

**Regular Meeting #16 - 2018**  
**Fairfield County Commissioners' Office**  
**April 17, 2018**

**Review**

The Commissioners met at 9:02 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 and Dave Levacy. Also present were Carri Brown, Staci Knisley, Josh Horacek, Amy Brown-Thompson, Tony Vogel, Todd McCullough, Ray Stemen, Dennis Keller, Jeff Barron, Jonathan Ferbrache, Michael Kaper, Jim Bahnsen, Davis Miller, Chief Alex Lape, Branden Meyer, and Lisa Reade.

**Legal Update**

Commissioner Davis reported that a letter was received from Dr. Thomas R. Vajen giving his resignation as the Coroner, which is an elected position. Also, a letter was received from Dr. Thomas R. Vajen resigning (or more appropriately framed as terminating a contract for services) as the Jail Physician. Both resignations are effective June 30, 2018.

Commissioner Davis asked Mr. Horacek and Ms. Brown-Thompson to verify the procedure of appointing a temporary Coroner.

Ms. Brown reported that the current vendor that provides medical services for the jail, Premier Services, is providing a quote for physician services. There is no bidding required for professional services, which will make the review and analysis easily fit within the time frame required. Chief Alex Lape reported that Premier Services should have a quote by the end of the week. There are options to explore. Commissioner Davis asked that Ms. Brown and Chief Lape work together on seeking jail physician services.

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

***A. Announcements and Date Reminders***

Ms. Brown made the following announcements:

- There is a card for everyone to sign for Rhonda Meyers, ADAMH Director, and her husband. They were recently in a car accident, and we all wish them a speedy recovery.
- *The State of the County Address is April 24.* This will be at Crossroads, with lunch at 11:30 am and the address beginning at noon. *The Lancaster-Fairfield Chamber will accept RSVPs.*
- The next lunch -n- learn session is with the County Sheriff, *May 1 at 11:30 a.m.*
- The next elected official and department head roundtable meeting is *May 17<sup>th</sup> at 8:30 a.m.*

***B. Highlights of Resolutions***

Ms. Brown provided highlights of resolution proposed for the voting agenda.

We proposed the approval of a *proclamation in honor of Earth Day on April 22.* Members of the environmental stewardship work group members will be available to receive the proclamation. Members of the Community Action Recycling Program will also be available. Ms. Brown reminded everyone that the Ohio EPA recently honored Fairfield County with an encouraging environmental excellence award. We have a work group building on the existing efforts for environmental stewardship.

We proposed the *approval of a letter to send to Charles and Gene Eversole* to end the lease agreement in May 2019 based on how the Airport Authority indicated the land is needed for Airport Uses. The letter received from Airport Authority was discussed last week under new business and is brought forth now for additional discussion and review. The Airport uses for the land relate to requirements from the Federal Aviation Authority. There may be an opportunity for a new and different agreement (farming hay in the future for weed control, for example) for which Jon Kochis, Airport Board member, is the point of contact. We will propose a new agreement if that opportunity evolves.

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We proposed approval of a resolution approving *signing Deeds of Agricultural Easements* relating to the Clean Ohio Local Agricultural Easement Purchase Program for the Reincheld Farm and Bader Farm.

The County Engineer proposed approval of a *lifting the weight reductions for roads*, from April 17- April 30, once the resolution passes.

JFS proposed approval of two *network placement contracts*.

There were *financial resolutions* to approve, such as:

- We propose acceptance of the T-CAP grant and setting up the funding structure for that grant activity;
- Interest credits for the Health Department and Parks District;
- Two resolutions for EMA grant budget adjustments;
- Four resolutions for JFS related reimbursements by operation of law;
- Appropriations from unappropriated funds for the County Engineer (non-general fund activity);
- An account to account transfer of appropriations to properly classify expenditures for IT;
- Multiple resolutions relating to the processing of BWC (we anticipate additional resolutions to accommodate the payments in certain cases); and
- The payment of bills as needed.

The CORSA agreement will be proposed for renewal by May 1<sup>st</sup>. We believe it can be managed administratively, and we will schedule a follow-up informational meeting. We also anticipate an account to account transfer of appropriations for the Clerk of Courts to classify expenditures for an employee as opposed to temporary services and anticipate additional resolutions for the processing of BWC premiums.

Commissioner Davis and Commissioner Levacy stated that he appreciated Ms. Brown, Ms. Boone, & Chief Lape for their work on the T-CAP grant application and reporting with ODRC.

***C. Administrative Approvals & Budget Update***

Ms. Brown provided an administrative update and a budget update.

*Administrative Approvals*

Ms. Brown stated the *administrative approvals* for the week were summarized in the review packet and asked if there were any questions. None were posed. She went on with additional updates.

- *Budget Update – Two Grants (ODRC and ODSA)*

Relating to the budget, grant applications were recently made to ODRC (T-CAP) and ODSA (West Buckeye Lake Drainage Improvement project).

We learned that ODRC approved our application for the Targeting Community Alternatives to Prison (T-CAP) grant, and the approval letter will be in the review packet. Fairfield County plans to use T-CAP grant money in state fiscal year 2019 and 2020, beginning in July 2018 and concluding in June 2020. The main use of the funds (\$200,000) is for the community correction alternative relating to mental health and substance abuse treatment with a professional case manager who will offer counseling and evidence-based training for inmates. The grant funding is also proposed to be used for medical services (\$140,000) and equipment (\$21,976). The total grant funding approved is **\$361,976**.

For T-CAP, Ms. Brown will take the lead on the grant reporting and financial structure requirements. Contracts for services should be in place for services to begin in July 1, 2018. That means we need to have a contract for approval in June.

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We will be looking for the final response from ODSA regarding the West Buckeye Lake Drainage Improvement project. We are seeking \$495,222 for that project, and we received an email that the application all looks good. Notices were already mailed for this project. The final hearing is May 15th, and we hope to have a response prior to that date given the email we have received.

- Budget Update – Revenues

Ms. Brown reported deposits for the first part of the calendar year show that casino revenues are on track to exceed our budgeted amount of \$1.75 M. They are on track to exceed \$1.8M, and we do not recommend any changes to the revenue line item.

Revenue reports from the County Auditor regarding permissive sales tax, conveyance fees, and casino revenues were received as expected. There were no recommendations for changes to the current projections.

Commissioner Davis added that he was encouraged by the sales tax numbers, which were on target with our projections. However, he stated that the loss of the sales tax revenue based on the MCO issue will be felt by the county for a long time. Conveyance fees will vary, yet there are no adjustments needed. The casino revenues are on track with projections.

Ms. Brown stated that previously, we reviewed sales tax revenues, and we discussed how for 2017, sales tax revenues came in above estimates (about \$300,000 more for the period than estimated), and we did have very conservative estimates based on the MCO issue. The Commissioners' 2018 estimate for sales tax is \$22.17 M, about 1.6% above the 2017 actual collections. Currently, extrapolated sales tax revenues would exceed \$23 M. We will continue to monitor sales tax and other revenue sources to determine if any adjustments are required.

- Decorative Arts Center – Reese Peters House Bid Opening

We received bids for the construction of the parking lot upgrades at the Reese Peters House. This time, we have a successful bidder within our grant terms and conditions. Our low bid for the project was Good Builders from Logan, Ohio, at \$75,200. A second bid was from Cooper Concrete in Nashport, Ohio, at \$75,388. There will be resolutions forthcoming on this project. We have notified the state of our progress, and we will be able to meet the timeline for the grant. The bids were above the Engineer's estimate, yet we will be able to work out the differences.

- Journal Article of Interest – Fairfield County Jail

Ms. Brown drafted an article that was approved for publication in Revitalization News, The Journal of Urban, Rural, and Environmental Resilience (Washington, D.C.). The article was "How Lancaster, Ohio Boosted Public Safety While Revitalizing Downtown" and is found here:

<https://revitalizationnews.com/article/guest-article-how-lancaster-ohio-revitalized-their-downtown-and-got-a-new-jail>

Also, we recently received a request for a tour of the jail for Wayne County officials.

Turning to the topic of the new jail, Commissioner Davis stated that he felt bad for the Family YMCA regarding the flooding that they encountered in the area. The Family YMCA is located on the west side of Memorial Drive near the jail. In the planning phases of the jail project, the Board of Commissioners were encouraged to not build the jail on the west side out of concern for flooding. Commissioner Davis asked about our current experience at the jail relative to any flooding after the recent heavy rains.

Mr. Keller reported that there was no flooding at the jail. He went on to state there was no ponding in the parking lots. Chief Lape reported that he keeps an eye on grounds for any possible flooding. He reported there was no flooding or ponding and there has been no flooding or ponding. There were no issues with the rain.

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Commissioner Levacy added that the revitalization aspect of the jail adds a terrific look to that part of that town and is helpful to the downtown areas.

***D. Roundtable Meeting – May 17***

Ms. Brown sent email to all elected officials and department heads seeking topics for the Roundtable of May 17<sup>th</sup>. She has already received several suggestions, and we have a full agenda. An agenda will be emailed prior to the meeting date. If anyone has anything for the packets, we are accepting those materials, too. There is a Commissioners' meeting scheduled at 10 am following the roundtable, which will begin at 8:30 am.

***E. Bravo!***

- Bravo to Child Protective Services for the well organized and relevant breakfast on April 11 in honor of Child Abuse Prevention Month! Thank you to Life Church for allowing the use of their church for the meeting. Congratulations to Tessie Swain for her partnership award. (We have a card to congratulate her, as well.)
- Thank you for the collaboration of Common Pleas Court and the Sheriff in obtaining the T-CAP grant funding.

Old Business (none)

New Business

Ms. Brown reported that the Economic and Workforce Development Summit is on Wednesday, May 9<sup>th</sup>. She reported that everyone plays a role in the growth of our county. Rick Szabrak, Workforce and Economic Development Director, is hosting our first Economic and Workforce Development Summit on Wednesday, May 9<sup>th</sup>, at the Lancaster Spec Building in Rock Mill Park. The summit will provide a forum to share ideas and better understand the concept of being an economic development ambassador. There is a survey underway to determine the top agenda items for the summit. - *Commissioner Levacy plans to attend.*

General Correspondence Received (none)

Calendar Review/Invitations Received

- a. Bloom-Carroll Local School District various events on Tuesday, April 24<sup>th</sup> starting at 5:30 p.m. – *Commissioner Levacy plans to attend the 5:30 reception.*
- b. Violet Township Public Meeting to Discuss Planning for a Community Center on Thursday, May 10 at 6:30 p.m. – Location: Violet Baptist Church, 8345 Blacklick-Eastern Road (State Route 204) – *Commissioner Davis and Commissioner Levacy plan to attend.* Ms. Brown reported that the public meeting notice for Violet Township will be in the State of the County packet. The meeting is open to the public.

FYI

Ms. Brown reported the following information.

- The *jail population* is now 294.
- There is a *CFLP policy meeting* on April 20.
- We received *two notices from the Ohio Division of Liquor Control* and forwarded them to Chief Lape for comments.
- We received notice that *Peter Vandervoort's appointment to the Fairfield County District Library Board of Trustees* has been extended through May 31, 2025.
- The *Service Skills training modules are now live!* Thanks to HR for setting this up for everyone. The review packet contained the email to employees and a flyer. As part of a work group focused on valuing employees, we are reviewing a recommendation to provide for nominal compensation for achieving bronze, silver, or gold path of the

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foundational customer service, intermediate customer service and advanced communication skill modules. We will report back on the recommendation.

- The *Main Street jail demolition is progressing as planned*; there will be gravel placed at the lot until the design is completed for the building of the new paved lot.
- A *Government Services Building roof claim was initiated*.
- We received *notice of election costs from the Board of Elections* on a prescribed state form.

**Issues Bin – Two Items**

No updates were available on the following items, which will remain in the issues bin:

- Obtaining information from ODNR
- Interest in County Owned Property (Informational Item)

**Open Items for Review**

Chief Lape reported that the Sheriff's Office provided jail tours for Greene County and Washington County. Commissioner Davis stated that Wayne County is also interested because they are planning to build a new jail. The new jail is a project worthy as a model for other counties. He appreciates the Sheriff's Office cooperation in allowing tours.

**Recess**

Commissioner Davis stated at 9:27 a.m. that the Commission would be in recess until the voting meeting.

**Honoring Environmental Stewardship Group and Earth Day**

At 9:52 a.m., Commissioner Davis presented a proclamation to the Environmental Stewardship Group. The Board of Commissioners recognized Sunday, April 22, 2018 as Earth Day in Fairfield County. Members of the group that were there were: Chad Reed, Justin Grant, Elizabeth Hardwick, Karin Moore, Jess Bohlen, Jeannie Wears, Donna Fox-Moore, Dennis Keller and Carri Brown.

Ms. Brown gave an overview of the environmental stewardship group, inspired by input at the leadership conference. She offered the opportunity for everyone to sign the banner for Earth Day. It will be displayed at the State of the County Address. She thanked the group for their participation. Each of them are also Building Ambassadors, and we will all hear more about that role in the future. This group is building upon the Ohio EPA award the county received relative to encouraging excellence in environmental stewardship. We are continuing the good work and building upon it for the future. Each of the group members provided an introduction and a few comments about work that has been accomplished. Ms. Knisley will tweet a picture, and Mr. Justin Grant will send emails to communicate to all staff.

**Commissioners' Regular Meeting**

A regular meeting of the Fairfield County Board of Commissioners was held on Tuesday, April 17, 2018 beginning at 10:01 a.m., with the following Commissioners present: Steve Davis and Dave Levacy. Also present were Carri Brown, Staci Knisley, Jeremiah Upp, Dennis Keller, Ray Stemen, Todd McCullough, Jon Slater, Jr., Jim Bahnsen, Amy Brown-Thompson, Amy Presnell, Joshua Horacek, Jonathan Ferbrache, Tony Vogel, David Miller, Donna Fox-Moore, Lisa Reade, Jeff Barron, and Chief Alex Lape.

**Pledge of Allegiance**

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

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**Announcements**

Commissioner Davis asked if there were any announcements. There were three announcements.

- Ms. Knisley stated that the agenda has been updated since Monday. The last resolution is now letter "u".
- Commissioner Davis stated that recently the Ohio EPA honored the county for environmental stewardship, and the way the jail project was conducted was a significant part of that recognition, given the preventive measures taken. He added that he and Commissioner Levacy participate on the Coshocton Fairfield Licking Perry Solid Waste District Board. Commissioner Levacy added that in thinking about environmental stewardship, he is aware of the complexity of maintaining environmental stewardship. He commented that his Marina is certified as a "Clean Marina". To be certified is a big effort. The regulatory book is 150 pages of requirements related to various wastes. Ms. Brown added that for cost savings efforts relating to environmental stewardship, we have county buildings that have received "energy star" honors. This is given to buildings that have reduced their energy usage by 35%, and this translates to good cost containment efforts.
- Commissioner Levacy reported that County Engineer Jeremiah Upp was awarded the "Statesman of the Year" by the Republican Party.

**Public Comment**

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

There were no public comments given.

**Approval of Minutes for Tuesday, April 10, 2018**

On the motion of Dave Levacy and the second of Steve Davis, the Board of Commissioners voted to approve the minutes for the Tuesday, April 10, 2018 Regular Meeting.

Roll call vote of the motion resulted as follows:

Voting aye thereon: Dave Levacy and Steve Davis

Absent: Mike Kiger

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

On the motion of Dave Levacy and the second of Steve Davis, the Board of Commissioners voted to approve the following Auditor's Office Resolution:

2018-04.17.a            A resolution to approve the allocation of employer BWC premium paid in February 2018 as memo expenditures for various funds/orgs [Auditor-Payroll]

Roll call vote of the motion resulted as follows:

Voting aye thereon: Dave Levacy and Steve Davis

Absent: Mike Kiger

**Approval of the Commissioners' Office Resolutions**

On the motion of Dave Levacy and the second of Steve Davis, the Board of Commissioners voted to approve the following Commissioners' Office Resolutions:

2018-04.17.b            A resolution honoring Earth Day and further acknowledging environmental stewardship as a county wide goal for the Fairfield County government [Commissioners]

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- 2018-04.17.c      A resolution authorizing acceptance of the Targeting Community Alternatives to Prison grant from ODRC, creating a new special revenue fund for accounting, and establishing the accounting structure (with appropriations) for the new fund [Commissioners]
- 2018-04.17.d      A Resolution to sign a letter to provide 12 months written notice to terminate a lease with Gene and Charles Eversole based on recommendation from the Fairfield County Airport Authority to use the leased land for Airport uses [Commissioners]
- 2018-04.17.e      A resolution to approve a memo expense for interest allocation reimbursement for Fairfield County Historical Parks – Fund # 7308 [Commissioners]
- 2018-04.17.f      A resolution to approve a memo expense for interest allocation reimbursement for Fairfield Department of Health – Fund #7012 & Fund# 7321 [Commissioners]
- 2018-04.17.g      A resolution approving signing Deeds of Agricultural Easements relating to the Clean Ohio Local Agricultural Easement Purchase Program for the Reinheld Farm and Bader Farm. [Commissioners]

*Discussion for this group of resolutions:*

*Commissioner Davis stated that honoring Earth Day was reviewed earlier.*

*Commissioner Davis thanked County Administrator Carri Brown, Common Pleas Court Magistrate Jill Boone, and Chief Deputy Sheriff Alex Lape for their collaboration in applying for the Targeting Community Alternative to Prison (TCAP) grant. The grant gives the county an opportunity to pay for mental health services, to reduce recidivism and in recognition of how preventive services are less expensive than the expense of tragedy.*

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

**Approval of the Emergency Management Agency Resolutions**

On the motion of Dave Levacy and the second of Steve Davis, the Board of Commissioners voted to approve the following Emergency Management Agency Resolutions:

- 2018-04.17.h      A resolution to request appropriations for receipts for EMA fund 2090 Emergency Management Agency [EMA]
- 2018-04.17.i      A resolution to request for appropriations for receipts for EMA fund 2090 (Project EMASR) Siren Project [EMA]

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

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

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

- 2018-04.17.j      A resolution to appropriate from unappropriated in a major expenditure object category County Engineer 2024-Motor Vehicle for membership fees, GIS license agreement and 2018 chip and seal rental equipment [Engineer]

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2018-04.17.k            A resolution to Approve Lifting Weight Reductions on County and Township Roads [Engineer]

Roll call vote of the motion resulted as follows:

Voting aye thereon: Dave Levacy and Steve Davis

Absent: Mike Kiger

**Approval of the Job and Family Services Resolutions**

On the motion of Dave Levacy and the second of Steve Davis, the Board of Commissioners voted to approve the following Job and Family Services resolutions:

2018-04.17.l            A resolution to approve a memo receipt and expenditure for Fairfield County Job & Family Services, Sub Fund 8056 reimbursing Fund 2018

2018-04.17.m            A resolution to approve a memo receipt and expenditure for Fairfield County Job & Family Services, Fund 2015 reimbursing Fund 2018 [JFS]

2018-04.17.n            A resolution to approve a memo receipt and expenditure for Fairfield County Job & Family Services, Fund 2072 reimbursing Fund 2018 [JFS]

2018-04.17.o            A resolution to approve a memo receipt and expenditure for Fairfield County Job & Family Services, Fund 2758 reimbursing Fund 2018 [JFS]

2018-04.17.p            A resolution regarding Network Placement and Related Services Agreement between Fox Run-The Center for Children & Adolescents, Child Protective Services Department [JFS]

2018-04.17.q            A resolution regarding Network Placement and Related Services Agreement between National Youth Advocate Program and Job and Family Services, Child Protective Services Department [JFS]

Roll call vote of the motion resulted as follows:

Voting aye thereon: Dave Levacy and Steve Davis

Absent: Mike Kiger

**Approval of the Information Technology Resolution**

On the motion of Dave Levacy and the second of Steve Davis, the Board of Commissioners voted to approve the following Information Technology Resolution:

2018-04.17.r            A resolution approving an account to account transfer into a major expenditure object category -IT [Auditor- Admin]

Roll call vote of the motion resulted as follows:

Voting aye thereon: Dave Levacy and Steve Davis

Absent: Mike Kiger

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

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

2018-04.17.s            A resolution authorizing the approval to extend the repayment date of an advance of funds – Fund #2812 14- Hope Grant [Sheriff]

2018-04.17.t            A resolution authorizing the approval to extend the repayment date of an advance of funds – Fund #2503 Police Revolving [Sheriff]



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

**Approval of the Payment of Bills Resolution**

On the motion of Dave Levacy and the second of Steve Davis, the Board of Commissioners voted to approve the following Payment of Bills resolution:

2018-04.17.u            A resolution authorizing the approval of payment of invoices for departments that need Board of Commissioners' approval [Commissioners

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

Ms. Knisley stated that the next Regular Meeting is scheduled for Tuesday, April 24, 2018 at 10:00 a.m.

**Adjournment**

With no further business, on the motion of Dave Levacy and a second of Steve Davis 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 and Steve Davis  
Absent: Mike Kiger

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Motion by: *Dave Levacy*    Seconded by: *Steve Davis*

that the April 17, 2018 minutes were approved by the following vote:

YEAS: *Levacy, Davis*            NAYS: None  
ABSTENTIONS: None            ABSENT: Mike Kiger

\*Approved on April 24, 2018

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*Steven A. Davis*                      *Dave Levacy*                      *Mike Kiger*  
Steven A. Davis                      Dave Levacy                      Mike Kiger  
Commissioner                      Commissioner                      Commissioner

*Staci A. Knisley*  
Staci A. Knisley, Acting Clerk