

COMMISSIONERS JOURNAL NO. 63 - DELAWARE COUNTY
MINUTES FROM REGULAR MEETING HELD JULY 9, 2015

THE BOARD OF COMMISSIONERS OF DELAWARE COUNTY MET IN REGULAR SESSION ON THIS DATE WITH THE FOLLOWING MEMBERS PRESENT:

Present:
Gary Merrell, President
Barb Lewis, Vice President

RESOLUTION NO. 15-804

IN THE MATTER OF APPROVING THE ELECTRONIC RECORD OF THE PROCEEDINGS FROM REGULAR MEETING HELD JULY 6, 2015:

It was moved by Mrs. Lewis, seconded by Mr. Merrell to approve the following:

WHEREAS, the Board of Commissioners of Delaware County, Ohio (the "Board") met in regular session on July 6, 2015; and

WHEREAS, the Clerk of the Board has certified, pursuant to section 305.12 of the Ohio Revised Code, that the entire record of the proceedings at that meeting is completely and accurately captured in the electronic record of those proceedings;

NOW, THEREFORE, BE IT RESOLVED that the Board hereby approves the electronic record of proceedings at the previous meeting.

Vote on Motion Mr. Merrell Aye Mrs. Lewis Aye

PUBLIC COMMENT

ELECTED OFFICIAL COMMENT

RETIREMENT RECOGNITION, DEBORAH DUKE

RESOLUTION NO. 15-805

IN THE MATTER OF APPROVING PERSONNEL ACTIONS:

It was moved by Mrs. Lewis, seconded by Mr. Merrell to approve the following:

The Interim Director of Emergency Services recommends hiring Bailey Barnhart as a telecommunicator with 911; effective July 13, 2015.

Therefore Be it Resolved, the Board of Commissioners approve hiring Bailey Barnhart as a telecommunicator with 911; effective July 13, 2015.

The Chief of Emergency Medical Services recommends the promotion of Glen Keating to a Lieutenant with EMS; effective July 9, 2015.

Therefore Be it Resolved, the Board of Commissioners approve the promotion of Glen Keating to a Lieutenant with EMS; effective July 9, 2015.

The Interim Director of Emergency Services recommends accepting the voluntary resignation of Josh Loney as a telecommunicator with 911; effective July 19, 2015.

Therefore Be it Resolved, the Board of Commissioners accept the voluntary resignation of Josh Loney as a telecommunicator with 911; effective July 19, 2015.

The Assistant County Administrator/Director of Administrative Services recommends the hiring of Megan Edwards as a Staff Assistant; effective August 3, 2015.

Therefore Be it Resolved, the Board of Commissioners approve hiring Megan Edwards as a Staff Assistant; effective August 3, 2015.

Vote on Motion Mrs. Lewis Aye Mr. Merrell Aye

SWEARING IN OF LIEUTENANT GLEN KEATING, DELWARE COUNTY EMS

RESOLUTION NO. 15-806

IN THE MATTER OF APPROVING PURCHASE ORDERS, THEN AND NOW CERTIFICATES,

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AND PAYMENT OF WARRANTS IN BATCH NUMBERS CMAPR0708:

It was moved by Mrs. Lewis, seconded by Mr. Merrell to approve Then And Now Certificates, payment of warrants in batch numbers CMAPR0708 and Purchase Orders as listed below:

<u>Vendor</u>	<u>Description</u>	<u>Account</u>	<u>Amount</u>
PO' Increase Betty Belczak	Evaluation Contract	70161606-5342	\$10,000.00

PR <u>Number</u>	<u>Vendor Name</u>	<u>Line Description</u>	<u>Line Account</u>	<u>Amount</u>
- SERVICE AND CHARGES				
R1504115	ADVIZEX TECHNOLOGIES LLC	SERVER	41711436-5450	15,050.00

Vote on Motion Mrs. Lewis Aye Mr. Merrell Aye

**PRESENTATION/DISCUSSION
HENRY C. THOMPSON,
PRESIDENT DELAWARE COUNTY AGRICULTURAL SOCIETY**

RESOLUTION NO. 15-807

IN THE MATTER OF APPROVING TRAVEL EXPENSE REQUESTS:

It was moved by Mrs. Lewis, seconded by Mr. Merrell to approve the following:

The Chief of Emergency Medical Services is requesting that Dan Jividen attend a Tactical Emergency Medical Support class in Columbus, OH from July 13-17, 2015 at no cost.

Vote on Motion Mr. Merrell Aye Mrs. Lewis Aye

RESOLUTION NO. 15-808

IN THE MATTER OF ACCEPTING AND APPROVING THE DELAWARE COUNTY SHERIFF'S OFFICE TRANSPORT REPORT FOR THE MONTH OF JUNE 2015:

It was moved by Mrs. Lewis, seconded by Mr. Merrell to approve the following:

WHEREAS, section 325.07 of the Revised Code requires the County Sheriff to submit monthly expense reports to the Board of County Commissioners; and

WHEREAS, the Delaware County Sheriff has submitted a monthly report for June 2015;

NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners of Delaware County, State of Ohio:

Section 1. The Board hereby accepts and approves the Delaware County Sheriff's Office Transport Report for the month of June 2015.

Section 2. The Board hereby allows the expenses contained in the monthly report.

(Copy available for review at the Commissioners' Office until no longer of administrative value.)

Vote on Motion Mrs. Lewis Aye Mr. Merrell Aye

RESOLUTION NO. 15-809

IN THE MATTER OF APPROVING AN ADDENDUM TO THE INTERGOVERNMENTAL COOPERATION AGREEMENT BETWEEN THE DELAWARE COUNTY BOARD OF COMMISSIONERS; THE DELAWARE COUNTY AUTOMATIC DATA PROCESSING BOARD AND THE BOARD OF TOWNSHIP TRUSTEES OF ORANGE TOWNSHIP FOR INFORMATION TECHNOLOGY SERVICES TO THE TOWNSHIP:

It was moved by Mrs. Lewis, seconded by Mr. Merrell to approve the following:

Whereas, the County Auditor and Information Technology Director recommends approval of the addendum with The Board Of Township Trustees Of Orange Township for Information Technology Services To The Township;

Now Therefore Be It Resolved, that the Delaware County Board of Commissioners approve an addendum to the Intergovernmental Cooperation Agreement Between The Delaware County Board Of Commissioners; The

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Delaware County Automatic Data Processing Board And The Board Of Township Trustees Of Orange Township For Information Technology Services To The Township:

FIRST ADDENDUM TO INTERGOVERNMENTAL COOPERATION AGREEMENT

WHEREAS, the Delaware County Automatic Data Processing Board and the Delaware County Board of Commissioners (collectively, the "County") and the Board of Township Trustees of Orange Township, Delaware County, Ohio ("Board"), have previously entered into an Intergovernmental Cooperation Agreement for the support of Orange Township IT services ("Agreement"), effective the 14th day of July, 2014 and authorized by the County in its Resolution No. 14-766 and by the Board in its Resolution No. 14-205; and

WHEREAS, the current term of the Agreement will expire on July 14, 2015 and the Agreement provides that the County and the Township can consider its renewal; and

WHEREAS, the parties desire to extend the Agreement term for a period of one year;

NOW THEREFORE, with receipt of sufficient consideration being acknowledged by both parties, the County and the Board agree as follows:

1. The term of the Agreement shall be extended for a period of one (1) additional year, expiring on July 14, 2016.
2. All other terms, conditions, liabilities, rights, responsibilities and provisions of the Agreement shall continue unchanged in full force and effect during the extension period.

Further, the County certifies to the Board that all applicable parties listed in Division (I)(3) or (J)(3) of R.C. section 3517.13 are in full compliance with Divisions (I)(1) and (J)(1) of that section

Vote on Motion Mr. Merrell Aye Mrs. Lewis Aye

RESOLUTION NO. 15-810

IN THE MATTER OF APPROVING A SUPPLEMENTAL APPROPRIATIONS AND A TRANSFER OF FUNDS:

It was moved by Mrs. Lewis, seconded by Mr. Merrell to approve the following:

Supplemental Appropriations

10040421-5801	Road & Bridge Projects/Miscellaneous Cash Transfers	2,148,931.18
48040480-5730	2007 County Sales Tax Sawmill Parkway/Bond Reimbursement of County Expenses	4,600,776.40
48040480-5401	2007 County Sales Tax Sawmill Parkway/Land Acquisition	700,000.00
48040480-5420	2007 County Sales Tax Sawmill Parkway/Road Construction	11,250,000.00
58011181-5728	2007 County Sales Tax Bond Service/Legal Fees & Other Bond Expense	364,911.93
58011181-5720	2007 County Sales Tax Bond Service/Interest Payment	594,165.00
58011181-5725	2007 County Sales Tax Bond Service/Bond Payment	1,655,000.00

Transfer of Funds

From	To	
10040421-5801	58011181-4601	2,148,931.18
Road & Bridge Projects/Miscellaneous Cash Transfers	2007 County Sales Tax Bond Service/Interfund Revenue	

Vote on Motion Mr. Merrell Aye Mrs. Lewis Aye

RESOLUTION NO. 15-811

IN THE MATTER OF CANCELING THE COMMISSIONERS' SESSIONS SCHEDULED FOR MONDAY JULY 20, 2015 AND THURSDAY AUGUST 13, 2015:

It was moved by Mrs. Lewis, seconded by Mr. Merrell to cancel the Commissioners' sessions scheduled for Monday July 20, 2015 And Thursday August 13, 2015.

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Vote on Motion Mrs. Lewis Aye Mr. Merrell Aye

ADMINISTRATOR REPORTS

Si Kille, Assistant County Administrator/Fiscal Services Director
-No reports

COMMISSIONERS' COMMITTEES REPORTS

Commissioner Lewis

-Attended a Family and Children's First Council meeting yesterday held at the Delaware County Board of Developmental Disabilities yesterday. Was impressed by the number of agencies who are involved. Superintendent Hodge is doing a wonderful job.

Commissioner Merrell

-Very impressed by Superintendent Hodge and her level of enthusiasm for the job.
-Attended Ohio Soil and Water Conservation Commission tour with Commissioner Lewis at Tom Price's facility on the west end of town.

RESOLUTION NO. 15-812

IN THE MATTER OF ADJOURNING INTO EXECUTIVE FOR CONSIDERATION OF EMPLOYMENT; COMPENSATION OF A PUBLIC EMPLOYEE OR PUBLIC OFFICIAL:

It was moved by Mrs. Lewis, seconded by Mr. Merrell to adjourn into Executive Session at 10:08 AM.

Vote on Motion Mrs. Lewis Aye Mr. Merrell Aye

RESOLUTION NO. 15-813

IN THE MATTER OF ADJOURNING OUT OF EXECUTIVE SESSION:

It was moved by Mrs. Lewis, seconded by Mr. Merrell to adjourn out of Executive Session at 11:15 AM.

Vote on Motion Mr. Merrell Aye Mrs. Lewis Aye

RESOLUTION NO. 15-814

IN THE MATTER OF APPROVING THE JOB DESCRIPTION FOR THE ECONOMIC DEVELOPMENT DIRECTOR:

It was moved by Mrs. Lewis, seconded by Mr. Merrell to approve the following:

Whereas the Assistant County Administrator/Director of Administrative Services recommends approving the job description for the Economic Development Director;

Therefore Be it Resolved, the Board of Commissioners approve the job description for the Economic Development Director:

Job Title:	Economic Development Director	Department:	Economic Development
Position Type:	Full-time, 40 hours per week	Address:	101 N. Sandusky St. Delaware, OH 43015
Typical Work Schedule:	Varies	Pay Range:	County Compensation Plan
Contact Information:	740-833-2120	FLSA: Exempt	Salaried
How to apply:	http://www.co.delaware.oh.us/hr/index.asp		
Objectives			
In collaboration with all departments, the Director is responsible for meeting best practices for the development and deployment of goals, objectives, and tasks of the Economic Development Department. Responsibilities of the department are recruitment and retention of businesses, including expansion of operations in Delaware County. Individual reports to the County Administrator.			
Job Standards			
Master's Degree in Public Administration, Business Administration or related field combined with a minimum of five (5) years progressively responsible experience in economic development program design, execution and management with a demonstrated ability to manage and lead subordinate personnel. Or, a Bachelor's degree in Economic Development, Business Administration, Marketing or related field plus a minimum of ten (10) years progressively responsible experience in economic development program design, execution and management combined with a demonstrated ability to manage and lead subordinate personnel. Certified Economic Developer (CEcD) certification is desired. Must possess a valid Ohio Driver's License and must meet and maintain qualifications for driving on County business at all times. All licenses and certifications must be maintained as a continued condition of employment.			

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Job Description
<p>ESSENTIAL JOB FUNCTIONS:</p> <ul style="list-style-type: none"> • Develops, implements and manages an innovative economic development plan and related strategies to promote and support the growth, expansion and retention of businesses within the County; • Performs economic development and planning duties to implement the County’s goal of broadening its retail, commercial, and industrial base with global focus; • Develops and deploys best practices in strategic planning for economic development and best practices relative to business retention and expansion; • Acts as a liaison with private and public stakeholders, such as the Finance Authority and the Community Improvement Corporation to promote the County’s economic development plan, goals, strategies and projects; A. • Responsible for the promotion and administration of the Revolving Loan Fund, Enterprise Zones, and other County economic programs such as: Joint Economic Districts, Community Reinvestment Areas and Tax Increment Financing programs; <p>A.</p> <ul style="list-style-type: none"> • Oversees and promotes grant opportunities for local, state and federal economic development programs; • Coordinates and collaborates through the County Administrator on development projects with other county offices / departments including, but not limited to; Sanitary Engineer, building and zoning, County Engineer, for attraction and retention of development; <p>A.</p> <ul style="list-style-type: none"> • Administers the Community Development Block Grant Program and other Ohio Development Services Agency Community and Economic Development Programs; A. • Prepares, administers and oversees the departmental annual budget; • Presents oral and written reports to County agencies and the Board of Commissioners, economic development interest groups, other interested parties and groups, and the public on topics that include, but are not limited to; economic development trends, opportunities and threats to the County’s economic health; • Maintains records and data bases of business prospects and contacts; • Directs economic research activities to determine needs and economic impact of projects; provides technical guidance and/or assistance in solving complex and difficult planning projects; • Attends and participates on various boards and committees as directed by the County Administrator; A. • Prepares semi-annual and annual reports including, but not limited to the Tax Incentive and Revolving Loan programs and the annual Enterprise Zone report; • Supervises subordinate staff to include, prioritizing and assigning work; conducting performance evaluations; ensuring subordinate staff is properly trained and that applicable policies and procedures are followed; • Attends trainings, meetings and conferences staying current with new trends and advances in the profession; and • Maintains regular attendance and performs duties as assigned by the County Administrator. <p>NON-ESSENTIAL JOB FUNCTIONS: Performs related Non-Essential functions as required.</p> <p>I. JOB REQUIREMENTS</p> <p><u>Equipment:</u></p> <p>Ability to operate a variety of office equipment such as computer, copier, typewriter, telephone, calculator, FAX machine, VCR, and other equipment necessary to perform duties.</p> <p><u>Critical Skills/Expertise:</u></p> <ul style="list-style-type: none"> • Comprehensive and professional knowledge of economic development programs, fundamentals of negotiations and contract management; • Ability to plan, develop and implement an economic development attraction and retention plan; • Ability to organize and oversee multiple, complex ongoing projects utilizing strategy development principals and procedures;

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- Superior networking capabilities with ability to bring established book of business contacts;
- Comprehensive knowledge of strategic and long term planning, program planning and development, financial/budgetary planning and management;
- Reason and solve complex, confidential, problems and sensitive topics;
- Ability to build public and private business partnerships with trust and credibility;
- Knowledge of and the ability to apply negotiation and conflict resolution techniques and strategies;
- Ability to establish and maintain effective working relationships with public officials, business owners, leaders and community groups and employees;
- Thorough knowledge of and demonstrated ability to apply rules, regulations and guidelines associated with Economic Development programs;
- Aptitude for defining and solving problems, collecting data, establishing facts, drawing valid conclusions using effective judgment, and analytical skills;
- Superior communication skills, both written and verbal and social media;
- Works independently, under pressure, to achieve goals and to create a supportive work environment that encourages self-motivation and team work amongst subordinates;
- Instructs and counsels staff and clients to ensure departmental organization and maintenance of information and documentation;
- Effectively plans independently and in collaboration with other staff units, state and local governments and outside agencies;
- Knowledge of and ability to: recruit, interview, and counsel; applying effective supervisory skills to direct, motivate, develop, and manage subordinate personnel;
- Thorough knowledge of, and the ability to follow all County policies and procedures;
- Ability to consistently and effectively ensure compliance with County policies and procedures with subordinates;
- Ability to work effectively with clients who may be upset, distraught, irate, emotionally or mentally or otherwise unable to function within reasonable range of constructive behaviors;
- Ability to deal with many variables, define and solve problems, collect, analyze and interpret data, establish facts and determine specific action, evaluate and improve process and/or program efficiency / effectiveness;
- Ability to forecast requirements and control expenditures within budgeting guidelines; and
- Thorough knowledge of, compliance with and the ability to effectively communicate to subordinates applicable national, state and local government structure, operations, functions, practices and procedures.

II. DIFFICULTY OF WORK

The Director of Economic Development is required to direct highly complex activities that are broad in scope with a number of major program responsibilities. Function generally requires the resolution of involved or controversial problems and decision-making within the scope of his/her authority as defined by statute or resolution of the Board of Commissioners.

III. RESPONSIBILITY

Decisions and activities of this position have a direct and significant impact on a major segment of the economy, the public or the management of Delaware County government.

IV. PERSONAL WORK RELATIONSHIPS

The Director of Economic Development has contact with co-workers, employees from public and private sector organizations, and the public. The Individual must assure that the Board of Commissioners individually and collectively, through the County Administrator, is fully aware of all matters affecting the department, actions of the department, and issues that impact upon the Board of Commissioners' capacity to oversee the department. The purpose of these contacts is to gather information, answer questions, and make presentations.

V. PHYSICAL EFFORT AND WORK ENVIRONMENT

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Physical Requirements: Individual performs sedentary work, which may require the lifting of up twenty-five (25) pounds.

Physical Activity: The physical activity of the position is manual dexterity, talking, hearing, reaching, and walking.

Visual Activity: Individual performs work where the seeing job is close to the eyes and at or within arm's reach and also at varying distances.

Job Location: The minimum work conditions for the position indicate that the individual is not exposed to adverse environmental conditions.

Vote on Motion Mr. Merrell Aye Mrs. Lewis Aye

There being no further business, the meeting adjourned.

Gary Merrell

Barb Lewis

Jennifer Walraven, Clerk to the Commissioners