

Regular Meeting #26 - 2014
Fairfield County Commissioners' Office
June 17, 2014

Public Hearing – Spring Creek Drainage Maintenance District

The Commissioners met at 9:00 a.m. to review legal issues and pending or future action items and correspondence. Commissioner Kiger called the meeting to order with the following Commissioners present: Steve Davis, Mike Kiger and Dave Levacy. Also present were Carri Brown, Rachel Elsea, Staci Knisley, Holly Mattei, Bob Clark, Alma Kiger, Courtney VanDyke, Jason Dolin, John Pekar, Jeff Porter, Ed Laramée, Dennis Keller, Jeff Barron, Jim Bahnsen, Aunie Cordle, Chad Lucht, Dan Burris, Eric Dickendeshier, Marie Penn, Ricardo Penn, Scott Tourville, and Edward Drobina.

Commissioner Kiger thanked DD for allowing the Commissioners to use the facility.

Ms. Mattei provided an overview of the Spring Creek Drainage Maintenance District (DMD). The original DMD was shown on the map with a dotted line (see attached). The purpose of a DMD is to collect yearly assessments should the drainage system require work be done. The assessments are based on lot size and right of way. Once the cap is reached on collecting assessments (20%) collections will stop until the fund is used and needs refilled. While Section 1, Phase 1 has been paying their assessments, Section 2's assessments were not included when annexed into Pickerington (and Pickerington cannot charge fees for their storm water utilities due to a pre-annexation agreement) as the DMD language was omitted from the plat when filed with the Auditor. They are collecting from those platted prior to the annexation (Section 1), but not those platted after (Section 2). Pickerington and the County agree that the best option would be for Section 2 to start paying the assessments for the DMD going forward. Pickerington charges \$54 a year for the storm water maintenance, and the DMD charge is typically between \$72-\$110 a year depending on lot size. The purpose of the hearing was to receive public feedback.

Mr. Laramée asked if the City of Pickerington had a collections cap.

Mr. Drobina stated they did not.

Mr. Laramée stated that the DMD would have a cap and would stop collecting when that cap was met, while Pickerington would collect indefinitely.

Mr. Burris asked how the County would make up for past years.

Ms. Mattei stated they were recommending not doing retroactive collections, but rather starting collecting now and moving forward.

Mr. Davis asked if there were any citizens present from Section 2, Phase 1 who would be impacted and asked if they had any concerns.

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Mr. Buriss stated that he was from that area and did not think they should pay retroactive fees, but that it was fair for them to start paying now.

Mr. Dickendeshier agreed and added that since Section 1 was already paying, he thought it was only fair that Section 2 paid as well.

Mr. Levacy asked how close they were to the cap.

Ms. Mattei did not have that information with her.

Ms. Penn stated if they did do retroactive collections they would need to consider when people moved to their homes.

Mr. Mattei stated that complexity was one reason they were not recommending retroactive collections.

Mr. Davis stated the he did not believe the Commissioners would approve a retroactive plan. The Board was considering a plan moving forward.

Mr. Tourville asked if the 20% cap was based on inflation or a set rate.

Ms. Mattei stated it was a fixed number.

Commissioner Kiger closed the hearing at 9:10 a.m.

Review

The Commissioners met at 9:10 a.m. to review legal issues and pending or future action items and correspondence. Commissioner Kiger called the meeting to order with the following Commissioners present: Steve Davis, Mike Kiger and Dave Levacy. Also present were Carri Brown, Rachel Elsea, Staci Knisley, Holly Mattei, Bob Clark, Alma Kiger, Courtney VanDyke, Jason Dolin, John Pekar, Jeff Porter, Ed Laramée, Dennis Keller, Jeff Barron, Jim Bahnsen, Aunie Cordle, Chad Lucht, Dan Burris, Eric Dickendeshier, Marie Penn, Ricardo Penn, Scott Tourville, and Edward Drobina.

- Legal Update

Mr. Dolin stated he did not have a legal update.

- Administration and Budget Updates/Carri's List

- a. Tussing Road Building Update

Ms. Brown reported that the overarching goal of the Tussing Road building update continues to be to use existing building assets to improve

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customer service for the people we serve. We are improving access to services. We now have Protective Services, Juvenile Court, the Health Department, Veteran Services, and ADAMH expressing interest and in some cases, using the building. On Thursday, June 12, interested parties met to determine the best way to schedule the building. We are exploring the use of the Dynamix software for scheduling. Dennis Keller has drafted procedures for entering and exiting the building. Today, following the meeting, there is an opportunity to tour the Tussing Road building.

b. The Leadership Connection – August 21

Ms. Brown stated on August 21, the department heads are meeting at the Utilities Administration Building for a strategic planning session. The objective is to create cohesiveness for implementing change to better serve the public. We are examining the things we have in common across departments in order to integrate more often. The group plans a rotation of meetings at departmental locations.

c. United Way Day – September 18

Ms. Brown reported we are beginning the planning for United Way day, September 18, at the Courthouse. We plan a cook out and a silent auction to support United Way. Branden Meyer and Rachel Elsea are planning this effort.

d. The Leadership Conference – Initial Planning (Conference is October 16)

Ms. Brown stated the Leadership Conference is October 16 at the DD Pickerington Conference Room. We are beginning to plan the agenda, which will include updates on the budget, various work groups, TimeClock Plus, the county comp plan research, and inspiration for leadership. Commissioner Kiger suggested a speaker that he heard at FMC this year. Any ideas for the leadership conference should be sent to Carri Brown.

Mr. Levacy stated he liked the idea of customer service and thought that should be the focus of the conference. Everyone liked the idea of focusing on customer service or excellence in public service.

e. Jail Project – amend the not to exceed issuance of \$29.5M

To follow up on the report from last week, Ms. Brown indicated that the not to exceed \$29.5 M bond issuance for the jail is being proposed for amendment today to include sections that were inadvertently omitted. The sections look like previous sections, but there are slight differences. Ms. Brown connected with Dennis Schwallie, and he approved the resolution

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to form. In the future, Mr. Schwallie will have the new resolution format that we use with the Commissioners' Resolution Management System.

f. Deadline for Level 2 Tax Budget Entry – June 25

Ms. Brown reminded everyone that the deadline for the tax budget entry into MUNIS is June 25. This is known as level 2 budget entry, and it is an important deadline for all departments.

g. Rutherford House Tour

Ms. Brown stated that she, Ms. Knisley, Mr. Keller, Ms. Elsea, Mayor Smith, and Mr. Kuhn toured Community Action and the Rutherford House on Tuesday. Construction is coming along nicely and some residences are hoped to be opened by the end of July. Information on the project was submitted for the record.

h. Announcements/Highlights of Proclamations/Resolutions

- I. Financial resolution relating to Fairfield Alert - \$ 6,650. This \$6,650 is matched dollar for dollar by the EMA grants and will pay for Fairfield Alert, an alert system in which the county and all entities have access.
- II. Moving Ohio Forward grant extension. The resolution extends the award agreement.
- III. Jeff Porter named as Human Resources Director, (we have a news release, too). Congratulations to Jeff Porter on his promotion to County Human Resources Director. He will begin his new duties June 30.

- Old Business

a. Airport Board Vacancy

Ms. Brown stated that Dr. Lohne's current term expired at the end of the year, however should the Commissioners have an opportunity to fill his position earlier, he will step down prior to that time. The Commissioners are currently accepting resumes from interested individuals.

Mr. Kiger added that the Airport Board meets the second Monday of every month at 6:00 p.m. at the Airport.

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b. CCAO Request for Letter/HB 483 Sales Tax Administration

Ms. Brown stated that this was part of the Mid-Year Biennium Review which was signed by Governor Kasich on Monday late in the day.

c. Pickerington Annexation Withdrawn

Mr. Kiger stated that the Pickerington Annexation Petition had been withdrawn and the hearing was therefore canceled.

- New Business

a. County Administrator

Mr. Kiger reported the time is right for Fairfield County to fill the position of county administrator. The position of county administrator has been open for years, yet over time, the county has experienced increased complexity of operations. Fairfield County has a growing population of more than 148,000, a high demand for diverse services, and more than 850 employees. Many counties, some smaller than Fairfield, have taken the step of including a county administrator on their team. County administration is seen as a professional position, the chief operating officer, to assist the Board of Commissioners in the execution of policy.

Our current executive director, Carri Brown, has served in multiple roles. Since January 2013, she has served in her current role, supervising department heads and implementing the policy of the Board of Commissioners. She has simultaneously served as JFS Director on two occasions, and she has quickly added value for all departments. She is a good example of what it means to be a servant leader.

Ms. Brown has been fulfilling the role of county administrator not by name - but by action. Based on the complex needs of the county and based on the proven skills of our Executive Director, Mr. Kiger suggested the Board consider filling the position of county administrator and formally acknowledge the role Ms. Brown has been serving for the county. He recommended the Board pursue the steps to appoint Ms. Brown as the County Administrator.

Mr. Kiger added that the position was not filled once Judge Harris left and that at the time, Mr. Kiger did not feel that it needed to be filled; however now is the time to step into the future.

Mr. Davis asked Mr. Dolin, Ms. Cordle, and Mr. Porter to work together to create legislation to present before the board.

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Mr. Levacy stated it would be an honor to vote for such legislation.

Mr. Davis stated that he observed the Commission prior to joining in 2011 and believes that while the operations started improving prior to Ms. Brown's arrival, since her arrival the improvement has been amazing. He greatly appreciates her service.

Ms. Brown thanked the Commissioners for their kind works and added that she wouldn't let them down.

- General Correspondence Received

- a. Permissive Sales & Use Tax Collections

Mr. Laramée noted that the collections were steady and closing in on a 3% increase over the prior year. He noted that much of the increase from March was due to motor vehicle sales.

- Calendar Review/Invitations Received

- a. Bremen Chamber Lunch – Tuesday, June 24th at 11:30 a.m.

- 1. Mr. Kiger and Mr. Clark will attend.

- FYI

- a. Article re: Public Records Request

Ms. Brown noted that articles were in the Toledo Blade, Columbus Dispatch, and Eagle Gazette relating to public records access. Fairfield County did very well on the test conducted by reporters and professionals in the media and will continue to do well due to the policies and practices in place.

Mr. Kiger stated that last year, the review of the website received a D-, but with Ms. Brown's leadership rose to an A-.

Mr. Davis stated that the news organizations had used anonymous requestors and that Fairfield County did a great job responding.

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- b. ODJFS Share of Public Assistance Expenditures Mandated Share for FY 2015

Ms. Brown noted the mandated was similar to last year, but slightly lower. For budgeting purposes, all things are remaining consistent.

- c. ODJFS County Financial Participation Percentage Rate for JFS Services Programs in State FY 2015

- d. ODYS letter re: FY 2014 Subsidy Grant program amendment

- e. ODSA Memo re: Grant Close-out CDBG Formula FY 2011

Ms. Brown thanked Ms. Mattei and Ms. Knisley for their work with CDBG as noted. The monitoring review for CDBG went very well.

Commissioner Kiger stated at 9:35 a.m. that the Commission would take a twenty-five minute recess before the Regular Meeting.

Commissioners' Regular Meeting

A regular meeting of the Fairfield County Board of Commissioners was held on Tuesday, June 10, 2014 beginning at 10:03 a.m., with the following Commissioners present: Steve Davis, Mike Kiger and Dave Levacy. Also present were Carri Brown, Rachel Elsea, Staci Knisley, Jason Dolin, Ed Laramée, John Pekar, Jeff Porter, Aunie Cordle, Courtney VanDyke, Alma Kiger, Dennis Keller, Bob Clark, Jim Bahnsen, Jeff Barron, Branden Meyer, Holley Mattei, and David Uhl.

Pledge of Allegiance

Commissioner Kiger asked everyone to rise as able, and he led the Pledge of Allegiance.

Announcements

Commissioner Kiger asked Ms. Elsea if there were any announcements. Ms. Elsea stated that there were no announcements.

Public Comment

Commissioner Kiger asked if anyone from the public who would like to speak or offer comments. No public comments were made.

Mr. Kiger stated the Commissioners would be donating the American flag to DD to be used in the building.

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Approval of Minutes for Tuesday, June 10, 2014

On the motion of Dave Levacy and the second of Steve Davis, the Board of Commissioners voted to approve the Minutes for Tuesday, June 10, 2014.

Roll call vote of the motion resulted as follows:

Voting aye thereon: Dave Levacy, Steve Davis, and Mike Kiger

Approval of the Auditor's Office Resolutions

On the motion of Dave Levacy and the second of Steve Davis, the Board of Commissioners voted to approve the following Auditor's Office resolutions:

2014-06.17.a A resolution authorizing a fund to fund transfer for the General Fund 2% administration fee for managing the county insurance program, Fund# 7671 TO GENERAL #1001 – Fairfield County Auditor [Auditor- Payroll]

2014-06.17.b A resolution authorizing a fund to fund transfer for the General Fund 2% administration fee for managing the county insurance program, Fund# 7671 TO GENERAL #1001 – Fairfield County Auditor [Auditor- Payroll]

Roll call vote of the motion resulted as follows:

Voting aye thereon: Dave Levacy, Steve Davis, and Mike Kiger

Approval of the Commissioners' Office Resolutions

On the motion of Dave Levacy and the second of Steve Davis, the Board of Commissioners voted to approve the Commissioners Office resolution to approve the appointment of the Fairfield County Human Resources Director; see resolution 2014-06.17.c.

Discussion: Mr. Davis asked if the start date was in cooperation with Prosecutor Marx. Ms. Brown replied that it was. Mr. Dolin stated they would like a period of transition and were hoping that Mr. Porter may be able to provide assistance after his start date. Mr. Davis stated that would not be an issue. Ms. Brown stated she looks forward to working with Mr. Porter and that the county is fortunate to have him in his new role, given his experience and education. Mr. Kiger stated that Mr. Porter's credentials speak for themselves. Mr. Levacy stated this was a positive move for the county and that he also looked forward to moving the HR offices to the court house. Mr. Davis thanked Mr. Porter for his service.

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Roll call vote of the motion resulted as follows:

Voting aye thereon: Dave Levacy, Steve Davis, and Mike Kiger

On the motion of Dave Levacy and the second of Steve Davis, the Board of Commissioners voted to approve the following Commissioners Office resolutions:

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| 2014-06.17.d | A resolution authorizing an account to account transfer into a major expense category & fund to fund transfer for the additional grant match for the Fairfield County Emergency Management Agency (EMA)-Fairfield County Commissioners [Commissioners] |
| 2014-06.17.e | A resolution to amend 2014-06.10.d, additional sections (13-17) to document the authorization of the issuance of not to exceed \$29,500,000 of bonds for the purpose of paying part of the costs of constructing a new jail, and matters related to such bonds [Commissioners] |
| 2014-06.17.f | A resolution authorizing the award of contract, notice to proceed and notice of commencement for a CDBG Formula FY2013 project for the Madison Township Hopewell Church Road paving project – 20/20 Enterprises, Inc [Commissioners] |
| 2014-06.17.g | A resolution authorizing the approval of a request for payment and status of funds report–FY2012 Home Funds – Drawdown for \$12,995 [Commissioners] |
| 2014-06.17.h | A resolution authorizing Fairfield County to amend the Agreement with the Ohio Attorney General to extend the Award Period for the Moving Ohio Forward Grant Program. [Commissioners] |

Discussion: Mr. Kochis thanked the Commissioners for resolution “d” as it funds Fairfield Alert for another year.

Roll call vote of the motion resulted as follows:

Voting aye thereon: Dave Levacy, Steve Davis, and Mike Kiger

Approval of the Economic Development Resolutions

On the motion of Dave Levacy and the second of Steve Davis, the Board of Commissioners voted to approve the following Economic Development resolutions:

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| 2014-06.17.i | A resolution to approve the continuation of an Enterprise Zone Agreement between Westerman, Inc., Fairfield County, and the Village of Bremen [EconomicDevelopment] |
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- 2014-06.17.k A resolution to approve the continuation of an Enterprise Zone Agreement between NFocus Consulting, Inc., the City of Lancaster and Fairfield County [Economic Development]
- 2014-06.17.l A resolution to approve the continuation of an Enterprise Zone Agreement between H&W Investments, LLC, Company Wrench, LTD., Fairfield County, and Greenfield Township [Economic Development]

Roll call vote of the motion resulted as follows:

Voting aye thereon: Dave Levacy, Steve Davis, and Mike Kiger

On the motion of Dave Levacy and the second of Mike Kiger, the Board of Commissioners voted to approve the Economic Development resolution to approve the continuation of an Enterprise Zone Agreement between Windsor Equity, LLC, the City of Lancaster and Fairfield County; see resolution 2014-06.17.j.

Discussion: Mr. Davis stated that prior to becoming a Commissioner he represented Windsor Equity and would be abstaining just as a precaution. Mr. Levacy stated that these resolutions were very helpful and beneficial for businesses in Fairfield County. Mr. Clark added that all four resolutions were a continuation of the TIRC board action and that each community must act on the agreements.

Roll call vote of the motion resulted as follows:

Voting aye thereon: Dave Levacy and Mike Kiger

Abstaining: Steve Davis

Approval of the EMA Resolutions

On the motion of Dave Levacy and the second of Steve Davis, the Board of Commissioners voted to approve the following EMA resolutions:

- 2014-06.17.m A resolution to appropriate from unappropriated in a major expenditure object category EMA 2091 Local Emergency Planning Committee Fund [EMA]
- 2014-06.17.n A resolution to amend the certificate, update receipt line item & request for appropriations for additional unanticipated receipts for EMA fund 2707 Emergency Management Performance Grant FY13. [EMA]
- 2014-06.17.o A resolution to appropriate from unappropriated in a major expenditure object category EMA 2707 Emergency Management Performance Grant Fund [EMA]

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Roll call vote of the motion resulted as follows:

Voting aye thereon: Dave Levacy, Steve Davis, and Mike Kiger

Approval of the Engineer's Office Resolutions

On the motion of Dave Levacy and the second of Steve Davis, the Board of Commissioners voted to approve the following Engineer's Office resolutions:

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| 2014-06.17.p | A Resolution to Approve the Notice to Commence [Engineer] |
| 2014-06.17.q | A resolution to appropriate from unappropriated in a major expenditure object category County Engineer 2024-Motor Vehicle for training and traveling [Engineer] |
| 2014-06.17.r | A resolution to approve the Agreement between Fairfield County and Hockaden & Associates, Inc. to provide construction inspection and material testing. [Engineer] |

Roll call vote of the motion resulted as follows:

Voting aye thereon: Dave Levacy, Steve Davis, and Mike Kiger

Approval of the Family, Adult, and Children First Council Resolution

On the motion of Dave Levacy and the second of Steve Davis, the Board of Commissioners voted to approve the Family, Adult, and Children First Council's resolution to amend the certificate, update receipt line item and request for appropriations for additional unanticipated receipts for fund #7753 Help Me Grow park C Stimulus ARRA; see resolution 2014-06.17.s.

Roll call vote of the motion resulted as follows:

Voting aye thereon: Dave Levacy, Steve Davis, and Mike Kiger

Approval of the JFS Resolutions

On the motion of Dave Levacy and the second of Steve Davis, the Board of Commissioners voted to approve the following JFS resolutions:

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| 2014-06.17.t | A resolution regarding approval of a Contract Amendment by and between Fairfield County Job & Family Services (FCJFS), and National Youth Advocate Program [JFS] |
| 2014-06.17.u | A resolution regarding approval of a Contract Amendment by and between Fairfield County Job & Family Services (FCJFS), and Creative Coach Company [JFS] |

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2014-06.17.v A resolution regarding a Purchase of Service Contract between Daily Services d.b.a. i-Force and Job & Family Services [JFS]

2014-06.17.w A resolution regarding a Purchase of Service Contract between Functional Training services, Inc. and Job & Family Services, Community Services Division [JFS]

Discussion: Ms. Cordle stated these resolutions included contract amendments as well as a contract for workforce training.

Roll call vote of the motion resulted as follows:

Voting aye thereon: Dave Levacy, Steve Davis, and Mike Kiger

Approval of the Juvenile/Probate Court Resolution

On the motion of Dave Levacy and the second of Steve Davis, the Board of Commissioners voted to approve the Juvenile/Probate Court resolution approving an account to account transfer; see resolution 2014-06.17.x.

Roll call vote of the motion resulted as follows:

Voting aye thereon: Dave Levacy, Steve Davis, and Mike Kiger

Approval of the Regional Planning Commission Resolution

On the motion of Dave Levacy and the second of Steve Davis, the Board of Commissioners voted to approve the Regional Planning Commission resolution to approve a Development Agreement for the Dunkle Subdivision Lot 1; see resolution 2014-06.17.y.

Discussion: Ms. Mattei stated that this was a standard agreement for a Dollar General in Tarlton.

Roll call vote of the motion resulted as follows:

Voting aye thereon: Dave Levacy, Steve Davis, and Mike Kiger

Approval of the Sheriff's Office Resolution

On the motion of Dave Levacy and the second of Steve Davis, the Board of Commissioners voted to approve the Sheriff's Office resolution authorizing the approval of a service agreement by and between Fairfield County Sheriff's Office and the Fairfield County ESC; see resolution 2014-06.17.z.

Roll call vote of the motion resulted as follows:

Voting aye thereon: Dave Levacy, Steve Davis, and Mike Kiger

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Approval of the Payment of Bills Resolutions

On the motion of Dave Levacy and the second of Steve Davis, the Board of Commissioners voted to approve the following Payment of Bills resolutions:

- 2014-06.17.aa A resolution to approve the payment of a vouchers without appropriate carry-over purchase orders for all Departments that are approved by the Commissioners [Auditor- Finance]
- 2014-06.17.bb A resolution authorizing the approval of payment of invoices for departments that need Board of Commissioners' approval [Commissioners]

Roll call vote of the motion resulted as follows:

Voting aye thereon: Dave Levacy, Steve Davis, and Mike Kiger

Approval of the Payment of Bills – Wachtel & McAnally Resolution

On the motion of Steve Davis and the second of Mike Kiger, the Board of Commissioners voted to approve the Payment of Bills - Wachtel & McAnally resolution authorizing the approval of payment to Wachtel & McAnally for architectural services for the Fairfield County Jail project; see resolution 2014-06.17.cc.

Roll call vote of the motion resulted as follows:

Voting aye thereon: Steve Davis and Mike Kiger

Abstaining: Dave Levacy

Ms. Elsea announced that the next regular scheduled meeting for the Board of Commissioners will be Tuesday, June 24, 2014 at 10:00 a.m.

Commissioner Kiger stated at 10:16 a.m. that the Commission would be in recess until the tour of the Tussing Road Government Services Building.

Tour – Tussing Road Government Services Building

The Commissioners met at 10:35 a.m. to tour the Tussing Road Government Services Building. Commissioner Levacy called the meeting to order with the following Commissioners present: Steve Davis and Dave Levacy. Also present were Carri Brown, Rachel Elsea, Jeff Porter, Aunie Cordle, Dennis Keller, Staci Knisley, Bob Clark, and Branden Meyer.

The building will be available to county offices, agencies, and officials to improve access to services in the Violet Township and Pickerington area. So far JFS, Juvenile/Probate Court, and the Health Department have scheduled hours in building.

