



OFFICE OF THE BOARD OF KNOX COUNTY COMMISSIONERS

MOUNT VERNON, OH

TUESDAY, AUGUST 12, 2025

TO VIEW THE RECORDED MEETING VISIT
<https://www.youtube.com/@knoxcountycommissioners1808>

10:00 AM WMVO Radio Line

10:30 AM Call to Order

Present: Commissioner, President Bill Pursel
Commissioner Barry Lester
Commissioner Drenda Keesee

Additional Staff

Jason Booth, County Administrator
Penny Doyle, Clerk/Executive Assistant
Andrew Champlin, I.T. Communications Coordinator

Public Attendance

Cheryl Splain, Knox Pages Reporter

10:30 AM Bid Opening - Knox County Sheriff's Office Maintenance Building Project

Commissioners held a bid opening regarding the Knox County Sheriff's Office Maintenance Building Project. The Engineer's Estimate is \$425,000.00. The following bids were received:

1. Chamberlain Builders - \$399,516.00
2. Adena Corporation - \$400,225.00
3. Modern Builders, Inc. - \$267,880.00
4. Knox Concrete Construction - \$408,875.00
5. Setterlin Building Company - \$474,079.00

The bids will be reviewed and an award made at a later date.

10:40 AM Bid Opening - Knox County Sheriff's Office Jail Security System Retrofit Project

Commissioners held a bid opening regarding the Knox County Sheriff's Office Jail Security System Retrofit Project. The Engineer's Estimate is \$150,000.00. The following bids were received:

1. AE Security Group - \$347,445.00
2. Security Automated Systems - \$156,000.00

The bids will be reviewed and an award made at a later date.

11:00 AM Departmental Update - Knox County I.T. Department

Commissioners met with Kyle Webb, Chief Information Officer of the Knox County I.T. Department in a regular departmental update. Kyle submitted a detailed report of projects completed by the Knox County I.T. Department since July 8, 2025. He discussed all line items included on the report and answered all questions from the Commissioners. Listed below are the highlights of the discussion:

Projects Completed by IT Since Last Report

Implemented cloud backup solution as an additional backup method
Server Room generator power installed - battery backup units installed on 2nd floor
Hired Tanner Burgess as IT Support Specialist
Deployed multi-factor authentication (MFA) for email across county
Completed LEADS Audit with 911
Completed Board of Elections Audit with Ohio Secretary of State

Ongoing Projects

Ongoing computer replacements at County Offices and City of Mount Vernon Offices
Install other network equipment battery backups
Password change tool plus MFA
Beginning discussions for Firewall Replacements
Mount Vernon City Hall move planning
Mount Vernon City Phone System Cleanup - reconfiguration
Mount Vernon City IT agreement renewal for 2026 - no new updates
Continued updates to security monitoring/controls
Lifesize Camera replacement for Sheriff's Office Video Arraignments - looking at conferencing TV
Sheriff's Office fax system updates - possibility of using a fiber service

Resolutions to be Presented

RESOLUTION 2025-475--HONOR PAM SHAFER FOR 40 YEARS OF SERVICE TO KNOX COUNTY, OHIO.

WHEREAS, the Knox County Board of Commissioners wishes to express its sincere appreciation and gratitude to Pam Shafer for her outstanding service and unwavering dedication to Knox County over the past 40 years; and

WHEREAS, Pam Shafer began her career in public service on August 5, 1985, as a Deputy Auditor in the Knox County Auditor’s Office, where she served with distinction and professionalism for over 37 years; and

WHEREAS, throughout her time in the Auditor’s Office, Pam exemplified a strong work ethic, attention to detail, and a commitment to excellence that made her a valued colleague and trusted resource to the public and her coworkers alike; and

WHEREAS, on September 12, 2022, Pam transitioned to the Knox County Human Resources Department, taking on the role of Human Resources Coordinator, where she has continued to serve the employees of Knox County with care, diligence, and integrity; and

WHEREAS, Pam’s four decades of service reflect a career marked by loyalty, adaptability, and a deep sense of responsibility to the mission of county government and the residents it serves; and

WHEREAS, Pam Shafer has earned the respect, admiration, and friendship of those who have had the privilege to work alongside her throughout her distinguished career.

NOW, THEREFORE, BE IT RESOLVED that the Knox County Board of Commissioners, on behalf of all county offices and the citizens of Knox County, does hereby recognize and honor Pam Shafer for her 40 years of devoted public service and expresses its heartfelt appreciation for her many contributions to Knox County.

BE IT FURTHER RESOLVED that a copy of this resolution be presented to Pam Shafer with the Board’s highest commendation and best wishes for continued success and happiness.

A copy of the official resolution is attached to Journal No. 2025.

RESULT:	APPROVED
MOVER:	Drenda Keesee
SECONDER:	Barry Lester
AYES:	Pursel Lester Keesee

RESOLUTION 2025-476--HONOR LAURA WEBSTER FOR 30 YEARS OF SERVICE TO KNOX COUNTY, OHIO.

WHEREAS, the Knox County Board of Commissioners takes great pride in recognizing individuals who have dedicated their careers to the service and safety of our community; and

WHEREAS, Laura Webster began her career with Knox County on July 31, 1995, as a 911 Dispatcher, providing calm, professional, and compassionate assistance to citizens in their moments of greatest need; and

WHEREAS, through her years of service, Laura demonstrated strong leadership, operational excellence, and deep commitment to public safety, earning advancement first to the role of 911 Dispatcher Supervisor and ultimately to the position of 911 Operations Director; and

WHEREAS, in each role, Laura has consistently demonstrated a deep sense of duty, remarkable professionalism, and a steadfast dedication to supporting emergency personnel and the community they serve; and

WHEREAS, her leadership and experience have been instrumental in the development and improvement of emergency communication systems and procedures in Knox County, ensuring the safety and well-being of countless residents; and

WHEREAS, Laura Webster's 30-year career reflects not only longevity but also extraordinary contributions to public service, earning the respect and admiration of her peers, colleagues, and the community.

NOW, THEREFORE, BE IT RESOLVED that the Knox County Board of Commissioners, on behalf of the citizens of Knox County and with deep gratitude, does hereby honor Laura Webster for her 30 years of exemplary service and leadership in emergency communications and public safety.

BE IT FURTHER RESOLVED that a copy of this resolution be presented to Laura Webster with the Board's highest commendation and best wishes for continued success and happiness.

A copy of the official resolution is attached to Journal No. 2025.

RESULT:	APPROVED
MOVER:	Barry Lester
SECONDER:	Drenda Keesee
AYES:	Pursel Lester Keesee

RESOLUTION 2025-477--RECOGNIZE AND COMMEND KATHY AND DAVE DANIELS AS THE OHIO DISTRICT 5 - AREA AGENCY ON AGING OUTSTANDING SENIOR CITIZENS OF THE YEAR.

WHEREAS, the Knox County Board of Commissioners recognizes the importance of honoring individuals whose lives exemplify dedicated service, leadership, and a lasting positive impact on our community; and

WHEREAS, Kathy Daniels has demonstrated exceptional commitment to community enrichment through her leadership roles in numerous organizations, including serving as Board President of the Ohio District 5 Area Agency on Aging, Chairperson of Rehab Richland County’s Board of Directors, and as a Board Member of the North Central State College Foundation; and

WHEREAS, Kathy Daniels’ influence has extended into education, economic development, and civic initiatives, including her service on the Fredericktown School Board, leadership in the TWIN Committee, and as the founding Board Chairperson of the Ohio District 5 Area Agency on Aging Foundation—efforts which have earned her prestigious honors such as the 2014 Athene Award, the 2016 Area Agency on Aging Hall of Fame induction, and multiple Achieve Awards; and

WHEREAS, Dave Daniels has also displayed extraordinary dedication to service, including his leadership as Board Chair for The Ohio State University at Mansfield, Middlebury Township Trustee, and as an active member of the Mid-Ohio Transit Authority and the Area Agency on Aging Foundation; and

WHEREAS, Dave Daniels has contributed significantly to youth development and community growth through his involvement with the Knox County 4-H Club, the Fredericktown Youth Soccer Association, and various civic engagement efforts, earning professional and community recognition; and

WHEREAS, together, Kathy and Dave Daniels have been steadfast pillars in Knox County, investing countless hours and boundless energy into strengthening civic engagement, advancing education, and fostering economic development; and

WHEREAS, their shared commitment, leadership, and advocacy embody the highest ideals of community service and reflect the true spirit of the Outstanding Senior Citizen Award.

NOW, THEREFORE, BE IT RESOLVED that the Knox County Board of Commissioners hereby honors Kathy and Dave Daniels for their exemplary leadership, dedicated service, and profound impact on Knox County, and congratulates them on being named the recipients of the 2025 Outstanding Senior Citizen Award.

A copy of the official resolution is attached to Journal No. 2025.

RESULT:	APPROVED
MOVER:	Drenda Keesee
SECONDER:	Barry Lester
AYES:	Pursel Lester Keesee

RESOLUTION 2025-478--AUTHORIZE THE KNOX COUNTY BOARD OF ELECTIONS TO DISPOSE OF OBSOLETE VOTING EQUIPMENT.

WHEREAS, the Board of Commissioners of Knox County, Ohio, have been notified by the Knox County Board of Elections, the need to dispose of obsolete voting equipment; and

WHEREAS, the Commissioners understand that the property consists of decommissioned pollbooks; and

WHEREAS, the Ohio Secretary of State's Office has adopted a policy on the transfer or disposal of voting equipment purchased with Help America Vote Act (HAVA) funds and approved the disposal of the decommissioned pollbooks.

NOW THEREFORE, BE IT RESOLVED by the Board of Commissioners of Knox County, Ohio, meeting in regular session, this 12th day of August 2025, that the Knox County Board of Commissioners find the decommissioned pollbooks to be of no further use to the Knox County Board of Elections, have no marketable value, and hereby authorize the Knox County Board of Elections to dispose of the equipment in accordance with applicable state and federal guidelines.

A copy of the request and supporting documentation are attached to Journal No. 2025.

RESULT:	APPROVED
MOVER:	Barry Lester
SECONDER:	Drenda Keesee
AYES:	Pursel Lester Keesee

RESOLUTION 2025-479--APPROVE THE REAL ESTATE PURCHASE CONTRACT WITH THOMAS R. HAWK, FOR THE PROPERTY LOCATED AT 22000 COSHOCTON ROAD, HOWARD, OHIO, PARCEL #21-00805.001, IN THE AMOUNT OF \$142,500.00, AND AUTHORIZE JASON BOOTH, COUNTY ADMINISTRATOR, TO EXECUTE ALL DOCUMENTS NECESSARY TO COMPLETE TRANSACTION.

BE IT RESOLVED, that the Board of Knox County Commissioners approve the Real Estate Purchase Contract with Thomas R. Hawk, for the property located at 22000 Coshocton Road, Howard, Ohio, Parcel #21-00805.001, in the amount of \$142,500.00, and authorize Jason Booth, County Administrator for the Board of Knox County Commissioners, to execute all documents necessary to complete the transaction.

A copy of the purchase contract and certified resolution are attached to Journal No. 2025.

RESULT:	APPROVED
MOVER:	Drenda Keesee
SECONDER:	Barry Lester
AYES:	Pursel Lester Keesee

RESOLUTION 2025-480--APPROVE THE REAL ESTATE PURCHASE CONTRACT ADDENDUM #1 WITH THE KNOX COUNTY LAND REUTILIZATION CORPORATION FOR PROPERTY KNOWN AS VACANT KNOX COUNTY TRANSIT PARCELS (PARCEL #66-01281.000 - 601 WEST CHESTNUT STREET, PARCEL #66-09538.000 - 7 NORTON STREET, AND PARCEL #66-09538.001 - 501 WEST HIGH STREET), MOUNT VERNON, OHIO, AND AUTHORIZE JASON BOOTH, COUNTY ADMINISTRATOR, TO EXECUTE ALL DOCUMENTS NECESSARY TO COMPLETE THE TRANSACTION.

BE IT RESOLVED, that the Board of Knox County Commissioners approve the Real Estate Purchase Contract Addendum #1 with the Knox County Land Reutilization Corporation for property known as Vacant Knox County Transit Parcels (Parcel #66-01281.000 - 601 West Chestnut Street, Parcel #66-09538.000 - 7 Norton Street, and Parcel #66-09538.001 - 501 West High Street), Mount Vernon, Ohio, and Authorize Jason Booth, County Administrator, to execute all documents necessary to complete the transaction.

A copy of the contract amendment and certified resolution are attached to Journal No. 2025.

RESULT:	APPROVED
MOVER:	Barry Lester
SECONDER:	Drenda Keese
AYES:	Pursel Lester Keese

RESOLUTION 2025-481--APPROVE PROPOSAL FROM SIDE STREET STUDIO, FOR THE DESIGN AND DOCUMENTATION SERVICES OF THE KNOX COUNTY TRANSIT FACILITY IN THE AMOUNT OF \$74,250.00.

BE IT RESOLVED, that the Board of Knox County Commissioners approve the Proposal from Side Street Studio, for the Design and Documentation Services of the Knox County Transit Facility in the amount of \$74,250.00.

A copy of the proposal is attached to Journal No. 2025.

RESULT:	APPROVED
MOVER:	Drenda Keese
SECONDER:	Barry Lester
AYES:	Pursel Lester Keese

RESOLUTION 2025-482--APPROVE UTILITY PERMIT FROM LICKING RURAL ELECTRIFICATION FOR NORTH LIBERTY ROAD NEAR THE INTERSECTION OF FREDERICKTOWN AMITY ROAD AND SHADY LANE IN PIKE TOWNSHIP.

BE IT RESOLVED, that the Board of Knox County Commissioners approve the Utility Permit from Licking Rural Electrification for North Liberty Road near the intersection of Fredericktown Amity Road and Shady Lane in Pike Township - Multiple Service of Electrical Utility - Overhead/Aerial - Blacktop Road Surface - Right of Way Width of 60 feet.

A copy of the application is attached to Journal No. 2025.

RESULT:	APPROVED
MOVER:	Barry Lester
SECONDER:	Drenda Keesee
AYES:	Pursel Lester Keesee

RESOLUTION 2025-483--APPROVE UTILITY PERMIT FROM LICKING RURAL ELECTRIFICATION FOR FREDERICKTOWN AMITY ROAD AND WEST OF NORTH LIBERTY ROAD IN PIKE TOWNSHIP.

BE IT RESOLVED, that the Board of Knox County Commissioners approve the Utility Permit from Licking Rural Electrification for Fredericktown Amity Road and west of North Liberty Road in Pike Township - Multiple Service of Electrical Utility - Overhead/Aerial - Blacktop Road Surface - Right of Way Width of 60 feet.

A copy of the application is attached to Journal No. 2025.

RESULT:	APPROVED
MOVER:	Drenda Keesee
SECONDER:	Barry Lester
AYES:	Pursel Lester Keesee

RESOLUTION 2025-484--APPROVE THE IV-D CONTRACT BETWEEN THE KNOX COUNTY DEPARTMENT OF JOB AND FAMILY SERVICES - CHILD SUPPORT ENFORCEMENT AGENCY AND THE KNOX COUNTY SHERIFF'S OFFICE, TO PURCHASE SERVICES FOR THE EFFECTIVE ADMINISTRATION OF THE SUPPORT ENFORCEMENT PROGRAM IN THE AMOUNT OF \$388,595.69 (NON-FEDERAL SHARE - LOCAL SOURCES OF \$132,122.54 AND \$256,473.15 FFP REIMBURSEMENTS).

BE IT RESOLVED, that the Board of Knox County Commissioners approve the IV-D Contract between the Knox County Department of Job and Family Services - Child Support Enforcement Agency and the Knox County Sheriff's Office, to purchase services for the effective administration of the support enforcement program in the amount of \$388,595.69 (Non-Federal Share - local sources of \$132,122.54 and \$256,473.15 FFP Reimbursements). The contract period is from July 1, 2025, through June 20, 2026.

A copy of the agreement is attached to Journal No. 2025.

RESULT:	APPROVED
MOVER:	Barry Lester
SECONDER:	Drenda Keesee
AYES:	Pursel Lester Keesee

Acceptance of Previous Minutes

The minutes from Thursday, August 7, 2025, Tuesday, August 5, 2025, Thursday, July 31, 2025, Tuesday, July 29, 2025, Tuesday, May 13, 2025, Thursday, May 8, 2025, and Tuesday, May 6, 2025, were presented and approved by the Board of Knox County Commissioners.

Approval of Transfer of Funds, Supplemental Appropriations and Bills

RESOLUTION 2025-485--APPROVE BILL LIST.

BE IT RESOLVED, that the Board of Knox County Commissioners approve the Bill List dated August 12, 2025.

A copy of the Bill List is attached to Journal No. 2025.

RESULT:	APPROVED
MOVER:	Bill Pursel
SECONDER:	Drenda Keesee
AYES:	Pursel Lester Keesee

RESOLUTION 2025-486--APPROVE BILL LIST - THEN AND NOW.

BE IT RESOLVED, that the Board of Knox County Commissioners approve the Then and Now Bill List dated August 12, 2025.

A copy of the Then and Now Bill list is attached to Journal No. 2025.

RESULT:	APPROVED
MOVER:	Bill Pursel
SECONDER:	Drenda Keesee
AYES:	Pursel Lester Keesee

Items Received

Commissioners received the Knox County Sheriff's Office - Jail Food Cost Per Meal Report for July 2025. Total costs of \$18,101.66, total meals prepared of 8,377 and food cost per meal of \$2.01.

A copy of the Food Cost Per Meal Report is attached to Journal No. 2025.

Commissioners received the Knox County Treasurer Depository and Investment Income Report for July 2025. The total amount of interest is \$135,865.18, including the Star Ohio Bank General Fund Interest Income of \$12,589.68. The Star Ohio Bank Program Income Fund Interest earned is \$2.16 for July 2025.

A copy of the report and bank statements are attached to Journal No. 2025.

Commissioners received the Ohio SNAP-Ed Quarterly County Snapshot for FY25 - Quarter 3 (April, May and June 2025) from Catie Hayes and Michelle Duffy from the OSU Extension Office.

A copy of the snapshot is attached to Journal No. 2025.

County Administrator Updates

County Administrator Jason Booth updated the Commissioners on the following items:

Knox County OSU Extension Office sent a letter inviting the Commissioners to the Annual Meeting on August 27th

Ackerman Nature Preserve sent a newsletter and their annual report to donors and supporters - Prior Commissioners provided \$25,000 funding towards their project in the Fredericktown area

Commissioner Committee Updates

Commissioner Lester reported friends and supporters of the late Paul Hothem requested the Fair Board place a memorial plaque on the new swine barn in honor of Paul's contributions to the Knox County Fair Board. Commissioner Lester will be attending the next Fair Board meeting on August 13th.

Commissioner Keese reported she attended the opening of the Mount Vernon Music and Arts Festival. She stated Trina does an exceptional job. She stated it was a great community event, brought people from outside the county, and they had one of the largest crowds. She stated she attended the pie auction and there was many wood crafts and all kinds of amazing things going on. She thanked the Convention and Visitors Bureau for their support and marketing of the event.

Commissioner Pursel stated he wanted to give a shout out to the Danville Community for the new football field. He stated it was quite a community effort to bring a great football field to the area. He reported the Mount Vernon Football Team is selling donuts this week to raise money.

Commissioner Pursel reported the back entrance project of the Service Center is moving right along, as well as the renovation project at Heartland Commerce Park for the new Knox County Transit facility.

Adjourn the Meeting

Commissioner, President

Commissioner

Commissioner

ATTEST:

Penny R. Doyle
Clerk/Executive Assistant