

**Regular Meeting #45 - 2016**  
**Fairfield County Commissioners' Office**  
**October 11, 2016**

**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, Dave Levacy, and Mike Kiger. Also present were Carri Brown, Rachel Elsea, Jason Dolin, Jon Kochis, Tony Vogel, Jeff Porter, Aunie Cordle, Todd McCullough, Branden Meyer, Jim Bahnsen, Lisa Notestone, Ray Stemen, Rick Szabrak, Mayor Tammy Drobina, Chief Perrigo, Holly Mattei, Jeff Barron, Ed Laramee, and Kellie Ailes.

- Legal Update

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

- Administration and Budget Update/Carri's List

- a. Highlights of Resolutions

Ms. Brown provided highlights of resolutions.

Following analysis and evaluation, the contract with Dr. Vajen for medical services at the jail was proposed for renewal for a four period. The contract is at the same rate as 2016, \$125,250 annually. The provision of insurance with CORSA has been approved (at a county cost of approximately \$6,200 annually). Dr. Vajen has confirmed that other medical providers are used minimally, such as with the times of vacation or sick time for Dr. Vajen. Dr. Vajen has more than 40 years of experience in his profession.

We proposed the approval of the contract with Guardian for life insurance for employees beginning in 2017.

For CHIP and HOME, grant agreements were proposed for approval. In addition, there is a resolution to authorize the release of liens for assistance provided through the Fiscal Year 2000 Community Housing Impact and Preservation Program (CHIP).

RPC proposed the approval of two change orders for CDBG projects in Baltimore.

There were financial resolutions to approve, such as:

- A draw down and report for CDBG CHIP;
- Documentation of a refund for unemployment as a memo transaction for the Youth Services special fund;
- Reimbursements by operation of law from the PCSA special fund to the Public Assistance special fund;
- A fund to fund transfer (accomplished as memo transactions) to allow for special projects funds of the DR Court to support security services for the Visitation Center;
- A CFLP budget adjustment for the recycling program with Community Action (neutral net impact);
- Account to account transfer of appropriations (two resolutions) and the repayment of an advance for the EMA grant;
- An account to account transfer and fund to fund transfer of appropriations for the Records Center project fund, to accommodate architect services in the capital projects fund;
- A fund to fund transfer from the Certificate of Title Administration Fund to the General Fund, for Clerk of Courts identified surplus in 2016;

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- Account to account transfers of appropriations to accommodate salary expenditures for the Clerk of Courts (two resolutions), specifically for anticipated Clerk of Courts Title expenditures which were properly classified as General Fund expenditures and to accommodate changes in 2016;
- An account to account transfer of appropriations to properly classify expenditures relating to the implementation of Tyler Content Manager;
- Account to account transfer of appropriations for the Major Crimes Unit to properly classify grant expenditures;
- Appropriations from unappropriated funds for the County Engineer (two resolutions); and
- The payment of bills/and or then and now type transactions, if any in accordance with county policy and procedures.

Ms. Brown thanked Clerk Meyer for his cooperation with the certificate of title fund.

b. Administrative Approvals & Budget Update

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

The energy aggregation contract was approved following the bids that were refreshed with Palmer Energy's guidance. The final analysis showed a 36 month First Energy Solutions contract for Fairfield County Government Aggregation was the most favorable. The residential annual customer savings is estimated at \$130; the commercial annual customer savings is estimated at \$52. Total annual community savings is estimated at \$191,095. We will place this contract on our contract monitoring schedule for review prior to the end of the 36 month period.

Voluntary budget hearings with the County Commissioners for departments are scheduled and confirmed.

c. Jail & Public Safety Facility

The project continues to be on schedule and on budget. The most recent report from Granger was included in the review packet. All indicators are positive for the project.

The most recent report on the jail population shows the population is 234.

d. Leadership Conference Debriefing

Ms. Brown reported we had record attendance at the Leadership Conference. The main topic of conversation surrounding the event was the Wellness Clinic. Participants were excited about this venture with Fairfield Medical Center. During the conference, we received good information about the new health benefits plan, CORSA topics on managing employees, public records, budgeting, major current projects, and our future endeavors with timekeeping, the health benefit plan implementation, and the records center.

Rachel Elsea sent an electronic survey for feedback. People are pleased with the conference overall. Several people have commented in person and by email about the success of the leadership conference. (Please see feedback included in the review packet.) Some have suggested beginning at 9 am as opposed to 8 am to allow for time to address work at the office prior to the conference. Others suggested the use of name tags, and we

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can add that element in the future. We are working on reserving Fairfield Medical Center for next year.

Ms. Cordle added that the JFS Leadership Training group was very appreciative of the opportunity to attend.

e. Bravos

Thank you to all participants and staff for the planning and conduct of the Leadership Conference.

- Old Business

- a. Annexation Petition Update – 201.134 +/- acres from Greenfield and Bloom Townships to the Village of Carrol

Ms. Elsea reported that after three rounds, the annexation petition was correct and sent to Mr. Dolin for review. The point of making sure all information in the petition is correct is to avoid issues after it is formally filed. She thanked GIS, RPC, the Engineer, and Mr. Feyko for their work. Once Mr. Dolin's review is complete and any corrections are made the petition will go before the Commissioners for approval.

- New Business

- a. Dog Shelter Press Release

Mr. McCullough reported the Dog Shelter would be hosting a microchipping event on Saturday at OU-L. 90% of dogs with microchips are not registered properly. This is an opportunity to have your dog chipped for \$5 for the first 50 dogs and make sure their registration is up to date.

Mr. Levacy told Mr. McCullough to keep up the great work.

- General Correspondence Received (none)

- Calendar Review/Invitations Received

- a. Pickerington Chamber Lunch – Thursday, October 20<sup>th</sup> at 11:30 a.m.
    - 1. Commissioner Kiger will attend.

- FYI

- a. Junior Livestock Fair Invite from Jordan Ash

- b. Day of Democracy – Precinct Election Official opportunity

The Board of Elections is still in need of workers. The HR Office will send a global reminder out.

- c. United Way Lunch – October 25<sup>th</sup> – All County Employees are encouraged to attend.

- d. DAS Training – October 26<sup>th</sup>

- e. Strategic Plan for Soil and Water Conservation District.

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Mr. Levacy stated this was appreciated and well put together.

f. Board of DD Member interviews will be set for first week of November.

- Issues Bin (none)
- Open Items

Mr. Porter reminded everyone that open enrollment for the 2017 health benefits would be October 17 – October 28 with meetings being held on October 17 and October 20.

### **Economic Development Update**

The Commissioners met at 9:19 a.m. for an Economic Development Update from Rick Szabrak. Commissioner Levacy called the meeting to order with the following Commissioners present: Steve Davis, Dave Levacy, and Mike Kiger. Also present were Carri Brown, Rachel Elsea, Jason Dolin, Jon Kochis, Tony Vogel, Jeff Porter, Aunie Cordle, Todd McCullough, Branden Meyer, Jim Bahnsen, Lisa Notestone, Ray Stemen, Rick Szabrak, Mayor Tammy Drobina, Chief Perrigo, Holly Mattei, Jeff Barron, Ed Laramee, and Kellie Ailes.

Mr. Szabrak presented information that covered the county's brand, toolbox, and workforce development.

The Fairfield 33 Development Alliance is the strategic and marketing arm for economic development for Fairfield County. They work together with all economic development partners in the county. They have partnerships with public and private entities including: Fairfield County, Lancaster, Pickerington, Canal Winchester, Kumler Collision, Fairfield National Bank, Fairfield Medical Center, South Central Power, AEP, etc.

The Alliance has developed the following elevator pitch:

Fairfield County is steeped in tradition and ready for tomorrow. We are the second fastest growing county in the fastest growing region in the Midwest – with an available labor force for today and the future. Our investments in infrastructure and business are paving the way to building on our history of innovative manufacturing and a diverse business base.

Our rail and interstate highways easily connect companies to their customers and there is an abundance of affordable land with large quantities of water and natural gas to meet the largest user's needs. Residents and businesses thrive in Fairfield County, with a low cost of living, access to outdoor activities, unique cities and towns balancing rural and urban life, educational opportunities and partners always willing to help. The 33 Development Alliance connects all of these resources to help you find *your* Fairfield Advantage.

The next steps for the Alliance include setting a vision for 2025; marketing campaigns targeting glass and food processing industries; cobranding with the Columbus region; revamping the website; and a comprehensive BRE plan.

The Economic Development department is a resource for communities to be strategic in developments; businesses to expand through finance incentives and making valuable connections; and other department to help support their goals.

The Economic Development assets include the revolving loan fund, enterprise zone, port authority, grants, and funding.

Workforce Development is focusing on manufacturing matters as 18% of jobs in the

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county are manufacturing related. They are also looking at job growth and commuting patterns in the area.

WIOA is working on creating a strategic board; certification of the Board and OMJ Center; a regional plan with Franklin County; and Ohio Means Jobs procurement. The partnership with JFS for WIOA is progressing very well.

Workforce Development also plans to build a pipeline of talent for manufacturers; host a manufacturing summer camp; and held a manufacturing day (video here: <https://www.youtube.com/watch?v=0258zraup2g>).

**Update re: Litter Control Program**

The Commissioners met at 9:41 a.m. for an update on the Litter Control Program. Commissioner Levacy called the meeting to order with the following Commissioners present: Steve Davis, Dave Levacy, and Mike Kiger. Also present were Carri Brown, Rachel Elsea, Jason Dolin, Jon Kochis, Tony Vogel, Jeff Porter, Aunie Cordle, Todd McCullough, Branden Meyer, Jim Bahnsen, Lisa Notestone, Ray Stemen, Rick Szabrak, Mayor Tammy Drobina, Chief Perrigo, Holly Mattei, Jeff Barron, Ed Laramee, Lt. Lape, Deputy Hummel, Dennis Keller, and Kellie Ailes.

Mr. Levacy thanked everyone for coming.

Deputy Hummel provided a brief update on his procedures. He has monthly reports he gives to Chief Perrigo, Lt. Lape, and his supervisors. He visits all 13 townships each month and notes any specific issues on his reports.

Mr. Levacy asked if there were any new issues.

Deputy Hummel replied that the changes in Lancaster's pickup fees have resulted in increased dumping at Community Action's trailer sites. If he finds unlawful dumping he will file a report and call the appropriate officials to pick up the items. A camera has been added to Hunters Trace area and this has led to the arrest of four individuals.

Mr. Reed added that they have 26 sites and only one monitored by camera.

Mr. Levacy asked what they recommended to help stop this dumping.

Mr. Reed stated it would be nice to have cameras at other sites, especially the Tiki location as it is the most heavily used.

Mr. Davis asked how they retrieve the information from the camera.

Mr. Reed replied that they have to manually take the info from the SD card. The images are still images. They would like to put a camera at the Tiki location but are working on a place to put it where it won't be stolen.

Mr. Levacy asked if Community Action had spoken with the City of Lancaster about the City's new procedures. He suggested they reach out to them and offered to attend a meeting himself if necessary.

Ms. Ailes stated that Community Action is practically policing the sites themselves, which is not ideal.

Lt. Lape replied that the Sheriff's Office does not expect Community Action to police the sites, but if they get notifications to Deputy Hummel, he will do all he can to follow-up and file charges. Deputy Hummel effectively shut down the dumping at Duffy Road. The litter enforcement program is very successful and the City's new regulations need to be looked at.

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Ms. Ailes asked if she should set up a meeting with the leadership of the City, and it was agreed that she would do so.

Mr. Levacy thanked everyone for their time and said the Commission would be in a brief recess at 9:54 a.m.

**Commissioners' Regular Meeting**

A regular meeting of the Fairfield County Board of Commissioners was held on Tuesday, October 11, 2016 beginning at 10:01 a.m., with the following Commissioners present: Dave Levacy, Steve Davis, and Mike Kiger. Also present were Carri Brown, Rachel Elsea, Staci Knisley, Jason Dolin, Ray Stemen, Rick Szabrak, Tony Vogel, Jim Bahnsen, Todd McCullough, Aunie Cordle, Jeff Porter, Branden Meyer, Dennis Keller, Jon Slater, Mayor Tammy Drobina, Holly Mattei, Ed Laramée, Jeff Barron, Lisa Notestone, Jeremiah Upp, and Jon Kochis.

**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.

**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, October 4, 2016**

On the motion of Steve Davis and the second of Mike Kiger, the Board of Commissioners voted to approve the minutes for the Tuesday, October 4, 2016.

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

**Approval of Minutes for Thursday, October 6, 2016**

On the motion of Mike Kiger and the second of Dave Levacy, the Board of Commissioners voted to approve the minutes for the Thursday, October 6, 2016.

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

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

On the motion of Steve Davis and the second of Mike Kiger, the Board of Commissioners voted to approve the following Auditor's Office resolutions:

- |              |  |
|--------------|--|
| 2016-10.11.a | A resolution approving an account to account transfer Auditor [Auditor- Finance]         |
| 2016-10.11.b | A resolution to approve a refund as a memo expenditure for fund #2036 [Auditor- Finance] |

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Roll call vote of the motion resulted as follows:

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

**Approval of the Clerk of Courts - Title Office Resolutions**

On the motion of Steve Davis and the second of Mike Kiger, the Board of Commissioners voted to approve the following Clerk of Courts - Title Office resolutions:

2016-10.11.c        A resolution to approve to declare a surplus for the Clerk of Courts Title fund # 2326, appropriate from unappropriated, and a fund to fund transfer from Clerk of Courts Title Fund# 2326 to the General Fund #1001 - Fairfield County Clerk of Courts [Clerk of Courts-Title]

2016-10.11.d        A resolution approving an account to account transfer in a major object category-Clerk of Courts Legal Division [Clerk of Courts-Legal]

Discussion: Mr. Levacy thanked Mr. Meyer for identifying the surplus for the transfer and indicated the intent was to use most, if not all, of it for the new records center. Ms. Brown added they had a placeholder in the 2017 budget for the records center and were gathering more information. There is a meeting later in the day to discuss the records center. She also thanked Mr. Meyer for the long term projections, and there are projections included for the next three years for a surplus transfer. Mr. Levacy added that the efficiency of the new records center will be very helpful to all departments.

Roll call vote of the motion resulted as follows:

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

**Approval of the Clerk of Courts - Legal Office Resolutions**

On the motion of Steve Davis and the second of Mike Kiger, the Board of Commissioners voted to approve the Clerk of Courts - Legal Office resolution approving an account to account transfer into a major expense category; see resolution 2016-10.11.e.

Roll call vote of the motion resulted as follows:

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

**Approval of the Commissioners' Office Resolutions**

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

2016-10.11.f        A resolution approving the grant agreement with the Ohio Development Services Agency a division of the State of Ohio Office of Community Development (OCD), for the Community Development Block Grant (CDBG) Program, Community Housing Impact and Preservation (CHIP) Program, Program Year (PY) 2016 grant# B-C-16-1AV-1 – Fairfield County Commissioners [Commissioners]

2016-10.11.g        A resolution authorizing the approval of a request for payment and status of funds report – FY2014 CDBG Funds – Drawdown for \$ 29,647 [Commissioners]

2016-10.11.h        A resolution for approval and a signature needed by Fairfield County Commissioner Steve Davis, on the CFLP Solid Waste

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District Recycling Services Contract fourth quarter 2016 budget revision request. [Commissioners]

2016-10.11.i A resolution approving the grant agreement with the Ohio Development Services Agency a division of the State of Ohio Office of Community Development (OCD), for the Home Investment Partnerships Program (HOME) Community Housing Impact and Preservation (CHIP), Program Year (PY) 2016 grant# B-C-16-1AV-2 – Fairfield County Commissioners [Commissioners]

2016-10.11.j A resolution approving an account to account transfer into a major object category and fund to fund transfer – Fairfield County Commissioners – General Fund# 1001 & Records/Assets Capital Project Fund# 3827 [Commissioners]

2016-10.11.k A resolution to renew an agreement between the Fairfield County Commissioners and Thomas Vajen, M.D. for medical services at the Fairfield County Jail Facilities. [Commissioners]

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

**Approval of the Emergency Management Agency Resolutions**

On the motion of Steve Davis and the second of Mike Kiger, the Board of Commissioners voted to approve the following Emergency Management Agency resolutions:

2016-10.11.l A resolution authorizing an account to account transfer for EMA Fund 2707 Emergency Management Performance Grant Fund [EMA]

2016-10.11.m A resolution authorizing an account to account transfer for EMA Fund 2091 Local Emergency Planning Committee Fund [EMA]

2016-10.11.n A resolution authorizing the approval of repayment of an advance to the General Fund from EMA Fund 2091 (subfund 8092) Hazardous Materials Emergency Preparedness Grant [EMA]

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

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

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

2016-10.11.o A resolution to appropriate from unappropriated in a major expenditure object category County Engineer 2024-Motor Vehicle for boots per union contract and office supplies [Engineer]

2016-10.11.p A resolution to appropriate from unappropriated in a major expenditure object category County Engineer 2024-Motor Vehicle for truck repairs [Engineer]

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



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**Approval of the Human Resources Resolution**

On the motion of Steve Davis and the second of Mike Kiger, the Board of Commissioners voted to approve the Human Resources resolution authorizing the approval of an agreement with Guardian Life Insurance Company of America; see resolution 2016-10.11.q.

Discussion: Mr. Porter stated this resolution was formalizing the life insurance agreement with Guardian for the 2017 employee life insurance benefits.

Roll call vote of the motion resulted as follows:

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

**Approval of the JFS Resolution**

On the motion of Steve Davis and the second of Mike Kiger, the Board of Commissioners voted to approve the JFS resolution to approve a memo receipt and expenditure for Fairfield County Job & Family Services, Fund 2072 reimbursing Fund 2018; see resolution 2016-10.11.r.

Roll call vote of the motion resulted as follows:

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

**Approval of the Major Crimes Unit Resolution**

On the motion of Steve Davis and the second of Mike Kiger, the Board of Commissioners voted to approve the Major Crimes Unit resolution approving an account to account transfer [Fairfield-Hocking Major Crimes Unit – Fund 7829 – OCJS Jag Grant]; see resolution 2016-10.11.s.

Roll call vote of the motion resulted as follows:

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

**Approval of the Regional Planning Commission Resolutions**

On the motion of Steve Davis and the second of Mike Kiger, the Board of Commissioners voted to approve the following Regional Planning Commission resolutions:

2016-10.11.t      A resolution to approve change order# 3 for the Fairfield County CDBG – Village of Baltimore FY 2015 Project #1 (Mill Street Rehabilitation) and Project #2 (Market Street Sidewalk) [Regional Planning] [Regional Planning Commission]

2016-10.11.u      A resolution to approve change order# 2 for the Fairfield County CDBG – Village of Baltimore FY 2015 Project #1 (Mill Street Rehabilitation) and Project #2 (Market Street Sidewalk) [Regional Planning] [Regional Planning Commission]

Roll call vote of the motion resulted as follows:

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

**Approval of the Payment of Bills Resolutions**

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

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- 2016-10.11.v        A resolution to approve the payment of vouchers without appropriate carry-over purchase orders for all Departments that are approved by the Commissioners [Auditor- Finance]
- 2016-10.11.w        A resolution authorizing the approval of payment of invoices for departments that need Board of Commissioners' approval [Commissioners]

Roll call vote of the motion resulted as follows:

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

Ms. Elsea announced that the next Regular Meeting is scheduled for Tuesday, October 18, 2016, at 8:00 a.m.

Mr. Davis encouraged everyone to attend the Fairfield County Fair this week.

Mr. Levacy added that he attended the ribbon cutting on Monday. This was also Fairfield Medical Center Day and happened to be their 100<sup>th</sup> anniversary. He also presented Fair Manager Dave Benson with a proclamation thanking him for his service. Mr. Voris will go a great job when he becomes Fair Manager next year.

**Adjournment**

With no further business, on the motion of Steve Davis and a second of Mike Kiger the Board of Commissioners voted to adjourn at 10:13 a.m.

Roll call vote of the motion resulted as follows:

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

The next regular meeting for the Board of Commissioners is scheduled for Tuesday, October 18, 2016, at 10:00 a.m.

Motion by:

Seconded by:

that the October 11, 2016, minutes were approved by the following vote:

YEAS:

NAYS: None

ABSTENTIONS: None

\*Approved on October 18, 2016

  
 Steven A. Davis  
 Commissioner

  
 Dave Levacy  
 Commissioner

  
 Mike Kiger  
 Commissioner

  
 Rachel A. Elsea, Clerk