

Regular Meeting #40 - 2018
Fairfield County Commissioners' Office
September 25, 2018

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 and Dave Levacy. Also present were Carri Brown, Rachel Elsea, Joshua Horacek, Kirk Shaw, Jeremiah Upp, Dennis Keller, Mary Beth Lane, Tony Vogel, Todd McCullough, Jon Kochis, Mark Conrad, Loudan Klein, Jeff Porter, Jim Bahnsen, Chief Lape, Aunie Cordle, Rick Szabrak, Jon Slater, Ray Stemen, and Magistrate Jill Boone.

- Legal Update

Mr. Horacek did not have a legal update.

- Administration and Budget Update/Carri's List

- a. Announcements

The Fairfield County Fair is October 7th – 13th.

A “lunch and learn” session about environmental stewardship will be held on October 23rd at 11:30 am in the Commissioners' Hearing Room. Please bring your own (waste-free) lunch.

Budget Hearings begin October 25th.

Regarding the Fairfield County Fair, Mr. Davis stated he is not able to attend the livestock option but would like to contribute to Mr. Levacy's purchase.

- b. Highlights of Resolutions

Dr. Brown highlighted 22 resolutions for the voting agenda.

We proposed:

- Accepting vehicle donations for EMA.
- Authorizing the non-emergency Medicaid transportation plan.
- The release of a mortgage in compliance with CHIP grant terms and conditions.
- The approval of the CFLP related recycling grant application relating to recycling with Community Action leading the grant activities.

RPC proposed the approval of an extension of time to December 1, 2018, for M/I Homes to complete improvements for the Heron Crossing Section 2 development agreement.

There were financial resolutions to approve, such as:

- Authorization of drainage maintenance districts;
- A memo receipt and expenditure, a transfer by operation of law, for moving levy funds for protective services operations;
- Reimbursements by operation of law for the PA Fund from the CSEA, APS, and WIOA (as well as appropriations for WIOA, for four resolutions) for JFS;
- Account to account transfers of appropriations for Economic Development to properly classify expenditures;
- A CDBG draw;
- Appropriations from unappropriated funds for the County Engineer (four resolutions), DD, the Airport, and JFS (all non-general fund appropriations); and
- The payment of bills.

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Finally (as previously discussed), we proposed the formal resolution to issue invitations to bid for the demolition of the Conrad building and completion of site work. We will then proceed with contracting on that matter. We will open bids on October 12th. (Demolition of the maintenance garage is planned to follow demolition of the Conrad building and site work.)

Mr. Keller reported that the alley vacation was on the agenda for the City of Lasater the night before. While he had not heard an update, he assumed the discussion went well as there have been no questions.

c. Administrative Approvals & Budget Update

1. Administrative Approvals

The review packet contained a list of administrative approvals for the week, and no questions were posed.

2. Program Update

Dr. Brown attended an administrative meeting about the ArcGIS On Line (AGOL) pilot program with a small group of Fairfield County and Violet Township employees coming together to review and implement a cloud-based mapping and analysis solution. *AGOL is used to make maps, analyze data, and to share and collaborate.* Dave Burgei, GIS Director, is leading the effort. With this effort, we will see a tool that has a web-based map and list of all county buildings, which could be useful for onboarding and facilities management. There are endless possibilities for the program, which was recently used for a mosquito tracking program for the Health Department. The next administrative meeting is November 21.

With Chief Lape, Dr. Brown is working on the possibility of joining a *state (DAS competitively bid) contract for pharmaceuticals*. With teleconferences, we have learned that there is a potential for cost savings, increased efficiency, improved security, and traceability if needed. Dr. Brown will be connecting with IT and the County Auditor representatives, as well. We will need to use an electronic process for payments. The vendor (HD Smith) indicated we could obtain discounts if we demonstrate we are working toward an electronic process even if we need to draft paper checks at first. Also, with multiple officials, we are also examining the DAS competitively bid process for electronic monitoring to evaluate costs and bidding.

Dr. Brown represented the Board of Commissioners at the *Community Action annual meeting* on the evening of Thursday, September 20. This annual meeting is a business meeting as well as an opportunity to highlight the accomplishments of the year. A copy of the annual report is available for review. As an fyi, JFS staff is supporting Community Action with their food pantry drives. This action to help fight hunger in Fairfield County is featured in the JFS Fall newsletter. Also featured in the newsletter is the kinship program, which is increasingly important to JFS and the community.

The *Recruitment and Retention work group* continues to make progress on recommendations. Suggestions are welcome from any employee or manager. Also, we continue to evaluate the tuition reimbursement policy. By the end of the year, the Recruitment and Retention recommendations (as well as other policy updates) will be ready for review.

On September 26, Commissioner Levacy and Dr. Brown will be attending a *strategic planning session for the County Parks District*.

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Don't forget the Job Fair at OU-L, Friday, September 28th from 9 am – noon. JFS and Economic Development officials have worked very hard on this event, which has been discussed in previous Commission meetings. HR officials will be in attendance, as well, to promote county positions now open.

The Leadership Conference at FMC is Thursday, September 27th, beginning at 8:30 am with doors opening at 8:15 am.

3. Budget Update

Collections of the sales tax continue to show the effects of the Managed Care Organization loss, with a trend of about 1% below the previous year to date collections. The September receipts were just over \$1.87 M, or 3.8% below the previous September. January, April, May, August, and September deposits were all below the previous year, while February, March, June, and July exceeded the previous year, resulting in the trend of about 1% below the previous year. We will continue to monitor receipts and evaluate the sales tax revenue source. Fairfield County has not had an increase in sales tax since January 2010. Fairfield County continues to have the lowest sales tax rate of all Central Ohio counties. Most Ohio Counties have a sales tax rate of 7.25%. Fairfield County's rate is 6.75%. The review packet contained a map of sales tax rates, as this is a map referred to often.

Mr. Levacy state that the sales tax is not increasing as the economy would suggest.

Mr. Davis added that it is most likely not a matter of if, but when, the Commission will need to adjust expenditures or revenues. They want to first see what the new governor office does and see if campaign promises are kept.

d. BRAVOs

Bravo to Branden Meyer, Clerk of Courts, his staff, and everyone who participated in the United Way events. Together, we raised \$2,553!

Thank you to Chief Lape and Lt. Hodder (and their teams) for their tracking of the use of psychotropic drugs at the jail. In doing so, we have been able to obtain reimbursement of more than \$54,000 over the past 12 months.

Thank you to Dennis Keller, Facilities Manager, for agreeing to serve as a guest on the United Way radio program on September 28th which will be aired on October 24th.

Thank you to Jon Kochis, EMA Director, for his service in North Carolina.

Mr. Davis congratulated Ms. Mary Beth Lane on her upcoming retirement at the end of the week. He stated her work has always been incredibly professional.

Ms. Lane replied she's been covering Fairfield County since 1999 and has been a journalist for over 40 years. She is very excited to retire and spend her time traveling with her husband.

- **Old Business**

- a. **EMA Debriefing re: North Carolina Assistance**

Jon Kochis, EMA Director, was mobilized to North Carolina to support the effort in recovering from the hurricane. Mr. Kochis was part of the first team in Ohio to

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be sent out of the state to help with emergency management. He returned to work on Monday, September 24, and he indicated that he brought lessons from North Carolina to help Fairfield County prepare for emergencies. He was honored to be of support to those in North Carolina. He thanked the Commissioner for allowing him to go down to North Carolina and assist those in need.

b. Board of Elections Open House

The Commissioners and others attended the mock election held at Liberty Center on Saturday, September 22. The purpose of the event was to review options for elections equipment and allow the public an opportunity to try the options that are state certified or expected to be state certified.

Previously, the Board of Elections reported favoring paper and a hybrid option and are now favoring two specific options, not paper (Dominion and RBM, by vendor). They have not yet decided on the option to put forth.

The costs of the options were presented in the review packet. These costs were received by email on Saturday, September 22; yet some proposals may have expired.

For comparison purposes, the costs range from \$1.2 M to \$3.2 M, and there are presumably other costs associated with implementation. One of the options shows a "lease" option. In addition, these estimates do not include any potential purchase of old equipment by the vendor and are not informed by the state negotiations or any potential county aggregations for purchase.

From a user perspective, it is understood how many people might favor a touch screen option over a paper option.

Mr. Davis stated that he is not sure which equipment the Board of Elections will decide to recommend for purchase and that there is a rather substantial financial difference between the options. He stated that there has been a substantial increase in absentee ballots, eliminating the need for machines. In addition, he remarked voters have so little interaction with the machines (using them for only a few minutes twice a year); it would seem to make cost the driving force in the decision, but he does not seem to get that impression from the Board of Elections. He is sure lively discussions will be taking place in the weeks to come. Mr. Davis does not favor one machine over another but he will need to look at the cost/benefit analysis. He went on to comment that the idea that people like one machine over another because of ease of use should not be a factor. He looks forward to a robust cost/benefit analysis, but if the Commissioners do not receive an analysis, they will prepare one themselves.

c. DLZ Renderings of 108 North High & Parking Lot Renovations

Mr. Keller reviewed the renderings on display. Following up on the strategic planning discussion, we had such renderings of the future real estate assessment offices at 108 N. High Street. We have received a certificate of appropriateness from the Lancaster Historic Commission.

Construction is expected to begin early in 2019 and will take just over a year with current estimates. The improved offices will house all Real Estate Assessment employees and will provide conference areas for the Board of Revision. With the improvements, there will be an ability to remove other employees from mezzanine areas, improving safety, service, and accessibility.

In addition, there are initial plans for the design of the Main Street parking area which will add 38 public parking spaces. Right now, people are using the gravel area. We reviewed the initial design which includes a continuation of the sandstone-look wall and simple landscaping.

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The issue is that the gravel parking will be needed during the construction of the Real Estate Assessment Offices. This means that the improvements at the Main Street parking will not be feasible until after the Real Estate Assessment Office contractors no longer need the existing paved parking for staging. So, the updates to the Main Street parking are likely best delayed until the end of 2019 so that the public will have gravel parking to use during the construction of the Real Estate Assessment Offices.

- New Business

- a. Career Readiness Program Video - YouTube Video to Introduce the Career Navigator for the Career Readiness Program at LCS

Rick Szabrak, Economic and Workforce Development Director, introduced a video about a career navigator program at Lancaster City Schools. On October 16th, school representatives will provide a presentation on this program and its goals.

https://www.youtube.com/watch?v=HcDJz_UN3uY&feature=youtu.be

Mr. Davis thanked Mr. Szabrak for his work.

Mr. Levacy added that there is a national disconnect between students and career aptitude. He believes Fairfield County is ahead of the curve in terms of connecting the two and helping students who do not want to continue school after high school find jobs.

- General Correspondence Received (none)

- Calendar Review/Invitations Received

- a. Fairfield County Fair Ribbon Cutting – Monday, October 7th at 8:00 a.m. at the Main Gate

- 1. Commissioners Levacy and Davis will attend.

- b. Invitation to join the Junior Fair Livestock Sale Buyers Club
 - c. AHA! Nature Playscape Ribbon Cutting & Preview Night – Thursday, October 18th from 4:00 p.m. – 8:30 p.m.
 - d. Human Trafficking & Sexual & Domestic Violence Symposium – Tuesday, October 23rd from 8:00 a.m. – 4:00 p.m. at Crossroads

- FYI

- a. The jail population is 279.
 - b. Engineer Projects Viewing & Hearings Day – Monday, October 1st at 9:00 a.m.
 - c. Lancaster-Fairfield County Chamber Ribbon Cuttings
 - d. Retrieval Technologies Notice of Class 1 Modification
 - e. Pickerington Senior Center October 2018 Newsletter
 - f. JFS Fall 2018 e-Link
 - g. Community Action Fall 2018 Newsletter

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- 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 Executive Session to discuss personnel pursuant to ORC Section 121.22 (G)(1) at 9:41 a.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 Dave Levacy and second of Steve Davis, the Board voted to exit Executive Session at 9:51 a.m.

Roll call vote of the motion resulted as follows:

Voting aye thereon: Dave Levacy and Steve Davis

Absent: Mike Kiger

Review continued

The Commissioners met at 9:51 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, and Jeff Porter.

Commissioner Davis stated at 9:51 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 25, 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, Joshua Horacek, Kirk Shaw, Mark Conrad, Rick Szabrak, Tony Vogel, Todd McCullough, Jon Kochis, Chief Lape, Chad Reed, Ray Stemen, Jon Slater, Loudan Klein, Dennis Keller, Aunie Cordle, Jeremiah Upp, and Jim Bahnsen.

Pledge of Allegiance

Prior to the Pledge of Allegiance, a moment of silence was held for Patriot Day.

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

Announcements

Commissioner Davis asked if there were any announcements.

Dr. Brown announced Commissioner Kiger is doing well and now at home. She added that we were aware CCAO will be recognizing outgoing Commissioners at their winter conference, and we will make sure that Mr. Kiger receives his invitation and/or plaque from CCAO.

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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, September 18, 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, September 18, 2018 Regular Meeting.

Roll call vote of the motion resulted as follows:

Voting aye thereon: Dave Levacy and Steve Davis

Absent: Mike Kiger

Approval of the 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:

- | | |
|--------------|--|
| 2018-09.25.a | A resolution authorizing the approval of a request for payment and status of funds report for the FY2016 CDBG Allocation - \$ 43,600
[Commissioners] |
| 2018-09.25.b | A resolution to appropriate from unappropriated into a major expense category and Cash advance from the General Fund for fund # 3011, Subfund#8197 – Federal Aviation Administration (FAA) Grant FY2018 – Fairfield County Commissioners [Commissioners] |
| 2018-09.25.c | A resolution authorizing certifying Drainage Maintenance Districts to the Fairfield County Auditor's Office [Commissioners] |
| 2018-09.25.d | Approval of a resolution authorizing the release of mortgage liens for assistance provided through the FY 2010 Community Housing Impact and Preservation (CHIP) Program for Marlene J. Williams Carney [Community Action] |
| 2018-09.25.e | A resolution to approve the Fiscal Year 2019 CFLP Solid Waste District Recycling Services Grant Application for Fairfield County. [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 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 Board of Developmental Disabilities resolution to approve additional appropriations by appropriating from unappropriated into a major expense category – Fund #2060; see resolution 2018-09.25.f.

Roll call vote of the amended resolution resulted as follows:

Voting aye thereon: Dave Levacy and Steve Davis

Absent: Mike Kiger

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Approval of the Economic Development Resolution

On the motion of Dave Levacy and the second of Steve Davis, the Board of Commissioners voted to approve the Economic Development resolution approving an account to account transfer in a major object expense category; see resolution 2018-09.25.g.

Roll call vote of the amended resolution resulted as follows:

Voting aye thereon: Dave Levacy and Steve Davis

Absent: Mike Kiger

Approval of the Emergency Management Agency Resolution

On the motion of Dave Levacy and the second of Steve Davis, the Board of Commissioners voted to approve the Emergency Management Agency resolution authorizing the approval of accepting donated vehicles from the DL Peterson Trust to the Fairfield County Emergency Management Agency; see resolution 2018-09.25.h.

Discussion: Mr. Kochis thanked Dominion Energy for the donation. The vehicles will be used for hazmat and water rescue vehicles.

Roll call vote of the amended resolution 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:

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|--------------|--|
| 2018-09.25.i | A resolution to appropriate from unappropriated in a major expenditure object category County Engineer 2024-Motor Vehicle for boots per union contract [Engineer] |
| 2018-09.25.j | A resolution to appropriate from unappropriated in a major expenditure object category County Engineer 2024-Motor Vehicle for repairs to vehicles and equipment [Engineer] |
| 2018-09.25.k | A resolution to appropriate from unappropriated in a major expenditure object category County Engineer 2024-Motor Vehicle for yearly fuel tank inspections and possible repairs [Engineer] |
| 2018-09.25.l | A resolution to appropriate from unappropriated in a major expenditure object category County Engineer 2024-Motor Vehicle for short term disability expense [Engineer] |

Roll call vote of the amended resolution resulted as follows:

Voting aye thereon: Dave Levacy and Steve Davis

Absent: Mike Kiger

Approval of the Facilities Resolution

On the motion of Dave Levacy and the second of Steve Davis, the Board of Commissioners voted to approve the Facilities resolution authorizing the approval of an invitation to bid for demolition of buildings and site work; see resolution 2018-09.25.m.

Discussion: Mr. Keller stated this resolution was for the Conrad Building on Lincoln Avenue. Mr. Davis expressed his excitement that this is moving forward. He looks forward to the area being cleaned up and to the "gas station that doesn't sell gas" being cleaned up one day as well. Dr. Brown reported the bids will be opened October 12th. Information is available on the website for review.

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Roll call vote of the amended resolution 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:

- | | |
|--------------|--|
| 2018-09.25.n | A resolution to approve a memo receipt and expenditure for Fairfield County Job & Family Services, Fund 2015 reimbursing Fund 2018 [JFS] |
| 2018-09.25.o | A resolution to approve the Non-Emergency Medicaid Transportation Plan for Fairfield County Job and Family Services [JFS] |
| 2018-09.25.p | A resolution to approve a memo receipt and expenditure for Fairfield County Job & Family Services, Fund 2758 reimbursing Fund 2018 [JFS] |
| 2018-09.25.q | A resolution to approve a memo receipt and memo expenditure for Fairfield County Job & Family Services' Children Services Fund and Protective Service Levy Fund, respectively [JFS] |
| 2018-09.25.r | A resolution to approve additional appropriations by appropriating from unappropriated into a major expense object category – Fund # 2599 – Workforce Development - Fairfield County JFS [JFS] |
| 2018-09.25.s | A resolution to approve a memo receipt and expenditure for Fairfield County Job & Family Services, Fund 2599 reimbursing Fund 2018 [JFS] |
| 2018-09.25.t | A resolution to approve additional appropriations by appropriating from unappropriated into a major expense object category – Fund # 2072 – Public Children Services-Sub Fund 8056 (Wendy's Wonderful Kids) Fairfield County JFS [JFS] |

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 approve the extension to the time frame for completing improvements, updating the Development Agreement executed on March 7, 2018 by and between the Board of Commissioners and N/I Homes of Central Ohio, LLC; see resolution 2018-09.25.u.

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 Payment of Bills resolution authorizing the approval of payment of invoices for departments that need Board of Commissioners' approval; see resolution 2018-09.25.v.

Roll call vote of the motion resulted as follows:

Voting aye thereon: Dave Levacy and Steve Davis

Absent: Mike Kiger

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Mr. Davis reported he attended the Lancaster City Council meeting the night before where eight members spoke about a single financial resolution. He applauded Council President Uhl for his leadership. He also added that he assumes Mr. Levacy will be Commission President next year and appreciates the efficiency of Commissioner meetings.

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 10:10 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 Thursday, September 27, 2018 at 10:00 a.m.

Motion by:

Seconded by:

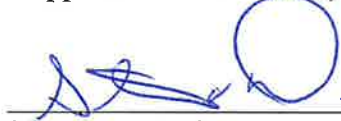
that the September 25, 2018, minutes were approved by the following vote:

YEAS:

NAYS: None

ABSTENTIONS: None

*Approved on October 2, 2018



Steven A. Davis
Commissioner



Dave Levacy
Commissioner

Absent

Mike Kiger
Commissioner



Rachel A. Elsea, Clerk