

**Regular Meeting #8 - 2017**  
**Fairfield County Commissioners' Office**  
**February 14, 2017**

**Review**

The Commissioners met at 9:00 a.m. to review legal issues and pending or future action items and correspondence. Commissioner Davis called the meeting to order with the following Commissioners present: Steve Davis, Dave Levacy, and Mike Kiger. Also present were Carri Brown, Rachel Elsea, Jim Bahnsen, Joshua Horacek, Amy Brown-Thompson, Tony Vogel, Chole Soliday, Todd McCullough, Jeff Porter, Dennis Keller, Spencer Remoquillo, Chief Perrigo, Ray Stemen, Lisa Notestone, Michael Kaper, Aunie Cordle, Rick Szabrak, Kyle Witt, Holly Mattei, David Uhl, and Branden Meyer.

- Legal Update

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

- Administration and Budget Update/Carri's List

- a. Announcements

Mr. McCullough introduced Chole Soliday who is joining the Dog Shelter staff. She has previously volunteered and worked as a contracted employee. They are excited to have her join the team.

The State of the County Address will be April 25. We will have the address at Crossroads on Fair Avenue. The theme for the address is Brilliant Ideas @ Work, which mirrors the National Association of Counties Theme for Awareness Month (also April).

- b. Highlights of Resolutions

Ms. Brown provided highlights of resolutions proposed.

RPC proposed a resolution to approve an extension to the time frame for completing the sidewalk construction for the Storage One/Spring Creek Business Complex Subdivision per the Development Agreement executed on October 28, 2014 by and between the Board of Commissioners and Storage One. There were other extensions of time. This extension for the sidewalk construction is to May 1, 2017, to provide sufficient time to review and approve the amended plat. RPC also proposed partnership agreements with the Village of Thurston and Walnut Township for CDBG Allocation (and NRP, in the case of Thurston) programs.

The Engineer proposed the purchase of a Western Star cab and chassis and a Bobcat Toolcat with cab enclosure, both through the state bid purchasing program.

JFS proposed an operating lease for a Toyota Camry lease, to be paid from Non-Emergency Transportation funds, and for a network placement contract for Child Protective Services.

The Sheriff proposed a renewal of the policing contract with Bremen.

We proposed an amendment to the ATT contract for an address change.

There were financial resolutions to approve, such as:

- Memo receipts and expenditures by operation of law for JFS departments;
- Appropriations from unappropriated funds for the County Engineer, Juvenile Court, and 911 Communications (special revenue funds);
- A fund to fund transfer (cash transfer) for the Records Center Fund;

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- Account to account transfers of appropriations for the Law Library, Economic Development, and the County Sheriff.
- Allocations of employer BWC premium payments paid in January 2017;
- The credit of interest for the Health Department and Parks District;
- An advance repayment for CDBG; and
- The payment of bills (including the UHC payment for the health benefit plan & approval and payment of then and now certifications or substitute then and now certifications).

c. Administrative Approvals & Budget Update

The review packet will contained a list of administrative approvals for the week. Ms. Brown asked if there were questions, and none were posed.

Ms. Brown went on to state that in 2016, the County Commissioners approved an additional Municipal Court allocation of \$60,000. In 2017, and additional allocation of \$104,000 was provided. For the two-year period, the \$224,000 was offset by fewer dollars spent on SCRAM. Municipal Court is also collaborating with the County in drug testing new employees, piloting JFS employees at first. The HR department will be charged the cost of materials for the testing, which is fewer than \$8 per test, as opposed to about \$50 per test in the market.

d. Jail and Public Safety Facility Update

The most recent report on the jail population shows the population is 250.

The most recent report from Granger was in the review packet.

Ms. Brown provided an update from the FFE administrative meeting. An additional \$126,990 is needed for FFE for categories of FFE not addressed in the Sheriff's request earlier. Such categories include computers, networking switches and 911 recording equipment and other items. Once the total is firmed up this week, a resolution will be proposed for next week's voting agenda. FFE is included within the Sheriff's departmental budget. We also expect all videoconferencing needs to be addressed and tested prior to the opening of the jail.

The design of the new facility allows for efficiency with staffing so that the existing staff can be dedicated to meeting the minimum state standards for operations. For example, with the current level of staffing, there should be an ability to rotate staff so that training can be conducted, allowing for improvements in operations. One of the ten staff members will be assigned to security of public buildings, such as the Hall of Justice and the Administrative Courthouse. The remaining deputies (approximately 35 of them) should be able to manage up to 300 inmates in the new building, given initial estimates from the Sheriff. This means that there will be efficiencies obtained, even though we do not expect to have fewer deputies or positions eliminated. We expect to have a greater capacity for services.

Regarding use of the existing Detective Bureau building, we have plans to continue to use the building for office space and have \$150,000 set aside in 2018 plans for painting and minor renovations because accomplishing the minor renovations is best done when there is no one using the building.

In addition, the annual rent to the state for the annex will cease in September. That annual lease is \$120,000.

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Dennis Keller shared some pictures of the project including the day room and painted areas.

Mr. Davis stated that he has called county commissioners in Hocking and Perry counties and it was agreed that the Sheriffs in both counties should speak with Sheriff Phalen regarding the potential of Fairfield County housing inmates from surrounding counties. While the county will not house out of county inmates immediately, it is something to consider in the future.

Ms. Brown added that Mr. Keller and Mr. Szabrak are working with local school officials to arrange for students in STEM courses to attend tours to highlight engineering and architecture of the jail construction project.

Mr. Davis also suggested that tours be made available to elected officials from surrounding counties.

Mr. Levacy added that the Township Trustees Association would be touring the facility on March 18<sup>th</sup>.

e. Roundtable – February 9<sup>th</sup> Debriefing

An elected official and department head roundtable meeting was held February 9<sup>th</sup>. All suggestions for agenda topics were incorporated into the agenda. During the roundtable, the draft policy changes for the County personnel manual were proposed. There is a clearance period for comments and clarification. The Commissioners will meet with the HR Director, as well, on February 14 (today). The roundtable also included presentations from RPC and FMC. A packet of information has been provided to all, in case there were people unable to attend.

f. Bravos

Thank you to everyone using the Going the Extra Mile system. It is important to recognize excellent work behaviors, especially in times of complexity. We will highlight those you send and receive GEMS in an annual resolution in 2017, as we did in 2016.

- Old Business

- New Business

- a. Request from remnant land to be used to plant wildflowers and support the honeybee population

The Commissioners received an email from an individual regarding the possibility of planting wildflowers on remnant land the county owns on Hill Road. Wildflowers are said to help honeybee populations. We are working with the engineer regarding parameters for the flowers so that driving visibility is not hampered. The prosecutor will then work on an agreement with the individual who has offered to maintain the area. Ms. Elsea will reach out to the county apiary to see if he has any feedback. The Commissioners agreed to the concept.

- General Correspondence Received

- a. Letter from Columbia Pipeline Group re: Modernization of B System

Mr. Davis spoke with Ms. Horacek earlier in the day as information was dropped off to Mr. Davis regarding a Columbia Project, and he wanted the

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Prosecutor to have it as the County Prosecutor represents the county on these matters.

Mr. Keller passed information on the Modernization of B System to Mr. Vogel, as the parcel is next to a utilities site.

Mr. Davis added that Columbia is working on several projects at once and these two issues appear to be separate projects.

Ms. Brown suggested a motion to allow her or Mr. Keller to proceed with general easements relating to the Columbia Pipeline Group projects once approved programmatically and by the Prosecutor.

**Motion to Proceed with General Easements in Relation to Columbia Pipeline Group Projects**

On the motion of Steve Davis and second of Dave Levacy, the Board voted to authorize Ms. Brown or Mr. Keller to proceed with general easements in relation to Columbia Pipeline Group projects once approved by the Fairfield County Prosecutor's Office.

Roll call on the motion as follows:

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

b. CFLP Recycling Drop-Off Final Financial Statement

- Calendar Review/Invitations Received

- a. DD Free Movie – March 13<sup>th</sup> at OU-L

- b. Motts Military Museum 2<sup>nd</sup> Annual 9/11 Memorial Gathering – Saturday, May 13<sup>th</sup> at the Columbus Zoo.

- c. Fairfield County TID Meeting – February 23<sup>rd</sup> at 9 a.m.

- 1. Ms. Mattei will attend.

- FYI

- a. HR Trainings – February 21st

- b. CRMS Training – February 23<sup>rd</sup>

- c. DD February 2017 Newsletter

- Issues Bin (none)

- Open Items (none)

**Personnel Policy Manual Update**

The Commissioners met at 9:27 a.m. for the annual personnel policy manual update. Commissioner Davis called the meeting to order with the following Commissioners present: Steve Davis, Dave Levacy, and Mike Kiger. Also present were Carri Brown, Rachel Elsea, Jim Bahnsen, Joshua Horacek, Amy Brown-Thompson, Tony Vogel, Chole Soliday, Todd McCullough, Jeff Porter, Dennis Keller, Spencer Remoquillo, Chief Perrigo, Ray Stemen, Lisa Notestone, Michael Kaper, Aunie Cordle, Rick Szabrak, Kyle Witt, Holly Mattei, David Uhl, and Branden Meyer.

Ms. Porter distributed an overview of the proposed updates. Those updates are as follows:

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- Section 2:11 – County credit cards are not to be used to obtain cash (requested addition by the Auditor's Office).
- Section 3:10 – Rehiring of Retired OPERS Members should be at a 20% salary reduction. While the Commissioners can issue guidance on this, other elected officials can compensate within their approved budgets differently *if* they adopt an alternative policy.
- Section 3:15 – Alcoholism and Drug Abuse language is being updated to include medical marijuana.
- Section 3:19 – We are adopting the CCAO recommended policy that states concealed carries are not allowed in county buildings, but firearms are allowed to be kept in personal vehicles, if properly stored. Mr. Davis added that the Commissioners are not opposed to the 2<sup>nd</sup> amendment, but due to the nature of business conducted in county buildings as well as for security issues, this is necessary.
- Section 4:3 – We are clarifying the vacation accrual language by using the specific ORC language.
- Section 4:11 – This section adopts a compensation plan for Commissioners employees and encourages other elected officials to do the same by providing specific guidance.
- Section 4:12 – Now that the Tuition Reimbursement program is no longer a pilot program, the updates address the reimbursement options if an employee leaves employment and needs to pay back a portion or all of the reimbursement. This is being implemented to help with the program administration. Mr. Davis added that the purpose of the program is for the county to also benefit from the education received by the employee. We want an educated workforce and also want to retain that educated workforce.
- Section 4:18 – The Wellness Incentive days will no longer be paid out at separation, instead it will be a "use it or lose it" benefit.

Other changes include a pilot program for drug testing new hires. JFS will pilot this program and Municipal Court will conduct the testing. This is to insure a safe and effective workforce.

Additionally mandatory education requirements for all employees are being added. This includes annual ethics, unlawful harassment, and cybersecurity trainings.

The proposed changes and a summary will be distributed to all county elected officials with feedback requested by February 24<sup>th</sup>. The changes will then go before the Commissioners for approval.

Mr. Davis requested to hear from some individuals who have participated in the tuition reimbursement program to hear how it has helped their work.

Mr. Porter stated he would arrange that. He added that he did not want to give the impression that there were problems with the program, but that the changes were simply to help with the program administration.

Returning to the topic of cybersecurity training, Mr. Levacy added that he attended Congressman Stivers' digital divide roundtable last week and found it very informative. A representation from the FCC was also in attendance. It is often assumed that everyone has access to internet service, but this is not the same.

Mr. Szabrak added that they have receive 1,100 surveys back and are finding 50% of those in the county do not have adequate internet service; 10% do not have service at all, and 40% say the service they have does not meet their needs. A full report will be available in May.

**Executive Session to discuss Pending Litigation**

On the motion of Mike Kiger and second of Dave Levacy, the Board voted to enter into Executive Session to discuss pending litigation at 9:45 a.m.

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Discussion: Commissioner Davis stated that the following people be present: Commissioner Davis, Commissioner Levacy, Commissioner Kiger, Carri Brown, Rachel Elsea, Josh Horacek, Amy Brown-Thompson, Kyle Witt, Jeff Porter, and Chief Perrigo.

Roll call on the motion as follows:

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

On the motion of Dave Levacy and second of Mike Kiger the Board voted to exit Executive Session at 9:59 a.m.

Roll call on the motion as follows:

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

### **Review**

The Commissioners met at 9:59 a.m. to review legal issues and pending or future action items and correspondence. Commissioner Davis called the meeting to order with the following Commissioners present: Steve Davis, Dave Levacy, and Mike Kiger. Also present were Carri Brown, Rachel Elsea, Josh Horacek, Amy Brown-Thompson, Kyle Witt, Jeff Porter, and Chief Perrigo.

### **Commissioners' Regular Meeting**

A regular meeting of the Fairfield County Board of Commissioners was held on Tuesday, February 14, 2017 beginning at 10:02 a.m., with the following Commissioners present: Dave Levacy and Mike Kiger. Also present were Carri Brown, Rachel Elsea, Staci Knisley, Joshua Horacek, Amy Brown-Thompson, Dennis Keller, Jeremiah Upp, Jon Slater, Kyle Witt, Ray Stemen, Jim Bahnsen, Branden Meyer, David Uhl, Holly Mattei, Tony Vogel, Chole Soliday, Todd McCullough, Jeff Porter, Aunie Cordle, and Rick Szabrak.

### **Pledge of Allegiance**

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

### **Announcements**

Commissioner Davis asked if there were any announcements.

There were no announcements.

### **Public Comment**

Commissioner Davis asked if anyone from the public who would like to speak or offer comments.

Mr. Ray Stemen of 2444 West Point Road in Lancaster shared his observations regarding national issues on the political scene, particularly riots.

### **Approval of Minutes for Tuesday, February 7, 2017**

On the motion of Dave Levacy and the second of Mike Kiger, the Board of Commissioners voted to approve the minutes for the Tuesday, February 7, 2017 Regular Meeting.

Roll call vote of the motion resulted as follows:

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

### **Approval of Minutes for Thursday, February 9, 2017**

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On the motion of Mike Kiger and the second of Steve Davis, the Board of Commissioners voted to approve the minutes for the Thursday, February 9, 2017 Regular Meeting.

Roll call vote of the motion resulted as follows:  
Voting aye thereon: Mike Kiger and Steve Davis  
Abstaining: Dave Levacy

**Approval of the Auditor's Office Resolution**

On the motion of Dave Levacy and the second of Mike Kiger, the Board of Commissioners voted to approve the Auditor's Office resolution to approve the allocation of complier BWC premium paid in January 2017 as memo expenditures for various funds/orgs; see resolution 2017-02.14.a.

Roll call vote of the motion resulted as follows:  
Voting aye thereon: Dave Levacy, Mike Kiger, and Steve Davis

**Approval of the Commissioners' Office Resolutions**

On the motion of Dave Levacy and the second of Mike Kiger, the Board of Commissioners voted to approve the following Commissioners' Office resolutions:

- |              |   |
|--------------|---|
| 2017-02.14.b | A resolution authorizing the approval of repayment of an advance to the General Fund from the CDBG Allocation FY2015 grant fund# 2788, subfund# 8112 – Fairfield County Commissioners [Commissioners] |
| 2017-02.14.c | A resolution to approve a memo expense for interest allocation reimbursement for Fairfield Department of Health – Fund #7012 & Fund# 7321[Commissioners]  |
| 2017-02.14.d | A resolution to approve a fund to fund transfer from the General Fund# 1001 to the Record/Assets Capital Project Fund# 3827 – Fairfield County Commissioners [Commissioners]                          |
| 2017-02.14.e | A resolution to approve a memo expense for interest allocation reimbursement for Fairfield County Historical Parks – Fund # 7308 [Commissioners]  |
| 2017-02.14.f | A resolution to appropriate from unappropriated in major expenditure object category for capital outlay - Fairfield County Commissioners Fund # 2683 911 Wireless [Commissioners]                     |
| 2017-02.14.g | Approval of Amendment to AT&T Ethernet contract - Annex address change [Commissioners]  |

Roll call vote of the motion resulted as follows:  
Voting aye thereon: Dave Levacy, Mike Kiger, and Steve Davis

**Approval of the Economic Development Resolution**

On the motion of Dave Levacy and the second of Mike Kiger, the Board of Commissioners voted to approve the Economic Development resolution approving an account to account transfer in a major object expense category; see resolution 2017-02.14.h.

Roll call vote of the motion resulted as follows:  
Voting aye thereon: Dave Levacy, Mike Kiger, and Steve Davis

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**Approval of the Engineer's Office Resolutions**

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

- 2017-02.14.i      A resolution to purchase a Bobcat Toolcat 5600 with cab enclosure.  
[Engineer]
- 2017-02.14.j      A resolution to purchase a 2018 Western Star 4700 SF Single Axle  
Cab and Chassis for the Fairfield County Road Department.  
[Engineer]
- 2017-02.14.k      A resolution to appropriate from unappropriated in a major  
expenditure object category County Engineer 2024-Motor Vehicle  
for guardrail supplies and stock [Engineer]

Roll call vote of the motion resulted as follows:

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

**Approval of the JFS Resolutions**

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

- 2017-02.14.l      A resolution to authorize a vehicle lease agreement with Buckeye  
Toyota, Toyota Financial Services, for the purpose of Non-  
Emergency Transportation (NET) services [JFS]
- 2017-02.14.m      A resolution regarding Network Placement and Related Services  
Agreement between One Way Farm of Fairfield, Inc. Child  
Protective Services Department [JFS]
- 2017-02.14.n      A resolution to approve a memo receipt and expenditure for  
Fairfield County Job & Family Services, Fund 2072 reimbursing  
Fund 2018 [JFS]
- 2017-02.14.o      A resolution to approve a memo receipt and expenditure for  
Fairfield County Job & Family Services, Fund 2015 reimbursing  
Fund 2018 [JFS]
- 2017-02.14.p      A resolution to approve a memo receipt and expenditure for  
Fairfield County Job & Family Services, Fund 2599 reimbursing  
Fund 2018 [JFS]

Discussion: Ms. Cordle expressed her appreciation towards Buckeye Toyota for their cooperation due to the difficult nature of this lease.

Roll call vote of the motion resulted as follows:

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

**Approval of the Juvenile/Probate Court Resolution**

On the motion of Dave Levacy and the second of Mike Kiger, the Board of Commissioners voted to approve the Juvenile/Probate Court resolution to appropriate from unappropriated in major expenditures object category – Juvenile Court, #2036 Ohio Department of Youth Services Fund; 2017-02.14.q.

Roll call vote of the motion resulted as follows:

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

**Approval of the Law Library Resolution**



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On the motion of Dave Levacy and the second of Mike Kiger, the Board of Commissioners voted to approve the Law Library resolution approving an account to account transfer from General Office Supplies to Long Term Disability Insurance; see resolution 2017-02.14.r.

Roll call vote of the motion resulted as follows:

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

**Approval of the Regional Planning Commission Resolutions**

On the motion of Dave Levacy and the second of Mike Kiger, the Board of Commissioners voted to approve the following Regional Planning Commission resolutions:

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|--------------|--|
| 2017-02.14.s | A resolution to approve a Partnership Agreement between the Fairfield County Board of Commissioners and the Village of Thurston for the FY 2016 CDBG Allocation Program of Fairfield County B-F-16-1AV-1 [Regional Planning]   |
| 2017-02.14.t | A resolution to approve an extension to the time frame for completing the sidewalk construction for the Storage One/Spring Creek Business Complex Subdivision per the Development Agreement executed on October 28, 2014 by and between the Board of Commissioners and Storage One [Regional Planning] |
| 2017-02.14.u | A resolution to approve the Partnership Agreement with Walnut Township for the FY2016 CDBG Allocation and Neighborhood Revitalization Program Funds of Fairfield County B-F-16-1AV-1 [Regional Planning]   |

Roll call vote of the motion resulted as follows:

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

**Approval of the Sheriff's Office Resolutions**

On the motion of Dave Levacy and the second of Mike Kiger, the Board of Commissioners voted to approve the following Sheriff's Office resolutions:

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|--------------|---|
| 2017-02.14.v | A resolution approving an account to account transfer Fund 1001 Equipment [Sheriff]   |
| 2017-02.14.w | A resolution authorizing the approval of a service agreement by and between Fairfield County Sheriff's Office and the Village of Bremen [Sheriff] |

Roll call vote of the motion resulted as follows:

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

**Approval of Payment of Bills Resolutions**

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

- |              |  |
|--------------|--|
| 2017-02.14.x | A resolution to approve the payment of the vouchers without appropriate carry-over purchase orders for all Departments that are approved by the Commissioners [Auditor- Finance] |
| 2017-02.14.y | A resolution authorizing payment(s) to United Health Care for purposes of the Fairfield County Health Benefits Plan – Fairfield County Board of Commissioners [Commissioners]    |

2017-08.14.z	A resolution authorizing the approval of payment of invoices for departments that need Board of Commissioners' approval [Commissioners]
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Roll call vote of the motion resulted as follows:  
Voting aye thereon: Dave Levacy, Mike Kiger, and Steve Davis

### Adjournment

With no further business, on the motion of Dave Levacy and a second of Mike Kiger the Board of Commissioners voted to adjourn at 10:12 a.m.

Roll call vote of the motion resulted as follows:  
Voting aye thereon: Dave Levacy, Mike Kiger, and Steve Davis

The next regular meeting for the Board of Commissioners is scheduled for Tuesday, February 21, 2017, at 10:00 a.m.

Motion by: \_\_\_\_\_ Seconded by: \_\_\_\_\_

that the February 14, 2017, minutes were approved by the following vote:

YEAS: NAYS: None

ABSTENTIONS: None

\*Approved on February 21, 2017






Steven A. Davis  
 Commissioner

Dave Levacy  
 Commissioner

Mike Kiger  
 Commissioner

  
Rachel A. Elsea, Clerk