

Minutes for October 06, 2022

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

RES 22-0986 Meeting was called to order at 10:00 a.m. on the motion of Commissioner Cameron and the second of Commissioner Porter.
Vote was Crooks, aye; Porter, aye; Cameron, aye. Motion carried.

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

The following legislation was now considered:

RESOLUTION 22-0987 hereby appoint Larisa Harper to the Mental Health & Recovery Services Board of Directors with a term to commence October 06, 2022 and end on June 30, 2026. Requested by Misty Cromwell, Executive Director.
Motion made by Commissioner Cameron, seconded by Commissioner Porter.
Roll call: Crooks, aye; Porter, aye; Cameron, aye. Motion carried.

RESOLUTION 22-0988 approve the line item transfer of monies within Fund Number 001 as requested by Maria Kalis, Judge for Domestic Court, as follows:

LINE ITEM TRANSFER OF MONIES

<u>From Line Item</u>	<u>To Line Item</u>	<u>Amount</u>
001-247-501002-Employee Salaries	001-247-504001- Contract Services	\$4,000.00

Motion made by Commissioner Porter, seconded by Commissioner Cameron.

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

RESOLUTION 22-0989 approve the line item transfer of monies within Fund Number 001 as requested by Jason Baughman, Chief Building Official as follows:

LINE ITEM TRANSFER OF MONIES

<u>From Line Item</u>	<u>To Line Item</u>	<u>Amount</u>
001-456-503001- Supplies & other Exp	001-456-504396- Treasurer State of Ohio/BBS	\$3,000.00

Motion made by Commissioner Cameron, seconded by Commissioner Porter.

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

RESOLUTION 22-0990 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>
001-102-507001- Misc Expenses	001-102-503001-Supplies & Other Exp.	\$1,200.00

Motion made by Commissioner Porter, seconded by Commissioner Cameron.

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

RESOLUTION 22-0991 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>
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001-115-503001-Supplies & other Exp. 001-115-506001- Equip & Maint. \$10,000.00

Motion made by Commissioner Cameron, seconded by Commissioner Porter.

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

Motion carried.

RESOLUTION 22-0992 hereby Re- Appoint Greg Adams to the Muskingum County Library Board with a term to commence April 2023 and end on April 2030.

Motion made by Commissioner Porter, seconded by Commissioner Cameron.

Roll call: Crooks, aye; Porter, aye; Cameron, aye

Motion carried.

RESOLUTION 22-0993 approve the line item transfer of monies within Fund Number 020 as requested by Shannon Bell, Executive Director, as follows:

LINE ITEM TRANSFER OF MONIES

<u>From Line Item</u>	<u>To Line Item</u>	<u>Amount</u>
020-585-503011-Medications	020-585-503013-TB Medications	\$10,000.00

Motion made by Commissioner Cameron, seconded by Commissioner Porter.

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

Motion carried.

RESOLUTION 22-0994 accept and sign Contract between Board of County Commissioners, Muskingum County, Ohio and Covic Connections, Inc. for Rural Services Building Cleaning Services (225 Underwood Street), to be effective October 01, 2022.

Motion made by Commissioner Porter, seconded by Commissioner Cameron.

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

Motion carried.

RESOLUTION 22-0995 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>
001-111-506001-Equip & Maint.	001-111-503001- Supplies & other Exp.	\$1,000.00

Motion made by Commissioner Cameron, seconded by Commissioner Porter.

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

Motion carried.

RESOLUTION 22-0996 approve the line item transfer of monies within Fund Number 128 as requested by Marlee Gibson, as follows:

LINE ITEM TRANSFER OF MONIES

<u>From Line Item</u>	<u>To Line Item</u>	<u>Amount</u>
128-112-504161-Judges& Clerks	128-112-507027-Remit to State	\$6,545.27
128-112-501002-Employee Salaries	128-112-507027-Remit to State	\$2,244.44
128-112-501005-Seas. Elect. Workers	128-112-507027-Remit to State	\$5,736.41
128-112-502013-Travel & Training	128-112-507027-Remit to State	\$ 9.00
128-112-504001-Contract Serv.	128-112-507027-Remit to State	\$3,624.24
128-112-504007-Contract Repairs	128-112-507027-Remit to State	\$ 875.76
128-112-504160-Election Workers	128-112-507027-Remit to State	\$2,671.87

Motion made by Commissioner Porter, seconded by Commissioner Cameron.

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

Motion carried.

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RESOLUTION 22-0997 approve the line item transfer of monies within Fund Number 128 as requested by Marlee Gibson, as follows:

LINE ITEM TRANSFER OF MONIES

<u>From Line Item</u>	<u>To Line Item</u>	<u>Amount</u>
128-112-503001-Supplies & Other	128-112-504120-Advertising & Printing	\$11,437.77
128-112-504161-Judges & Clerks	128-112-504120-Advertising & Printing	\$ 1,312.23

Motion made by Commissioner Cameron, seconded by Commissioner Porter.

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

RESOLUTION 22-0998 approve and authorize Mollie S. Crooks to sign on behalf of the Board of Muskingum County Commissioners the Pay Request Number Eleven (11) in the amount of \$53,374.34 to Flecto, LLC for the K-9 Adoption Center. (see attached)

Motion made by Commissioner Porter, seconded by Commissioner Cameron.

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

RESOLUTION 22-0999 authorize Cindy Rodgers to attend the Ohio Recorders Association 96th Annual Winter Conference at the Hilton Columbus/Polaris 8700 Lyra Drive, Columbus, Ohio on Monday, November 14th thru Wednesday, November 16th, 2022. Requested by Cindy Rodgers, Muskingum County Recorder.

Estimated cost: \$486.88

Motion made by Commissioner Cameron, seconded by Commissioner Porter.

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

RESOLUTION 22-1000 approve and authorize the payment for Muskingum County employees to receive a flu shot from Rambo Memorial Health Center.

Motion made by Commissioner Porter, seconded by Commissioner Cameron.

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

RESOLUTION 22-1001 approve the Supplemental Appropriation of Funds within Fund Number 075, for the Muskingum County Community Development, as requested by Kyle Dunn, Director.

SUPPLEMENTAL APPROPRIATION OF FUNDS

<u>Description</u>	<u>Account Code</u>	<u>Amount</u>
Contract Repairs	075-375-504007	\$11,100.00

Motion made by Commissioner Cameron, seconded by Commissioner Porter.

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

Commissioner Cameron said Steve Dillon, Falls Township Trustee, sent a message that he contacted ODNR for Falls Township about the Melody Lake and the spillway issue. ODNR said the project is too small. Steve Dillon said he would contact the residents in that area.

Shannon Bell, Rambo Health Clinic Director, came into session to see the Commissioners.

The following legislation was then considered:

RESOLUTION 22-1002 declare an Executive Session at 10:15 a.m. for the purpose of discussing matters required to be kept confidential by federal law, federal rules or state statutes, of the Muskingum County Rambo Health Clinic. This session ended about 10:36 a.m.

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Motion made by Commissioner Cameron, seconded by Commissioner Porter.

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

Motion carried.

Danny Brenneman, Director Muskingum County Job and Family Services, came into session.

The following legislation was then considered:

RESOLUTION 22-1003 declare an Executive Session at 10:37 a.m. for the purpose of discussing an employee performance evaluation Matter of the Muskingum County Commissioner. This session ended about 10:50 a.m.

Motion made by Commissioner Cameron, seconded by Commissioner Porter.

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

Motion carried.

Commissioner Crooks mentioned the email from Mark Zanghi regarding the expense reimbursement policy for meals that Pam Davis, Human Resources, had sent out.

- Mark Zanghi said the prosecutor's office felt the amount for per diem meal expenses did not meet current government service standards amount and should be \$59-\$79 per day
- Commissioner Crooks said her conversation with Pam had more to do with meals being provided at conferences
- Commissioner Cameron said Ron Welch, Prosecutor, could set his own dollar amount and attach it to the expense report for the Resolution
- Commissioner Porter is going to keep his comments to himself
 - Why have policy then if they can do whatever they want?
 - Commissioner Porter has no intention to change. Pam did her due diligence and researched it, she is our H.R. person and she recommended it and that's what we did
 - Commissioner Cameron said we agreed and decided and passed the Resolution already
 - The Board agreed not to make a change in the policy, as an elected official the Prosecutors may adopt per diem amounts and attach that policy to any travel

Eric Reed, ARPA Compliance Officer, came in to give updates to the Commissioners.

- HUD
 - Received the HUD Grant agreement and subsequently got the Assistance Award notifications that Gary will sign as the recipient
 - The County has to sign up for the D.R.G.R (Disaster Recovery Grant Reporting) accounting system to draw down funds
 - The Commissioners will need to sign the grant agreement

The following legislation was then considered:

RESOLUTION 22-1004 authorize to sign on behalf of Muskingum County Commissioners, the "FY 2022 Community Project Funding Grant Agreement No. B-22-CP-OH-0728" for the Avondale Youth Center's Energy Efficiency Project, requested by Eric Reed, ARPA Compliance Officer.

Motion made by Commissioner Cameron, seconded by Commissioner Porter.

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

Motion carried.

Eric said he talked to Gary about the LED lighting at Avondale and Appleman's said they would be starting next week.

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Fairgrounds

- Eric presented a quote from School In regarding the display boards for the Junior Fair Board

Eric reported that Marlee Gibson, Board of Elections. is inquiring about ARPA money. She is in the process of replacing poll pads used on election day at polling locations.

- Marlee provided an estimate of a 3 year agreement at \$194,100
- Eric told her he would bring it up for discussion
- Commissioner Crooks said their commitment already exceeds amount available
- Commissioner Porter said often times they get reimbursed from the State...didn't they just do this
- Commissioner Cameron said we are not doubting it qualifies, but ARPA money is not available
- The Commissioners said this could be something they talk about during budget discussions
- All agreed for Eric to tell her ARPA funding is not available

Commissioner Cameron asked Eric what the Transitions ARPA request was for and did they have it spelled out what they were going to use it for?

- Eric said they asked for \$50,000 because of increase in staffing and operational expenses due to case loads from COVID
- Commissioner Crooks said she had a conversation with Pam from Transitions after the application and Pam said they got money cut from their governmental funding
- Eric said he will look at the original ARPA application again because he doesn't recall that being in the application. He will get a copy for Commissioner Cameron

Commissioner Cameron discussed the money for the bathroom project at the fairgrounds.

Commissioner Porter said to give it to someone else.

Eric will discuss the new display boards with the fair board. Commissioner Porter said the fair board has to approve them. Commissioner Cameron said she didn't think they would oppose since the Commissioners are paying for them.

Commissioner Porter asked if the .25% sales tax figures from the Auditor have been provided, yet.

Commissioner Crooks said she asked the Auditor to bring them to the meeting today.

Commissioner Crooks asked why the estate of Ron Welsh, Guardian Ad Litem, still gets mileage fee reimbursement.

Commissioner Cameron said Andrea in Probate would probably know the answer.

Commissioner Porter asked if the City pays the Humane Officer mileage as well as the County.

- Commissioner Crooks said no – the mayor gave her a significant raise and said she could use that however she wants
- Commissioner Porter asked why is it the County responsibility totally
- Commissioner Cameron said we pay everyone else's mileage, she could have a car if one was available

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- Commissioner Crooks noted at one time the Humane Officer was a county employee

Mackenzie Hill, Benefits Administrator, came into session.

- Tru Data email response was discussed regarding start up fee and starting effective date
- The Commissioners agreed to pay starting fee Dec 01, 2022 and be effective February 01, 2023
- Kenzie asked if the Resolution was approved for the County to pay for county employees flu shots was approved today...yes it was.

Commissioner Crooks said that Carolyn Hughes, Humane Officer, is using new expense forms provided to her for mileage and will test them out for October to see if it saves her time.

The Commissioners adjourned for lunch to resume session at 1:30 p.m.

Eric Ratts, Principal Architect and Jennifer Shuey, Marketing with DLZ came to follow up on the previous Muskingum County Jail Feasibility Study.

Debra Nye, County Auditor; Jason Hasor, Bailiff for Judge Fleegle; Mark Zanghi, Assistant Prosecutor; Wendy Sowers, Clerk of Courts; and Andy Roberts, GIS, Land Bank, Planning Commission were also in attendance. Sheriff Lutz joined the meeting by phone.

- Eric went over the steps needed to prepare and submit the jail grant application
- Price per bed was discussed
- Sheriff Lutz will need jail committee meetings first, in order to get involved in the decisions. The deadline to submit the grant is Nov. 30, 2022
- Sheriff Lutz said the Commissioners need to take the charge along with the jail committee as to how big to build, what can be afforded, number of beds, employees and then that information can be given to Eric

Matt Abbott, Executive Director, Port Authority came in to see the Commissioners.

- Enterprise Zone for Barcel U.S.A., LLC was discussed

The following legislation was then considered:

RESOLUTION 22-1005 approve the 10 year 50% Tax Credit for the Enterprise Zone 244D Agreement between the County of Muskingum and Barcel USA, LLC. (see attached)

Motion made by Commissioner Porter, seconded by Commissioner Cameron.

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

Motion carried.

Commissioner Porter left the session at 3:10 p.m.

Debra Nye, Auditor, talked to the Commissioners regarding credit cards for County use.

- Personal credit cards should not be used for County purchases
- Goal is to have all departments go through a bank that does not offer rewards
- Policies are set up so the person can come to the Commissioners and give a reason why they need a credit card and what their uses would be
- If Commissioners agree, there would be a procedure that they would sign off
- A shared folder on Outlook 365 could be created to keep records of all credit card holders

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- A policy and procedure packet is available to request a county card

The following legislation was then considered:

RESOLUTION 22-1006 approve and authorize the establishment of the following credit card for the Muskingum County Clerk of Court with an average credit limit of \$5,000.00.
ALSO, BE IT RESOLVED, to approve and sign the application for such credit card and
AND ALSO, BE IT RESOLVED, to sign the County Credit Card Cardholder

Acknowledgement.

<u>Name of Vendor</u>	<u>Number of Cards</u>	<u>Authorized Signors</u>
The Community Bank	1	Wendy Sowers Christina Binkley

Motion made by Commissioner Cameron, seconded by Commissioner Crooks.

Roll call: Crooks, aye; Porter, absent; Cameron, aye. Motion carried.

Discussion on figures for the debt service payment for a new jail. Concerns about paying for new jail for 30 years.

Debbie said money will have to be set aside every month toward the payment.

Commissioner Cameron moved to approve the minutes of the Sept. 29, 2022 session with changes, seconded by Commissioner Crooks.

Vote was Crooks, aye; Porter, absent; Cameron, aye. Motion carried


Commissioner Cameron moved to approve the minutes of the Sept. 22, 2022 session with changes, seconded by Commissioner Crooks.

Vote was Crooks, aye; Porter, absent; Cameron, aye. Motion carried

Commissioner Cameron moved to approve the minutes of the Sept. 26, 2022 session with changes, seconded by Commissioner Crooks.

Vote was Crooks, aye; Porter, absent; Cameron, aye. Motion carried

With no further business being before the Board, the meeting was adjourned at approximately 4:00 p.m. on the motion of Commissioner Cameron and the second of Commissioner Crooks.


Mollie S. Crooks


James W. Porter


Cindy S. Cameron

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