

FAIRFIELD COUNTY TRANSPORTATION IMPROVEMENT DISTRICT

MINUTES OF REGULAR BOARD MEETING

October 10, 2023

**FAIRFIELD COUNTY RECORDS CENTER
138 WEST CHESTNUT STREET; LANCASTER, OHIO 43130**

Sonja Simpson called the meeting to order at 1:04 p.m. on October 10, 2023 at the Fairfield County Records Center. The following persons were present: Sonja Simpson (TID Chairperson); Rick Szabrak (TID Vice-Chairperson); Jeremiah Upp (TID Secretary/Treasurer); Greg Butcher (TID Board Member); Curt Shonk (TID Board Member); Jason Grubb (Fairfield County Engineer’s Office); Bill Lozier (TransCon Ohio); Tom Pannett (Kegler, Brown, Hill & Ritter); Scott Seamen (GPD Group); Kyle Massaros (ASI); Ralph Hedrick (Amanda Twp Trustee); Jacque Annarino (ODOT); Jennifer Shuey (DLZ); Paul Denny (Woolpert); Conner Brintlinger (American Structurepoint); Steve Smith (Terracon)

1. ROLL CALL:

- a. Rick Szabrak, Curt Shonk, Greg Butcher, Jeremiah Upp, and Sonja Simpson were the board members in attendance.

2. APPROVAL OF REGULAR MEETING MINUTES:

- a. Approval of the September 12, 2023; regular meeting minutes.
- b. Motion to approve made by Mr. Butcher. Second by Mr. Upp. All members approved by saying “Aye”. Motion carried.

3. PUBLIC COMMENT:

- a. No public comments.

4. REPORT FROM FINANCE COMMITTEE:

a. Finance

- 1. **Financial Report** - Beginning September 06, 2023, to October 05, 2023.

- (i) Roll call vote by all members in attendance. All members approved.

Date	Account	Description	Revenue	Expense	Balance
		General Account (75779000)			
09/06/23	75779000	Beginning Balance			\$263,880.13
09/11/23	75779000	Trans Con, Ohio (August Invoice)		(\$3,000.00)	\$260,880.13
09/25/23	75779000	Kegler, Brown, Hill, & Ritter		(\$14,355.00)	\$246,525.13
		Subtotal General Account (75779000)			\$246,525.13
		Project Account (75779001)			
09/29/23	75779001-T0001	DHL Capital Lease Pilot Payment for Basil-Western Road Project	\$527,713.24		\$527,713.24
		Subtotal Project Account (75779001-T0001)			\$527,713.24
10/05/23		ENDING BALANCE			\$774,238.37

2. **2024 Budget:** Mr. Upp noted there will be no meeting for November. Next meeting will be December. Mr. Upp has prepared a 2024 budget for the board’s review. After discussion Mr. Upp noted that he did not include the revenue from DHL. Mr. Upp asked Mr. Pannett if he should revise the budget to reflect the DHL revenue? Mr. Pannett said he had 2 options: 1) to revise the budget today, or 2) accept the budget today and amend it at the next meeting. Mrs. Simpson suggested making necessary edits and bring the revised budget back to the December meeting. Mr. Butcher asked if there would be any costs from the Engineers Office for services rendered as part of the Basil Western Road Project. Mr. Upp didn’t foresee any costs/charges.

FAIRFIELD COUNTY TID BOARD 2024 BUDGET		
Account	Description	Amount
433000	Intergovernmental Revenue	\$150,000.00
433400	State Government Grants	\$0.00
433100	Federal Government Grants	\$0.00
	Cash Carryover	\$325,030.00
	Total Revenue	\$475,030.00
Account	Description	Amount
530020	Contractual Services Consultant	\$389,043.00
533020	Attorney/Legal	\$50,000.00
552015	Insurance/Liability	\$1,000.00
554000	Advertising	\$1,000.00
	Total Expenses	\$441,043.00
	Balance	\$33,987.00

3. **Resolution 2023-08:** A resolution to appropriate from unappropriated 7790 Transportation Improvement District \$20,000.00 for attorney fees.
 (i) Motion to approve by Mr. Butcher. Second by Mrs. Simpson. Roll call vote. Szabrak-yes, Shonk-yes, Butcher-yes, Upp-yes, Simpson-yes. Resolution passed.
4. **Resolution 2023-09:** A resolution to appropriate from unappropriated 7790 Transportation Improvement District \$374,207.00 for consultant fees on the Basil-Western Road Project.
 (i) Motion to approve by Mr. Butcher. Second by Mr. Szabrak. Roll call vote. Szabrak-yes, Shonk-yes, Butcher-yes, Upp-yes, Simpson-yes.

5. **NEW BUISNESS:**
 a. **No new business**

6. OLD BUSINESS:

a. TID Website: – Mr. Grubb said there is nothing new to update other than working with Fairfield County IT on the email address. We should have everything ready to go live by the next meeting in December.

b. Consultant Project Update Report:

1. Basil Western Rd. Realignment-TID Grant: – Mr. Lozier stated there is another round of TID Grant funding available. Pre-applications open October 16, 2023. Mr. Lozier received a call from Christina Wagner of Ohio Jobs and Commerce. He asked her if we could use the funds for design. She said “no” because we’ve already executed the design contract. She said we could use the funds for right-of-way (RW) or construction. The funds for this grant would be available for FY 24. This is a supplemental grant. Mr. Lozier also noted that because we used the DHL jobs as part of the original application, we cannot use those jobs for the new grant application. Mr. Lozier stated we would need new jobs and job numbers for this round of funding. The board also discussed RW. Mr. Lozier asked if 2LMN could give an estimate for RW? Mr. Upp said there are multiple partners throughout the corridor that are willing to work with us on RW, however the overall cost is unknown at this time. Mr. Lozier stated that because there are so many unknowns with RW, and cash flow is not an issue right now, we can look at another grant in May. For now, Mr. Lozier suggested we focus on construction costs for this application. Mr. Upp and the board agreed. The next question that needs answered is the requested amount for the grant. There is \$1 million available across the state. We can apply for up to \$500,000. With an estimated construction cost of \$8 million we would receive the maximum points for the grant. The board agreed to apply for \$365,000 for this round.

2. Far East Freeway: – Mr. Lozier stated there is another TRAC application for \$7 million. The preliminary screening scoring for the project was 38. Mr. Lozier stated that a score of 42 is within the funding range but 38 is a little low. Mr. Lozier stated that he found out we scored especially low on 1 aspect called “project funding plan”. This portion addresses local funding contributions. Violet Township had taken the lead on gathering local contributions to increase the score. There was a local meeting to discuss the project. Mr. Butcher attended the meeting and gave an update. There is a pending tier 2 funding request to be considered by the TRACT commission at the end of October. The decision was made that there would be no additional funding discussions, motions, movements by any of the local governments prior to the TRACT hearing. Ty Thompson advised there would be no benefit and would not make a difference. There is some good news. In the 2-year budget, that the state recently passed, there is a \$500 million dollar bucket for rural projects in TRAC. This is a brand-new funding source. Currently there are very few rural projects for TRAC. Fairfield County qualifies as a rural county. William Murdock with MORPC is going to promote this project as MORPCs #1 rural county project.

- 3. Far-Far East Freeway:** PID 77238 - This project would widen I-70 to 3-lanes from Palmer Road east to SR158 in Licking County. District 5 has an application with TRAC for this project. The board discussed that although this project is in Licking County, it is very close to Fairfield County, and will benefit many commuters. District 5 is asking for 5 million for design. Mr. Lozier noted ODOT District 5 has a project that started as a north/south connection between I-70 and SR161. It started as an alternatives analysis but has changed to a 10-year look at improvements for SR161 and SR37. They are also looking at the SR37 corridor to the north, between Delaware and SR161. The primary focus being how to get around Sunbury and Johnstown.
- 4. Refugee Road/Shared Use Path:** – Mr. Lozier stated he received an email from Eric McCrady with the Fairfield County Engineer’s Office requesting information so he can release the RFP. Mr. Lozier stated he believes the entire set of plans should be designed and then remove the pathway for the safe routes to school funding. In the meantime, we could keep pursuing more funding. Mr. Lozier stated the \$500,000 could pay for the sidewalk. This project is favored by ODOT Central Office and if we do some other complete streets design there is a possibility additional money could be added to this project through additional grants. Mr. Lozier asked Paul Denny if there would be additional improvements like a round-about that could add to a complete street design. Mr. Upp stated he shared similar thoughts about designing the entire project. He has some hesitation in how good and how accurate we can be to design the project with the shared use path. What could change in the future to change that design before the project is built? The board discussed the fact that the entire project could/should be designed ahead of time. The board also discussed the possible need for noise-walls, mounding, trees and barriers to reduce noise. Mr. Upp and Mr. Lozier agreed to sit down with Paul Denny of Woolpert to get a better plan of action and bring that information back to the board. There was continued discussion with the board about the Engineer’s Office managing the project instead of the TID. Mr. Upp stated we can continue to look into the TID managing the project. He did not intend to take the project away from TID. Mr. Lozier noted that other TIDs manage projects like this. Mr. Lozier had a discussion with Ben Boyer, LPA Manager ODOT D5. Ben said he can talk to Central Office and see if this is possible.
- 5. US33/I-70 Connector:** – Nothing new to report.
- 6. East Side Industrial Connector:** – Mr. Lozier showed the map that Mr. Shonk showed at the last meeting. Mr. Shonk sent the Board the ASI study prepared for the City of Lancaster with the EDA grant. The study was very thorough, especially considering the grant limitations. In general, 10 alternatives were considered, of which 5 were eliminated from further consideration, along with the no-build alternative. The project purpose and need identified the goals for the project as improving connectivity to reduce truck congestion downtown, reduce EMS response times, and to spur economic development. The Streetlight origin and destination software was used to analyze truck diversion and the City instructed the consultant to only make recommendations that have construction cost estimates within reason.

It is notable that widening of Coonpath Rd and continuing new roadway farther east of the City to USR 22 and 33 were eliminated since the travel times were determined to be too long to divert trucks. The 5 alternatives recommended for further study all would upgrade existing roads along the south side of USR 22, extend High St to the South and require construction of some short new roadway connections. The construction cost estimates for the recommended alternatives range between \$9.25-\$21.24M. Next steps: Mr. Shonk can provide further comment. The recommended alternatives are almost entirely within the City, with just a small section of Duffy Rd recommended for improvement being outside the corp. The project could be considered for advocacy by the TID since it is multi-jurisdictional and in support of economic development. This should be discussed. Mr. Lozier confirmed that there will be another round of CPF funding for FFY 2025 with Congressman Troy Balderson's Office. This project could be a good candidate. The funding limit is typically in the %3-5M range for that program. Mr. Shonk noted they looked at a lot of studies over the last 70 years to reduce the bottleneck that occurs at the courthouse where all state routes come together. Street light data from MORPC showed the major component is the traffic on SR37 to and from I-70. All the data pointed to creating a connector along the south side of Lancaster because the issue is an east/west issue. This alignment achieves that goal. The plan utilizes a lot of existing corridors. Mr. Shonk is meeting with representatives, stakeholders, members of city council. Mr. Shonk is also putting together a feasibility study. MR. Lozier stated there is another round of Community Projects Funding coming out in FY25. This project would be a good candidate for this. Mr. Lozier suggested the TID get involved in the process to support the project and advocate the project moving forward. Mr. Szabrak asked if this project is something the TID should make a project or something the TID should advocate for the project. The board discussed that this could/should be a TID project. The board will continue to monitor the project.

7. **US33 Corridor Lane Widening CAP Project:** – Mr. Upp is still waiting on the funding agreement from ODOT District 6. We will continue to monitor the project.

7. OTHER BUSINESS:

- a. Resolution 2023-10: A resolution approving and authorizing a intergovernmental agreement 2023-01 with Fairfield County, Violet Township, and the City of Canal Winchester, and related actions for Basil-Western Road Realignment Project.
 1. Motion to approve made by Mr. Szabrak. Second by Mr. Upp. No additional discussion. Roll Call Vote: Szabrak, yes; Shonk, yes; Butcher, yes; Upp, yes; Simpson, yes. Resolution approved.
- b. Resolution 2023-11: A resolution authorizing application for project funding and related actions for the Basil-Western Road Realignment Project and related actions.
 1. Motion to approve made by Mr. Upp. Second by Mr. Shonk. No additional discussion. Roll Call Vote: Szabrak, yes; Shonk, yes; Butcher, yes; Upp, yes; Simpson, yes. Resolution approved.
- c. Accountant Selection Update – Mr. Butcher requested an update on the accountant selection process. Mr. Upp stated it is still on his desk. Mr. Upp is somewhat hesitant

because he is unsure what qualifications the accountant should possess but he intends on continuing the selection process soon.

8. ADJOURNMENT:

- a. Motion to adjourn by Mr. Butcher. Second by Mr. Upp. All members approved by saying aye. The meeting was adjourned.

Minutes approved by:



Jeremiah Upp
Secretary/Treasurer