

Regular Meeting #10 - 2015
Fairfield County Commissioners' Office
March 3, 2015

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, Staci Knisley, Jason Dolin, Chief Jerry Perrigo, Jeff Barron, Jim Bahnsen, Todd McCullough, Ray Stemen, Dennis Keller, Jeff Porter, Tony Vogel, Sophia Stevens, and Bob Clark.

- **Legal Update**

Mr. Dolin reported that he had discussions with the attorneys involved in the upcoming annexation of property in Violet Township into the City of Pickerington. An agreement is to be signed by the officials of the City of Pickerington on March 19th. Ms. Brown reported that she had mentioned to the attorney preparing the agreement that an email or letter from Engineer Jeremiah Upp knowing that he agrees with the terms and conditions would be helpful. The agreement is to be presented to the Board of Commissioners prior to March 19th.

- **Administration and Budget Update/Carri's List**

A. Highlights of Resolutions

Ms. Brown reported that there is a resolution to approve a proclamation naming March as Development Disabilities Awareness Month. This is a special time to recognize the wonderful contributions everyone can make to the community and to focus on abilities. Of course, we are encouraged by the great work the Board of Development Disabilities accomplishes on an everyday basis.

There is a resolution to approve the use of financial transaction devices, as introduced at the Leadership Conference and discussed at the February Roundtable. All input received was incorporated.

There is a resolution to approve the bridge replacement project in Amanda.

There is a resolution to approve the purchase of Dodge Cruisers for the Sheriff, of which the lowest price obtained was through the DAS approved pricing.

There are multiple financial resolutions, including ratification of financial adjustments required prior to month end of February. There are resolutions to account for the interest credit for the Parks District and Health Department. There is the traditional resolution to approve the Buckeye Lake sewer assessments (monthly). There are the traditional bill lists proposed for approval.

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B. Administrative Approvals and Budget Update

Ms. Brown reported that the review packet contains a summary of administrative approvals for the week. There were no questions regarding the administrative approvals.

C. Public Safety Facility and Financing Update

Ms. Brown reported that staff continues to connect with subject matter experts with the City of Lancaster. The review packet contains documentation that the address for the new jail and public safety facility at the proposed site is 345 Lincoln Avenue. We are also working with the Ohio EPA for guidance. The Bureau of Adult Detention meeting is set for March 6, tentatively. The architect is to attend that meeting.

D. March 24 - State of the County Address

Ms. Brown reiterated that the State of the County Address theme is Fairfield County: *Moving Forward, The Keys are Transportation and Infrastructure*. We will prepare a national awareness calendar in addition to the address. With this theme, we can use the video of the history of the courthouse, too. The State of the County address will be held at Liberty Center. Administrative staff will meet with the Lancaster Fairfield Chamber of Commerce officials tomorrow for a time of planning.

Commissioner Davis stated that he recently attended the State of the City Address. He thought it went very well. About seven out of ten city council members did not attend. He encourages county elected officials and department heads to attend the county address.

E. Walnut Township Annexation Update

Ms. Brown reported that there is an annexation "tabled" which should have been journalized to show receipt of the annexation petition. The item is scheduled for a vote on March 24th at the 10 am regular meeting of the Board of Commissioners. There is a question regarding this annexation, and it is under review.

- **Old Business**

Commissioner Davis stated that there was no old business to discuss.

- **New Business**

Commissioner Davis stated that there was no new business to discuss.

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- **General Correspondence Received**

- a. MOW/OAA Levy Budget for 2016

Ms. Brown reported that Anna Tobin, Director of Meals on Wheels/Older Adult Agency will meet with the Board of Commissioners on Tuesday, March 17th to review the MOW 2016 Budget.

- b. Thank you letter from Department of Agriculture for participation in the 2013 Clean Ohio Local Agriculture Easement Purchase Program

- c. Letter from Columbia Pipeline Group re: Right-of-Way Maintenance

- d. Letter from Enterprise Products re: Routine Internal Inspection

Commissioner Davis reported that he has reviewed both pipeline letters. He has talked with Zane Daniels, representative of the Columbia Pipeline Group. Mr. Daniels will reach out to Ms. Brown to set up an appointment to meet with the Board. Mr. Davis stated that he will stay out of these discussions.

Calendar Review/Invitations Received

- a. Canal Winchester Area Chamber Networking Luncheon – Wednesday, March 11 @ 11:30, Location: Club 33 Bar and Grill, Location: Hilton Columbus Downtown

No Commissioner will attend.

- b. 2015 State of the Region Luncheon – Thursday, April 2 @ 11:00 a.m. (RSVP required)

No Commissioner will attend.

- c. Operation: Street Smart – Saturday, May 16th @ FMC, 9:00 am – 3:00 pm (RSVP required)

Commissioner Levacy would like to attend. He will check his schedule to see if he can attend.

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FYI

- a. Greenfield Township, Zoning Board of Appeals notice for 3383 Old Columbus Rd. Carroll
- b. RPC Meeting Notice and Agenda (In newsletter folder)
 - The Annual Report of the RPC will be part of Holly Mattei's presentation at the RPC meeting. A slide show is available.
- c. Board of Health 2014 Annual Report (In newsletter folder)
 - Carri Brown reported that the Tussing Road Government Services Building has resulted in increased customer service and outreach for the Women, Infants, and Children program. Commissioner Levacy stated that the Board of Health is very appreciative of the use of the Tussing Road facility. The Annual Report reflects this increase in customer service.
- d. Ohio Onsite Wastewater Association (OOWA) Winter newsletter (in newsletter folder)
 - Carri Brown reported that a member of the public requested that this newsletter be forwarded. She also forwarded it to Mr. Vogel.

Issues Bin

- Sensory Trail

Commissioner Davis reported that the staff is continuing to gather information. They will update the Board of Commissioners as soon as it is reasonable.

Open Items from Participants/Roundtable

Ms. Brown reported that Auditor Jon Slater and his staff will have a swearing in ceremony on Friday, March 6th at 3:00 p.m. We congratulate everyone on the swearing in ceremony.

Utilities Update

The Commissioners met with Tony Vogel, Sophia Stevens and Don Sherman for an update at 9:16 a.m. Commissioner Davis called the meeting to order with the following Commissioners present: Steve Davis, Dave Levacy, and Mike Kiger. Also present were Carri Brown, Staci Knisley, Jason Dolin, Chief Jerry Perrigo, Jeff Barron, Jim Bahnsen, Todd McCullough, Ray Stemen, Dennis Keller, Jeff Porter, Tony Vogel, Sophia Stevens, Bob Clark, David Uhl, and Don Sherman.

- Residential Sewer Billing Project update

Mr. Vogel stated that Ms. Stevens will be presenting to the Board information about the timeline of the residential sewer billing project. (See attached for handout)

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Ms. Stevens reported that the Utilities department started the process of reviewing residential sewer rates in 2014. They have reviewed customer usage and have developed fair market value rates.

Ms. Stevens reported that they will be testing the new billing procedures in MUNIS (financial/billing software) in March and April. They will be testing charge codes and analyzing the database. They are basically trying to "break the system" and test all variables to make sure it works correctly. They are also working with their "Smartbill" system. Smartbill will allow for notification to customers. Reminders and notifications will be placed on billings.

Ms. Stevens reported that they will be reaching out to their customers by mailing out information, setting up public hearings, and setting up a dedicated phone line just for questions regarding the new billing. In August, there will also be an update on the website. Final mailings will be September 1st. There are 6,000 customers in their database. Ms. Stevens reported that the final phase is a resolution adopted by the Board of Commissioners. The first cycle of the billing will be October of 2015.

Mr. Vogel reported that the Utilities Office is working hard to get the information out to their customers. They will have the first notice of information to them three months before the actual billing change. Commissioner Davis asked that Mr. Vogel give a brief summary of prior discussions of why there is a billing change.

Mr. Vogel stated that currently customers are billed a flat sewer rate. About 12% of their customers are sewer only. The remaining customers are on both sewer and water systems. The new sewer billing will be based on the amount of water used specifically. Commissioner Davis stated that with current sewer rates, there is no reason for customers to be conservative. This new approach will allow customers that are conservative to have a smaller bill and will hopefully encourage people to be more conservative. Mr. Vogel reported that this approach may reduce revenue slightly.

Ms. Brown reported that many customers have called and asked for the Utilities Department to analyze the methodology for billing. This change is in response to the analysis of the methodology option, with overall fairness as a guiding principle. Mr. Vogel agreed and reported that the new billing process will be completed by the end of the year. The informational mailings will start in the next few months. We are here to answer the customer questions and will be responsive in the future.

Commissioner Davis complimented Mr. Vogel and his staff for gathering the information and implementing the new billing process. He appreciates the communication that will be sent out.

Commissioner Levacy asked if they would allow for a bypass meter.

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Mr. Vogel reported that yes they will allow for it. They are checking with other agencies to see what their process is in this regard.

Commissioner Levacy asked if the notification will be on bills. Mr. Vogel reported that with Smartbill, they are able to notify on billings and plan to do so.

- Update on Utilities Department Projects

Mr. Sherman reviewed five projects for the Utilities Department. (See attached for the handout)

- a. Administrative Building Access Drive

Mr. Sherman reported that the engineering consultant will soon be selected. It is estimated that the design will take nine months, and construction will likely begin in the spring of 2016.

Commissioner Davis asked what the standard is to build the road.

Mr. Vogel reported that the road will be built by County Engineer and Violet Township standards for public roads.

- b. 204/256 Water Transmission Line Improvements

Mr. Sherman reported that they should have the Ohio EPA permit in the short term. Bidding will begin in April. They plan to award the contract in May. The project should be completed in early 2016.

Mr. Vogel reported that this falls in line with the City of Pickerington project of widening the road.

- c. Lakeside WRF Upgrade/Expansion

Mr. Sherman reported that the design is completed. They are waiting on front end documents. They are on time with Ohio EPA's timeline. This upgrade is located at the bottom of Meadowbrook Drive.

- d. Mingo Estate Sanitary Sewer Improvements

Mr. Sherman reported that this project is a joint project with the City of Pickerington and Violet Township. Phase 1 was done in 2007 with Ohio Public Works Commission (OPWC) funds. By joining with these agencies we are eligible for OPWC funds for phase 2. Bidding will begin in April. The project will be completed by the end of the year.

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e. Allen Road waterline extension – DD

Mr. Sherman reported that there are recent test to show levels of arsenic in the Fairfield County Developmental Disabilities regional office located on Allen Road. The agency has an action plan in place. Further, they have applied for WSRLA grants for the waterline extension. The timeline is a six month process with the application approval, permits, and bidding. This falls in line with our overall Master Plan for the Tussing and Little Walnut plant to connect.

Mr. Vogel reported that Fairfield County Board Developmental Disabilities (FCBDD) will pay for a portion of the costs.

Mr. Vogel went on to report that the arsenic is in the ground. Utility workers do the testing and monitoring in this circumstance. The agency is bringing in bottled water for all usage. Ohio EPA's guideline says that the arsenic is not high enough to trigger anything formal but recommends not using it.

Mr. Uhl with FCBDD reported that the regional office is strictly an administrative office. No customers visit. All employees have been notified and others that use the building are notified. There is bottled water in use at this time.

Commissioner Levacy asked how long the waterline would run.

Mr. Vogel reported that the line would be 200 feet from Route 256, and Mr. Sherman reported that the line will be 5800 feet total.

Commissioner Levacy asked if all of the projects are being done with existing staff.

Mr. Vogel answered yes.

Commissioner Levacy asked if there will be any disruptions with the projects.

Mr. Vogel reported that there should be no disruptions. They will be doing directional borings with obtaining easements. Mr. Sherman reported that there will be minimal disruption. There will be no boil alerts.

Commissioner Davis stated that the Utilities Department provided an excellent presentation and he could tell that there was a lot of thought put into it.

Supreme Court Ruling

Mr. Vogel reported that to date, they do not have a ruling from the Supreme Court on case that was previously discussed. We had expected a ruling, but we

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do not have one at this time. Mr. Vogel will report news to Ms. Brown once there is an update.

Recess

Commissioner Davis stated at 9:46 a.m. that the Commission would take a short recess until the 10:00 regular meeting.

Commissioners' Regular Meeting

A regular meeting of the Fairfield County Board of Commissioners was held on Tuesday, March 3, 2015 beginning at 10:01 a.m., with the following Commissioners present: Steve Davis, Mike Kiger, and Dave Levacy. Also present were Carri Brown, Staci Knisley, Todd McCullough, Paul Kemmerer, John Pekar, Jim Bahnsen, Jason Dolin, Dennis Keller, Ray Stemen, David Uhl, Chief Jerry Perrigo, Jeff Barron, Jon Kochis, Branden Meyer, and Jon Slater.

Commissioner Davis called the meeting to order.

Pledge of Allegiance

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

Announcements

Commissioner Levacy asked Ms. Brown if there were any announcements.

Ms. Brown announced that the 2nd item under the Commissioners' Office resolutions is a proclamation for declaring March as Developmental Disabilities Awareness Month. John Pekar is here to accept the proclamation. She asked if the Board would like to approve the proclamation first on the agenda. Commissioner Davis suggested that recognizing March 2015 as Developmental Disabilities Awareness Month was a good first item.

Approval of a proclamation recognizing March 2015 as Developmental Disabilities Awareness Month.

2015-03.03.c	A resolution authorizing the approval of a proclamation recognizing March 2015 as Developmental Disabilities Awareness Month. [Commissioners]
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On the motion of Dave Levacy and the second of Mike Kiger, the Board of Commissioners voted to approve the proclamation declaring March 2015 as Developmental Disabilities Awareness Month.

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Discussion: Ms. Brown reported that today is a time to recognize the wonderful contributions everyone can make to a community and to focus on abilities. Of course, we are encouraged by the great work the Board of Development Disabilities accomplishes on an everyday basis. Commissioner Levacy thanked Mr. Pekar and his staff for their hard work. Mr. Pekar also thanked the Board of Commissioners for their recognition and tremendous support.

Roll call vote of the motion resulted as follows:

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

Public Comment

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

Mr. Paul Kemmer, resident of Fairfield County on 2659 Elder Road B thanked Commissioner Levacy for attending the District Advisory Council (DAC) meeting last night. Mr. Kemmer stated that he has been to several DAC meetings, and the County Commission staff and Commissioners are always well represented. However, Mr. Kemmer stated that he is disappointed in the Health Commissioner for not attending the meetings. He went on to state his opinion that there was not a good showing of Board of Health members at the meetings.

Mr. Kemmer reported that he was disappointed with how the Board of Health is addressing compliance with septic systems. In his opinion, the approach is not right, and the situation is breaking his heart. Mr. Kemmer has tried so hard with his research and by attending meetings. Mr. Kemmer stated that the county Health Commissioner is the highest paid in compensation for public officials in the State of Ohio. He has never seen the Fairfield County Health Commissioner even attend a DAC meeting. Mr. Kemmer went on to express he did not believe he was being treated fairly when he attended meetings. He indicated that for things to move forward, he suggests a leadership change. Mr. Kemmer stated that there are good people at the Health Department accomplishing good work, but for improvements in public health, especially with the sewer systems, there needs to be change.

Approval of Minutes for Tuesday, February 24, 2015, Regular Meeting

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 24, 2015 Regular Meeting.

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 Clerk of Courts/Title office resolution

On the motion of Dave Levacy and the second of Mike Kiger, the Board of Commissioners voted to approve the following Clerk of Courts resolution:

2015-03.03.a A resolution to appropriate from unappropriated in a major expenditure object category Clerk of Courts Title Fund #2326 Certificate/Title Admin [Clerk of Courts- Title]

Roll call vote of the motion resulted as follows:

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

Approval of 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:

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|--------------|--|
| 2015-03.03.b | A resolution to ratify the approval of financial resolutions for the Engineer's Office and Sheriff's Office [Commissioners] |
| 2015-03.03.d | A resolution to approve a memo expense for interest allocation reimbursement for Fairfield County Historical Parks – Fund # 7308 [Commissioners] |
| 2015-03.03.e | A resolution to approve a memo expense for interest allocation reimbursement for Fairfield Department of Health – Fund #7012 & Fund# 7321 [Commissioners] |
| 2015-03.03.f | A resolution authorizing the County Auditor to assess and place on the tax duplicate delinquent sewer rentals for the Buckeye Lake Sewer System for the dates of November 15, 2014 through December 15, 2014 [Commissioners] |
| 2015-03.03.g | A resolution to authorize acceptance of payments by financial transaction devices for county expenses [Commissioners] |

Roll call vote of the motion resulted as follows:

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

Approval of Emergency Management Agency resolutions

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

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| 2015-03.03.h | A resolution to approve a memo expenditure for EMA fund 2091 |
| 2015-03.03.i | A resolution authorizing an account to account transfer for EMA Fund 2091 Local Emergency Planning Committee Fund [EMA] |
| 2015-03.03.j | A resolution authorizing the approval of an advance from the general fund to EMA – Fund 2091 (subfund 8090 and 8091) Hazardous Materials Emergency Preparedness Grant [EMA] |
| 2015-03.03.k | A resolution to amend the certificate, update receipt line item & request for appropriations for receipts for EMA fund 2091(subfund 8090/8091) Hazardous Materials Emergency Planning Grant. [EMA] |

Discussion: Mr. Kochis stated that the Hazardous Materials Emergency Planning Grant pays for the exercise that is held with the Lancaster Fire Department.

Roll call vote of the motion resulted as follows:

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

Approval of 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:

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|--------------|--|
| 2015-03.03.l | A Resolution to Schedule Annual Township Trustee Meetings [Engineer] |
| 2015-03.03.m | A Resolution to Approve the Contract Bid Award for the AMA-04,FAI-CR57-3.762 Rock Mill Road over Sand Run Bridge Replacement Project. [Engineer] |

Roll call vote of the motion resulted as follows:

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

Approval of Job and Family Services resolution

On the motion of Dave Levacy and the second of Mike Kiger the Board of Commissioners voted to approve the following Job and Family Services resolution:

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2015-03.03.n A resolution approving an account to account transfer CSEA
Fund 2015, Job & Family Services [JFS]

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

Approval of Juvenile Court resolution

On the motion of Dave Levacy and the second of Mike Kiger the Board of Commissioners voted to approve the following Juvenile Court resolution:

2015-03.03.o A resolution approving an account to account transfer

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

Approval of Sheriff's Office resolution

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

2015-03.03.p A resolution authorizing the purchase of six 2015 Dodge
Chargers from Key Chrysler in Xenia, Ohio following a
competitive invitation to bid process. [Sheriff]

Discussion: Commissioner Davis stated that he appreciated that the Sheriff's office gave all vendors an opportunity to bid. Chief Jerry Perrigo stated that the vehicles are frontline cruisers that will be purchased through their approved budget.

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

Approval of Utilities Office resolution

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

2015-03.03.q A RESOLUTION FOR ACCOUNT TO ACCOUNT
TRANSFER – MAJOR EXPENDITURE CATEGORY
UTILITIES FUND 5046 WATER [Utilities]

Discussion: Commissioner Davis stated that the Utilities Office presentation held earlier was thoughtful and well organized.

Roll call vote of the motion resulted as follows:

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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:

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|--------------|--|
| 2015-03.03.r | A resolution authorizing the approval of payment of invoices for departments that need Board of Commissioners' approval [Commissioners] |
| 2015-03.03.s | A resolution to approve the payment of vouchers without appropriate carry-over purchase orders for all Departments that are approved by the Commissioners [Auditor- Finance] |

Roll call vote of the motion resulted as follows:

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

Ms. Brown announced that the next Regular Meeting is scheduled for Tuesday, March 10, 2015, at 9:46 a.m.

Recess

Commissioner Davis stated at 10:14 a.m. that the Commission would take a short recess.

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 10:25 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, March 10, 2015, at 10:00 a.m.

Motion by:

Seconded by:

that the March 3, 2015, minutes were approved by the following vote:

YEAS:

NAYS: None

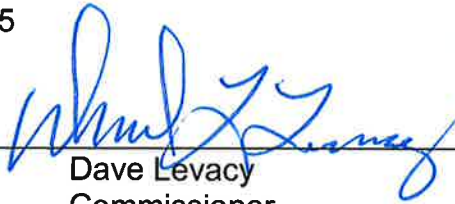
ABSTENTIONS: None

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*Approved on March 10, 2015



Steven A. Davis
Commissioner



Dave Levacy
Commissioner



Mike Kiger
Commissioner


Staci A. Knisley, Acting Clerk

FAIRFIELD COUNTY UTILITIES

Residential Sewer Billing Project



ANALYSIS PHASE

- ✓ Review Usage
- ✓ Develop Fair Methodology
- ✓ Compare Market Values



PLANNING PHASE

- ✓Team Member Structuring
- ✓Project Design
- ✓Timeline Creation



TESTING PHASE

- **MUNIS Testing**
 - March - April
- **SmartBill Changes**
 - April



CUSTOMER ENGAGEMENT PHASE

- Public Mailers
- FAQ Sheet for Website & Staff
- Dedicated Phone Line
- Public Meetings
 - May - July



COMMUNICATION PHASE

- Website Redesign
- SmartBill Notifications
- Customer Final Mailing
 - August - September



ROLLOUT PHASE

- Enacting Resolution
- Begin New Billing Cycles
 - October 15, 2015 – Cycle 2
 - November 15, 2015 – Cycle 3
 - December 15, 2015 – Cycle 1 & 6



Task Name	End Date
- Administrative Building Access Drive	12/16/16
Request for Qualifications	Complete
Score Request for Qualifications	Complete
Interview short listed consultants	Complete
Select consultant	03/13/15
Negotiate contractor	04/09/15
Design Project	12/04/15
Bid Project	02/05/16
Construction	12/16/16
- 204/256 Water Transmission Line Improvements	05/06/16
Design Project	03/27/15
OEPA Permit	05/01/15
Obtain Easements	04/01/15
Complete front end documents	03/27/15
Bidding	05/29/15
Construction	05/08/16
- Lakeside WRF Upgrade/Expansion	04/29/16
Design Project	Complete
OEPA Permit	Complete
Complete Front End Documents	03/27/15
Bidding	05/29/15
Construction	04/29/16
- Mingo Estates Sanitary Sewer Improvements	11/20/15
Design Project	Complete
Bidding - Violet Township	05/15/15
Construction	11/20/15
- Allen Road waterline extension - DD	06/06/16
Design Project	09/01/15
OEPA Permit	11/02/15
Bidding	11/04/15
OEPA WSRLA loan process	12/04/15
Construction	06/06/16