 305.05, WITH THE FOLLOWING MEMBERS PRESENT: RONALD L. FEATHERS, PRESIDENT, DAVID A. WHITE, VICE PRESIDENT, AND RICK WALTERS, MEMBER. THE MEETING WAS CALLED TO ORDER AT 9:00 A.M. BY THE PRESIDENT OF THE BOARD. MR. FEATHERS LED THOSE ATTENDING IN THE PLEDGE OF ALLEGIANCE TO OUR FLAG.**

Also attending were Muskingum Township Trustee Gary Doan, Karen Doan, Kevin Lewis from Ohio LECET, Glen Pawloski, Andy Kuhn from Southeastern Ohio Port Authority, Sam Shawver from *The Marietta Times*, and Clerk Rick Peoples.

**Washington County Commissioners  
AGENDA  
9:00 a.m., August 10, 2017**

9:00 Business Meeting  
9:30 Brenda Wolfe, Clerk of Courts – Collection of Fees & Fines  
10:00 Bill McFarland, Auditor – Personnel  
10:30 Chris Wilson, Building Official – EnerGov Quote

**UNFINISHED BUSINESS**

Proposal to Study Effectiveness of Courthouse Back-Up Generator

**NEW BUSINESS**

Approve Agenda  
Approval of previous meeting's minutes  
Bills from various departments  
Additional Appropriation – 911  
Additional Appropriation – Common Pleas Court  
Transfer – Clerk of Courts  
Transfer – Soil & Water Conservation  
Then & Now's  
Travel – Job and Family Services (3)  
Travel – Commissioners  
Travel – Family & Children First  
Travel – Child Support Enforcement Agency (2)  
Drawdown – CDBG Grant  
Memo of Understanding between Developmental Disabilities and Family & Children First  
Request from Sheriff to Transfer Vehicle to Beverly Police Department  
Appointment to EODA Board of Directors  
Ballot Language for Behavioral Health Levy

**DATES TO REMEMBER**

Finance Committee, 10:00 a.m., **Tuesday**, August 15  
Courthouse Closed, **Monday**, September 4, Labor Day

**RE: AGENDA**

Mr. White moved and Mr. Walters seconded a motion to accept the agenda, with the following adjustment:

Delete: Transfer – Soil & Water Conservation District

A calling of the roll resulted in the following vote: Ronald Feathers aye, David White aye, Rick Walters aye. Motion passed.

**RE: APPROVAL OF MINUTES**

Mr. White moved and Mr. Walters seconded a motion to dispense with the reading and approve the minutes of the August 3, 2017 meeting.

A calling of the roll resulted in the following vote: Ronald Feathers aye, David White aye, Rick Walters aye. Motion passed.

**RE: BILLS FOR PAYMENT**

Mr. Walters moved and Mr. White seconded a motion to approve the list of bills from various departments for payment, as prepared by the County Auditor.

A calling of the roll resulted in the following vote: Ronald Feathers aye, David White aye, Rick Walters aye. Motion passed.

**RE: ADDITIONAL APPROPRIATIONS**

Mr. Walters moved and Mr. White seconded a motion to approve the following requests for Additional Appropriations:

|                    |                |              |
|--------------------|----------------|--------------|
| 911 Levy           | 200-0650-53000 | \$ 21,000.00 |
| Common Pleas Court | 200-0207-51102 | \$ 40.00     |

A calling of the roll resulted in the following vote: Ronald Feathers aye, David White aye, Rick Walters aye. Motion passed.

**RE: TRANSFER**

Mr. White moved and Mr. Walters seconded a motion to approve the following request for transfer of funds:

|                 | <u>From</u>    | <u>To</u>      | <u>Amount</u> |
|-----------------|----------------|----------------|---------------|
| Clerk of Courts | 200-0233-51001 | 200-0233-53500 | \$ 8,400.00   |

A calling of the roll resulted in the following vote: Ronald Feathers aye, David White aye, Rick Walters aye. Motion passed.

**RE: THEN & NOW'S**

Mr. Walters moved and Mr. White seconded a motion to approve the following Then & Now's:

| <u>Dept</u>   | <u>Account</u> | <u>Vendor</u>                  | <u>Amount</u> |
|---------------|----------------|--------------------------------|---------------|
| Sewer         | 400-0113-57400 | Mike Byrd                      | \$ 500.00     |
| I.T.          | 100-0190-53000 | Miller Communications          | \$ 4,854.75   |
| Commissioners | 100-0870-53004 | Buckeye Hills Regional Council | \$ 4,125.20   |
| Commissioners | 100-0870-53004 | Buckeye Hills Regional Council | \$ 500.00     |
| Sewer         | 400-0113-53000 | Haas Septic & Portable         | \$ 400.00     |
| MVGT          | 200-0540-57500 | Dept. of Agriculture           | \$ 105.00     |

A calling of the roll resulted in the following vote: Ronald Feathers aye, Rick Walters aye. Motion passed.

**RE: TRAVEL REQUESTS**

Mr. White moved and Mr. Walters seconded a motion to approve the following requests for reimbursement of expenses for training and travel pursuant to the policies and procedures and in compliance with the Annual Appropriations for Fiscal Year 2017, and any and all amendments subsequent thereto:

JFS

Dawn Lucas: One-day trip to Athens to attend Quarterly Regional Fiscal Meeting; August 18, 2017.

Tom Ballengee: Two-day trip to Columbus to attend OJFSDA General Session; September 14-15, 2017.

Candy Nelson, Peggy McElfresh, Laura Adams: One-day trip to Athens to attend CCMEP Performance Measures Training; September 20, 2017.

Commissioners

Ron Feathers, David White, Rick Walters: One-day trip to Logan to attend CCAO Budget Briefing; September 12, 2017.

Family & Children First

Jon Higgins: One-day trip to Caldwell to pick up donated blankets at the Noble County Correction Center; August 22, 2017.

Child Support

Kim Hinkle: One-day trip to Columbus to attend JCARR Public Hearing on State Allocation; August 21, 2017.

Kim Hinkle, Devin Thieman: One-day trip to Athens to attend BCFTA Quarterly Fiscal Meeting; August 18, 2017.

A calling of the roll resulted in the following vote: Ronald Feathers aye, David White aye, Rick Walters aye. Motion passed.

Commissioner White noted the Commissioners intend to use a County vehicle for their September 12 trip to Logan, and there will be no cost for lunch or meeting.

**RE: DRAWDOWN OF CDBG FUNDS**

Mr. Feathers moved and Mr. Walters seconded a motion to approve drawdown of Community Development Block Grant (CDBG) funds in the amount of \$33,542.00 for the Little Muskingum Volunteer Fire Department parking lot project, and to allow Mr. Feathers and Mr. White to sign the request form.

A calling of the roll resulted in the following vote: Ronald Feathers aye, David White aye, Rick Walters aye. Motion passed.

**RE: MEMORANDUM OF UNDERSTANDING BETWEEN BOARD OF DEVELOPMENTAL DISABILITIES AND FAMILY & CHILDREN FIRST**

Mr. White moved and Mr. Walters seconded a motion to approve a Memorandum of Understanding between the Washington County Board of Developmental Disabilities (WCBDD) and the Washington County Family & Children First Council (WCFCF) allowing WCBDD to pay \$100,000.00 to WCFCF to support out-of-home placement of one child during the period October 1, 2017 through March 31, 2018, with any excess funds to be utilized for wraparound services for any youth in WCFCF Service/Wraparound or for any other youth's placement costs in the future.

A calling of the roll resulted in the following vote: Ronald Feathers aye, David White aye, Rick Walters aye. Motion passed.

**RE: REQUEST FROM SHERIFF TO TRANSFER VEHICLE**

Mr. White moved and Mr. Walters seconded a motion to approve disposal of an unwanted vehicle in the Sheriff's Department to the Village of Beverly Police Department, 84-81 Ford Explorer, VIN 1FMZU72K85UB51084, as requested by Sheriff Larry Mincks.

The Clerk noted the vehicle needs extensive repairs, including a new transmission, has 148,000 miles on it, and has been determined to be of no value to the Sheriff.

A calling of the roll resulted in the following vote: Ronald Feathers aye, David White aye, Rick Walters aye. Motion passed.

**RE: APPOINTMENT TO EODA BOARD OF DIRECTORS**

Mr. White moved and Mr. Walters seconded a motion to table consideration of an appointment to the Eastern Ohio Development Alliance Board of Directors for the period January 1, 2018 through December 31, 2019.

The Clerk said Darlene Lukshin from the OSU Extension Office is currently filling this seat on the Board of Directors and has been asked to consider re-appointment, but he has not yet heard from her.

A calling of the roll resulted in the following vote: Ronald Feathers aye, David White aye, Rick Walters aye. Motion passed.

**RE: BALLOT LANGUAGE FOR BEHAVIORAL HEALTH LEVY**

Mr. White moved and Mr. Walters seconded a motion to approve ballot language for the Behavioral Health Board Tax Levy on the November 7, 2017 ballot, as presented by the Board of Elections and reviewed by the Secretary of State.

A calling of the roll resulted in the following vote: Ronald Feathers aye, David White aye, Rick Walters aye. Motion passed.

**RE: COMMENTS FROM VISITORS**

Muskingum Township Trustee Gary Doan thanked the Commissioners for working at the Oak Grove Volunteer Fire Department Ice Cream Social, and others for attending the event. He asked the Commissioners if they are aware of cost and timeline for purchase of new voting machines.

President Feathers said the cost could approach \$900,000 for Washington County, and the Board of Elections hopes to have them in place during 2018. Commissioner White said he expects some level of funding from the State of Ohio for this major purchase.

Devola resident Glen Pawloski noted he recently provided to the Commissioners a copy of a letter the members of the "informal Devola ad hoc group for reasonable drinking water solution" sent to Zac Campbell of Pickering Associates, the project manager for the City of Marietta Waste Water Treatment Plant upgrade and design project, requesting him to exclude Devola from the design and "stop the P-2 (phase two) Sewer Project's overreaching 'double remedy' ". The Commissioners acknowledged having received that communication.

Andy Kuhn, Executive Director of the Southeastern Ohio Port Authority, thanked the Commissioners for helping to make Washington County a better business environment. He then read a letter dated August 9, 2017 from him to the Commissioners expressing his support, and that of the Southeastern Ohio Port Authority, for the purchase and installation of an on-line permit system for the Southeast Ohio Building Department. He noted in his letter that the on-line permit system will be "a positive addition to our local businesses and would signal even greater accessibility to those outside the region who may want to plant a business or build a home here."

Commissioner White thanked Mr. Kuhn for his input, and assured him the Commissioners intend to proceed with the investment.

**RE: COLLECTION OF FEES AND FINES, CLERK OF COURTS**

President Feathers welcomed Clerk of Courts Brenda Wolfe. He asked her the status of pursuing collection of bad debt in her office.

Ms. Wolfe said she received a contract from the Attorney General's Office, but has not yet had it reviewed by the Prosecutor. She said the Attorney General will aggressively pursue delinquent accounts she identifies, and collections will be forwarded to her by them. Noting there is no cost to the County for this service, she said the Attorney General will assess a 10% fee to the account holder, which they will retain. Ms. Wolfe said she first must notify delinquent accounts of their status, and her intent to forward those accounts to the Attorney General for collection. She said her goal is to have this done in 2017, with collections by the Attorney General to begin in 2018. While results are not guaranteed, she said outstanding delinquent accounts are significant.

Mr. Feathers encouraged her to proceed as soon as possible, and said he is pleased to hear there is no cost to the County for this service. Ms. Wolfe reminded him the "cost to the County" is the additional time and effort of her staff.

Commissioner Walters said if the fines and fees are assessed, then they should be paid. He commended Ms. Wolfe for following through with this effort, and for the significant financial contributions her office has made to the County's budget.

Ms. Wolfe said she has considered other collection agencies, but believes the Attorney General's Office will be the most effective.

**RE: EXECUTIVE SESSION**

Mr. White moved and Mr. Walters seconded a motion to enter Executive Session for the purpose of discussing employment and compensation of public employees.

A calling of the roll resulted in the following vote: Ronald Feathers aye, David White aye, Rick Walters aye. Motion passed, and the Commissioners entered Executive Session at 10:00 a.m. President Feathers invited County Auditor Bill McFarland and Clerk Rick Peoples to attend.

The Commissioners returned to Regular Session at 10:31 a.m.

**RE: ON-LINE PERMIT SOFTWARE, BUILDING DEPARTMENT**

Building Official Chris Wilson updated the Commissioners on a proposal to purchase and install an EnerGov Citizen Access Web Portal Permitting and Land Management software package. Also attending were David Haught, David Haas, Ronnie Oldaker, and Jeremy Greenwood.

Mr. Wilson said the guests are supportive of the new software, and invited them to share their interest in it.

Mr. Haas from Morrison, Inc., said he is a frequent user of Building Department services. He said his company has as many as 200 smaller projects throughout the year requiring permits from the Building Department. He said an on-line system will save time and expense for both his business and the Building Department. Speaking on behalf of the Southeastern Ohio Port Authority, Mr. Haas said this initiative by the Building Department will allow local businesses to be more productive, and will be very attractive to developers considering expanding or entering our region.

Representing CFI Engineering Company, Ronnie Oldaker said he recently needed several prints reviewed in order to proceed with his project. He said the current system of review and permitting is both time-consuming and inefficient. Mr. Oldaker said he is encouraged to hear the Commissioners are considering a system that would greatly streamline the process.

David Haught, DLH Design, LLC, said he has worked both in and with the Building Department. He said the proposed new portal will be extremely helpful to owners, design teams and contractors. He said the Building Department will benefit as well. Mr. Haught said being able to manage a project in a single portal, and pay fees on-line, will be extremely valuable to all parties. He said the system will e-mail inspection and permit status, eliminating unnecessary travel and communication time.

Jeremy Greenwood, from GreenCore Designs, Inc., said he is from Belmont County and does much work with the Building Department. He said the Building Department staff does excellent work, and he appreciates working with them, but the current system is cumbersome, expensive, and time-consuming. He said use of this new portal will be welcomed by many.

All agreed the system's drop box for document submission, review, and approval will streamline all projects, with phenomenal speed and instant feedback.

Commissioner White thanked Mr. Greenwood for traveling from Belmont County to express his support for this project. He said the Commissioners have been considering it for some time, and Chris Wilson has worked closely and diligently with the vendor to ensure a feasible cost, installation timeline, and payment schedule.

Mr. Wilson said he has negotiated with Tyler Technologies the following terms:

|                                   |                 |
|-----------------------------------|-----------------|
| EnerGov Citizen Access Web Portal | \$ 12,999.00    |
| Year One Maintenance              | 3,200.00        |
| Professional Services             | <u>3,500.00</u> |
| Total                             | \$ 19,699.00    |

Mr. Wilson said the payment schedule is:

- 15% of software license at time of contract signing
- 65% of software license when EnerGov is made available for download
- 20% of software license when system is live
- 100% of annual maintenance fee one year after signing of contract

Mr. Wilson said his goal is to have the system purchased and installed in late 2017, with first use in early 2018.

Mr. Walters moved and Mr. White seconded a motion to accept the proposal from Tyler Technologies for the purchase, installation and maintenance of EnerGov Citizen Access Web Portal in the Building Department, for the total price of \$19,699.00 including annual maintenance of \$3,200.00, as requested by Building Official Chris Wilson.

A calling of the roll resulted in the following vote: Ronald Feathers aye, David White aye, Rick Walters aye. Motion passed.

Commissioner Walters thanked Mr. Wilson for pursuing this opportunity and negotiating acceptable terms with the vendor, noting small business owners will benefit from it.

**RE: ADJOURNMENT**

Mr. White moved and Mr. Walters seconded a motion to adjourn.

A calling of the roll resulted in a unanimous vote in favor. The meeting adjourned at 11:00 a.m.

\_\_\_\_\_, President

\_\_\_\_\_, Vice President

\_\_\_\_\_, Member

\_\_\_\_\_, Clerk