

**Regular Meeting #28 - 2018**  
**Fairfield County Commissioners' Office**  
**July 10, 2018**

**Review**

The Commissioners met at 9:01 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, Rachel Elsea, Todd McCullough, Jon Slater, Ray Stemen, Dennis Keller, Aunie Cordle, Jeff Porter, Kyle Witt, Amy Brown-Thompson, Joshua Horacek, Branden Meyer, Mark Conrad, Jim Bahnsen, Jeff Barron, Loudan Klein, Chief Lape, David Uhl, Jon Kochis, David Miller, and Rick Szabrak.

- Legal Update

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

- Administration and Budget Update/Carri's List

- a. Announcements

The employee recognition breakfast is July 24<sup>th</sup>. This will be at Alley Park and a regular Commissioners' meeting will follow, as usual.

- b. Highlights of Resolutions

Ms. Brown highlighted the resolutions for the voting agenda.

JFS proposed approval of two contracts in network for child protective placement. JFS also proposed the approval of a contract with BSSI for WIOA and CCMEP.

FCFACF Council proposed approval of an agreement relating to multi-system youth operations with DD and a related Juvenile Court MOU, for a total of two resolutions for agreements.

We proposed a resolution to correct an omission of words for the resolution of necessity for the ADAMH Board. This correction was presented on July 10<sup>th</sup>, while the resolution to proceed will be presented on July 17<sup>th</sup>.

We proposed a contract/bid award to approve for the CDBG Thurston project (two resolutions).

We proposed signing a petition to renew the Special Improvement District for Lancaster's downtown. Rates for 2019-2023 are noted in an exhibit (a 4% County Auditor related fee will also be assessed).

We proposed ratification of the update of the District Solid Waste Management Plan.

The County Engineer proposed the approval of contract awards and commencement for pavement and crack sealing projects (for a total of four resolutions).

We proposed the release of a mortgage lien based on grant terms and conditions.

There were financial resolutions to approve, such as:

- Approval of the engagement letter for 2018-2020 for Local Government Services preparation of the County Comprehensive Annual Financial Report;
- Approval of the "level 2" tax budget;
- Juvenile Court's sub-grantee agreement with ODJFS;
- A grant agreement relating to MCU;

**Regular Meeting #28 - 2018  
Fairfield County Commissioners' Office  
July 10, 2018**

- Placing Buckeye Lake related sewer assessments on the tax duplicate;
- May interest allocations for the Health Department and Parks District;
- Processing of a 2% administrative fee for the self-funded insurance program;
- Appropriations from unappropriated funds and a transfer relating to the Records and Assets project and for the EPA recycling grant (non-general fund activity);
- Appropriations from unappropriated funds for Juvenile Court (three resolutions, non-general fund activity) and for FCFACF (12 resolutions, non-general fund activity);
- Allocations for MCJDC, RPC, GIS, Airport, MCU, Engineer, and JFS, as planned (three resolutions);
- Account to account transfers to properly classify expenditures for the Board of Commissioners, HR and the Dog Adoption Center and Shelter; and
- An account to account transfer of appropriations to accommodate an early warning system with Juvenile Court and school system stakeholders.

In the near future, we expect to propose a license for use agreement for land at the Dog Adoption Center and Shelter for William V. Fisher Catholic High School to use for training. (We need the Attachment A of the agreement and Fisher's signed copy.)

Mr. Davis stated that the Commission will continue to support the SID as they provide many benefits to the County. He hopes others see it that way as well.

Mr. Slater stated there was lots of positive energy at the meeting with 63% signing off on it and others yet to sign.

Mr. Levacy stated he thought what is happening downtown is great.

c. Administrative Approvals & Budget Update

1. Budget and Administrative Approval

The review packet contained a list of administrative approvals for the past two weeks. There were no questions posed.

The Budget Commission hearing will be August 13<sup>th</sup> at 10:15 am. A public hearing was held on July 9<sup>th</sup> for the tax budget. A summary was in the review packet. The total estimate for the Board of Election equipment is not yet firm, and there is nothing in the estimated receipts now for the expected state portion of \$1.6 M. The resolution for approval of the tax budget was on the voting agenda. Changes are expected through level 3 and 4.

2. Tour of the WigWam Property

Ms. Brown, Mr. Szabrak, and Mr. Kochis toured the WigWam with Violet Township officials on Monday, July 2. We share the excitement about this project for Violet Township. The property is an impressive property. The overall project promises to be a complex yet exciting one.

Mr. Bahnsen was approved to help with the financing for the purchase of the WigWam. The total cost is close to \$3,500,00 including the purchase and necessary ADA upgrades. Mr. Bahnsen did not believe they were able to finance the entire project and it did not work out with bond counsel as originally thought.

Mr. Davis stated he hoped the Commission could have their State of the County at the location in the future.

**Regular Meeting #28 - 2018**  
**Fairfield County Commissioners' Office**  
**July 10, 2018**

3. Facilities Related Update

We reviewed recent pictures of the DACO project for ADA improved parking as it is nearly completed.

Ms. Brown reported ADAMH and New Horizons are seeking a potential location for a crisis intervention treatment center. We are exploring options within county-owned property, although that possibility seems rather slim. We are also seeking more information about the grant ADAMH will pursue. There is an administrative update scheduled on July 18<sup>th</sup> on this matter.

At 9:30 am, we provided an update from the work group dedicated to the Records Center and Facilities and Emergency Management Center. The work group consists of Carri Brown, Branden Meyer, Dennis Keller, Mark Conrad, and Jon Kochis.

4. Teleconference with Commissioner Mike Kiger

Carri Brown connected with Commissioner Kiger on July 3<sup>rd</sup> and provided an administrative update. Commissioner Kiger was eager to attend the meeting today (July 10) yet was not able to do so.

d. BRAVOs

Thanks to Todd McCullough, Dog Warden, for his excellent representation of Fairfield County. He was featured on a Channel 4 story about dog adoption, and we have a great video to share about the importance of dog licenses. Todd and his team do a great job with enforcement and education. We reviewed a heart-warming video.

Thanks to Jon Kochis, EMA Director, and his team for supporting and participating in educational opportunities at community festivals.

Bravo to the IT staff for preparing a Lunch-n-Learn session on July 10.

Mr. Conrad applauded Mr. McCullough for the professionalism he has brought to the dog shelter. He added that this is not seen in every county.

- Old Business

- a. Appointment of new Coroner

Mr. Davis stated that the Republican Central Committee would be meeting on Wednesday to appoint the new Coroner. This is now a competitive race. The Commission looks forward to the result and working with whomever may be serving.

- New Business (none)

- General Correspondence Received (none)

- Calendar Review/Invitations Received

- a. Lancaster Festival Welcome Reception & Walk of Fame Induction – Tuesday, July 17<sup>th</sup> at 5:30 p.m. at the OU-L Gymnasium
    - 1. Commissioner Levacy will attend
  - b. Pickerington Chamber Lunch – Thursday, July 19<sup>th</sup> at 11:30 a.m.
    - 1. Commissioner Levacy will attend

**Regular Meeting #28 - 2018  
Fairfield County Commissioners' Office  
July 10, 2018**

- c. Fairfield County Public Service Recognition Breakfast – Tuesday, July 24<sup>th</sup> at 8:30 a.m. at Alley Park

- FYI

- a. The jail population is 286.
- b. Thank you from Walter and JoAnn Bader – Farmland Preservation
- c. Thank you from Ken Culver for Lancaster Festival allocation
- d. Press Release from Common Pleas Court – Empowered Women Employer Women
- e. Grandma's Attic Garage Sake – Amber Park Assisted Living Community – Saturday, July 21<sup>st</sup>
- f. Save the Date – United Way Action & Cookout – Thursday, September 13<sup>th</sup>
- g. Retrive Technologies Notice of Permit Renewal Application
- h. Muse Machine Information
- i. Community Action Recycling Newsletter
- j. Juvenile/Probate Court 2017 Annual Report
- k. DD July 2018 Newsletter
- l. Through the Vine Summer 2018 Newsletter
- m. United Way Information re: Community Care Day
- n. TCAP Services on track - July 2 was the first date of services from the mental health professional. We received positive feedback from the jail staff.
- o. Article re: Changes to Child Support in Ohio - An article about child support legislative changes was reviewed. After 26 years without updates for the Child Support Guidelines, legislation has been passed and will go into effect in about nine months. The local bar association will be hosting training, as will other stakeholders.
- p. Proposal from the White House to join Departments of Labor and Education - The White House has proposed combining the Departments of Labor and Education. We will stay tuned, and see a potentially powerful joining, as we understand the importance of economic and workforce development joined (formally or informally) with the discipline of education.

- Issues Bin (none)

- Open Items

Mr. Slater commended the IT department for their work on the Know B 4 training.

Mr. Szabrak stated the second Engineering and Technology camp has started. There are eight manufactures hosting the participants this year.

Mr. Uhl thanked EMA and the Sheriff for their support during the fireworks event this year. The event is privately funded.

**Regular Meeting #28 - 2018**  
**Fairfield County Commissioners' Office**  
**July 10, 2018**

**Facilities Update**

The Commissioners met at 9:34 a.m. for a Facilities Update. Commissioner Davis called the meeting to order with the following Commissioners present: Steve Davis and Dave Levacy. Also present were Carri Brown, Rachel Elsea, Todd McCullough, Jon Slater, Ray Stemen, Dennis Keller, Aunie Cordle, Jeff Porter, Kyle Witt, Amy Brown-Thompson, Joshua Horacek, Branden Meyer, Mark Conrad, Jim Bahnsen, Jeff Barron, Loudan Klein, Chief Lape, David Uhl, Jon Kochis, David Miller, and Rick Szabrak.

The attached PowerPoint was reviewed.

Ms. Brown thanked the workgroup who has been working on these two projects. That group includes Mr. Meyer, Mr. Conrad, Mr. Keller, and Mr. Kochis, along with Ms. Brown. The Baldwin building was purchased in April 2016 with the Chestnut Building being purchased in August of 2017.

Mr. Meyer, Mr. Conrad, Mr. Keller, and Mr. Kochis presented the slides related to their respective offices.

Mr. Davis shared stories relating to his experience and the need for records to be kept in an organized matter to avoid administrative and legal exposure. He thanked the workgroup for their work and added that these two buildings were purchased purposely as there was a need for them, and they were able to reutilize blighted properties in doing so.

Ms. Brown indicated the frequently asked question document about the two buildings would be placed on the county website.

**Commissioners' Regular Meeting**

A regular meeting of the Fairfield County Board of Commissioners was held on Tuesday, July 10, 2018 beginning at 10:01 a.m., with the following Commissioners present: Steve Davis and Dave Levacy. Also present were Carri Brown, Rachel Elsea, Staci Knisley, Todd McCullough, Jon Slater, Ray Stemen, Dennis Keller, Aunie Cordle, Jeff Porter, Kyle Witt, Amy Brown-Thompson, Joshua Horacek, Branden Meyer, Mark Conrad, Jim Bahnsen, Jeff Barron, Loudan Klein, Chief Lape, David Uhl, Jon Kochis, David Miller, Jeff Camechis, Lisa McKenzie, and Rick Szabrak.

**Pledge of Allegiance**

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

**Announcements**

Commissioner Davis asked if there were any announcements.

There were no announcements.

**Public Comment**

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

**Approval of Minutes for Tuesday, June 26, 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, June 26, 2018 Regular Meeting.

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

Regular Meeting #28 - 2018 – July 10, 2018- 5 -

**Regular Meeting #28 - 2018  
Fairfield County Commissioners' Office  
July 10, 2018**

**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 resolutions:

- 2018-07.10.a      A resolution authorizing the approval of an engagement letter for preparation of 2018, 2019, and 2020 CAFR financial statements provided by Local Government Services of the Auditor of State - Auditor [Auditor-Finance]
- 2018-07.10.b      A resolution authorizing a memo expense memo receipt for the General Fund 2% administration fee for managing the county self-insurance program, Fund# 5376 TO GENERAL #1001 – Fairfield County Auditor [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 Resolutions**

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

- 2018-07.10.c      A resolution approving the adoption of Tax Budget for Fiscal Year 2019 [Commissioners]
- 2018-07.10.d      A resolution to approve an Award of Bid to Little Creek Construction for the CDBG FY2016 Fairfield County, Village of Thurston Long Street Waterline Upgrade – Fairfield County Commissioners [Commissioners]
- 2018-07.10.e      A resolution authorizing the contract, notice to proceed and notice of commencement for a CDBG Formula FY2016 project for the Village of Thurston Long Street Waterline Upgrade [Commissioners]
- 2018-07.10.f      A resolution authorizing account to account transfers into major expenditure object categories – Commissioners [Commissioners]
- 2018-07.10.g      A resolution to appropriate from unappropriated into a major expense category for fund # 2807/Subfund# 8193 – FY2018 Ohio EPA Community Recycling Grant [Commissioners]
- 2018-07.10.h      A resolution authorizing fund to fund transfers for intergovernmental agencies for the 2nd half 2018 Allocations Fairfield County Commissioners [Commissioners]
- 2018-07.10.i      A resolution to update the District Solid Waste Management Plan. [Commissioners]
- 2018-07.10.j      A resolution authorizing an account to account transfer into a major expenditure object category for Juvenile Court – Commissioners [Commissioners]
- 2018-07.10.k      A resolution to approve a memo expense for interest allocation reimbursement for Fairfield County Historical Parks – Fund # 7308 [Commissioners]
- 2018-07.10.l      A resolution to approve a memo expense for interest allocation reimbursement for Fairfield Department of Health – Fund #7012 & Fund# 7321 [Commissioners]

**Regular Meeting #28 - 2018**  
**Fairfield County Commissioners' Office**  
**July 10, 2018**

- 2018-07.10.m      A resolution authorizing a fund to fund transfer for Fairfield County Job and Family Services (JFS) –3rd Quarter 2018 Allocation - Fairfield County Commissioners [Commissioners]
- 2018-07.10.n      A resolution authorizing a fund to fund transfer for the 3rd Quarter 2018 Allocation for the Multi County Juvenile Detention Center (MCJDC) - Fairfield County Commissioners [Commissioners]
- 2018-07.10.o      A resolution approval to appropriate from unappropriated into major expenditure object categories for the General Fund# 1001 and Record Assets Fund# 3827 and a fund to fund transfer – Fairfield County Commissioners [Commissioners]
- 2018-07.10.p      A resolution to authority the Commission President to sign the Petition for the Downtown Special Improvement District (SID) renewal. [Commissioners]
- 2018-07.10.q      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 March 15, 2018 through April 15, 2018. [Commissioners]
- 2018-07.10.r      A resolution to amend Fairfield County Board of Commissioner's resolution number 2018-06.12.d [Commissioners]
- 2018-07.10.s      A resolution approving the satisfaction of mortgage for Cheryle and Hershel Sparks – FY2012 Neighborhood Stabilization Program (NSP). [Community Action]

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

**Approval of the Dog Shelter Resolution**

On the motion of Dave Levacy and the second of Steve Davis, the Board of Commissioners voted to approve the Dog Shelter resolution approving an account to account transfer; see resolution 2018-07.10.t.

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:

- 2018-07.10.u      A Resolution to Approve the Contract with A&A Safety, Inc. for the 2018 Pavement Markings Project. [Engineer]
- 2018-07.10.v      A Resolution to Approve the Notice to Commence for the 2018 Pavement Markings Project [Engineer]
- 2018-07.10.w      A Resolution to Approve the Contract with Scodeller Construction, Inc. for the 2018 Crack Sealing Project. [Engineer] 2018-07.10.x A Resolution to Approve the Notice to Commence for the 2018 Crack Sealing Project [Engineer]

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

**Regular Meeting #28 - 2018  
Fairfield County Commissioners' Office  
July 10, 2018**

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

On the motion of Dave Levacy and the second of Steve Davis, the Board of Commissioners voted to approve the following Family, Adult, and Children First Council resolutions:

- |               |  |
|---------------|--|
| 2018-07.10.y  | A resolution authorizing the approval of a service agreement by and between the Fairfield County Commissioners, as administrative agent of the Fairfield County Family, Adult and Children First Council and Fairfield County Juvenile Court. [Family, Adult and Children First Council] |
| 2018-07.10.z  | A resolution to approve additional appropriations by appropriating from unappropriated into a major expense object category – Fund # 7521, Family, Adult & Children First Council [Family, Adult and Children First Council]   |
| 2018-07.10.aa | A resolution to approve additional appropriations by appropriating from unappropriated into a major expense object category – Fund # 7521, Family, Adult & Children First Council [Family, Adult and Children First Council]   |
| 2018-07.10.bb | A resolution to approve additional appropriations by appropriating from unappropriated into a major expense object category – Fund # 7521, Family, Adult & Children First Council [Family, Adult and Children First Council]   |
| 2018-07.10.cc | A resolution to approve additional appropriations by appropriating from unappropriated into a major expense object category – Fund # 7521, Family, Adult & Children First Council [Family, Adult and Children First Council]   |
| 2018-07.10.dd | A resolution to approve additional appropriations by appropriating from unappropriated into a major expense object category – Fund # 7521, Family, Adult & Children First Council [Family, Adult and Children First Council]   |
| 2018-07.10.ee | A resolution to approve additional appropriations by appropriating from unappropriated into a major expense object category – Fund # 7521, Family, Adult & Children First Council [Family, Adult and Children First Council]   |
| 2018-07.10.ff | A resolution to approve additional appropriations by appropriating from unappropriated into a major expense object category – Fund # 7521, Family, Adult & Children First Council [Family, Adult and Children First Council]   |
| 2018-07.10.gg | A resolution to approve additional appropriations by appropriating from unappropriated into a major expense object category – Fund # 7521, Family, Adult & Children First Council [Family, Adult and Children First Council]   |
| 2018-07.10.hh | A resolution to approve additional appropriations by appropriating from unappropriated into a major expense object category – Fund # 7521, Family, Adult & Children First Council [Family, Adult and Children First Council]   |
| 2018-07.10.ii | A resolution to approve additional appropriations by appropriating from unappropriated into a major expense object category – Fund # 7521, Family, Adult & Children First Council [Family, Adult and Children First Council]   |



**Regular Meeting #28 - 2018  
Fairfield County Commissioners' Office  
July 10, 2018**

- 2018-07.10.jj      A resolution to approve additional appropriations by appropriating from unappropriated into a major expense object category – Fund # 7521, Family, Adult & Children First Council [Family, Adult and Children First Council]
- 2018-07.10.kk      A resolution to request for appropriations for additional unanticipated receipts for fund # 7521 Family, Adult & Children First Council. [Family, Adult and Children First Council]
- 2018-07.10.ll      A resolution regarding a memorandum of understanding between the Fairfield County Family, Adult and Children First Council and the Fairfield County Board of Developmental Disabilities. [Family, Adult and Children First Council]

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

**Approval of the Human Resources Resolution**

On the motion of Dave Levacy and the second of Steve Davis, the Board of Commissioners voted to approve the Human Resources resolution approving an account to account transfer into major expense object category – Fund #1001; see resolution 2018-07.10.mm.

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

**Approval of the JFS Resolutions**

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

- 2018-07.10.nn      A resolution regarding Network Placement and Related Services Agreement between New Beginnings Residential Treatment Center, LLC and, Child Protective Services Department [JFS]
- 2018-07.10.oo      A resolution regarding a Purchase of Service Contract between Business System Solutions, Inc., and Job & Family Services [JFS]
- 2018-07.10.pp      A resolution regarding Network Placement and Related Services Agreement between Hope Haven for Girls 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 Juvenile/Probate Court Resolutions**

On the motion of Dave Levacy and the second of Steve Davis, the Board of Commissioners voted to approve the following Juvenile/Probate Court resolutions:

- 2018-07.10.qq      A resolution approving a Subgrant Agreement between Juvenile Courts, Ohio Department of Job & Family Services and Medicaid [Juvenile/Probate Court]
- 2018-07.10.rr      A resolution to appropriate from unappropriated in a major expenditure object category – Juvenile Court Fund #2641 Title IV-E Fund [Juvenile/Probate Court]

**Regular Meeting #28 - 2018  
Fairfield County Commissioners' Office  
July 10, 2018**

- 2018-07.10.ss      A resolution to appropriate from unappropriated in a major expenditure object category – Juvenile Court Fund #2630 Special Projects Fund [Juvenile/Probate Court]
- 2018-07.10.tt      A resolution to appropriate from unappropriated in a major expenditure object category – Juvenile Court #2641 Title IV-E Fund [Juvenile/Probate Court]

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

**Approval of the Major Crimes Unit Resolution**

On the motion of Dave Levacy and the second of Steve Davis, the Board of Commissioners voted to approve the Major Crimes Unit resolution authorizing accepting the 2018 DLEF Grant Award for the Fairfield-Hocking Major Crimes Unit; see resolution 2018-07.10.uu.

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

Commissioner Davis thanked the staff for their work, especially in covering details when there was not a meeting last week. He mentioned this circumstance would happen again in November.

**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 10:09 a.m.

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

The next Regular Meeting is scheduled for Tuesday, July 17, 2018 at 10:00 a.m.


Motion by:

Seconded by:

that the July 10, 2018, minutes were approved by the following vote:

YEAS:  
ABSTENTIONS: None  
\*Approved on July 17, 2018

NAYS: None

  
\_\_\_\_\_  
Steven A. Davis  
Commissioner

  
\_\_\_\_\_  
Dave Levacy  
Commissioner

**Absent**  
\_\_\_\_\_  
Mike Kiger  
Commissioner

  
\_\_\_\_\_  
Rachel A. Elsea, Clerk



# FAIRFIELD

COUNTY • OHIO

7/12/2018

SERVE • CONNECT • PROTECT

1

## Chestnut Street Records Center



7/12/2018

SERVE • CONNECT • PROTECT

2

## What is the purpose of the Records Center?

To improve current, unsafe, inadequate conditions for public records.

The anticipated mission of the Fairfield County Records Center is to insure county government records and information resources are preserved and available for public access.



7/12/2018

SERVE • CONNECT • PROTECT

9

## What is the purpose of the Records Center? (cont.)

The Fairfield County Records Center will help insure records and information are economically retained, efficiently made available, and promptly and legally disposed of pursuant to Ohio's records laws and county policy. Staff will be able to store and retrieve records for the public and originating offices and will be able to manage an imaging process for microfilming, achieving facility space savings in other buildings.



7/12/2018

SERVE • CONNECT • PROTECT

10

## What is the estimated cost of the purchase and renovation of the Records Center

The total cost is estimated at \$2.44 M, including furniture, fixture, and equipment. One significant purchase is for shelving, which will be \$415,000. The purchase price of the building was \$450,000.



7/12/2018

SERVE • CONNECT • PROTECT

5

## What is the estimated cost to build a records center?

The square footage of the building is 16,320 square feet. With a new construction estimate of \$300 per square foot, the estimated cost of a new building is approximately \$4.89 M.



7/12/2018

SERVE • CONNECT • PROTECT

5

Annually, how much money is now dedicated to the inadequate rental space for records?

Overall, about \$80,000 is spent annually for inadequate rental space. The cost reduction of the rent will be used for the debt service payment associated with Chestnut and Baldwin.



7/12/2018

SERVE • CONNECT • PROTECT

7

How will the costs of these two buildings be supported?

\$1M of general obligation debt was issued (see question #4), and the remaining project will be funded by general fund dollars and transferred Clerk of Courts Certificate of Title funds.

Rental income is expected at market rate for both buildings. Once more information is known about the tenants and agreements, this information can be shared. For example, rental income will be available from MCU on an annual basis if their grant funds for this purpose exist.



7/12/2018

SERVE • CONNECT • PROTECT

8

## When will the Chestnut Street Records Center be open?

The Clerk of Courts will occupy the building in 2019 followed by other departments being given access once agreements are in place.



7/12/2018

SERVE • CONNECT • PROTECT

9

## With modern technology, is the use of paper diminishing at county offices?

Some departments, especially those who have implemented electronic case management processes, have experienced reductions in the use of paper. Paper, however, continues to be a necessary commodity to document many governmental processes.



7/12/2018

SERVE • CONNECT • PROTECT

10

## Why do records need to be stored?

Some records have a permanent retention schedule; they must be kept permanently. The only storage media recognized by archivists and records managers to be truly permanent are paper and microfilm.

All electronic storage methods require regular, proactive management to maintain accessibility and readability.

All data must be migrated to new servers and new management systems. While in theory this could be managed in such a way to make electronic records a permanent storage medium, the risk of losing data is too great and happens too often. Therefore, **paper and microfilm remain the recommended storage media for permanent record storage.**



7/12/2018

SERVE • CONNECT • PROTECT

11

## Why do records need to be stored? (cont.)

Records that have retention schedules that are not permanent can be stored electronically; they can be deleted after the appropriate scheduled time has passed.

Electronic storage of all records, including permanent records of which you have otherwise kept a paper or microfilm copy, is useful to enhance the efficiency and efficacy of an office's operations.

We image records for the needs of today. We microfilm records for the needs of the future.



7/12/2018

SERVE • CONNECT • PROTECT

12



Will all other county offices be included in the Records Center operations?

Yes, if county offices agree to follow the policies and procedures of the Commissioners relating to the Records Center, they can use the center.



Will all other county offices have access to the training center included in the Chestnut Street Records Center?

Yes, the training center will be available to all county offices, and will be scheduled via the FMX system, the online tracking system used by Facilities Management.



## Is there planned office space for the Records Center?

Yes, office space will be available for the Records Center operations and a potential tenant (Visitors and Convention Bureau). Small office space is also available.



7/12/2018

SERVE • CONNECT • PROTECT

15

## What are the advantages of the Chestnut Street Records Center as compared to the existing approach for records?

- Currently, county records are often stored in multiple locations with a lack of centralization.
- Because this has developed over many years, many of the storage areas do not meet proper environmental requirements or safety standards for records storage.
- Current situations make it more difficult to retrieve records, and it costs county staff time in traveling to a storage location and then searching for and finding the records needed.
- The Records Center will solve these issues and improve public access.



7/12/2018

SERVE • CONNECT • PROTECT

16

# Is there a rendering available for the Records Center?



# Baldwin Emergency & Facilities Management Center



## What is the purpose of the Emergency and Facilities Management Center?

The purpose of the Baldwin facility is to consolidate several department locations into one location. Each of the departments to be located at the Baldwin facility have similar maintenance or emergency functions and have limited and scheduled need for public access. Currently, the EMA and MCU vehicles are being housed at Baldwin. After the complete renovation, the EMA, MCU, and Coroner will share a combined office complex which will also include a new Emergency Operations Center. The Facilities Maintenance Department has moved into the existing Baldwin building, and vacated the Lincoln Avenue building.



7/12/2018

SERVE • CONNECT • PROTECT

19

## What is the estimated cost of the purchase and renovation of the Emergency and Facilities Management Center?

For the Baldwin location, the total estimated cost is \$2,104,509. The County purchased the approximate 4-acre property with a 33,000 SF commercial metal building in 2016 for \$490,000. A new 10,000 SF EMA/MCU vehicle garage was completed in 2018 at a cost of \$714,509. The estimated renovation cost of the existing building is \$900,000.



7/12/2018

SERVE • CONNECT • PROTECT

20

What is the estimated cost to build an emergency and facilities management center?

To construct new buildings with 43,000 SF of space at an estimated cost of \$250 per SF equals a cost of \$10.75 M, not including the cost of four acres of property.



Annually, how much money is now dedicated to rental space for the Major Crimes Unit?

About \$22,800 is now paid annually to rent this space.



## When will the Emergency and Facilities Management Center be open?

The EMA garage and Facilities Management areas are now open. After remodeling, the MCU, EMA, and Coroner operations center will be open. The remodeling is expected in 2019.



7/12/2018

SERVE • CONNECT • PROTECT

23

## Which offices will be located at the Emergency and Facilities Management Center?

The Facilities Maintenance Department, Emergency Management Agency, Major Crimes Unit, and Coroner's Office will be located at the Fairfield County Emergency and Facilities Management Center, now commonly referred to the Baldwin Complex or simply Baldwin.



7/12/2018

SERVE • CONNECT • PROTECT

24

What are the advantages of the Emergency and Facilities Management Center as compared to the existing approach for emergency and facilities management?

The **Emergency Management Agency** has use of a garage to house emergency vehicles and the mobile command center, allowing for security and sustainability of those assets. This improves emergency response, reduces costs for renting of space, and allows for sustainability of the EMA functions.



What are the advantages of the Emergency and Facilities Management Center as compared to the existing approach for emergency and facilities management? (cont.)

**Facilities Management** will have a new location with increased functionality, given the dilapidated building on Lincoln Avenue will be razed.



What are the advantages of the Emergency and Facilities Management Center as compared to the existing approach for emergency and facilities management? (cont.)

The **Coroner's Office** will be located with emergency personnel, allowing for increased efficiency and space at the Government Services Center on Main and Memorial to be open for Job and Family Services uses.



7/12/2018

SERVE • CONNECT • PROTECT

27

What are the advantages of the Emergency and Facilities Management Center as compared to the existing approach for emergency and facilities management? (cont.)

The **Major Crimes Unit** will have permanent office and storage space, allowing for a more comprehensive approach to addressing the opioid epidemic. MCU anticipates reductions in grant funding and has sought support from the Board of Commissioners to continue its operations.



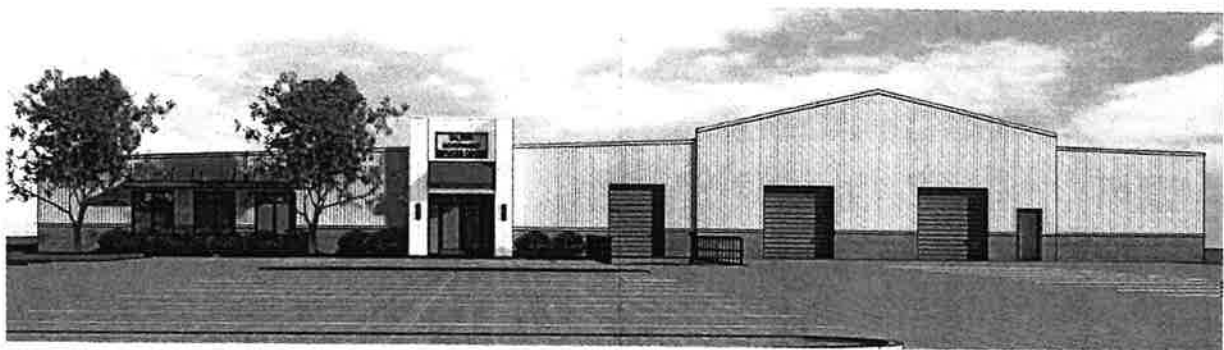
7/12/2018

SERVE • CONNECT • PROTECT

28



Is there a rendering available for the Emergency  
& Facilities Management Center?



Baldwin Government Services Center

October 25, 2016  
VPL Architects

7/12/2018

SERVE • CONNECT • PROTECT

29

224

225

226



## BOARD OF COMMISSIONERS

### Commissioners:

Steven A. Davis  
David L. Levacy  
Mike Kiger

County Administrator  
Carri L. Brown

Clerk  
Rachel A. Elsea

### Frequently Asked Questions – June 25, 2018

#### **Chestnut Street Records Center Baldwin Emergency & Facilities Management Center**

#### **1. What is the purpose of the Chestnut Street Records Center?**

The immediate purpose of the Chestnut Street Records Center is to improve current, unsafe, inadequate conditions for public records. The first use will be for the records of the Clerk of Courts. The Chestnut Street Records Center will become known as the Fairfield County Records Center. The anticipated mission of the Fairfield County Records Center is to insure county government records and information resources are preserved and available for public access. Some departmental records will and should remain at the departmental level. We know that, in general, county government records document citizens' legal, property, and personal rights, as well as actions of the government.

The Fairfield County Records Center will help insure records and information are economically retained, efficiently made available, and promptly and legally disposed of pursuant to Ohio's records laws and county policy. Staff will be able to store and retrieve records for the public and originating offices and will be able to manage an imaging process for microfilming, achieving facility space savings in other buildings.

#### **2. What is the estimated cost of the purchase and renovation of the Chestnut Street Records Center?**

The total cost is estimated at \$2.44 M, including furniture, fixture, and equipment. One significant purchase is for a steel mobile shelving system, which will be \$415,000. The purchase price of the building was \$450,000.

#### **3. What is the estimated cost to build a records center?**

The square footage of the building is 16,320 square feet. With a new construction estimate of \$300 per square foot, the estimated cost of a new building is approximately \$4.89 M.

#### **4. Annually, how much money is now dedicated to the inadequate rental space for records?**

Overall, about \$80,000 is spent annually for inadequate rental space. The cost reduction of the rent will be used for the debt service payment associated with Chestnut and Baldwin.

S E R V E • C O N N E C T • P R O T E C T



## BOARD OF COMMISSIONERS

**Commissioners:**  
Steven A. Davis  
David L. Levacy  
Mike Kiger

**County Administrator**  
Carri L. Brown

**Clerk**  
Rachel A. Elsea

**5. How will the costs of the Chestnut Street Records Center and the Baldwin Emergency and Facilities Management Center be supported?**

\$1M of general obligation debt was issued (see question #4), and the remaining project will be funded by general fund dollars and transferred Clerk of Courts Certificate of Title funds.

Rental income is expected at market rate for both buildings. Once more information is known about the tenants and agreements, this information can be shared. For example, rental income will be available from MCU on an annual basis if their grant funds for this purpose exist.

**6. When will the Chestnut Street Records Center be open?**

In 2019, the Clerk of Courts will occupy the records center first. Departments will begin to have access once there are agreements for use in place.

**7. With modern technology, is the use of paper diminishing at county offices?**

Some departments, especially those who have implemented electronic case management processes, have experienced reductions in the use of paper. Paper, however, continues to be a necessary commodity to document many governmental processes.

**8. Tell me more about the need to store records and microfilming.**

Some records have a permanent retention schedule; they must be kept permanently. For example, some departments maintain records from the 1800's for historical purposes. In addition, the only storage media recognized by archivists and records managers to be truly permanent are paper and microfilm. All electronic storage methods, including hard drives, CDs, and magnetic tape (just to name a few) require regular, proactive management to maintain accessibility and readability. All data must be migrated to new servers and new management systems. While in theory this could be managed in such a way to make electronic records a permanent storage medium, the risk of losing data is too great and happens too often. Therefore, paper and microfilm remain the recommended storage media for permanent record storage.

Records that have retention schedules that are not permanent can be stored electronically; they can be deleted after the appropriate scheduled time has passed.

Electronic storage of all records, including permanent records of which you have otherwise kept a paper or microfilm copy, is useful to enhance the efficiency and efficacy of an office's operations. We image records for the needs of today. We microfilm records for the needs of the future.

SERVE • CONNECT • PROTECT



## BOARD OF COMMISSIONERS

Commissioners:  
Steven A. Davis  
David L. Levacy  
Mike Kiger

County Administrator  
Carri L. Brown

Clerk  
Rachel A. Elsea

**9. Will all other county offices be included in the Fairfield County Records Center operations?**

If county offices agree to follow the policies and procedures of the Commissioners relating to the Records Center, they can use the center.

**10. Will all other county offices have access to the training center included in the Chestnut Street Records Center?**

Yes, the training center will be available to all county offices, and will be scheduled via the "FMX" system, the county's online tracking system for facilities.

**11. Is there planned office space for the Records Center?**

Yes, office space will be available for the Records Center operations and a potential tenant (Visitors and Convention Bureau). Additional office space is also available for a small department or for satellite office space.

**12. Is there a rendering available for the Chestnut Street Records Center?**

Yes, please see the attached rendering. This rendering is based on the preliminary design concept.

SERVE • CONNECT • PROTECT



## BOARD OF COMMISSIONERS

Commissioners:  
Steven A. Davis  
David L. Levacy  
Mike Kiger

County Administrator  
Carri L. Brown

Clerk  
Rachel A. Elsea

### 13. What are the advantages of the Chestnut Street Records Center as compared to the existing approach for records?

Currently, county records are often stored in multiple locations - whatever rooms, shelves, nooks, crannies, and rental facilities county offices have available. There is no centralization which would provide some guidance, guidelines, and procedures to ensure that the records are being stored properly. Because this has developed over many years, many of the storage areas do not meet proper environmental requirements or safety standards for records storage.

This lack of centralization of records also makes it more difficult to retrieve records, and it costs county staff time in traveling to a storage location and then searching for and finding the records needed.

Having a centralized records center will solve those issues. The Chestnut Street Records Center is being designed to provide appropriate environmental controls. The Records Center will also have uniform shelving and requirements for storing and organization that will make the records easier to locate. Having centralized records in a staffed records center with appropriate equipment and environmental controls will also make it much easier to begin any projects for converting records to digital formats and to provide even easier public access to such records in the future.

### 14. What is the purpose of the Baldwin Emergency and Facilities Management Center?

The purpose of the Baldwin facility is to consolidate several department locations into one location. Each of the departments to be located at the Baldwin facility have similar maintenance or emergency functions and have limited and scheduled need for public access. Currently, the EMA and MCU vehicles are being housed at Baldwin, rather than at former rented locations. After the complete renovation, the EMA, MCU, and Coroner will share a combined office complex which will also include a new Emergency Operations Center, opening space in the GSC-JFS building for public needs. The Facilities Maintenance Department has moved into the existing Baldwin building, and vacated the Lincoln Avenue garage which is structurally deficient and will be demolished.

We expect the future name of the building to be the Fairfield County Emergency and Facilities Management Center. We are pleased that stakeholders appreciate how the site has been improved with the renovation thus far.

SERVE • CONNECT • PROTECT



## BOARD OF COMMISSIONERS

Commissioners:  
Steven A. Davis  
David L. Levacy  
Mike Kiger

County Administrator  
Carri L. Brown

Clerk  
Rachel A. Elsea

**15. What is the estimated cost of the purchase and renovation of the Baldwin Emergency and Facilities Management Center?**

For the Baldwin location, the total estimated cost is \$2,104,509. The County purchased the approximate 4-acre property with a 33,000 SF commercial metal building in 2016 for \$490,000. A new 10,000 SF EMA/MCU vehicle garage was completed in 2018 at a cost of \$714,509. The estimated renovation cost of the existing building is \$900,000.

**16. What is the estimated cost to build an emergency and facilities management center?**

To construct new buildings with 43,000 SF of space at an estimated cost of \$250 per SF equals a cost of \$10.75 M, not including the cost of four acres of property.

**17. Annually, how much money is now dedicated to rental space for the Major Crimes Unit, which will be housed at Baldwin?**

About \$22,800 is now paid annually to rent this space.

**18. When will the Baldwin Emergency and Facilities Management Center be open?**

The EMA garage and Facilities Management areas are now open. After remodeling, the MCU and EMA operations center will be open. The remodeling is expected in 2019.

**19. Which offices will be located at the Baldwin Emergency and Facilities Management Center?**

The Facilities Maintenance Department, Emergency Management Agency, Major Crimes Unit, and Coroner's Office will be located at the Fairfield County Emergency and Facilities Management Center, now commonly referred to the Baldwin Complex or simply Baldwin.

**20. Is there a rendering available for the Baldwin Emergency and Facilities Management Center?**

Yes, please see the attached rendering. This rendering is from the preliminary design concept.



## BOARD OF COMMISSIONERS

Commissioners:  
Steven A. Davis  
David L. Levacy  
Mike Kiger

County Administrator  
Carri L. Brown

Clerk  
Rachel A. Elsea

**21. What are the advantages of the Baldwin Emergency and Facilities Management Center as compared to the existing approach for emergency and facilities management?**

The Emergency Management Agency has use of a garage to house emergency vehicles and the mobile command center, allowing for security and sustainability of those assets. This improves emergency response, reduces costs for renting of space, and allows for sustainability of the EMA functions. Facilities Management will have a new location with increased functionality, given the dilapidated building on Lincoln Avenue will be razed. The Coroner's Office will be located with emergency personnel, allowing for increased efficiency and space at the Government Services Center on Main and Memorial to be open for Job and Family Services uses. The Major Crimes Unit will have permanent office and storage space, allowing for a more comprehensive approach to addressing the opioid epidemic. MCU anticipates reductions in grant funding and has sought support from the Board of Commissioners to continue its operations.