

**Regular Meeting #37 - 2015  
Fairfield County Commissioners' Office  
August 18, 2015**

**Review**

The Commissioners met at 9:00 a.m. to review legal issues and pending or future action items and correspondence. Commissioner Davis called the meeting to order with the following Commissioners present: Steve Davis, Dave Levacy, and Mike Kiger. Also present were Carri Brown, Staci Knisley, Ray Stemen, Michael Kaper, Jim Bahnsen, Jeff Porter, Tony Vogel, Jon Kochis, Todd McCullough, Jason Dolin, Chief Perrigo, Dennis Keller, Deputy Holland, AJ Lacefield, Ron Osgood, Valeda Slone, Aundrea Cordle, Carl Burnett, and Branden Meyer.

**Meeting with Valeda Slone, Municipal Clerk of Court**

The Commissioners met with Valeda Slone, the Municipal Clerk of Court at 9:01 a.m. to welcome her to her newly appointed position. Commissioner Davis called the meeting to order with the following Commissioners present: Steve Davis, Dave Levacy, and Mike Kiger. Also present were Carri Brown, Staci Knisley, Ray Stemen, Michael Kaper, Jim Bahnsen, Jeff Porter, Tony Vogel, Jon Kochis, Todd McCullough, Jason Dolin, Chief Perrigo, Dennis Keller, Deputy Holland, AJ Lacefield, Ron Osgood, Aundrea Cordle, Carl Burnett, and Branden Meyer.

Commissioner Davis welcomed Ms. Slone and asked if the Board of Commissioners could be helpful to her in any way.

Ms. Slone stated that she has been in the office for 11 days. Former Clerk of Court Sherry Eckman resigned Friday, July 31<sup>st</sup>. The Judges of Municipal Court swore Ms. Slone in on Monday, August 3<sup>rd</sup>. Everything is going well; she appreciates her staff, and every day is a learning process.

Commissioner Davis asked Ms. Knisley to touch base with Ms. Slone in the future regarding the fall budget hearing that is scheduled, along with giving her past history of budget detailed expenses.

Commissioner Davis stated that he appreciated Ms. Slone's willingness to attend the meeting today. The Commission has had good working relationships with the Fairfield County Clerk of Courts with Ms. Slone's predecessor.

Ms. Slone stated that she appreciated past and present helpfulness from the Board of Commissioners and their staff.

- **Legal Update**

Mr. Dolin stated that he had nothing at this time to update.

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- Administration and Budget Update/Carri's List

- a. Highlights of Resolutions

Ms. Brown provided highlights of the proposed resolutions.

There were financial resolutions to approve, such as the approval of the tax rates approved by the Budget Commission, budget adjustments and reimbursements for JFS, appropriations for the FCFACF Council relating to out of home assessments accounted for in a special revenue fund, and traditional bill list items.

There was a maintenance agreement (connected with the Sheridan Drive annexations), which will be proposed on the 25<sup>th</sup>. The maintenance agreement can stand alone, and the Engineer preferred that it be proposed prior to the annexation resolutions.

There was a resolution to approve network placement contracts for Child Protective Services with Fox Run.

There was a resolution to set the dates for a viewing and hearing for a road vacation on September 22.

There was a resolution to appropriate monies for a new roof at Liberty Center. The recommendation for a new roof is supported by a recent study conducted by a professional consultant.

There was a resolution to approve the contract for the demolition of the property at 333 Lincoln Avenue; the notice of award was previously approved.

- b. Administrative Approvals & Budget Update

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

Ms. Brown reported that she will be attending a meeting with CCAO August 27<sup>th</sup> to obtain details about the state budget.

- c. Public Safety Facility/Jail Update

Ms. Brown reported that with Granger, we are reviewing the bid responses and gathering all the details necessary to move the project forward. The evaluations with Granger and the subcontractors are intensive.

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Next Tuesday, we will have a guaranteed maximum price number. The resolution is expected on September 8, once the contract details have been finalized.

The demolition of the King's furniture store is proceeding.

Commissioner Davis stated that he has been talking with Ms. Brown along the way regarding the guaranteed maximum pricing. He explained that the bids received were much more complicated than adding numbers. Granger and Dennis Keller have been meeting with the bidders to interview and discuss their bids. The guaranteed maximum price should be ready by next Tuesday and it is predicted to be under \$35 million.

Mr. Keller stated that on September 9<sup>th</sup>, a Notice to Proceed will be issued, once the September 8<sup>th</sup> resolution has been approved.

d. Liberty Center Roof

Ms. Brown reported that we received a report from professional consultants about the need for a new roof at Liberty Center. (See attached.) The roof has been a concern for more than eight years, and while the expenditure of the roof was delayed with patching measures, it can no longer be delayed. The best course of action for the good of the building and the services provided there is to replace the roof. The costs are estimated at \$375,000. We have budgeted 10% above, \$412,500, at this stage, and updates will be provided when more information is known. The facilities team is moving as quickly as possible on this.

Commissioner Davis stated that the roof leaks have been a source of consternation for the Board of Elections for about eight years.

Mr. Vogel stated that while he was Facilities Manager a few years back, he had staff out there to assess the leaks. His staff would come to the conclusion that there were no leaks at times, and then a few months later leaks would occur again.

Mr. Keller reported that the consultant's report showed a roof failure problem. It is an old roof system that is beyond its life expectancy. The water would soak up after a hard rain and then days later the leaks would occur. The solution suggested is to replace the roof. The project will move quickly. Bid specifications will be designed; request for bids will be publicized; and an award of bid and contract it should be completed before winter begins.

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Commissioner Davis asked that the roof repairs be completed at the same time that the Board of Elections office is operational. They have a November election coming up.

Mr. Keller stated that the goal is to require the building to be fully operational. The insulation will be at an increased thickness per the new building codes and will be energy cost effective.

Mr. Keller reported that the Liberty Center was built in 1979 or 1980.

Commissioner Davis asked Mr. Keller to keep Ms. Brown updated on the progress including the operational concerns.

Mr. Keller stated that he has already contacted the Board of Elections to let them know about the roof replacement.

e. Roundtable – Debriefing

The Board of County Commissioners hosted a quarterly roundtable for elected officials and department heads on August 13, beginning at 8:30 a.m. Following the roundtables, we pause to make sure the objectives of the roundtables are being met.

Commissioner Davis stated that the roundtables are helpful and productive even though the attendance was slightly down due to vacations.

f. Connections Meeting – August 20

The review packet contained a draft agenda for the Connections meeting, of which Security is an agenda topic. If there are other topics to review, please let Carri Brown know of this before the end of the day, August 19.

g. Special Thank You for Junior Girls Scout Troup # 2339 in Baltimore and the Christian Women of Lancaster.

Ms. Brown reported that Child Protective Services received a very thoughtful donation from Junior Girls Scout Troop 2339 in Baltimore. The donation was 60 fleece blankets for foster children, and the troop was inspired by how one of the members of the troop is a foster child. The blankets are something the foster children can call their own, and we are very impressed with the generosity of spirit shown by the troop.

In addition, the Fairfield County Commission learned of the generosity shown by The Christian Women's Connection of Lancaster, Ohio, toward the Fairfield County Child Protective Services and our agency foster

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children. We appreciate how the group donated over 400 socks and undergarments for the children.

Ms. Cordle reported that the troop was initiated and led by a girl who was a former foster child. It was well received. The blankets were needed and were welcome.

Ms. Cordle reported that the Christian Women Connection group invited her to speak at their meeting. They have committed to continue their socks and undergarments drive and hope to help out on other projects and needs.

Commissioner Levacy stated that he appreciated JFS and all of the staff for going above and beyond their responsibilities during Christmas time. The Fairfield County Republican Party's Executive Committee voted to donate funds to the drive for the children.

Ms. Cordle thanked Commissioner Levacy and the Committee for their commitment.

The Commission provided thank you letters for Aunie Cordle, JFS Director, to share with the donors.

h. Bravo

Ms. Brown thanked the ***Sheriff's department and his training team*** for the CREST training. We are receiving tremendously positive feedback about the training.

Commissioner Davis stated that he appreciated the Sheriff's Office for their security pilot to patrol the Courthouse during the Board of Commissioners' meetings. There has been no specific threat to the county. It is prudent to have security based on other problems that have occurred in other counties and states.

Ms. Brown said thank you to the team working on the front line implementation of the FMLA third party administrator. Team members include: ***Nora Getz, Beth Lane, Carrie Williams, Andrew Michael Stemen, Cindy Hillberry, Elisa Dowdy, and Rachel McCoy***. The third party administrator will be in place as of September 1. We are receiving encouragement and support regarding this implementation as it affects all employees.

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Bravo to **Don Sherman with the Utilities Department** for his support and help with the Violet Festival. We received email expressing thanks for Don's customer service orientation with the festival planning.

This past week Treasurer Bahnsen received a phone call from a local CPA who had an elderly client in his office who was having trouble figuring out her real estate taxes. She immediately left the CPA's office and was in our office fifteen minutes later. During that short time period, both **Jennifer Effinger and Christina Fox** researched her four property parcels and determined her delinquency and the cause for the underpayment. The taxpayer paid the amount due, then proceeded to thank everyone for so quickly figuring out what was going on with property real estate taxes. Thanks for helping to solve problems quickly!

In another circumstance, a taxpayer who owns numerous rental properties had gotten himself into a situation in which he owed a large tax-related delinquency. **Ann Hammond** has been working with this taxpayer and received thank you notes from both the taxpayer and his attorney, saying that her work had made it possible for the taxpayer to maintain ownership of the property, pay his yearly current tax bill, and reduce his delinquency owed to the point where it may very well be paid off sometime early next year. Thanks for the excellent customer service!

- Old Business

- a. Buckeye Lake State Park Dam

Ms. Brown reported that the SBA application for the Buckeye Lake Area businesses has been submitted to FEMA by the Governor. The turnaround for approval should be around ten days.

Commissioner Levacy stated that Governor Kasich requested the Buckeye Lake Area be named an Economic Development Disaster Area. Further, Commissioner Levacy is meeting with ODOT officials today to discuss and help direct where signage will go to help the Buckeye Lake Area businesses. The state is going above and beyond their responsibilities to fund the signage.

- b. Economic Development Director Position

Ms. Brown reported that the posting for the Economic Development Director occurred on July 29. There is a transitional plan in place to keep things moving ahead. Applications are due by August 18, today. The Port Authority leadership supports the replacement of the position, and like the

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33 Alliance, the Port Authority is interested in serving on the Board interview panel.

Commissioner Davis stated that the Board has solicited input from other economic development professionals. We are moving as fast as we can. He asked Ms. Brown to follow up with Mike Petit and others to find out who will be serving from the 33 Alliance to help with the interview process.

- New Business

There was no new business discussed.

- Annexation Update

- a. The Resolution for the Baltimore Annexation is scheduled for August 25.

- b. The Resolution for the Sheridan Drive I & II is scheduled for August 25.

Commissioner Davis reported that there were two homeowners who attended the public hearings. He appreciated their concern. Sheridan Drive has not been right, and he anticipates the Board to be in favor of the annexations on August 25.

- c. Walnut Township to Village of Thurston Type II Annexation

Ms. Brown reported that the Annexation was officially filed at the August 13, 2015 meeting. It has been sent to Regional Planning, GIS, Prosecutor's Office, and the Engineer's Office for their review and comments.

- General Correspondence Received (none)

- Calendar Review/Invitations Received

- TID Board Meeting scheduled for Tuesday, August 25 @ 2:00 p.m., location Hearing Room

- FYI (none)

- Issues Bin

Ms. Brown reported Mr. Keller and she have a Sensory Trail meeting on Friday of this week.

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- Open Issues (none)

**Meeting with Human Resource Director & Risk Management Officer Jeff Porter**

The Commissioners met with Human Resource Director & Risk Management Officer, Jeff Porter at 9:34 a.m. to discuss updates. Commissioner Davis called the meeting to order with the following Commissioners present: Steve Davis, Dave Levacy, and Mike Kiger. Also present were Carri Brown, Staci Knisley, Ray Stemen, Michael Kaper, Jim Bahnsen, Tony Vogel, Jon Kochis, Todd McCullough, Jason Dolin, Chief Perrigo, Dennis Keller, Deputy Holland, AJ Lacefield, Ron Osgood, Aundrea Cordle, Carl Burnett, and Branden Meyer.

Mr. Porter reported that his office is in the middle of the FMLA 3<sup>rd</sup> party administrative process changes. The 3<sup>rd</sup> party administrators are set to begin on September 1<sup>st</sup>.

The Franklin County Cooperative is doing their due diligence on benefits. Request for bids are soon to be out for life insurance. Soon, the optical and dental benefits will be out for bid.

Currently county employees receive a life insurance benefit of their salary up to \$50,000. IRS regulations allow companies to provide \$50,000 for a life insurance benefit to employees without tax impacts. It would be helpful to appointing authorities and the Auditor's finance staff if all employees could receive the \$50,000 benefit. There are calculations involved with employee salaries, and the \$50,000 benefit would be consistent, fair, and efficient. It is estimated that the cost to provide the additional employees the \$50,000 life insurance benefit will be \$11,000 countywide. There are 541 employees that are below the salary of \$50,000. He asked that the Board support the request for bids for the \$50,000 life insurance benefit.

Commissioner Davis stated that he never realized that employees received different benefits for life insurance. He supports the request, especially if the cost remains \$11,000 for such a change.

Mr. Porter will report back the costs after the bidding process is completed.

Commissioner Levacy thanked Mr. Porter for being pro-active on behalf of the county employees.

- Open Items from Participants

Mr. Ray Stemen, a member of the public, let the Board of Commissioners know that Ms. Maxine Carlton recently turned 100 years of age. Ms. Carlton was recognized by 200+ people for her political and Christian work. She worked for



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Congressman Clarence E. Miller. Mr. Miller paid attention to what the public had to say.

Commissioner Davis stated that when he first got involved in politics he was told to visit with Ms. Carlton for advice. He appreciated her advice.

Ms. Brown stated that a birthday card would be mailed to her to honor her special birthday.

**Executive Session to discuss Pending Litigation**

On the motion of Steve Davis and second of Dave Levacy, the Board voted to enter into Executive Session to discuss Pending Litigation at 9:41 a.m.

Discussion: Commissioner Davis stated that the following people be present: Commissioner Davis, Commissioner Levacy, Commissioner Kiger, Carri Brown, Rachel Elsea, Staci Knisley, Jeff Porter, Tony Vogel, and Jason Dolin.

Roll call on the motion as follows:

Voting aye thereon: Steve Davis, Dave Levacy, and Mike Kiger

On the motion of Mike Kiger and second of Dave Levacy, the Board voted to exit Executive Session at 9:46 a.m.

Roll call on the motion as follows:

Voting aye thereon: Mike Kiger, Dave Levacy, and Steve Davis

**Recess**

Commissioner Davis stated at 9:46 a.m. that the Commission would be in recess until the voting pattern at 10:00 a.m.

**Commissioners' Regular Meeting**

A regular meeting of the Fairfield County Board of Commissioners was held on Tuesday, August 18, 2015 beginning at 10:00 a.m., with the following Commissioners present: Steve Davis, Dave Levacy and Mike Kiger. Also present were Carri Brown, Staci Knisley, Jeremiah Upp, Ron Osgood, Carl Burnett, Todd McCullough, Tony Vogel, Deputy Holland, Chief Perrigo, Aundrea Cordle, Branden Meyer, Jeff Porter, Jason Dolin, Ray Stemen, and Jon Slater, Jr.

**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 no announcements.

**Public Comments**

Commissioner Davis asked if there were any public comments.

There were no public comments.

**Approval of Minutes for Tuesday, August 11, 2015**

On the motion of Dave Levacy and the second of Mike Kiger, the Board of Commissioners voted to approve the minutes for the Tuesday, August 11, 2015 Regular Meeting.

Roll call vote of the motion resulted as follows:

Voting aye thereon: Dave Levacy, Mike Kiger, and Steve Davis

**Approval of Minutes for Thursday, August 13, 2015**

On the motion of Dave Levacy and the second of Steve Davis, the Board of Commissioners voted to approve the minutes for the Thursday, August 13, 2015 Regular Meeting.

Roll call vote of the motion resulted as follows:

Voting aye thereon: Dave Levacy and Steve Davis

Abstaining was: Mike Kiger

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

On the motion of Dave Levacy and the second of Mike Kiger, the Board of Commissioners voted to approve the following Auditor's Office resolution:

2015-08.18.a        A resolution request for additional appropriations for fund 2423.  
Auditor – County Lodging Tax

Roll call vote of the motion resulted as follows:

Voting aye thereon: Dave Levacy, Mike Kiger, and Steve Davis

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**Approval of the Commissioners' Office Resolutions**

On the motion of Dave Levacy and the second of Mike Kiger, the Board of Commissioners voted to approve the following Commissioners' Office resolutions:

- 2015-08.18.b      A resolution accepting the amounts and rates as determined by the Fairfield County Budget Commission and authorizing the necessary tax levies and certifying them to the County Auditor
- 2015-08.18.c      A resolution to consider a petition to vacate a portion of public road, Main Street, and establish a viewing and hearing date.
- 2015-08.18.d      A resolution to approve to appropriate from unappropriated into a major expenditure category for General Fund# 1001 & Fund # 3435 Capital Improvement Projects – Fairfield County Commissioners
- 2015-08.18.e      A resolution authorizing the approval of an agreement for demolition for Fairfield County property, located at 333 Lincoln Avenue, between Good Builders, Inc., the Fairfield County Commissioners
- Discussion:        Mr. Keller reported that the Notice to Proceed for the demolition is expected to go out later this week.

Roll call vote of the motion resulted as follows:

Voting aye thereon: Dave Levacy, Mike Kiger, and Steve Davis

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

On the motion of Dave Levacy and the second of Mike Kiger, the Board of Commissioners voted to approve the following Engineer's Office resolution:

- 2015-08.18.f      A resolution to approve an agreement with the City of Lancaster.

Discussion: County Engineer Jeremiah Upp stated that the agreement is for the city to take care and maintain Sheridan Drive between Fair Avenue and Tiki Lane. This is a bridge to allow them to continue their current projects until the proposed annexation is approved.

Roll call vote of the motion resulted as follows:

Voting aye thereon: Dave Levacy, Mike Kiger, and Steve Davis

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

On the motion of Dave Levacy and the second of Mike Kiger, the Board of Commissioners voted to approve the following resolution:

2015-08.18.g        A resolution to appropriate from unappropriated in a major expenditure object category for Fairfield County Family Adult & Children First Council Fund

Roll call vote of the motion resulted as follows:

Voting aye thereon: Dave Levacy, Mike Kiger, and Steve Davis

**Approval of Job and Family Services Resolutions**

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

2015-08.18.h        A resolution to approve a memo receipt and expenditure for Fairfield County Job & Family Services, Fund 2072 reimbursing Fund 2018 [JFS]

2015-08.18.i        A resolution to amend the certificate, update receipt line item & request for appropriations for additional unanticipated receipts for PA Fund 2018. JFS

2015-08.18.j        A resolution regarding Network Placement and Related Services Agreement between Fox Run-The Center for Children & Adolescents, Child Protective Services Department [JFS]

**Approval of the Payment of Bills Resolution**

On the motion of Dave Levacy and the second of Mike Kiger, the Board of Commissioners voted to approve the Payment of Bills resolution to approve the payment of vouchers without appropriate carry-over purchase orders for all Departments that are approved by the Commissioners; see resolution 2015-08.18.k.

Roll call vote of the motion resulted as follows:

Voting aye thereon: Dave Levacy, Mike Kiger, and Steve Davis

Ms. Knisley announced that the next Regular Meeting is scheduled for Tuesday, August 25, 2015, at 10:00 a.m.

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**Recess**

Commissioner Davis stated at 10:06 a.m. that the Commission would be in recess for five minutes and then will discuss more review items and sign necessary documents.

**Review Continued**

The Commissioners met at 10:12 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 Mike Kiger. Also present were Carri Brown, Staci Knisley, Ray Stemen, Jason Dolin, Carl Burnett, Michael Kaper, and Ed Laramee.

*Company Wrench Bike Program*

Ms. Brown reported that an email was just received from Juvenile Court officials regarding the Company Wrench bike program. A thank you card will go out to Company Wrench next week for their community spirit.

*United Way Event – Auction and Cookout – September 17th*

Ms. Brown stated that the United Way event is on Thursday, September 17<sup>th</sup>. Commissioner Levacy will provide hamburgers and brats. If any Commissioner would like to donate money for buns and condiments, it would be appreciated. Clerk Meyer will be leading the auction that day.

Commissioner Davis provided a donation for the cookout.

*Sales Tax Report Received*

Deputy Ed Laramee dropped off the latest sales tax report. (See attached to minutes) He is confident that September through December's deposits will be \$100,000 more each month. He stated that there will likely not be an impact in the overall numbers due to the Buckeye Lake Area State Park Dam.

**Adjournment**

With no further business, on the motion of Mike Kiger and a second of Steve Davis the Board of Commissioners voted to adjourn at 10:17 a.m.

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

The next regular meeting for the Board of Commissioners is scheduled for Tuesday, August 25, 2015, at 10:00 a.m.

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Motion by:

Seconded by:


that the August 18, 2015, minutes were approved by the following vote:

YEAS:

ABSTENTIONS: None

\*Approved on August 25, 2015

NAYS: None

  
Steven A. Davis  
Commissioner

  
Dave Levacy  
Commissioner

  
Mike Kiger  
Commissioner

  
Staci A. Knisley, Acting Clerk