

Minutes for September 28, 2023

Commissioners Present: Cameron, Bell, Crooks
Staff Present: Beth Iden

RES 23-0994 Meeting was called to order at 9:15 a.m. on the motion of Commissioner Cameron and the second of Commissioner Bell.
Vote was Cameron, aye; Bell, aye; Crooks, aye. Motion carried.

Commissioner Cameron moved to approve the payment of bills, pending review.
Seconded by Commissioner Bell.
Vote was Cameron, aye; Bell, aye; Crooks, aye. Motion carried.

The following legislation was now considered:

RESOLUTION 23-0995 approve the line item transfer of monies within Fund Number 001 as requested by Beth Iden, Deputy Clerk, as follows:

LINE ITEM TRANSFER OF MONIES

<u>From Line Item</u>	<u>To Line Item</u>	<u>Amount</u>
001-115-503001 Supplies & Other	001-115-504001 Contract Services	\$10,000.00

Motion made by Commissioner Crooks, seconded by Commissioner Bell.
Roll call: Cameron, aye; Bell, aye; Crooks, aye. Motion carried.

RESOLUTION 23-0996 approve the line-item transfer of monies within Fund Number 046 as requested by Mark C. Fleegle, Judge, as follows:

LINE ITEM TRANSFER OF MONIES

<u>From Line Item</u>	<u>To Line Item</u>	<u>Amount</u>
046-240-507001-Misc. Expenses	046-240-504001-Contract Services	\$3,000.00

Motion made by Commissioner Bell, seconded by Commissioner Crooks.
Roll call: Cameron, aye; Bell, aye; Crooks, aye. Motion carried.

RESOLUTION 23-0997 approve the Supplemental Appropriation of Funds within Fund Number 033, for the Muskingum County Juvenile Court, as requested by Rachael Dille, Finance Manager of Juvenile Court.

SUPPLEMENTAL APPROPRIATION OF FUNDS

<u>Description</u>	<u>Account Code</u>	<u>Amount</u>
Incentives	033-244-504344	\$1,832.00

Motion made by Commissioner Crooks, seconded by Commissioner Bell.
Roll call: Cameron, aye; Bell, aye; Crooks, aye. Motion carried.

RESOLUTION 23-0998 authorize Todd A. Hixson to travel to the county Treasurers Association of Ohio Fall Conference in Dublin, Ohio, November 14th, 15th, & 16th, 2023.

Requested by Todd Hixson, Muskingum County Treasurer.
Estimated cost: \$750.00
Motion made by Commissioner Bell, seconded by Commissioner Crooks.
Roll call: Cameron, aye; Bell, aye; Crooks, aye. Motion carried.

RESOLUTION 23-0999 approve the line item transfer of monies within Fund Number 128 as requested by Marlee Gibson, Director of Board of Elections, as follows:

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LINE ITEM TRANSFER OF MONIES

<u>From Line Item</u>	<u>To Line Item</u>	<u>Amount</u>
128-112-506001-Equip & Maint.	128-112-503001-Supplies & Other Exp.	\$1,160.03
128-112-504160-Election Workers	128-112-503001-Supplies & Other Exp.	\$ 307.00
128-112-504161-Judges & Clerks	128-112-503001-Supplies & Other Exp.	\$ 444.30
128-112-502003-Medicare	128-112-502003-PERS	\$ 131.21

Motion made by Commissioner Crooks, seconded by Commissioner Bell.

Roll call: Cameron, aye; Bell, aye; Crooks, aye. Motion carried.

RESOLUTION 23-1000 approve the line item transfer of monies within Fund Number 001 as requested by Beth Iden, Deputy Clerk, as follows:

LINE ITEM TRANSFER OF MONIES

<u>From Line Item</u>	<u>To Line Item</u>	<u>Amount</u>
001-111-504117 Staff & Training	001-111-506001 Equip & Maintenance	\$10,000.00

Motion made by Commissioner Bell, seconded by Commissioner Crooks.

Roll call: Cameron, aye; Bell, aye; Crooks, aye. Motion carried.

RESOLUTION 23-1001 authorize 17 employees to attend the Bridges Out of Poverty at Twin City Opera House in McConnelsville, Ohio on October 17, 2023. Requested by Amy Sprankle, MCJFS

Estimated cost: \$522.69

Motion made by Commissioner Crooks, seconded by Commissioner Bell.

Roll call: Cameron, aye; Bell, aye; Crooks, aye. Motion carried.

RESOLUTION 23-1002 authorize Cindy Rodgers to attend The Ohio Recordors' Association 97th Annual Winter Conference on Monday, November 13th thru Wednesday, November 15th, 2023 at the Hilton Columbus/Polaris. Requested by Cindy Rodgers, Recorder.

Estimated cost: \$345.00

Motion made by Commissioner Bell, seconded by Commissioner Crooks.

Roll call: Cameron, aye; Bell, aye; Crooks, aye. Motion carried.

RESOLUTION 23-1003 approve the Supplemental Appropriation of Funds within Fund Number 161, for the Muskingum County Prosecuting Office, as requested by Ron Welch, Prosecuting Attorney.

SUPPLEMENTAL APPROPRIATION OF FUNDS

<u>Description</u>	<u>Account Code</u>	<u>Amount</u>
Employee Salaries	161-405-501002	\$18,500.00
Medicare	161-405-502001	\$ 300.00
PERS	161-405-502003	\$ 2,600.00
Insurance	161-405-502003	\$ 4,592.70

Motion made by Commissioner Crooks, seconded by Commissioner Bell.

Roll call: Cameron, aye; Bell, aye; Crooks, aye. Motion carried.

RESOLUTION 23-1004 approve the establishment of new fund, number 157, which does *not* require approval of the State Auditor's Office, and line items as requested by Ron Welch, Prosecuting Attorney for the Muskingum County Prosecutors Office.

ESTABLISH NEW FUND

Purpose of New Fund

To reflect activity of the Victim Criminal Assistance Act Grant. The Victim Witness Coordinator and Victim Advocate assist victims with their hearings at Common

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Pleas Court, County Court, and Juvenile Court. The State And Federal grant revenues are derived from the Office of The Attorney General, which are received on a quarterly and or monthly basis. The expenditures are used solely for The wages of the Victim Witness Coordinator and Victim Advocate, no fringe benefits can be charges to this fund.

Fund Number
Fund Name
Department
Award Amount
Function
Grant Period
Grant Administrator
Grant Type

157
 23-24 Victim Criminal Account Grant
 Prosecutor #405
 SVAA \$40,400.00/VOCA \$26,000.00
 Public Safety
 10/01/2023 through 09/30/2024
 Sacha Daniels
 Special Revenue-State and Federal Grant

LINE ITEMS TO BE CREATED

Revenue:	Description	Fund	Dept.	Account Code
	State Grant-OAG	157	000	409057
	VOCA Grant- OAG	157	000	409060
	Advance In	157	000	414001
	Transfer In	157	000	414002

Expenditures:	Description	Fund	Dept.	Account Code
	Employee Salaries	157	405	501002
	Medicare	157	405	502001
	PERS	157	405	502003
	Insurance	157	405	502004
	Workers Comp	157	405	502009
	Advance Out	157	405	510001
	Supplies	157	405	503001
	Trainings	157	405	504110
	Dues	157	405	504130
	Transfer Out	157	405	510002
	Excess Local Share	157	405	550276

Motion made by Commissioner Bell, seconded by Commissioner Crooks.

Roll call: Cameron, aye; Bell, aye; Crooks, aye.

Motion carried.

RESOLUTION 23-1005 approve the line item transfer of monies within Fund Number 001 & fund to fund transfer as requested by Ron Welch, Prosecuting Attorney, as follows:

LINE ITEM TRANSFER OF MONIES

<u>From Line Item</u>	<u>To Line Item</u>	<u>Amount</u>
001-105-501002-Employee Salaries	001-999-510002-Transfer Out	\$4,000.00
001-105-502001-Medicare	001-999-510002-Transfer Out	\$ 300.00
001-105-502003-PERS	001-999-510002-Transfer Out	\$2,600.00
001-105-502004-Insurance	001-999-510002-Transfer Out	\$4,592.70

FUND TRANSFER OF MONIES

<u>From Fund</u>	<u>To Fund</u>	<u>Amount</u>
001-999-510002-General Fund	157-000-414002-Victim Criminal Act	\$11,492.70

Motion made by Commissioner Crooks, seconded by Commissioner Bell.

Roll call: Cameron, aye; Bell, aye; Crooks, aye.

Motion carried.

RESOLUTION 23-1006 accept and sign the FY 2024/2025 Community Corrections Program 407 Subsidy Grant Agreement Addendum, requested by Melanie Richert, Chief Probation Officer.

Motion made by Commissioner Bell, seconded by Commissioner Crooks.

Roll call: Cameron, aye; Bell, aye; Crooks, aye.

Motion carried.

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RESOLUTION 23-1007 adopts the following resolution:

WHEREAS, it is required by the Ohio Revised Code that each County Department of Job and Family Services renew their PRC plan every two years and the plan renewal date for Muskingum County is October 1, 2023, and

WHEREAS, in 2003, the County Commissioners appointed the Family and Children First Board as the Family Services Planning Committee for the PRC program in Muskingum County, and

WHEREAS, the Muskingum County Job and Family Services has prepared their renewal and submitted it to the Family Services Planning Committee for review, and

WHEREAS, on August 02, 2023, the Family Services Planning Committee reviewed and adopted the PRC plan,

BE IT RESOLVED, that this Board of County Commissioners of Muskingum County, Ohio does hereby approve and authorize that it be renewed effective October 1, 2023

Motion made by Commissioner Crooks, seconded by Commissioner Bell.

Roll Call: Cameron, aye; Bell, aye; Crooks, aye.

Motion carried.

RESOLUTION 23-1008 approve the renewal of the special fund as required by Ohio Revised Code 317.321 for the Muskingum County Recorder's office as requested by Cindy Rodgers, Muskingum County Recorder. These moneys are to be placed in the County Treasury and designated as "General Fund Moneys to supplement the future equipment needs of the County Recorder, now be it further

RESOLVED, that the Board of County Commissioners of Muskingum County, Ohio does approve \$4.00 of the fee collected for filing or recording a document for which a fee is charged be placed in this fund for a period of five years ending on January 1, 2029.

Motion made by Commissioner Crooks, seconded by Commissioner Bell.

Roll call: Cameron, aye; Bell, aye; Crooks, aye.

Motion carried.

Commissioner Cameron reported that Don Madden, Projects Manager, said that Mark Zanghi, Assistant Prosecutor, has signed the Site Title Agreement for the Licking View project. All documents are to be finalized and submitted by Friday, Oct. 6, 2023.

Danny Brenneman, Job and Family Director, came to give updates to the Commissioners.

- The PRC plan for Job and Family was approved
- His department is now fully staffed and going smoothly

The following legislation was now considered:

RESOLUTION 23-1009 declare an Executive Session at 9:43 a.m. for the purpose of discussing a Personnel Matter pertaining Muskingum County Job and Family Services. This session ended about 10:33 a.m.

Motion made by Commissioner Crooks, seconded by Commissioner Bell.

Roll call: Cameron, aye; Bell, aye; Crooks, aye.

Motion carried.

Sheriff Lutz came to see the Commissioners.

The following legislation was now considered:

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RESOLUTION 23-1010 declare an Executive Session at 10:38 a.m. for the purpose of discussing a Personnel Matter pertaining to the Muskingum County Sheriff. This session ended about 12:12 p.m.

Motion made by Commissioner Cameron, seconded by Commissioner Bell.

Roll call: Cameron, aye; Bell, aye; Crooks, aye. Motion carried.

Scott Lee, Facilities Supervisor, came to give updates.

- ADA Area of Rescue has been completed in the Hixson Building
- Scott presented estimates on a fire alarm system for the Hixson Building
 - Estimates James Electric \$48,763.00
 - Brown Security \$40,405.70

The majority of smoke detectors will be installed in the Records area of the building
Experience and background were considered with James
James, also included evacuation route
Commissioners appreciated those that submitted bids

The following legislation was now considered:

RESOLUTION 23-1011 accept the estimate from James Electric Security for the fire alarm system installation at the Hixson Building at a total cost of \$48,763.00.

Motion made by Commissioner Cameron, seconded by Commissioner Bell.

Roll call: Cameron, aye; Bell, aye; Crooks, aye. Motion carried.

Scott reported that the repair to the Courthouse roof, damaged from the hailstorm, will be completed next week.

- Scott is working on getting estimates for re-tinting the jail entrance front window
- The courthouse landscaping is almost complete, took approximately 2 weeks

Robert Moore, I.T. came to give updates.

- Rubrik system will be used for the County Disaster Recovery, this will replace the Arc Serve system
- The Commissioners were in agreement to approve purchasing the new system

Commissioner Crooks requested the courthouse Christmas lights be turned on November 17th for the Storybook Christmas program.

Commissioner Bell moved to approve the minutes of the 09.18.2023 session. Commissioner Cameron seconded. Vote was Cameron, aye; Bell, aye; Crooks, aye. Motion carried.

Commissioner Crooks moved to approve the minutes of the 09.21.2023 session. Commissioner Bell seconded. Vote was Cameron, aye; Bell, aye; Crooks, aye. Motion carried.

Commissioner Cameron placed a call to Mark Zanghi, Assistant Prosecutor, left message.

Commissioner Cameron reported Marlee Gibson, B.O.E., reported Gratiot paid the invoice for the cost of the special election.

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- Commissioner Bell had spoken with Tom Roberts, Hopewell, regarding the townships portion of the special election cost. He is aware now that it needs to be paid.

Andy Roberts, Land Bank, and Eric Reed, County Administrator, attended the meeting regarding results of the parking study survey of downtown Zanesville.

Mark Zanghi, Assistant Prosecutor, returned the call pertaining to the County property at the corner of Richards Road and Chandlersville Road.

- A sign will need to be in place stating subject to tow if in violation of the No Parking zone
- Mark Zanghi asked if Mark Eicher, County Engineer, would have concrete barriers available to place on the corner. Commissioner Cameron will ask him tonight
- Commissioners will ask Mark Eicher if he wants to add to the existing sign or put up an additional sign stating vehicles will be towed

Discussion on Coconis wanting to place a sign on County property in front of their business.

- Mark will contact Andy Roberts, GIS, to discuss need of an encroachment or road vacation

Blighted properties discussion with Mark Zanghi.

- Demolition bids can be advertised on the County website
- Bids can be for demolition of each separate property or for the total demolition of all identified blighted properties
- Eric Reed, County Administrator, will draft a letter for blighted properties

Discussion with Mark Zanghi on modifying the sewer department policy for cost of service calls.

- Modification can be sent to residents by letter and noted on the water bills
- Outline of acceptable and non-acceptable flushable items
- Policy will state that homeowners will be responsible for cost to repair exterior damage to grinder pumps or manhole covers.

Further discussion on the property owned by the County on Richards Rd.

The following legislation was now considered:

RESOLUTION 23-1012 authorize the Engineer to place “No Parking-Subject to Tow at Owners Expense in Violation of the No Parking Zone” sign on County owned property at the intersection of Richards Road and SR146

Motion made by Commissioner Bell, seconded by Commissioner Crooks.

Roll call: Cameron, aye; Bell, aye; Crooks, aye.

Motion carried.

Eric Reed, County Administrator, gave updates from the Parking Study of downtown Zanesville.

- There are 4,473 private and public parking spaces
- 18% on street spaces
- 82% off street spaces
- 39% public spaces

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- 61% private spaces
- Over 900 responded to the Parking Study survey
 - Two underlying issues
 - Enforcement of parking time limit is not enforced
 - Signage is minimal, they don't know where to go to park
- Eleven churches have 500 vacant spaces
- The issue is they are not all close to where people are going, but you can walk to any area within 10 minutes
- Two thirds of the parking spaces on the street are vacant during the day

Eric presented the final Pay App from G&M for Avondale windows project (\$22,221.20)

Eric handed out a copy of his scope of work draft for the interior of the Courthouse rotunda.

Eric has drafted a letter for blighted properties and can submit to Andy Roberts, Land Bank, and Mark Zanghi, Assistant Prosecutor, for their approval.

Commissioner Crooks asked the other Commissioners if they had a chance to look at the Aggregation letter that will be sent to the township trustees. Eric will email the letter to the township trustees and fiscal officers.

CCAO meeting will be on Thursday, Oct 12, 23 at 9:00-9:30 a.m. A new program introducing County Benefits Plus to the County will be introduced.

Commissioner Cameron reported that Marlee Gibson, B.O.E. Director wanted to inform the Commissioners that the Board of Elections was granted a \$40,000.00 grant to be used for security doors.

Commissioner Bell asked if Eric had talked to Jeff Jadwin, EMA Director, about applying for the railroad grants. Commissioner Bell will email Jeff.

Commissioner Cameron said she talked to Debbie Nye, Auditor, about Juvenile Court wanting credit cards for 11 employees and why she did not approve on Resolution.

- Commissioner Crooks said she asked Debbie Nye to come to session and talk about the budget and credit cards.
- Tina Hubner, Assistant, replied to all the questions.
- Stephanie Spencer, Chief Administrator will draft a new credit card policy for the county.

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With no further business being before the Board, the meeting was adjourned at approximately 3:46 p.m. on the motion of Commissioner Cameron and the second of Commissioner Bell.


Cindy S. Cameron


Melissa J. Bell


Mollie S. Crooks

This is a condensed version of today's session. For a more detailed account, feel free to request a DVD recording.