

Regular Meeting #31 - 2015
Fairfield County Commissioners' Office
July 14, 2015

Review

The Commissioners met at 9:01 a.m. to review legal issues and pending or future action items and correspondence. Commissioner Levacy called the meeting to order with the following Commissioners present: Dave Levacy. Also present were Carri Brown, Rachel Elsea, Jason Dolin, Mary Beth Lane, Michael Kaper, Jon Kochis, Ray Stemen, Jeff Barron, Jim Bahnsen, Chief Perrigo, Todd McCullough, Kathleen Uhl, Tony Vogel, Dennis Keller, Aunie Cordle, Branden Meyer, Jeff Porter, and David Uhl.

- Legal Update

Mr. Dolin did not have an update.

- Administration and Budget Update/Carri's List

- a. Highlights of Resolutions/Proclamations

Ms. Brown provided highlights of resolutions.

Developmental Disabilities proposed the approval of a resolution to proceed regarding the additional levy they desire to place upon the ballot. DD also proposes approval of a CORSA expenditure.

There was a resolution to approve new dog license fees (generally up to \$15 annually; \$15 is the state average.)

The Engineer proposed the approval of a contract for a bridge in Madison Township and proposed appropriations from unappropriated funds for a special revenue fund. In addition, the follow up resolutions for Hunter Road and the Julian/Strickler Intersection were proposed. (These were follow up to the viewings and public hearings held last week.)

Regional Planning proposed the approval of the annual housing authority plan and the five year Community Housing Improvement Strategy. Stakeholder input has been sought.

The Facilities Operation Department (Maintenance), Commissioners, Board of Elections, Veteran Services, and the Coroner proposed account to account transfers of appropriations in order to classify expenditures appropriately. The Board of Elections also proposed approval of late fees relating to a credit card payment where the payment was delayed in the mail. There was an additional resolution to authorize such expenditures for late fees and interest charges, which are rare, prospectively for efficiency.

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The County Auditor proposed the processing of an early payment discount for workers compensation and the administrative fees for health insurance.

The Major Crimes Unit proposed the approval of a grant budgets and grant alignment.

The Sheriff proposed the use of competitive sealed bids for the purchase of uniforms and is working with the Prosecutor in this matter. The Board of Commissioners resolution authorizes the process for the sealed bids itself. Any purchases above \$50,000 and outside of the competitive bid process will be presented to the Board of Commissioners. There are small purchases that have been made above the \$50,000 threshold and prior to the completion of the competitive process, however a good faith effort is in progress.

Approval of the tax budget for 2016 was proposed. The tax budget public hearing was held on July 8th. No members of the public attended. The budget documents are available for review anytime.

The allocation for the Lancaster Festival (\$9,100) was proposed.

The Utilities Department proposed a resolution to enter in a four year contract for the removal and land application of biosolids. This is a contract renewal.

There was a resolution proposed to outline a process for the approvals of orders for minor changes, change directives, and change orders relating to the project for a jail and public safety facility. The process proposed was one that is thought to be efficient and conducive to forwarding the project, but if the process needs to be altered, we will revisit it with the Board of Commissioners. The proposal was a result of recommendations arising from discussions with Ken Fisher, our legal counsel with the project. The process is consistent with industry practices.

Finally, there were the traditional bill list items proposed.

b. Administrative Approvals & Budget Update

The review packet contained a list of administrative approvals for the week.

Level 3 budget entry is now available, which means that department officials will begin making expected adjustments to the estimates as more information is known in the planning for 2016.

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Along with Staci Knisley, Carri Brown met with Ed Laramée and David Miller with the Auditor's Office. The meeting resulted in an understanding about revenue projections which will result in estimated receipts of 2015 and 2016 being tracked and monitored for a goal of being as close to actual receipts as possible. The Budget Commission or County Auditor estimates are expected to approximate the Commission's five year estimates, and in particular, sales tax was a category of revenues discussed as exceeding current projections.

Along with Staci Knisley, Carri Brown met with Susan Eyerman with the Common Pleas Court to identify details for the Court budget request. There is a potential of special revenue funds being used for drug testing, and there is an additional vacation payout to identify for 2015. After discussion, we expect some additional details, and overall, a relatively small change for 2015.

We received information from Juvenile Court that showed how the onset of diversion activities has resulted in a reduction of requests for court appointed counsel, which may mean that we will not have to increase appropriations correspondingly. We will continue to monitor this.

c. Public Safety Facility and Financing Update

Carri Brown, Dennis Keller, and Ken Fisher met on Thursday, July 9, to outline the process for change orders and amendments. Recommendations were outlined in a proposed resolution for the Board. In addition, the contract amendment for the date to provide the guaranteed maximum price was approved administratively, as discussed in review on June 23, 2015. The actual amendment for the guaranteed maximum price will be brought before the Board of Commissioners in a proposed resolution. We should see that resolution in August.

The closing for the King's furniture store was on Wednesday, July 8, and all went well as expected. Dennis Keller is researching the next steps in terms of demolition of the building. We will do this safely and efficiently.

At this point, we do continue to provide information as needed to the City of Lancaster and have no unaddressed items.

The inmate count is now 228.

Commissioner Levacy asked how the permit process was going.

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Ms. Brown replied they were close to completing the process and just had a minor fire hydrant issue and line issue to finalize, and the design team was addressing this.

d. Employee Recognition and Appreciation

On July 21 and August 7, there are Commissioners sponsored employee appreciation cookouts. We appreciate the work of Fairfield County employees who are serving, connecting, and protecting. The HR interns are creating some posters and banners.

Further, Carri Brown sent information to elected officials and department heads introducing the idea of recognizing exceptional customer service. We will discuss this during the leadership conference on October 8.

e. Rural Transportation Planning Organization – Brief Update

Previously, we have discussed how institutional arrangements and transportation issues can be very different in rural areas than in metropolitan areas. In metropolitan areas, the responsibility for planning lies with designated Metropolitan Planning Organizations; in small communities and rural areas, no one official body is so typically designated. In some states, the State Department of Transportation conducts planning for these areas, while in other states, Rural Planning Organizations or local governments do so. In addition, rural areas sometimes face transportation issues of a different nature than those encountered in metropolitan areas. There is a trend in Ohio to consider Rural Transportation Planning Organizations, with five pilots in existence.

Holly Mattei, Carri Brown, and representatives from Pickaway County met to consider the creation of a RTPO, as a follow up to earlier discussions. The concept under exploration is for MORPC to be a grantee of ODOT, with the goal of the creation of a RTPO and a strategic plan. We are considering how such an organization would interface with other departments and organizations. Holly Mattei is going to obtain a sample Memo of Understanding, and at this point, the concept is favored, especially with the inclusion of a contiguous county, Pickaway County. We would also consider including other counties, such as Union County, which was suggested by MORPC. We will report again once we have the sample MOU. The ODOT central office was supportive of the concept, as well, and there appears to be encouragement for the creation of a RTPO to allow rural areas to compete for projects important to them.

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f. Follow up to public comment made by July 7, 2015

Ms. Brown reported that on July 7, 2015, Mr. Martin Folk attended the Board of County Commissioners meeting and offered public comments. During the meeting, he spoke of concerns relating to a specific case within a housing program administered by the Lancaster - Fairfield Community Action Agency. We in the Commissioners' Office have a strong partnership with the Lancaster - Fairfield Community Action Agency in the administration of several programs to support the Fairfield County community, and we were able to meet with agency leadership to speak about the concerns on July 9, 2015.

During the July 9, 2015, meeting, we addressed Mr. Folk's concerns about property at 718 Boyd Street. While we were not able to provide to Mr. Folk case specific details based on rules of confidentiality for program participants, we did generally let him know in writing that we verifying grant terms and conditions are being met. There has been correspondence sent to the participant of the grant program. Further, agency officials have observed the property and reported that it has been rehabilitated, which was a goal of the program for the community.

We also advised Mr. Folk that if he had additional questions about the housing program, that either Ms. Ailes or Ms. Fox-Moore with the Lancaster-Fairfield Community Action Agency could provide information. I also provided my phone number as a resource. Ms. Brown will follow up again with the Community Action officials.

g. BRAVO

- Thanks to Rachel Elsea for implementing a customer service performance measure for responses to online questions for information, which differs from the public records requests, and is an additional opportunity for the public to obtain information in a convenient manner.
- Bravo to Brett Lovas and Dan Finck with the Utilities Department. A Utilities customer, Lorie Walters, called to state how much she appreciated Mr. Lovas and Mr. Finck who provided professional communication and helpful services that helped her understand her systems and how it worked. Ms. Walters just moved into her home this past December, and she appreciated the information.

Commissioner Davis joined the meeting.

- Old Business

- a. Sales Tax Holiday

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Ms. Brown provided an update and a resource from the Ohio Department of Taxation.

S.B. 243 enacted a one-time sales tax holiday to occur only in 2015. The holiday starts on Friday, August 7, 2015 at 12:01 a.m. and ends on Sunday, August 9, 2015 at 11:59 p.m. During the holiday, the following items are exempt from sales and use tax:

- An item of clothing priced at \$75 or less;
- An item of school supplies priced at \$20 or less; and
- An item of school instructional material priced at \$20 or less.

Items used in a trade or business are not exempt under the sales tax holiday.

If you have any questions regarding this information, please call 1-800-304-3211.

The county does not need to do anything to enact the holiday. The sales tax rate in full is included in the holiday. The review packet contains a summary.

b. State Budget/Buckeye Lake State Park Dam

A go forward plan is expected any day from the state.

c. Update on Annexation and Vacations (one with a contingency expected)

Rachel Elsea has prepared a chart of pending annexations and vacations, of which one vacation is expected to have contingency. There has been good internal communication on the pending annexations and vacations, which helps to move things forward.

- New Business
- General Correspondence Received
- Calendar Review/Invitations Received
- FYI
- Issues Bin

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- a. Sensory Trail & Park – Discussion continues regarding the accessibility and a potential park.
 - b. Airport Board Vacancy – the deadline for submitting letters of interest and resumes is July 17th.
- Open Issues
 - a. Mr. Bahnsen reported there was an editorial in the Dispatch that morning about Land Banks and how they are good investments. Fairfield County was mentioned in the editorial. He encouraged everyone to read it.

Update from Utilities

The Commissioners met at 9:17 a.m. for an update from Utilities. Commissioner Davis called the meeting to order with the following Commissioners present: Steve Davis and Dave Levacy. Also present were Carri Brown, Rachel Elsea, Jason Dolin, Mary Beth Lane, Michael Kaper, Jon Kochis, Ray Stemen, Jeff Barron, Jim Bahnsen, Chief Perrigo, Todd McCullough, Kathleen Uhl, Tony Vogel, Dennis Keller, Aunie Cordle, Branden Meyer, Jeff Porter, and David Uhl.

Mr. Vogel distributed and reviewed the attached memo which outlined updates from development properties, design projects, construction projects, subdivision projects, and office changes.

Mr. Davis asked if the department had completed any dry runs for the new billing structure.

Ms. Vogel stated that they had performed a dry run from the last billing cycle and found revenues to be down \$50. They expect the decrease in revenues to increase as people start to conserve water.

Mr. Davis stated the need to convey to the public the billing change was not implemented with the intent of raising rates.

Mr. Levacy agreed and added that this was a fair method of billing and the method that most entities are already using.

Mr. Vogel highlighted the public meetings that are planned.

Update from EMA

The Commissioners met at 9:22 a.m. for an update from EMA. Commissioner Davis called the meeting to order with the following Commissioners present: Steve Davis and

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Dave Levacy. Also present were Carri Brown, Rachel Elsea, Jason Dolin, Mary Beth Lane, Michael Kaper, Jon Kochis, Ray Stemen, Jeff Barron, Jim Bahnsen, Chief Perrigo, Todd McCullough, Kathleen Uhl, Tony Vogel, Dennis Keller, Aunie Cordle, Branden Meyer, Jeff Porter, and David Uhl.

Mr. Kochis reviewed the attach debris management approval letter from FEMA. This is a pilot program (Fairfield County was the first county in Ohio to apply for the program). One change Mr. Kochis highlighted was that "straight time" during a disaster is now eligible for reimbursements. Additionally the federal cost share will increase by 2% from 75% to 77% in the future. The county can now keep recycling proceeds, as well. If recovery is handled in a speedy (and efficient) manner, the federal government can cover 100% of the costs. Mr. Kochis continues to explore the logistics of this pilot program.

Mr. Davis thanked Mr. Kochis for his work.

Update from the Dog Shelter and Adoption Center

The Commissioners met at 9:26 a.m. for an update from the Dog Shelter and Adoption Center. Commissioner Davis called the meeting to order with the following Commissioners present: Steve Davis and Dave Levacy. Also present were Carri Brown, Rachel Elsea, Jason Dolin, Mary Beth Lane, Michael Kaper, Jon Kochis, Ray Stemen, Jeff Barron, Jim Bahnsen, Chief Perrigo, Todd McCullough, Kathleen Uhl, Tony Vogel, Dennis Keller, Aunie Cordle, Branden Meyer, Jeff Porter, and David Uhl.

Mr. McCullough reviewed the cost analysis and dog licenses evaluation (attached). The need to increase the fees is demonstrated based on the enforcement and operation costs. The costs were reviewed, and \$15 is the average state fee. Changes were made to services a while ago and now it is time to make changes to the fees. The process for increasing fees is outlined in the Ohio Revised Code which is why there was a resolution on today for a December 1 effective date. The last time there was an increase was in 2005. Only one other contiguous county (Perry at \$14) has a fee lower fee, as compared to the state average of \$15.

The Dog Shelter now has two employees who are state certified agents. They have completed 500 investigations, taken in 300 dogs off the streets, and sent 32 dogs to the prison project. Mr. McCullough went on to state that the window and sound barrier projects are complete. The pilot program relating to adoptions is going well, and Mr. McCullough would like to analyze it a bit more prior to meeting with the Commissioners again in October.

A press release was prepared to be sent after the voting pattern.

Commissioner Davis thanked Mr. McCullough for his work and the improvements made at the Dog Adoption Center and Shelter.

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Review Continued

The Commissioners met at 9:32 a.m. to continue 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, Jason Dolin, Mary Beth Lane, Michael Kaper, Jon Kochis, Ray Stemen, Jeff Barron, Jim Bahnsen, Chief Perrigo, Todd McCullough, Kathleen Uhl, Tony Vogel, Dennis Keller, Aunie Cordle, Branden Meyer, Jeff Porter, and David Uhl.

Ms. Brown stated there was a card to sign for the new Lancaster Police Chief.

Additionally, Thursday's Family, Adult, and Children First's Council meeting had been moved to Forest Rose School.

Commissioner Davis asked if there were any additional comments for the Commissioners.

There were no comments.

Commissioner Davis stated at 9:34 a.m. that the Commission would be in recess.

Commissioners' Regular Meeting

A regular meeting of the Fairfield County Board of Commissioners was held on Tuesday, July 7, 2015 beginning at 10:05 a.m., with the following Commissioners present: Steve Davis, Dave Levacy and Mike Kiger. Also present were Carri Brown, Rachel Elsea, Jason Dolin, Park Russell, Dennis Keller, Mary Beth Lane, Jeff Barron, Kim Bahnsen, Aunie Cordle, Ray Stemen, Chief Perrigo, David Uhl, John Pekar, Kathleen Uhl, Branden Meyer, Michael Kaper, Jon Kochis, Todd McCullough, Tony Vogel, Staci Knisley, Jeff Camechis, Ed Laramée, and Jon Slater.

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.

Ms. Elsea stated there were no announcements.

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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, July 7, 2015

On the motion of Dave Levacy and the second of Steve Davis, the Board of Commissioners voted to approve the minutes for the Tuesday, July 7, 2015 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 resolutions:

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|--------------|--|
| 2015-07.14.a | A resolution to approve a refund as a memo expenditure for fund #7428 [Auditor- Payroll] |
| 2015-07.14.b | A resolution authorizing a fund to fund transfer for the General Fund 2% administration fee for managing the county insurance program, Fund# 7671 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 Board of Developmental Disabilities Resolution

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

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|--------------|--|
| 2015-07.14.c | A resolution to proceed in declaring it necessary to levy a tax outside the ten-mill limitation and further approving the request to place a Fairfield County Board of Developmental Disabilities (FCBDD) additional levy on the November 3, 2015 election ballot. [Board of Developmental Disabilities] |
|--------------|--|

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2015-07.14.d A resolution to approve a reimbursement for share of costs for Liability Insurance paid to CORSA as a memo expenditure for fund# 2060 - Fairfield County Board of Developmental Disabilities [Board of Developmental Disabilities]

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

Approval of the Board of Elections Resolution

O On the motion of Dave Levacy and the second of Steve Davis, the Board of Commissioners voted to approve the Board of Elections resolution approving an account to account transfer into a major expenditure object category & to authorize the expenditure of late charges of finance fees; see resolution 2015-07.14.e.

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

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

2015-07.14.f A resolution approving the adoption of Tax Budget for Fiscal Year 2016 [Commissioners]

2015-07.14.g A resolution to approve three modification processes for the a contract between Granger Construction Company, and the Fairfield County Commissioners [Commissioners]

2015-07.14.h A resolution approving an account to account transfer in a major object expense category – Fund# 1001, General Fund [Commissioners]

2015-07.14.i A resolution to approve expenditures of late fees and finance charges as needed for efficient operations associated with the use of authorized credit cards and authorized purchases [Commissioners]

2015-07.14.j A resolution to approve a memo expense for interest allocation reimbursement for Fairfield Department of Health – Fund #7012 & Fund# 7321 [Commissioners]

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- 2015-07.14.k A resolution to approve a memo expense for interest allocation reimbursement for Fairfield County Historical Parks – Fund # 7308 [Commissioners]
- 2015-07.14.l A resolution approving an account to account transfer in a major object expense category – Fund#1001 – Commissioners/Human Resources [Commissioners]
- 2015-07.14.m A resolution authorizing the 2015 allocation to the Lancaster Festival for 2015 - Fairfield County Commissioners [Commissioners]

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

Approval of the Coroner's Office Resolution

On the motion of Dave Levacy and the second of Steve Davis, the Board of Commissioners voted to approve the Coroner's Office resolution approving an account to account transfer in a major object expense category – Fund #1001; see resolution 2015-07.14.n.

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 and Adoption Center Resolution

On the motion of Dave Levacy and the second of Steve Davis, the Board of Commissioners voted to approve the Dog Shelter and Adoption Center resolution to amend resolution 2013-07.23.d and declare 2016 dog license fees for one year, three years, and permanent licenses; see resolution 2015-07.14.o.

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:

- 2015-07.14.p A Resolution to Approve the Notice to Commence [Engineer]

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- 2015-07.14.q A Resolution to Declare the Hunter Road Culvert Replacement Project a Necessity. [Engineer]
- 2015-07.14.r A resolution to appropriate from unappropriated in a major expenditure object category County Engineer 2024-Motor Vehicle for facility expenses [Engineer]
- 2015-07.14.s A resolution to approve vacating a portion of public road, Strickler Road (TR137), in Clearcreek Township, Fairfield County, Ohio. [Engineer]
- 2015-07.14.t A resolution to appropriate from unappropriated in a major expenditure object category County Engineer 2024-Motor Vehicle for overtime payments [Engineer]
- 2015-07.14.u A Resolution to Approve the Contract with The Righter Company, Inc. for the MAD-34, FAI-CR78-2.43 Landis Road over Clear Creek Bridge Replacement Project. [Engineer]

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 Resolutions

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

- 2015-07.14.v A resolution to request for appropriations into a major expenditure category fund 2765 – 2015/16 DLEF Fairfield-Hocking Major Crimes Unit [Prosecutor- Major Crimes Unit]
- 2015-07.14.w A resolution authorizing the reduction in major expenditure object category appropriations and to align with estimated receipts. [Fairfield Hocking Major Crimes Unit – Fund 2765 DLEF Grant]
[Prosecutor- Major Crimes Unit]

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

Approval of the Regional Planning Commission Resolution

On the motion of Dave Levacy and the second of Steve Davis, the Board of Commissioners voted to approve the Regional Planning Commission resolution to

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certify consistency of an amendment to the Fairfield Metropolitan Housing Authority 2016 Annual and Five Year Plan with the Fairfield County's Community Housing Improvement Strategy; see resolution 2015-07.14.x.

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

Approval of the Sheriff Resolution

O On the motion of Dave Levacy and the second of Steve Davis, the Board of Commissioners voted to approve the Sheriff's Office resolution authorizing the approval of a Request for Proposal for purchasing uniforms; see resolution 2015-07.14.y.

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

Approval of the Utilities Office Resolution

On the motion of Dave Levacy and the second of Steve Davis, the Board of Commissioners voted to approve the Utilities Office resolution to enter in a contract for the removal and land application of bio solids; see resolution 2015-07.14.z

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

Approval of the Veterans Service Commission Resolution

On the motion of Dave Levacy and the second of Steve Davis, the Board of Commissioners voted to approve the Veterans Service Commission resolution approving an account to account transfer into a major expense category for Fairfield County Veterans Service Commission; see resolution 2015-07.14.aa.

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 Resolutions

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

