

Regular Meeting #12 - 2016
Fairfield County Commissioners' Office
March 15, 2016

Review

The Commissioners met at 9:04 a.m. to review legal issues and pending or future action items and correspondence. Commissioner Levacy called the meeting to order with the following Commissioners present: Steve Davis, Dave Levacy and Mike Kiger. Also present were Carri Brown, Rachel Elsea, Staci Knisley, Jason Dolin, Jim Bahnsen, Scott Zody, Tony Vogel, Jon Kochis, Aunie Cordle, Jeff Porter, Todd McCullough, Rick Szabrak, Michael Kaper, Mayor Tammy Drobina, Chief Perrigo, Jeff Barron, Holly Mattei, Dennis Keller, David Conley, Scott Ericson, and Jon Slater.

- Legal Update

Mr. Dolin stated that there were no updates.

- Administration and Budget Update/Carri's List

- a. Celebrations – EPA Energy Star Awards & Roof Project Completion

Ms. Brown reported that as a result of our energy conservation project, two of our county buildings have earned the EPA Energy Star Award for 2016. This designation means that these buildings are more energy efficient than similar buildings across the nation. The buildings use at least 35% less energy and generate at least 35% fewer greenhouse gas emissions. We received Energy Star logo decals that can be placed on the entrance doors to these buildings (the Government Services Building at Main and Memorial –and- the Agricultural Center). The certificates and letters from the US EPA are in the review packet. The applications were submitted for this designation by Dynamix Energy on our behalf.

Thank you for Dennis Keller and his team –and to all of the county employees- for their work with the energy conservation project.

Mr. Keller added that it was wonderful to have two buildings above average for energy savings. They may be able to add a few more Energy Star awards next year. The Liberty Center roof is 99% done. The contractor just needs to clean up and make some ground repairs.

Mr. Davis asked if they planned on working on a connector between the Liberty Center and MCJDC.

Mr. Keller will reach out to MCJDC leadership.

Mr. Keller added that he has received several letters from the Ohio EPA reinforcing that everything is fine at the jail construction site. They have been visiting at least once a month.

Regular Meeting #12 - 2016
Fairfield County Commissioners' Office
March 15, 2016

Mr. Davis noted that every time a City Council Member contacts the OEPA, they are required to visit.

b. Highlights of Resolutions – Sunshine Week Review

Ms. Brown provided highlights of resolutions.

There was a proclamation to declare the week *Sunshine Week*. This was discussed in review last week: Fairfield County commits, during Sunshine Week (commemorating the anniversary of James Madison's birth on March 16) and throughout the year, to work diligently to enhance the public's access to government records and information, to increase information provided electronically and online, and to ensure that all meetings of deliberative bodies under its jurisdiction are properly noticed and open to the public. We encourage members of the public to visit the county website at *co.fairfield.oh.us*. Several press releases are planned for the week.

In addition, Fairfield County was selected by the Auditor of State as an entity included in a test for compliance with Sunshine Laws. The Auditor of State requested a copy of the county policy for public records requests and a list of the requested made. A copy of the county policy and the log maintained by the Board of County Commissioners were provided to the Auditor of State on the same day requested. Other materials have been provided as requested.

Regarding the transparency effort, the 2015 accounts payable data will soon be available with the Open.Gov option. There will be a press release when the website is updated.

There was a resolution to approve a memo of understanding regarding the use of funding provided by Section 207.63 of Amended Substitute House Bill 64, the State Operating Budget and state appropriation item 1006668 for fiscal years 2016 and 2017, with respect to the purchase of electronic pollbooks. The agreement is between the Board of Elections, the County Commissioners and the Ohio Department of Administrative Services. The purchase of the electronic pollbooks is generally funded 85% by the state and 15% by the county. There may be a "then and now" situation with the poll books, which have obviously been received.

There was a resolution to clarify that the fiscal and administrative agent roles for the Workforce Innovation Opportunity Act Area 20/21 are within the Fairfield County Commissioners – the *Economic Development Department*.

Regular Meeting #12 - 2016
Fairfield County Commissioners' Office
March 15, 2016

There was a resolution to approve the partnership agreement with Walnut Township for the CDBG allocation program.

There was a resolution to appoint Mr. Jeff Porter to the Fairfield County Visitors and Convention Bureau Board. Mr. Greg Eyerman, Director of the VCB, is supportive of the appointment, and Mr. Porter is eager to serve in this capacity.

There was a resolution to renew the standard agreement with the Land Bank; the agreement is retroactive to the first of the year.

There were financial resolutions to approve, such as:

- Interest allocations for January 2016 for the Parks District and Health Insurance fund;
- A drawdown for CDBG and grant application paperwork for CHIP;
- Appropriations from unappropriated funds for the Utilities Department (the Water Fund and the Agency Fund for Greenfield) and for the DR Court (Special Projects);
- An account to account transfer of appropriations for Juvenile/Probate Court; and
- The traditional "then and now" related approvals.

Mr. Levacy mentioned how efficient Fairfield County is when responding to public records requests.

c. Administrative Approvals & Budget Update

The review packet contained a list of administrative approvals for the week. There were no questions posed about the approvals.

An overview with Rockmill Financial is planned for the review session.

In addition, Meals on Wheels leadership will review their levy budget proposal for 2017 during the review session.

We received the sales tax update from the County Auditor's Office and an update on the property tax receipts for the first half collections. We recommend no changes to the estimate for sales tax as a revenue category. We have made an adjustment for the property tax revenue estimates from \$8.3 million to \$8 million.

Regular Meeting #12 - 2016
Fairfield County Commissioners' Office
March 15, 2016

d. Jail and Public Safety facility Update

Mr. Keller holds regular meetings with Granger, and Granger continues to progress very well. We continue to monitor the project. There were no problems to report with the project. The review packet contained a report from Granger regarding construction.

The jail population was 224 as of last evening.

An amendment to the construction management contract is to be proposed to align the architect contract with the project delivery system.

Mr. Keller added that they are moving to pouring the first floor slab.

Mr. Levacy mentioned how impressed he is with the Construction Management at Risk as a model for service delivery and asked if the city was using this model for their project.

Mr. Keller replied that they were not.

e. Bravos

- Thank you to Theresa Haynes for helping County Auditor and Court staff with document imaging procedures connected with the MUNIS system.
- Bravo to Staci Knisley for examining processes and asking good questions to help with efficiency in accounting.
- Thank you to LeAnna Schaffer for following up on efforts for transparency, while properly safeguarding records.
- Bravo to James Mako for demonstrating expert customer service skills. Mr. Trent Thorson remarked how Mr. Mako has taken the time to help him navigate multiple rules and regulations. Even when compliance is an important goal, it is good to know that the goal can be reached with courtesy.
- Thank you to Jon Kochis and Aundrea Cordle for volunteering with Meals on Wheels over the past two years. Thank you also to the Meals on Wheels board representatives from the county, Corey Clark and Patty Ciripompa.
- Thank you to Dennis Keller and his team for the work they have conducted with energy efficiency.

Regular Meeting #12 - 2016
Fairfield County Commissioners' Office
March 15, 2016

- Thank you to Andrew Michael Stemen and IT for refreshing the Going the Extra Mile system. As of right now, 15 people have sent one or more GEMs, and 41 have received one or more GEMs.
- Thank you to Todd McCullough and his team for the customer service survey they are conducting.
- Bravo to Joshua Horacek for his speedy review of the Board of Elections related contract.
- Bravo to Jason Dolin for his appointment to the Governor's Council on Juvenile Justice.
- Commissioner Kiger pointed out the Bravo for the Recycling Center sent by Rushcreek Township (letter in the review packet).
- Old Business
 - a. Buckeye Lake State Park Dam

Mr. Levacy stated that rain has been hindering the project, but they continue on. They are having issues with the water table pushing the grout out and are talking about bringing in a third drill to meet the June 1 deadline.
- New Business
- General Correspondence Received
 - a. CFLP Draft Minutes from February 26th
- Calendar Review/Invitations Received
 - a. FMC State of the Center Address – Wednesday, April 13th – 4:30 p.m.:
Reception – 5:30 p.m.: Presentation – Liberty Center
 - i. Commissioners Levacy and Kiger will attend
 - b. Save the Date – Protective Services Awareness – April 13th - Wear Blue on April 13th
- FYI
 - a. Thank you from JFS for personal days

Regular Meeting #12 - 2016
Fairfield County Commissioners' Office
March 15, 2016

We received a nice thank you note from JFS staff thanking the Commission for the policy changes relating to personal days and the inclusion of military and federal time for the accounting of vacation accruals.

b. Allen Road Waterline Update

There was an article in the Columbus Dispatch about the Allen Road waterline project, and we issued a press release on Monday about training requirements of the Commissioners and the pending funding for the project. A public meeting will be held, as tweeted, on Friday by Rachel Elsea, and announced by letter to property owners.

Mr. Vogel stated the article in the Dispatch was very nice. The public meeting will be held on March 16th. They anticipate questions from property owners regarding whether or not they need to tap in. While it is not required, they are incentives to tap in now as they are passing on the benefits from the EPA funding. These will not be available should someone choose to tap in at a later date. Mr. Vogel has found a lab in New Lexington that will test personal wells.

c. Thank you to Community Action from Rushcreek Township

d. Ohio Justice Alliance for Community Corrections Newsletter (in newsletter folder)

e. 11th Annual Walk with Amy's Army (in newsletter folder)

f. Meals on Wheels 5k – April 16th

- Issues Bin (none)
- Open Items (none)

Meeting with Rockmill Financial

The Commissioners met at 9:31 a.m. with Rockmill Financial. Commissioner Levacy called the meeting to order with the following Commissioners present: Steve Davis, Dave Levacy and Mike Kiger. Also present were Carri Brown, Rachel Elsea, Staci Knisley, Jason Dolin, Jim Bahnsen, Scott Zody, Tony Vogel, Jon Kochis, Aunie Cordle, Jeff Porter, Todd McCullough, Rick Szabrak, Michael Kaper, Mayor Tammy Drobina, Chief Perrigo, Jeff Barron, Holly Mattei, Dennis Keller, David Conley, Scott Ericson, Branden Meyer, and Jon Slater.

Regular Meeting #12 - 2016
Fairfield County Commissioners' Office
March 15, 2016

Mr. Conley presented the attached financial update and recommend sticking with the current conservative fiscal parameters.

Mr. Davis asked what the County's current bond rating was.

Mr. Conley replied it was Aa2.

Mr. Davis asked if the current rating would be reviewed with respect to the jail project.

Mr. Conley replied that they could ask to review it but it would be a good idea to send an update once the State Audit is completed later this year.

Mr. Conley added that if Fairfield County's tax base and population were higher, would the county have been rated higher? Mr. Conley replied that it was possible, given the only comment about improvement was relating to our county size.

Mr. Levacy asked if Licking County was rated Aa2.

Mr. Conley replied that they were.

Commissioner Levacy stated at 9:55 a.m. the Commission would be in recess until the Regular Meeting.

Commissioners' Regular Meeting

A regular meeting of the Fairfield County Board of Commissioners was held on Tuesday, March 15, 2016 beginning at 10:03 a.m., with the following Commissioners present: Steve Davis, Dave Levacy, and Mike Kiger. Also present were Carri Brown, Rachel Elsea, Staci Knisley, Holly Mattei, Jon Kochis, Rick Szabrak, Todd McCullough, Jeff Porter, Aunie Cordle, Branden Meyer, Jim Bahnsen, Jeff Barron, Tony Vogel, Dennis Keller, Jason Dolin, Michael Kaper, Scott Zody, Mayor Tammy Drobina, and Jon Slater. .

Pledge of Allegiance

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

Announcements

Commissioner Levacy asked if there were any announcements. There were no announcements.

**Regular Meeting #12 - 2016
Fairfield County Commissioners' Office
March 15, 2016**

Public Comment

Commissioner Levacy asked if anyone from the public who would like to speak or offer comments. There were no public comments.

Approval of Minutes for Tuesday, March 8, 2016

On the motion of Mike Kiger and the second of Dave Levacy, the Board of Commissioners voted to approve the minutes for the Tuesday, March 8, 2016.

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

Approval of the Commissioners Resolutions

On the motion of Steve Davis and the second of Mike Kiger, the Board of Commissioners voted to approve the following Commissioners resolutions:

- 2016-03.15.a A resolution authorizing the approval of a proclamation recognizing March 13 – March 19 as “Sunshine Week” [Commissioners]

- 2016-03.15.b A resolution approving the appointment of Mr. Jeff Porter to the Fairfield County Visitors and Convention Bureau Board. [Commissioners]

- 2016-03.15.c A resolution to approve an agreement for services by and between the Fairfield County Treasurer, the Board of Fairfield County Commissioners and the Fairfield County Land Reutilization Corporation in 2016, as per the attached Agreement for Services. [Commissioners]

- 2016-03.15.d A resolution to approve a memo expense for interest allocation reimbursement for Fairfield County Historical Parks – Fund # 7308 [Commissioners]

- 2016-03.15.e A resolution clarifying resolution 2016-1.12.aa, regarding the approval of the fiscal and administrative agent for the Workforce Innovation and Opportunity Act Area 20/21 [Commissioners]

- 2016-03.15.f A resolution to authorize a memo of understanding between the Ohio Department of Administrative Services, the Fairfield County Board of Elections, and the Fairfield County Board of Commissioners regarding the purchase of electronic pollbooks [Commissioners]

**Regular Meeting #12 - 2016
Fairfield County Commissioners' Office
March 15, 2016**

- 2016-03.15.g A Resolution authorizing the approval of a request for payment and status of funds report for the FY2014 CDBG Allocation - \$ 9,454 [Commissioners]
- 2016-03.15.h A resolution to approve a memo expense for interest allocation reimbursement for Fairfield Department of Health – Fund #7012 & Fund# 7321 [Commissioners]
- 2016-03.15.i A resolution to approve signature authority and document intentions to submit the PY 2016 Grant Application for the Community Housing Impact and Preservation Program (CHIP) to the Ohio Development Services Agency, Office of Community Development (ODSA OCD). [Commissioners]

Discussion: Mr. Levacy stated that Sunshine Week highlights the importance of providing information to the public that is easily accessible. Ms. Brown thanked the Commission and staff for making transparency a priority. The goal is to go beyond compliance and make the county as effective and efficient as possible. Mr. Kiger added that Fairfield County complies with public records requests throughout the year.

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

Approval of the Domestic Relations Court Resolution

On the motion of Steve Davis and the second of Mike Kiger, the Board of Commissioners voted to approve the Domestic Relations Court resolution to appropriate from unappropriated in a major expenditure object category for Fund 2625 – Special Projects; see resolution 2016-03.15.j.

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

Approval of the Juvenile/Probate Court Resolution

On the motion of Steve Davis and the second of Mike Kiger, the Board of Commissioners voted to approve the Juvenile/Probate Court resolution approving an account to account transfer; see resolution 2016-03.15.k.

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

**Regular Meeting #12 - 2016
Fairfield County Commissioners' Office
March 15, 2016**

Approval of the Regional Planning Commission Resolution

On the motion of Steve Davis and the second of Mike Kiger, the Board of Commissioners voted to approve the Regional Planning Commission's resolution to approve a Partnership Agreement between the Fairfield County Board of Commissioners and Walnut Township for the FY 2015 CDBG Allocation Program of Fairfield County B-F-15-1AV-1; see resolution 2016-03.15.l.

Discussion: Ms. Mattei stated this resolution allowed for paving in the Fairfield Beach area. They will also be applying for a \$500,000 competitive grant in FY 2016 for various improvements in the area.

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

Approval of the Utilities Office Resolutions

On the motion of Steve Davis and the second of Mike Kiger, the Board of Commissioners voted to approve the following Utilities Office resolutions:

- | | |
|--------------|---|
| 2016-03.15.m | A resolution to request for appropriations for Fund 7704 (Greenfield Twp). [Utilities] |
| 2016-03.15.n | A resolution to appropriate from unappropriated in an expenditure object category Utilities Water Fund 5046 [Utilities] |

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

Approval of Payment of Bills Resolution

On the motion of Steve Davis and the second of Mike Kiger, the Board of Commissioners voted to approve the Payment of Bills resolution authorizing the approval of payment of invoices for departments that need Board of Commissioners' approval; see resolution 2016-03.15.o.

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

Ms. Elsea announced that the next Regular Meeting is scheduled for Tuesday, March 22, 2016, at 10:00 a.m.

Commissioner Levacy stated at 10:11 a.m. that the Commission would be in recess until the 10:30 a.m. Meals on Wheels meeting.

Regular Meeting #12 - 2016
Fairfield County Commissioners' Office
March 15, 2016

Meeting with Meals on Wheels

The Commissioners met at 10:35 a.m. with Meals on Wheels. Commissioner Levacy called the meeting to order with the following Commissioners present: Dave Levacy and Mike Kiger. Also present were Carri Brown, Rachel Elsea, Staci Knisley, Jason Dolin, Joshua Horacek, Michael Kaper, Sarah Clagg, Anna Tobin, Dennis Keller, and Scott Zody.

Ms. Tobin stated that Meals on Wheels had a great year last year and has become more precise in their budgeting than previous years. She asked if there were any questions regarding specific line items.

Ms. Brown asked if Ms. Tobin would like to highlight the shift in salaries.

Ms. Tobin replied that they have a new payroll provider that is providing better numbers and increasing their understanding. While the numbers are the same, they are just allocated differently. They have also lowered costs by bidding out insurance. They have seen an 80% increase in personal care and homemaking services and have also seen an increase in those visiting restaurant lunch sites.

Ms. Brown mentioned that their primary source of funding was the tax levy and the next significant source was state and federal dollars. She asked if they anticipated any change in the state or federal grants.

Ms. Tobin replied that they did not as Fairfield County has remained steady with grants. They are trying to increase fundraising and start their building campaign for the new addition.

Mr. Levacy asked how the Commissioners could be helpful.

Ms. Tobin replied and funding request support would be appreciated and that they are trying to get a line item in the capital projects budget and have the Ohio Department of Aging as their sponsor on that project. State Representative Shaffer has been very helpful, and State Senator Balderson is also supportive.

Mr. Levacy applauded Meals on Wheels for the work and efforts.

Ms. Tobin will provide Ms. Brown with the updated bylaws and internal controls that are mentioned in the State Audit Report.

Adjournment

With no further business, on the motion of Steve Davis and a second of Mike Kiger the Board of Commissioners voted to adjourn at 10:45 a.m.

