

**Regular Meeting #13 - 2020**  
**Fairfield County Commissioners' Office**  
**March 17, 2020**

**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, Jeff Fix, and Dave Levacy. Also present were Carri Brown, Rachel Elsea, Joshua Horacek, Jim Bahnsen, Jeff Barron, Chief Lape, Mark Conrad, Lois Davis, Loudan Klein, Jon Kochis, Branden Meyer, James Stoner, Chris Wagner, Dennis Keller, and David Miller.

- Welcome
- Legal Update

Mr. Davis stated he would be curious to know if the independent candidate filing deadline would be altered once the voting issues are resolved.

Mr. Horacek replied that short of a judicial order or the legislature doing something he thought that the deadline would remain the same.

- Administration and Budget Update/Carri's List

a. Announcements

Mr. Conrad introduced James Stoner who was hired as an IT Specialist, working mostly for the services within the Hall of Justice. He will provide basic IT services and help the Courts and Clerk of Courts leverage their technology.

Responses to the Coronavirus

We held an emergency meeting on March 16, 2020. The attached memo was reviewed. The actions within it were adopted, along with a declaration of an emergency.

We understand the decisions Governor DeWine and Dr. Amy Acton from the Ohio Department of Health have made have been in consultation with leading health experts who are recommending actions to keep Ohioans safe during this unprecedented time. It is our hope that we are taking the right steps to confront the Coronavirus and that those steps will ultimately benefit everyone by limiting the spread of the disease and enabling us to get back to normal as soon as possible.

As most know, Fairfield County is postponing the State of the County Address based on caution relating to the coronavirus. We are postponing other, similar April events. Several boards and offices are also canceling meetings and events. Most of the meetings and events would be considered large meetings and events. This is consistent with the guidance and orders of the Governor's Office.

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We are looking at the September leadership conference date (September 24) as the new date for the State of the County Address, and we already have the WigWam scheduled for that event.

We are also limiting travel to mission critical in-state travel until we have more information. There are few cases of out-of-state travel, which we would not approve at this time.

We are asking everyone to remain as flexible as possible.

We have provided some supplies to the Board of Elections to be helpful.

Dr. Brown went on to report that we have been communicating with employees and supervisors. Employees and other departmental leaders have stated that they appreciate the communication. We created FAQ documents and provided guidance for supervisors. We have reached out to other agencies and political subdivisions. Since March 2, we have been communicating regularly with employees and supervisors.

The Commission Department Heads favor a proactive approach in addressing the pandemic.

There are many examples of communications on website and social media. Please see the communication of March 16, 2020. We have received a lot of positive feedback about communications we have sent to employees, placed on the website, and pushed out in social media.

Regarding the postponement of the election to June 2, our alert system pushed out alerts to 6500 people. The Board of Elections indicated they appreciated that support.

Economic Development is preparing a list of resources for restaurants that are open for carry-out. They are also working with stakeholders to identify ways to be supportive of businesses.

Mr. Fix attended a conference call hosted by CCAO yesterday with 40+ commissioners on the call. The COVID-19 information Fairfield County prepared has sent out for others to model for their own purposes.

Mr. Kochis stated the county is testing 30-50 tests a day. The drive-thru testing is operational. Statewide numbers are expected to double every day.

Mr. Keller stated that Facilities is already running into shortages with supplies that have been on order but have not been received. They will ration what they have.

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b. Highlights of Resolutions

There were 20 resolutions planned for the voting meeting.

RPC proposed a resolution authorizing the contract to Enviro Construction Company's notice to proceed and notice of commencement for the Village of Millersport FY2018 CDBG Storm Sewer Improvement Project.

The County Engineer proposed resolutions to approve:

- the contract bid award for the FAI-CR31-9.708 Coonpath Road Culvert Replacement Project;
- the contract bid award for the BLO-35, FAI-CR23-2.461 Winchester Road Over a Tributary to Walnut Creek Culvert Replacement Project; and
- the contract bid award for the LIB-45, FAI-TR235-0.966 Poplar Creek Road Over Poplar Creek Bridge Replacement Project.

We had a proclamation to honor Sunshine Week. We are thankful for our free speech in the United States. Sunshine Week is a national initiative to promote a dialogue about the importance of open government and freedom of information. We had a press release for Sunshine Week.

Relating to Sunshine Week, on March 5, elected officials and department heads participated in a leadership conference and had training on public records policy and procedures. We will display the proclamation in the office.

We have also arranged for Internet streaming for meetings from March 18 – April 8, based on the precautions taken for the pandemic.

The Soil and Water Conservation District proposed a resolution of support of property for the Clean Ohio Local Agricultural Easement Purchase Program with the Ohio Department of Agriculture.

There were *financial and grant related resolutions* to approve, such as:

- The repayment of an advance by Juvenile Court;
- Interest credits for the Health Department and Parks District for February;
- Reimbursements by operation of law for JFS (four resolutions);
- Appropriations from unappropriated funds for the County Engineer, Clerk of Courts, and FCFACF Council, and Sheriff (all non-general fund appropriations);
- An account to account transfer of appropriations to properly classify expenses at the Airport; and
- The payment of bills over \$50,000.

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In queue, we had multiple contracts for protective placement in network.

A resolution was proposed to delegate emergency authority to the County Administrator should the Commissioners not be available during the COVID-19 pandemic.

Mr. Davis stated that there was a concern of having one commissioner (throughout all of last year). All three Commissioners seem healthy right now, but this is a necessary precaution just in case it is needed.

Dr. Brown mentioned that the Commission had already passed a resolution regarding emergency purchasing authority.

c. Administrative Approvals, Program, & Budget Update

**Administrative & Program Updates**

The review packet contained a list of administrative approvals. There were no questions posed.

Dr. Brown requested a motion to authorize her to approve a minor settlement (under \$2,200) for a payroll correction within the Sheriff's Office, as approved to form by the Prosecutor and drafted by outside counsel.

**Motion to settle a minor payroll dispute, not exceeding \$2,200, within the Sheriff's Office, as approved to form by the County Prosecutor and drafted by outside counsel, and as approved by the Fairfield County Sheriff.**

On the motion of Dave Levacy and the second by Jeff Fix, the Board of Commissioners voted to settle a minor payroll dispute, not exceeding \$2,200, within the Sheriff's Office, as approved to form by the County Prosecutor and drafted by outside counsel, and as approved by the Fairfield County Sheriff.

Roll call vote of the motion resulted as follows:

Voting aye thereon: Dave Levacy, Jeff Fix, and Steve Davis

Dr. Brown requested a motion to approve proceeding with the preparation of a request for proposals for a solar option to be placed at the One-Stop location at Liberty Center.

**Motion to approve proceeding with a request for proposals for a solar option to be placed at the One-Stop location at Liberty Center**

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On the motion of Dave Levacy and the second by Jeff Fix, the Board of Commissioners voted to approve proceeding with a request for proposals for a solar option to be placed at the One-Stop location at Liberty Center.

Roll call vote of the motion resulted as follows:

Voting aye thereon: Jeff Fix, Dave Levacy, and Steve Davis

Dr. Brown stated that she and Dennis Keller would work on the RFP and issue it. They will report back to the Commission when there is more information.

Complete Count – US Census 2020

March 23<sup>rd</sup> marks the day self-responses begin!

A fact sheet about confidentiality and the US Census 2020 was in the review packet.

Patriotic Mural Project

We are in the process of developing a contract and project timeline. All is going well. The artists will be preparing a poster to place in the hall. We can build some energy with that. We will develop a communication plan. Also, we hope to dedicate the Patriotic Mural on or about August 17<sup>th</sup>, the birthday of Sgt. Collette.

Budget Update

The market is volatile at this time based on the pandemic.

While we will be proposing a resolution on March 24 to proceed with the work to refund various bonds and to issue debt to support the energy conservation project, phase II, which has a payback period of 13.58 years, we are not rushing to conduct the presentation to Moody's and sell the bonds on a public offering.

The resolution will be good for a calendar year, and we will monitor the market rates and will continue to prepare. We will issue a new schedule for this work when the time is right. The planning meetings on April 2 and 6 at 9 am and rating presentation on April 7<sup>th</sup> at 11 am will be postponed.

Compared to last week, interest rates have increased and are not as favorable for the refunding and debt issuance. There is a lot of uncertainty. We are not in a rush for our energy conservation project, phase II, so we can monitor things during this time.

We have reviewed interest income, and we will continue to monitor all revenue categories.

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We also are cognizant of how a pandemic could impact the economy and spending levels - harmful to sales tax revenues and other revenues sources. We are aware that casino revenues will be diminished based on the pandemic. We will continue to monitor and adjust as necessary.

d. BRAVOs

On Wednesday, March 11, 2020 (and on other days this week), there were no children in juvenile detention. Alternative programming is making a difference in Fairfield County. Michael Orlando, Court Administrator, sent email describing this as something to celebrate, and we agree! The work of Juvenile Court officials to use evidence-based practices and juvenile detention alternative initiatives is very much appreciated.

Thanks to everyone for remaining calm and for taking the coronavirus very seriously. Thanks for the cooperation and collaboration.

Bravo for maintaining regular operations with an attention to customer service, as well. While proactively addressing the pandemic, there are multiple examples of exceptional work products during this time. Thanks to Jon Kochis for his leadership with EMA and all department heads for their proactive and helpful natures.

Thanks to Rick Szabrak for reaching out to work on a summary of resources for businesses. Amanda Everitt is leading this effort for Lancaster' s Destination Downtown district, and we appreciate that work.

Commissioner Davis thanked Dr. Brown for her work ethic and leadership.

- Old Business

- a. Ohio Opioid Litigation

The Governor and Attorney General issued a joint press release, which was in the review packet. Fairfield County is a part of the OneOhio agreement.

- b. Attorney Reimbursement Fees

We are aware that the increased reimbursements have not been placed in the budget or planning tool, and we are aware that the pandemic will impact both the state and local resources. Mr. Davis received word that the Defense Bar committee met and was accepting of the offer made by the Commission for the new rate for reimbursement. Since the time of the offer and acceptance, all of our lives have changed. Mr. Davis reported that he has a call into Mr. Elsea.

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Mr. Davis would like to discuss the situation as a whole. He is more than concerned more than ever that the state will be able to comply with their promises. He wants to have an “eyes wide open” conversation. At the end of the day, the Commission cannot go back on their word. He will try to work through it.

- New Business

- a. Cultivate Entrepreneurial Grant Update

We had a press release about Cultivate and the entrepreneurial grant they recently earned. We will meet with Matt Yerkes, Theresa Byers, Greg Butcher, and Dave Gulden at a later date. Mr. Fix was very excited about this partnership.

- General Correspondence Received (none)

- Calendar Review/Invitations Received

- a. 10<sup>th</sup> Anniversary of the Bremen Historical Society Museum – Thursday, April 16<sup>th</sup> at 7:00 p.m. at the Bremen Area Historical Society

- b. Freedom’s Never Free Event to honor Veterans, Military, and First Responders – Wednesday, November 4<sup>th</sup> at 12:00 p.m. at the Fairfield County Fair Grounds

- 1. Commissioner Fix will attend. Carri Brown will attend.

- c. April 3<sup>rd</sup> CFLP Meeting

This meeting is still on as of this time. Mr. Davis discussed the purpose of the meeting: to hear from Community Action about their improvement plan and to potentially approve a \$900,000 grant for Fairfield County Recycling based on that plan.

- FYI

- a. Jail Population – 255

- b. TID Meeting on Thursday, March 19<sup>th</sup> – Cancelled

- c. Correspondence from the Bureau of Adult Detention – Compliant Jail Certificate

Chief Lape stated they ran into some issues with some directives. With help from the Prosecutor, they were able to work through those issues and have broader conversations with the State ultimately changing their mandate as they were asking for more than they were able to ask.

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- d. Notice from the Ohio Division of Liquor Control – Peters – Provided to the Sheriff's Office for review and comment
- e. COTA 2019 Annual Report
  - Open Items (none)

**Commissioners' Regular Meeting**

A regular meeting of the Fairfield County Board of Commissioners was held on Tuesday, March 10, 2020 beginning at 9:33 a.m., with the following Commissioners present: Steve Davis, Jeff Fix and Dave Levacy. Also present were Carri Brown, Rachel Elsea, Joshua Horacek, Jim Bahnsen, Jeff Barron, Chief Lape, Mark Conrad, Lois Davis, Loudan Klein, Jon Kochis, Branden Meyer, James Stoner, Chris Wagner, Dennis Keller, and David Miller.

**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.

There were no public comments.

**Approval of Minutes for Tuesday, March 10, 2020**

On the motion of Jeff Fix and the second of Dave Levacy, the Board of Commissioners voted to approve the minutes for the Thursday, March 10, 2020 Regular Meeting.

Roll call vote of the motion resulted as follows:

Voting aye thereon: Jeff Fix, Dave Levacy, and Steve Davis

**Approval of Minutes for Monday, March 16, 2020**

On the motion of Jeff Fix and the second of Dave Levacy, the Board of Commissioners voted to approve the minutes for the Thursday, March 16, 2020 Regular Meeting.



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

**Approval of the Commissioners' Resolutions**

On the motion of Jeff Fix and the second of Dave Levacy, the Board of Commissioners voted to approve the following Commissioners' resolutions:

- 2020-03.17.a            A resolution authorizing the approval of a proclamation [Commissioners]
- 2020-03.17.b            A resolution to approve a memo expense for interest allocation reimbursement for Fairfield Department of Health – Fund #7012 & Fund# 7321 [Commissioners]
- 2020-03.17.c            A resolution to approve a memo expense for interest allocation reimbursement for Fairfield County Historical Parks – Fund # 7308 [Commissioners]
- 2020-03.17.d            A resolution approving account to account transfers in major object expense categories – Fund# 1001 – Fairfield County Facilities [Commissioners]
- 2020-03.17.e            A resolution to appropriate from unappropriated funds in a major category expense for the Fund# 4558 Clerk of Courts/One Stop Debt – Family County Commissioners [Commissioners]

Discussion: Dr. Brown stated that the Commission continues to communicate during Sunshine Week about services provided, and we are updating the website with information. We will stream live on the Internet the Commission meetings closed to the public during the pandemic. All minutes will be posted online, too.

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

**Approval of the Engineer's Resolutions**

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

- 2020-03.17.f            A Resolution to Approve the Contract Bid Award for the LIB-45,FAI-TR235-0.966 Poplar Creek Road Over Poplar Creek Bridge Replacement Project. [Engineer]
- 2020-03.17.g            A Resolution to Approve the Contract Bid Award for the FAI-CR31-9.708 Coonpath Road Culvert Replacement Project. [Engineer]

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2020-03.17.h            A Resolution to Approve the Contract Bid Award for the BLO-35, FAI-CR23-2.461 Winchester Road Over a Tributary to Walnut Creek Culvert Replacement Project. [Engineer]

2020-03.17.i            A resolution to appropriate from unappropriated in a major expenditure object category County Engineer 2024-Motor Vehicle for repairs and maintenance [Engineer]

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

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

On the motion of Jeff Fix and the second of Dave Levacy, the Board of Commissioners voted to approve the Family, Adult, and Children First Council resolution to appropriate from unappropriated funds in a major category expense for the Fund #7521 Family Center Service Support Grant ; see resolution 2020-03.17.j.

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

**Approval of the JFS Resolutions**

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

2020-03.17.k            A resolution to approve a memo receipt and expenditure for Fairfield County Job & Family Services, Fund 2015 reimbursing Fund 2018 [JFS]

2020-03.17.l            A resolution to approve a memo receipt and memo expenditure for Fairfield County Job & Family Services' Children Services Fund and Protective Service Levy Fund, respectively [JFS]

2020-03.17.m            A resolution to approve a memo receipt and expenditure for Fairfield County Job & Family Services, Fund 2758 reimbursing Fund 2018 [JFS]

2020-03.17.n            A resolution to approve a memo receipt and expenditure for Fairfield County Job & Family Services, Fund 2072 reimbursing Fund 2018 [JFS]

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

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

On the motion of Jeff Fix and the second of Dave Levacy, the Board of Commissioners voted to approve the Juvenile/Probate Court resolution authorizing the approval of repayment of an advance to the General Fund from Fund #2856 Child Abuse & Neglect Discretionary Fund; see resolution 2020-03.17.o.

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

**Approval of the Regional Planning Commission Resolution**

On the motion of Jeff Fix and the second of Dave Levacy, the Board of Commissioners voted to approve the Regional Planning Commission resolution authorizing the contract to Enviro Construction Company Notice to Proceed and Notice of Commencement for the Village of Millersport FY2018 CDBG Storm Sewer Improvement Project; see resolution 2020-03.17.p.

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

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

On the motion of Jeff Fix and the second of Dave Levacy, the Board of Commissioners voted to approve the Sheriff's Office to appropriate from unappropriated in a major expenditure object category Sheriff's Office Fund 2442 Commissary; see resolution 2020-03.17.q.

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

**Approval of the Soil and Water Resolution**

On the motion of Jeff Fix and the second of Dave Levacy, the Board of Commissioners voted to approve the Soil and Water resolution of support of property for the Clean Ohio Local Agricultural Easement Purchase Program with the Ohio Department of Agriculture; see resolution 2020-03.17.r.

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

**Approval of the Payment of Bills**

On the motion of Jeff Fix and the second of Dave Levacy, 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 2020-03.17.s.

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Roll call vote of the motion resulted as follows:

Voting aye thereon: Jeff Fix, Dave Levacy, and Steve Davis

**Approval of the Commissioners Resolution**

On the motion of Jeff Fix and the second of Dave Levacy, the Board of Commissioners voted to approve the Commissioners resolution delegating emergency authority to the County Administrator related to COVID-19; see resolution 2020-03.17.t.

Discussion: Mr. Davis stated based on the experiences in 2018 and legal advice at that time, the Commission cannot abide with a situation in which there is only one Commissioner available. This is not practical. There is nothing the Commission can do short of passing this resolution to practically plan. It helps to enable county business to continue. The intent is the authority is not exercised unless two Commissioners are unavailable.

Roll call vote of the motion resulted as follows:

Voting aye thereon: Jeff Fix, Dave Levacy, and Steve Davis

Mr. Davis stated he was unable to attend the two public hearings later in the day. Mr. Fix was not able to attend, as well. Mr. Levacy and Dr. Brown will attend.

At 9:42 a.m. the Commission was in recess until the 10:30 a.m. public hearing.

**Public Hearing – 2020 CDBG Allocations**

Pursuant to resolution 2020-03.17.t and without a quorum of Commissioners present, County Administrator Carri Brown called the meeting to order at 10:30 a.m.

The Commissioners met at 10:30 a.m. for the 2020 CDBG Allocations Public Hearing. County Administrator Carri Brown called the meeting to order with the following Commissioner present: Dave Levacy. Also present were Carri Brown, James Mako, Loudan Klein, Donna Fox-Moore, Tim Morris, Gary Silcott, Antony Taylor, JR Stoneburner, Alan Brown, Gary Matheny, and Vince Popo.

Attendees welcomed one another. Mr. Mako presented the attached slide show.

**Public Hearing – FY 2020 CDBG Allocations**

Pursuant to resolution 2020-03.17.t and without a quorum of Commissioners present, County Administrator Carri Brown called the meeting to order at 11:00 a.m.

The Commissioners met at 11:00 a.m. for the 2020 CDBG Allocations Public Hearing. County Administrator Carri Brown called the meeting to order with the following Commissioner present: Dave Levacy. Also present were Carri Brown, Rachel Elsea, James Mako, Loudan Klein, Donna Fox-Moore, Gary Matheny, Vince Popo, and JR Stoneburner.

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Mr. Mako presented the attached slide show.

This is the third public hearing for FY 2018 allocations. Meals on Wheels was unable to use their funding, but it can be used for Millersport. Meals on Wheels is eligible to apply for FY 2020 funding.

Millersport is thankful to Mr. Klein and Mr. Mako for their help. This will be a huge help. Their other projects include sidewalks and storm sewer which are coming along nicely.

Ms. Fox-Moore, MOW Board Member, stated Meals on Wheels has no issues with this plan and found it necessary to reevaluate their building plans.

Dr. Brown asked if anyone present had reservation about the plan to use the allocation formerly provided to Meals on Wheels for the Millersport project, given that project could meet the state deadlines. No one present had reservations. She also asked if Mr. Mako had heard of any negative comments about this approach, and there were none to report.

After this meeting, RPC will submit an Administrative Approval to move the project along expeditiously.

**Adjournment**

Pursuant to resolution 2020-03.17.t and without a quorum of Commissioners present, County Administrator Carri Brown adjourned the Commissioners meetings at 11:09 a.m.

The next Regular Meeting is scheduled for Tuesday, March 24, 2020 at 10:00 a.m.



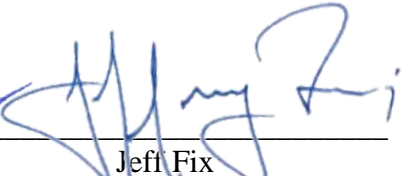
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Motion by:    Seconded by:  
that the March 17, 2020 minutes were approved by the following vote:

YEAS:    NAYS: None

ABSTENTIONS: None

\*Approved on March 24, 2020

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Steven A. Davis  
Commissioner

Dave Levacy  
Commissioner

Jeff Fix  
Commissioner

  
Rachel A. Elsea, Clerk