

Regular Meeting #37 - 2018
Fairfield County Commissioners' Office
September 4, 2018

Review

The Commissioners met at 9:00 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: Steve Davis and Dave Levacy. Also present were Carri Brown, Rachel Elsea, Tony Vogel, Todd McCullough, Dennis Keller, Jeff Barron, Mark Conrad, Loudan Klein, Corey Clark, Jeff Porter, Jim Bahnsen, Michael Kaper, Branden Meyer, Amy Brown-Thompson, Kirk Shaw, Chief Lape, Rick Szabrak, Jon Slater, Ray Stemen, Marc Fishel, and Jeremiah Upp.

- Legal Update

Ms. Brown-Thompson did not have a legal update.

- Administration and Budget Update/Carri's List

- a. Announcements

Welcome Tammy Smith, Maintenance Supervisor. Her first day with Fairfield County was September 4th. The review packet contained the emailed announcement for employees.

United Way day is September 13th.

The review session and regular voting meeting (9 am and 10 am, respectively) for the Board of Commissioners on September 18th are planned to be held at the WigWam in Violet Township, and a tour will follow the adjournment of the voting meeting for those interested in touring the WigWam.

The leadership conference (with three portions of required training) is September 27th. This will be held at FMC.

- b. Highlights of Resolutions

Dr. Brown highlighted 22 resolutions for the voting meeting.

The Sheriff proposed accepting two utility vehicles from the federal government.

JFS proposed approval of a two protective placement contracts in network.

There were financial resolutions to approve, such as:

- 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 May 15, 2018 through June 15, 2018;
- A CDBG draw;
- CFLP grant applications for the Sheriff and Health Department;
- Grant accounting for MCU;
- Account to account transfers of appropriations for the Sheriff (two resolutions) and IT;
- Fund to fund transfers and memo transactions (and appropriations) for County Engineer projects (four resolutions);
- Plans for the use of flexible state funding for appropriate use within CSEA and PCSA (two resolutions);
- Appropriations from unappropriated funds for non-general fund activity for the Sheriff, EMA, Utilities, and FCFACF (two resolutions); and
- The payment of bills as needed.

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c. Administrative Approvals & Budget Update

1. Administrative Approvals

The review packet contained a list of administrative approvals for the week. There were no questions about the approvals.

2. Budget update

The level 3 budget deadline is September 5.

For the next budgeting period, we are aware that the CHIP Program grant award will be reduced, and we are working with Community Action to plan for this circumstance.

3. Project & Programs Update

We are researching a pilot of “coffee and snack delivery” from Square Seven for employees of the Government Services Building who wish to participate. We may issue an RFP if the pilot yields information to support this effort. We are also planning to issue an RFP relating to vending machines for county buildings. The motivation for an RFP is improved service within the market.

Mr. Davis asked if the market will dictate the vending contents or employees.

Dr. Brown replied that they will have soda and snacks as that is what employees want. They are also asking for fruit to be delivered with the pilot. The market will dictate the contents of the vending.

Upon request of an advocate and City of Lancaster officials, we reported we would provide seven parking spots dedicated to “Veterans and First Responders”, with appropriate honor system usage and signage, at the new lot where the old maximum-security jail was once housed (the lot is in the design phase; we will have three spaces dedicated), at the Ag Center (spaces are now available; two are to be dedicated) and at the Utilities Building (spaces are now available; two are to be dedicated). Once the signs are in, we will put them in place.

We held an administrative meeting relating to a concern about parking in Violet Township. On Tussing Road, citizens are parking on the berm across the street from the Government Services Building. They are doing this to access a bike path. We can open and direct spaces to our lot, but that might not change behavior. We are exploring options that might be available regarding the potential to open fenced in areas on our property, yet that is not ideal. We let Violet Township officials know we are open to helping and supporting any effort that would also involve the City of Columbus or the Metro Parks officials. Violet Township officials, such as Holly Mattei, will be in touch with us again.

Chief Lape agreed that the parking is a safety hazard and an alternative option would be nice.

The bid opening for Chestnut Street (and Baldwin) construction is Friday, September 7. We will provide an update following this bid opening. Further, we have scheduled a time to provide an update about the project at 108 N. High Street, which is the future home of Real Estate Assessment offices.

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The workgroup for recruitment and retention strategies continues to progress. Several policy recommendations are forming relating to vacation accruals, vacation and wellness conversion, and employee recognition. Throughout the discussion, there has been recognition that while the county performance assessment tools have been in place for more than 5-10 years in Commission led departments, other departments do not commonly use the tool (although provided) nor do they have alternate assessment tools in place. Therefore, we have a smaller group reviewing the concept of simplifying the existing tool to encourage greater implementation of performance assessments and to support a recommendation for performance based compensation and budgeting.

Earlier, we discussed the ongoing updates to the strategic plan. The strategic plan is found here:

<https://www.co.fairfield.oh.us/COMMISH/pdf/Strategic-Plan-for-Fairfield-County.pdf>.

The May Roundtable of 2019 will include strategic planning (with some of the themes in the strategic plan as the focus) as a group with elected officials and department heads (formerly a part of the leadership conference sessions). We have split the leadership conference into two sessions, one for strategic planning (with elected officials and department heads) and one for training (with elected officials and department heads, along with supervisors). A draft 2019 planning calendar was in the review packet.

The 2018 leadership conference agenda draft was in the review packet, along with the 2018 planning dates. This session is focused on the three required trainings of the county.

This coming week, there are administrative meetings to address training, review of the community services probationers at work program, budgeting, and building security.

d. BRAVOs

Thank you to Jeremiah Upp, County Engineer, for his willingness to be flexible and helpful with the West Buckeye Lake improvement project, especially for residents of Ballard Lane with whom we met on August 28, 2018.

Thank you to Jon Kochis, Craig Spilling, and Chief Lape for the mail handling training they led on August 29, 2019. In addition, EMA staff will connect with department officials one on one to review procedures. We are going to make available additional supplies, such as gloves, as well.

- Old Business

- a. Utilities Strategic Planning – Project Update & Employment Opportunities

Earlier this year and in several meetings, we have highlighted multiple parts of the county strategic plan. In the hall (ahead of the Hearing Room), there are posters outlining projects for Facilities and Utilities.

During the meeting, Mr. Vogel provided an update on the Utilities related projects, focusing on the multiple examples of new construction and projects within the northwestern portion of the county. (Please see the attached documents that were within the review packet.)

Given the new construction and multiple departmental projects, there is a need for two positions to be filled within the Utilities Department. One position is specifically related to the new construction, and one is a vacancy relating to the

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internal maintenance operations. The position description (for the two positions) is posted on the county website, and it was also included in the review packet. The positions are titled Collection/Distribution Worker.

Candidates need to have experience in construction or distribution systems, a strong work ethic, a willingness and ability to learn new processes, and a high school degree. At least one year of experience in construction or a related field is required. The starting rate for the position is \$16.51 per hour and includes full county benefits. Applications are accepted online at <http://mss.co.fairfield.oh.us/at/>.

Mr. Davis asked if this current trend for new construction was similar to what was experienced in the early 2000's.

Mr. Vogel replied it was comparable to the late 90's and early 00's. Some subdivisions were not yet planning on expanding to their next phases, but sold out of the current phases more quickly than planned.

Mr. Davis asked Mr. Slater how long it look "new build" to cycle into the property taxes.

Mr. Slater replied that collections are made one year in arrears. July and December collections in 2018 were for construction and improvements as of the January 1, 2017 date. Work done now will not be collected until 2020. While the same applies to additions or improvements, they do cycle on a bit more quickly as the work is completed sooner (as compared to new construction). Larger projects like the ones Utilities is working on take much longer to realize full collection. Utilities experiences their growth a few years before the Auditor will realize it in valuations.

Mr. Levacy asked what developments are outside of Violet Township.

Mr. Vogel replied there were not a lot. He expects the next area of growth to be Greenfield Township due to the new interchange and the possibility of a new elementary school.

- New Business (none)
- General Correspondence Received
 - a. Regional Planning Commission Packet
- Calendar Review/Invitations Received
 - a. Community Action Annual Dinner – Thursday, September 20th at 6:00 p.m. – Dr. Brown will attend as a Board Member.
 - b. Pickerington Chamber Day of Athena – Friday, October 5th at 11:30 a.m.
 - 1. Commissioner Levacy to attend.
- FYI
 - a. The jail population is 300.
 - b. Juvenile Justice Conference – September 6th – Carri Brown will attend the morning session.
 - c. Prosecutor's 2017 Criminal Prosecution Report (received)
 - d. JFS Job Fair

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Corey Clark, Deputy Director of Child Support and Workforce Development of JFS, shared information about the Job Fair to be held on September 28th. Copies of the previously issued press release were available. In addition, everyone was encouraged to share information and make referrals for businesses and job seekers.

- Issues Bin (none)
- Open Items (none)

Executive Session – Personnel pursuant to ORC Section 121.22 (G)(1)

On the motion of Steve Davis and second of Dave Levacy, the Board voted to enter into Executive Session to discuss personnel pursuant to ORC Section 121.22 (G)(1) at 9:31a.m.

Discussion: Commissioner Levacy stated that the following people be included in the executive session: Commissioner Davis, Commissioner Levacy, Commissioner Kiger, Carri Brown, Rachel Elsea, Jeff Porter, Jeremiah Upp, Marc Fishel, Amy Brown-Thompson, Joshua Horacek, and Kirk Shaw.

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

On the motion of Steve Davis and second of Dave Levacy, the Board voted to exit Executive Session at 9:53 a.m.

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

Review continued

The Commissioners met at 9:53 a.m. to continue review legal issues and pending or future action items and correspondence. Commissioner Levacy called the meeting to order with the following Commissioners present: Steve Davis and Dave Levacy. Also present were Carri Brown, Rachel Elsea, Kirk Shaw, Jeremiah Upp, Marc Fishel, Amy Brown-Thompson, and Jeff Porter.

Commissioner Levacy stated at 9:53 a.m. that the Commission would be in recess until the 10:00 a.m. Regular Meeting.

Commissioners' Regular Meeting

A regular meeting of the Fairfield County Board of Commissioners was held on Tuesday, September 4, 2018 beginning at 10:00 a.m., with the following Commissioners present: Steve Davis and Dave Levacy. Also present were Carri Brown, Rachel Elsea, Staci Knisley, Jim Bahnsen, Amy Brown-Thompson, Kirk Shar, Rick Szabrak, Corey Clark, Tony Vogel, Todd McCullough, Mark Conrad, Dennis Keller, Ray Stemen, and Chief Lape.

Pledge of Allegiance

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

Announcements

Commissioner Levacy asked if there were any announcements.

There were no announcements.

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Public Comment

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

There were no public comments.

Approval of Minutes for Tuesday, August 28, 2018

On the motion of Steve Davis and the second of Dave Levacy, the Board of Commissioners voted to approve the minutes for the Tuesday, August 28, 2018 Regular Meeting.

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

Approval of the Auditor's Office Resolution

On the motion of Steve Davis and the second of Dave Levacy, the Board of Commissioners voted to approve the Auditor's Office resolution approving an account to account transfer into a major expenditure object category; see resolution 2018-09.04.a.

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

Approval of the Commissioners Resolutions

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

- | | |
|--------------|--|
| 2018-09.04.b | A resolution authorizing the approval of a request for payment and status of funds report for the FY2016 CDBG Allocation - \$ 26,600
[Commissioners] |
| 2018-09.04.c | 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 May 15, 2018 through June 15, 2018. [Commissioners] |
| 2018-09.04.d | A resolution approving the submission of the Fiscal Year 2019 CFLP Litter Law Enforcement and Solid Waste Enforcement Grant Applications to CFLP. [Commissioners] |

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

Approval of the Emergency Management Agency Resolution

On the motion of Steve Davis and the second of Dave Levacy, the Board of Commissioners voted to approve the Emergency Management Agency to appropriate from unappropriated in a major expenditure object category EMA 2090 Emergency Management Agency Fund; see resolution 2018-09.04.e.

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

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Approval of the Engineer's Office Resolutions

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

- | | |
|--------------|---|
| 2018-09.04.f | A resolution to appropriate from unappropriated in a major expenditure object category County Engineer 2024-Motor Vehicle for equipment rental [Engineer] |
| 2018-09.04.g | A resolution of increasing appropriations, appropriate from unappropriated, account to account and fund to fund transfer for 2018 CEAO safety study project [Engineer] |
| 2018-09.04.h | A resolution to request for appropriations for additional unanticipated receipts of memo receipts and memo expenses for fund 3445 2018 CEAO Safety Study Project [Engineer] |
| 2018-09.04.i | A resolution of increasing appropriations, appropriate from unappropriated, account to account and fund to fund transfer for 2018 Ball Bank Study [Engineer] |

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

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

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

- | | |
|--------------|--|
| 2018-09.04.j | 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] |
| 2018-09.04.k | 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] |

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

Approval of the JFS Resolutions

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

- | | |
|--------------|--|
| 2018-09.04.l | A resolution regarding Network Placement and Related Services Agreement between A Loving Heart Youth Services, Inc., and Job and Family Services, Child Protective Services Department [JFS] |
| 2018-09.04.m | A resolution regarding Network Placement and Related Services Agreement between Ohio Teaching Family Association and Job and Family Services, Child Protective Services Department [JFS] |
| 2018-09.04.n | A resolution approving Fairfield County Plan for Child, Family and Adult Community and Protective Services Expenditures (State Budget Line Item 533) Job & Family Services [JFS] |

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2018-09.04.o A resolution approving Fairfield County Plan for Income Maintenance Expenditures Job & Family Services [JFS]

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

Approval of the Major Crimes Unit Resolution

On the motion of Steve Davis and the second of Dave Levacy, the Board of Commissioners voted to approve the Major Crimes Unit resolution to align appropriations in OJCS DLEF 7830 sub-fund 8179 to that of the OCJS grant award; see resolution 2018-09.04.p.

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

Approval of the Sheriff's Office Resolution

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

- 2018-09.04.q A resolution authorizing the approval of accepting two Utility Trucks from the United States Government [Sheriff]
- 2018-09.04.r A resolution authorizing an account to account transfer Fund 2593 Concealed Carry [Sheriff]
- 2018-09.04.s A resolution approving an account to account transfer Fund 1001 [Sheriff]
- 2018-09.04.t A resolution to appropriate from unappropriated in a major expenditure object category Sheriff's Office Fund 2503 Police Revolving [Sheriff]

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

Approval of the Utilities Resolution

On the motion of Steve Davis and the second of Dave Levacy, the Board of Commissioners voted to approve the Utilities resolution to appropriate from unappropriated in an ex object category utilities fund 5085; see resolution 2018-09.04.u.

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

Approval of the Payment of Bills Resolutions

On the motion of Steve Davis and the second of Dave Levacy, the Board of Commissioners voted to approve the Payment of Bills resolution authorizing the approval of payment of invoices for departments that need Board of Commissioners' approval; see resolution 2018-09.04.v

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

Dr. Brown thanked Mr. Conrad and others for leading the Mental Health Lunch and Learn at 11:30 a.m.

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Adjournment

With no further business, on the motion of Steve Davis and a second of Dave Levacy the Board of Commissioners voted to adjourn at 10:05 a.m.

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

The next Regular Meeting is scheduled for Tuesday, September 11, 2018 at 10:00 a.m.

Motion by:

Seconded by:

that the September 4, 2018, minutes were approved by the following vote:

YEAS:

NAYS: None

ABSTENTIONS: None

*Approved on September 11, 2018



Steven A. Davis
Commissioner



Dave Levacy
Commissioner

Absent

Mike Kiger
Commissioner



Rachel A. Elsea, Clerk



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Fairfield County Utilities Construction Update

September 4, 2018

Update



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Fairfield County Utilities - 2018

• Subdivision

– Construction Completed

	Total Size	As of 8/2017 Current Phase	(8/17) - 8/18 # sold to date
• Wellington Park 1 and 5	253 lots	53 lots	(4) - 37
• Springcreek 2-3	17 lots	17 lots	(14) - 17
• Heron Crossing	154 lots	48 lots	(39) - 70
• Lake Forest SF/Condo	290 lots	90 lots	(55) - 55
• Meadowmoore Sec 4	40 lots	40 lots	(40) - 40
• Enclave at Meadowmoore -	112 lots	36 lots	(0) - (0)
• Overland Park Apartments	11 blds	175 units	(0) - 175
• Meadowmoore Reserve	205 lots	32 lots	(1) - 5
		Total	(153) - 399



Fairfield County Utilities

8/30/18

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3

Meadowmoore Reserves – 205 lots





Fairfield County Utilities - 2018

- **Proposed Subdivision**
 - “New” Construction
 - 8185 Farms (Ryan)- 300 lots (In Design)
 - Stenson Property - 176 lots (In Design)
 - South Hampton- 155 lots (In Design)
 - Estates of Lake Forest - 55 lots (In Design)
 - Chesapeake (Fischer) - 67 lots (Ready for Construction)
 - Spring Creek Phase 3 - 338 lots (Ready for Construction)
 - Violet Meadows Sect. 5 - 15 lots (Ready for Construction)
 - Total 1106 Lots



Fairfield County Utilities

Fairfield County Utilities - 2019

Department’s planned projects

- **Projects**

• SR 204/256 -	Under construction 2018
• Sewer Plant - Pleasant Lea Screen & UV -	Construction in Oct./Nov. 2018
• Tussing Rd. Softener Rehabilitation -	Construction in Oct. 2018
• Tussing Well 6 -	Ready for Bid - 2019
• Waterline Project Grant & Hampton Lanes	Construction 2019
• Waterline Greenfield Interconnect	Construction 2019
• Lift Station Evaluation -	In Design
• Mingo sewer line replacement -	Construction 2019
• Little Walnut Iron Tank Painted	Construction 2019
• Little Walnut Clearwell Painted	Construction 2019
• Greenfield Manhole Replacement	Construction 2019
• Valve Bolt Replacement	Construction 2019
• Sewer Line Replacement (Freedom Way)	Construction 2019



Fairfield County Utilities

Fairfield County Utilities - 2018

Postings

2 - Collection/Distribution Workers

One in Maintenance

One in Construction



Fairfield County Utilities

8/30/18

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Fairfield County Utilities - 2018

Questions



Fairfield County Utilities

8/30/18

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