

THE DULY ELECTED MEMBERS OF THE BOARD OF COUNTY COMMISSIONERS OF WASHINGTON COUNTY, OHIO, MET IN REGULAR SESSION ON NOVEMBER 21, 2013 IN ACCORDANCE WITH OHIO REVISED CODE 305.05, WITH THE FOLLOWING MEMBERS PRESENT: DAVID A. WHITE, PRESIDENT, RONALD L. FEATHERS, VICE PRESIDENT, AND TIMOTHY C. IRVINE, MEMBER. THE MEETING WAS CALLED TO ORDER AT 9:00 A.M. BY THE PRESIDENT OF THE BOARD WITH THE PLEDGE OF ALLEGIANCE TO OUR FLAG. MR. FEATHERS THEN LED THOSE ATTENDING IN PRAYER.

Also attending were Amanda Nicholson from *The Marietta Times* and Clerk Rick Peoples.

**Washington County Commissioners
AGENDA
November 21, 2013**

9:00 Business Meeting
10:30 Judge Lane – Preservation of Records
11:00 Jean Farmer, Marietta Main Street – Goals, Projects, Funding
2:00 Bid Opening – Non-Emergency Transportation Services, Job and Family Services

UNFINISHED BUSINESS

None

NEW BUSINESS

Approve Agenda
Approval of previous meeting's minutes
Bills from various departments
Additional Appropriation - Sewer
Transfer - Auditor
Transfer – Board of Elections
Transfer – Board of Developmental Disabilities
Transfer – County General
Then & Now's
Travel Request – Clerk of Courts
Travel Request – Child Support Enforcement Agency
Letter in Support for 2013 Housing Assistance Grant Program
Title VI Documents, Federal Transit Administration
Letter Requesting Extension for Ingenuity Center Project
Contract for Building Bridges to Careers Coordinator, Family & Children First
Direct Payment Authorization for W.P. Snyder Project
Policy for Limited Bow Hunts of Deer on Washington County Property in the City of Marietta
Court Order for Additional Court Fee to Fund Records Preservation
Resolution – Creation of Special Project Fund

INFORMATION

Change in Weekly Meeting to 9:00 a.m., **Wednesday**, November 27
Courthouse closed, **Thursday**, November 28, for Thanksgiving Day
Courthouse closed, **Wednesday**, December 25, for Christmas Day

RE: AGENDA

Mr. Irvine moved and Mr. Feathers seconded a motion to accept the agenda, with the following adjustments:

Add: Additional Appropriation – Sheriff
Dog Warden Contract with City of Marietta

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

RE: APPROVAL OF MINUTES

Mr. Feathers moved and Mr. Irvine seconded a motion to dispense with the reading of the November 14, 2013 minutes and approve them as submitted.

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

RE: PAYMENT OF BILLS

Mr. Feathers moved and Mr. Irvine seconded a motion to approve the payment of bills from various departments.

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

RE: ADDITIONAL APPROPRIATIONS

Mr. Irvine moved and Mr. Feathers seconded a motion to approve requests for the following additional appropriations:

Sheriff	100-0384-54400	\$ 100,000.00
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A calling of the roll resulted in the following vote: David White aye, Ronald Feathers aye, Timothy Irvine aye. Motion passed.

Mr. Irvine moved and Mr. Feathers seconded a motion to table a request for additional appropriations in the amount of \$27,000.00 for the Sanitary Sewer Fund, pending the receipt of additional information and consultation with the County Auditor and County Administrator.

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

RE: TRANSFERS

Mr. Feathers moved and Mr. Irvine seconded a motion to approve requests for the following transfers:

<u>Department</u>	<u>From</u>	<u>To</u>	<u>Amount</u>
Auditor	100-0510-53000	100-0510-54000	\$ 450.00
Board of Elections	100-0160-53700	100-0160-51500	\$ 220.00
Board of Dev. Disabilities	200-0620-53200	200-0620-52000	\$ 345.32
County General	100-0101-57100	100-0101-53000	\$ 30,000.00

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

RE: THEN & NOW'S

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

<u>Dept</u>	<u>Account</u>	<u>Vendor</u>	<u>Amount</u>
Commissioners	200-2050-53000	Court Witschey	\$ 126.00
Commissioners	200-2050-53000	Court Witschey	\$ 252.00
Commissioners	200-2050-53000	Court Witschey	\$ 225.00
Commissioners	200-2050-53000	Court Witschey	\$ 374.08
Commissioners	200-2050-53000	Court Witschey	\$ 135.00
Commissioners	200-2050-53000	Court Witschey	\$ 133.04

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

RE: TRAVEL REQUESTS

Mr. Feathers moved and Mr. Irvine 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 2013 and any and all amendments subsequent thereto:

Clerk of Courts

Brenda Wolfe: Two-day trip to Columbus to attend OCCA Winter Conference; December 5 & 6, 2013.

Child Support Enforcement Agency

James Miller: One-day trip to Lancaster to attend Attorney Networking Training; November 21, 2013.

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

RE: LETTER OF SUPPORT FOR 2013 HOUSING ASSISTANCE GRANT PROGRAM

Mr. Irvine moved and Mr. Feathers seconded a motion to send the following letter of support to Washington-Morgan Community Action Program for application to the Ohio Department of Development for a FY 2013 Housing Assistance Grant:

November 21, 2013

*David E. Brightbill, Executive Director
Washington-Morgan Community Action Program
218 Putnam Street
Marietta, Ohio 45750*

Re: Support for the 2013 Housing Assistance Grant Program

Dear Mr. Brightbill:

We support your application to the Ohio Department of Development for a FY 2013 Housing Assistance Grant Program. We understand the funds will be used to provide emergency home repairs and handicapped accessibility modifications to housing occupied by low income families.

Washington County has a current Community Housing Improvement Program (CHIP). The demand for emergency home repairs exceeds the availability of funding for these services.

Home repairs are a priority in the Washington County Community Housing Investment Strategy (CHIS).

We look forward to working with you.

Sincerely,

/s/ WASHINGTON COUNTY COMMISSIONERS

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

RE: TITLE VI DOCUMENTS, FEDERAL TRANSIT ADMINISTRATION

Mr. Irvine moved and Mr. Feathers seconded a motion to approve Title VI documents and submittal letter to the Federal Transit Administration, in compliance with FTA Circular 4702.1A, as prepared and presented by Dawn Rauch, Washington-Morgan Community Action Program.

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

RE: LETTER REQUESTING EXTENSION OF INGENUITY CENTER PROJECT GRANTS

Mr. Irvine moved and Mr. Feathers seconded a motion to approve sending a letter to the Ohio Development Services Agency requesting an extension until April 30, 2014 of the grants for the construction of the Southeastern Ohio Port Authority's Ingenuity Center, grant numbers B-D-11-1CY-1 and B-P-11-1CY-1, as prepared by Melissa Zoller, Buckeye Hills-Hocking Valley Regional Development District:

November 21, 2013

Michael A. Hiler, Deputy Chief
Ohio Development Services Agency
77 South High Street
P.O. Box 1001
Columbus, Ohio 43216-1001

Dear Mr. Hiler:

On behalf of Southeastern Ohio Port Authority (SEOPA) we request extensions for project completion until April 30, 2014 for grants B-D-11-1CY-1 and B-P-11-1CY-1. To date, the following components have been completed: foundations, floor slab, stem walls, plumbing underground rough-in, pre-engineered metal building framing, deck levelers, and fire protection main lines. Yet to be completed on the Ingenuity Center are metal wall panels and insulation, metal roof panels, installation of windows, interior partition framing, electrical in-wall rough-in, plumbing in-wall, HVAC in-wall, insulation interior partitions, painting, installation of duct work, fire protection run-outs, lighting, fire alarm system, carpet installation, doors and hardware, sprinkler heads, gas lines, and electrical connection.

Photographs of the current site are enclosed.

We appreciate your consideration of this request, which will allow the project to be completed early in 2014.

Sincerely,

WASHINGTON COUNTY COMMISSIONERS

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

RE: CONTRACT FOR BUILDING BRIDGES TO CAREERS COORDINATOR

Mr. Feathers moved and Mr. Irvine seconded a motion to approve a contract with Tonya Anderson to serve as Building Bridges to Careers Coordinator during the period

November 1, 2013 through October 31, 2014, at the hourly rate of \$20.00 for an average maximum of 30 hours per week, or 1,560 hours annually, as requested by Cindy Davis, Washington County Family & Children First.

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

RE: DIRECT PAYMENT AUTHORIZATION FOR W.P. SNYDER PROJECT

Mr. Irvine moved and Mr. Feathers seconded a motion to approve direct payment from the State of Ohio to contractor Amherst Madison, Inc. for the refurbishment of the *W.P. Snyder, Jr.*, and to allow Mr. White to sign the authorization form, as requested by Fred Smith, Ohio Historical Society.

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

RE: AGREEMENT WITH CITY OF MARIETTA FOR DOG WARDEN SERVICES

Mr. Feathers moved and Mr. Irvine seconded a motion to approve an agreement with the City of Marietta for services of the County's Dog Warden to the City of Marietta during the period November 1, 2013 through December 31, 2014, at the monthly rate of \$550.00, payable monthly to Washington County by the City of Marietta.

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

RE: POLICY FOR LIMITED BOW HUNTS OF DEER ON COUNTY PROPERTY

Mr. Feathers moved and Mr. Irvine seconded a motion to table consideration of a policy allowing limited bow hunts of deer on Washington County property in the City of Marietta, pending conversation with Marietta City Schools.

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

RE: COURT ORDER FOR ADDITIONAL COURT FEE TO FUND RECORDS PRESERVATION

The Commissioners acknowledged receipt of a Court Order from Judge Ed Lane to implement an additional fee of \$20.00 per court case, under Ohio Revised Code 2303.20(A)(Q)(U), for preservation, maintenance, and digitization of files and records of the court required to be maintained in perpetuity.

RE: RESOLUTION TO CREATE SPECIAL PROJECT FUND FOR PRESERVATION OF RECORDS

Mr. Feathers moved and Mr. Irvine seconded a motion to adopt the following resolution:

WHEREAS, Ohio Revised Code 2303.201(E)(1) allows for the creation of special project funds to allow for the efficient operation of a court when additional funds are necessary to acquire and pay for special projects of the court; and

WHEREAS, the Washington County Court of Common Pleas has extensive records and files dating back to 1788 that need to be cleaned, restored, preserved and archived in a digital format to prevent further deterioration, damage and eventual loss of its records and files, and to make the information contained therein available not only now, but in perpetuity, to government officials and to members of the public; and

WHEREAS, the Washington County Court of Common Pleas requests that a special projects fund be created, to be named Court Records Preservation fund, with the fund number 200-0234, into which will be deposited each \$20.00 fee assessed for "Court Records Preservation" by the Clerk of the Washington County Common Pleas Court for all filings of action on and after December 1, 2013.

NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners of Washington County, Ohio that the Washington County Auditor will establish a new fund titled "Court Records Preservation Fund".

BE IT FURTHER RESOLVED that a fee of \$20.00 is implemented beginning December 1, 2013 for each filing of action by the Clerk of the Washington County Common Pleas Court, to be deposited into the Court Records Preservation Fund and to be used for the preservation of permanent records.

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

Judge Lane expressed his appreciation to the Clerk of Courts, the Marietta College Library staff, the Commissioners and his Secretary, who have all been instrumental in this ongoing

effort to preserve important documents reflecting the history of Washington County and the surrounding area. He said Family Search of the Church of Jesus Christ of Latter-day Saints has been contracted to review, repair, and preserve records of Washington County dating back to the 1700's, many of which are historically significant. He noted the organization is not charging the County for this service, which they have performed in many other places. Judge Lane said the County is very fortunate they are willing and able to work with the County, as these documents need to be permanently maintained and must be accessible to the public. He said Family Search has a reputation for doing good quality work in the area of records preservation. Judge Lane said the Clerk of Courts will begin to collect an additional \$20.00 for each court case filing to help offset costs to preserve records after Family Search completes their service to the County. If there are electrical modifications needed in the Courthouse to facilitate the work by Family Search, this fund might also be a source from which to pay for those modifications.

RE: MARIETTA MAIN STREET

Jean Farmer, Executive Director of Marietta Main Street, and David Schramm, President of the Marietta Main Street Board of Directors, provided to the Commissioners historical background on their organization. Ms. Farmer noted Main Street was formerly ReStore Marietta, which was the collaboration of efforts by Marietta Merchants Association, Friends of Front Street, and Harmar Merchants Association. In July of 2013 ReStore Marietta became Marietta Main Street, the 24th such "Main Street" in Ohio. Ms. Farmer described the committees within Main Street, whose ultimate goal is to revitalize the downtown area of the City of Marietta. She explained that her funding originates from partner dues, promotions, and public funds from the City. Their hope is that the County will also contribute to their budget. Ms. Farmer noted they sponsor a variety of activities each year, including the flower baskets, the Merchants & Artists Walks, and the Red, White & Blues Fest. She said the City of Marietta provided \$10,000 to Marietta Main Street this year, and that will increase to \$15,000 next year. She invited the Commissioners to appropriate up to \$10,000 for next year on behalf of Washington County.

Mr. Schramm noted the value of Marietta Main Street extends to beyond the city limits into the County. He said there is excellent return-on-investment, which is why he remains active with the organization.

President White said the County's budget is a work-in-progress. He reminded all that the County has two cities, not just Marietta, and five villages. He suggested it might be difficult for the Commissioners to financially support efforts in the City of Marietta, but not the efforts in Belpre, Lowell, New Matamoras, etc.

Commissioner Feathers informed the Marietta Main Street representatives the Commissioners are currently entertaining requests from all County departments and select community organizations. He commented the requests total more than \$17 M, while anticipated revenue is only \$13.5 M.

Ms. Farmer encouraged financial support from the Commissioners, as the City of Marietta is the County seat. As such, she indicated, the City needs to remain vibrant, attractive and commercially viable.

The Commissioners expressed their appreciation to Ms. Farmer and Mr. Schramm for the information they provided, and congratulated them on the efforts of Marietta Main Street.

RE: EXECUTIVE SESSION

Mr. Feathers moved and Mr. Irvine seconded a motion to enter Executive Session to consider the employment and/or compensation of a public employee.

A calling of the roll resulted in the following vote: David White aye, Ronald Feathers aye, Timothy Irvine aye. Motion passed, and the Commissioners entered Executive Session at 11:35 a.m.

The Commissioners returned to Regular Session at 11:46 a.m.

RE: BID OPENING, NON-EMERGENCY TRANSPORTATION SERVICES, JFS

At 2:00 p.m. the Commissioners opened the one sealed bid received for the Non-Emergency Transportation Services for Job and Family Services (JFS). Attending the bid opening were David Brightbill, Executive Director of Washington-Morgan Community Action Program, Tom Ballengee, Director of Job and Family Services, and Dawn Lucas, Clerical Supervisor for Job and Family Services.

The only bid received was from Washington-Morgan Community Action Program. President White noted the bid included a 5% bid guaranty check, proof of liability and Workers Compensation insurance, and a cost breakdown. He asked Mr. Ballengee and Ms. Lucas to review the bid and make a recommendation at a later date.

RE: ADJOURNMENT

Mr. Irvine moved and Mr. Feathers seconded a motion to adjourn.

A calling of the roll resulted in a unanimous vote in favor. The meeting adjourned at 2:10 p.m.

_____, President

_____, Vice President

_____, Member

_____, Clerk