

Regular Meeting #43 - 2019
Fairfield County Commissioners' Office
October 22, 2019

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, Jeff Fix, and Dave Levacy. Also present were Carri Brown, Rachel Elsea, Jon Kochis, Todd McCullough, Mark Conrad, Jeff Barron, Jim Bahnsen, Chief Lape, Joshua Horacek, Tom Lininger, Melanie Culbertson, Jake Tharp, Amy Brown-Thompson, Jeff Porter, Michael Kaper, Jeremiah Upp, Ray Stemen, Dennis Keller, Loudan Klein, and Rick Szabrak.

- Welcome
- Legal Update

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

- Administration and Budget Update/Carri's List

a. Announcements

October 24, 31 – Budget Hearings
(The Clerk of Courts hearing is today by request)

November 11 – Offices are Closed for Veterans Day

November 21 – Elected Official and Department Head Roundtable

b. Highlights of Resolutions

Dr. Brown highlighted 31 resolutions (with one pending following an interview) for the voting meeting.

Following up on the meeting with the Recorder, we had a resolution to approve \$4 of total filing fees to be placed in the Recorder's equipment fund, from January 1, 2020, through December 31, 2024, pursuant to Section 317.321 of the Ohio Revised Code.

We proposed a resolution to approve the recommendation of the Fairfield County Revolving Loan Fund Loan Review Committee for a proposal to fund Hughes Quality Eyecare LLC as an (RLF-EDA) Project (as approved by the RLF committee).

We proposed a resolution approving signing a Deed of Agricultural Easement relating to the Clean Ohio Local Agricultural Easement Purchase Program for the Kathy L. and Richard L. Boucher Jr. Farm.

The Board of Elections proposed disposal of an obsolete copier with a value under \$2,500.

The County Auditor proposed a change order for the Real Estate Assessment office renovation at 108 N. High Street (from Real Estate Assessment Funds). The change order is to accommodate electrical changes, cleaning of the North exterior, interior soffits, and insulation for a crawl space.

RPC proposed three resolutions to approve a development agreement (Violet Meadows Section 5, Phase 2 Subdivision); a final plat (for Spring Creek Section 3, Phase 1A); and development agreements (for Spring Creek Section 3, Phase 1 A and B, superseding agreement for Spring Creek Section 3, Phase 1).

Following the interview with Ms. Culbertson (a JFS employee) for the COAAA board vacancy, we reported we would add a resolution for her appointment to the voting agenda.

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There were financial and grant related resolutions to approve, such as:

- Appropriations from unappropriated funds for the Engineer, Dog Shelter, FCFACF, Common Pleas Court, Utilities, and Juvenile/Probate Court (11 resolutions);
- Two resolutions for accounting measures to clean up inactive funds for Utilities and the Board of Elections;
- Repayment of an advance from Juvenile/Probate Court;
- Account to account transfers of appropriations for the Economic and Workforce Development Department, Sheriff, Common Pleas Court, and JFS;
- Three resolutions for movement of funds by operation of law for JFS (reimbursements);
- The payment of bills.

In queue, there were several financial and contracting resolutions, including proposals from the Sheriff to approve contracts for resource officers for Canal Winchester and Fairfield Union Schools -and- other contracts or financial resolutions for multiple departments.

We will propose the holiday schedule for 2020, mirroring 2019.

There are multiple re-appointments for various boards, and those will be proposed soon.

c. Administrative, Program, and Budget Update

Administrative & Program Updates

Administrative Approvals

The review packet contained a list of administrative approvals. There were no questions.

Improvements for flooring - Administrative Courthouse & Government Services Center

As previously discussed, we are in the process of evaluating the best way to refresh the Terrazzo flooring in the Administrative Courthouse and to replace carpeting on one floor (no new carpet has been installed since 2000) for the Government Services Center. We are obtaining quotes and conducting research. We have planned for these expenditures in 2020, with research with vendors in the fourth quarter of 2019. Additional carpeting replacement is planned in subsequent years.

Main Street Parking Lot

The Main Street Parking Lot project is going very well. We are confident it will be completed by its target. Good Builders anticipates completion ahead of time by Thanksgiving. The total cost of the project is estimated at \$250,000, with the possibility of some additional change orders. Dennis Keller originally had an estimate of \$300,000. This is the second parking lot project we have completed with Good Builders. This project includes a retaining wall, as well as screening. The retaining wall will match the current one as much as possible. There will be an additional 30 paved spots.

Baldwin Emergency and Facilities Management Center

We are also on time with the completion of the renovation of the Emergency and Facilities Management Complex located at 240 Baldwin Drive in Lancaster, Ohio. The complex will house the Fairfield County Emergency Management Agency Offices, Facilities Offices, and County Coroner's Office. The Baldwin Emergency

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and Facilities Center will include a state-of-the-art Emergency Operations Center and training space.

With Baldwin, Emergency Management resources will be at one location for the first time.

The outdoor space available at the center allows for large vehicle trainings, such as the training conducted for our Hazardous Materials Team.

The Baldwin property was purchased in 2016 and will provide roughly 10,750 square feet of office space for the EMA and Coroner.

Construction of the main area is being completed by Walsh Construction Group in Dublin, Ohio. The Emergency Management Agency and Coroner's Offices are expected to move in (at least partially) by the end of the year.

The building will be fully open and in use by the first quarter of 2020. The Facilities department has been utilizing the space since 2018.

Construction at 108 N. High – Real Estate Assessment Offices

Previously, the Fairfield County Commissioners entered into a contract with Gutknecht Construction for the Real Estate Office renovation project located at 108 North High Street, Lancaster, Ohio. The existing building to be remodeled is a two-story brick structure of approximately 5,800 S.F. in size, and also includes a new 2-story addition of approximately 2,300 S.F.

Renderings for the project have been in the hallway of the Administrative Courthouse since February of 2019.

Carri Brown and Dennis Keller toured the site on October 17th. The project is progressing as expected, as it does have some historical renovation components included. The project is led by the Fairfield County Auditor, and Dennis and Carri have offered subject matter expertise as needed. The spokesperson for the project is Jon Slater, County Auditor, with Dave Burgei, Real Estate Assessment Director, as the back-up point of contact. Carri Brown provided bulleted statements to help with a communication plan for the County Auditor.

Issuing a Request for Proposals

We are requesting proposals for the performance of janitorial (housekeeping) services at several county facilities.

We have added buildings to our slate for 2020 (The Real Estate Assessment Offices, Records Center, and Workforce Center).

We will research potential of REA funds paying for the housekeeping at the REA offices.

We will open proposals on November 14th and plan to begin a contract for services as of January 1, 2020.

Open Enrollment

Open enrollment for the health benefits plan will be October 28 – November 8.

HR will be announcing instructions globally soon.

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Budget Update

Budget Hearings

Budget hearings are set for the 2020 budget. We will continue to monitor revenues and expenditures. We continue to align performance goals with the budget.

We are planning for 27 pays in 2020. The next time that occurs is **2032** per the payroll department of the County Auditor.

HR sent out a reminder about the performance assessments due on November 30th to participate in merit-based increases.

d. November 21st Roundtable

The Board of County Commissioners will be hosting an elected officials and department head roundtable meeting on November 21 at 8:30 a.m. in the hearing room. An email was sent to seek agenda items. There is a full agenda forming with development, human resources, and budget updates, along with various announcements.

e. BRAVOs

Thanks to everyone working hard for Executime implementation!

Bravo to Domestic Relations Court and the Fairfield County Supervised Visitation Center for arranging the Domestic Violence Offender Supervision Forum on October 18th.

• **Old Business**

a. Hunters Run Park

In June 2019, Dr. Brown notified committee members of how the county could contract on behalf of the City of Lancaster for City Parks for an estimated \$1,000 for landscaping or other support for Hunter Park. She resent that email in October 2019 and also copied Mayor Scheffler this time. We should receive a response soon. They are thinking about support for a bicycle rack at this time.

The Commissioners also supported the project as members of the Coshocton-Fairfield-Licking-Perry joint venture with a grant.

b. Rightsizing the MCJDC Contribution

Mr. Davis will attend the policy and programs committee meeting on Thursday. He has had mature discussions with Judge Vandervoort who does not believe a mental health model will have an effect on Fairfield County and detention. He received a memorandum from Delaware County regarding their formula that includes a three year look back and three year look forward. He has suggested this to MCJDC several times and it has not been well received.

c. Timbertop Annexation

Previously, we set a hearing date for a regular annexation from Greenfield Township to the City of Lancaster. This was a resolution to establish a public hearing for an annexation petition received from Mr. Thomas W. Winkhart, agent for Mr. Brad Hutchinson, Managing Member of the Mithoff Companies, Ltd, requests to annex 76.877 +/- acres from Greenfield Township into the City of Lancaster. The hearing date was set as Tuesday, November 19, 2019 at 6:00 p.m. in the hearing room. We had received information that the petition may be

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withdrawn, but it was not. We received a notice of the readings by the City of Lancaster. The attorneys for the petitioner are conducting their work for codified notices.

The hearing for the Commission is still on the calendar.

- New Business

- a. Idea for “Welcome to Fairfield County” Signage

From travels, Rachel Elsea, Clerk to the Commissioners, noticed welcome signs for various counties. She had an idea to create nice welcome signs at the entrance points for Fairfield County (on 33 N and 33 S, 22 E and 22 W, and at 37).

We will explore this idea and what it would take for implementation.

There are many ways to bring ideas to the Commission. We will be honoring “idea box” participants in November.

- b. CCAO/CORSA Meeting Update

Mr. Levacy provided an update on the CCAO/CORSA meeting he attended on October 17th that was a result of the suspension of eight County Commissioners (all CORSA Board Executives) from CCAO Membership. The end result of the meeting was to reinstate the Commissioners as CCAO members and also have a mediator work with CCAO and CORSA moving forward.

Mr. Fix stated that one CORSA Board member attended the CCAO Regional Roundtable on Monday. The executives from each board will get together with the mediator to iron out their differences.

Mr. Davis is hopeful they will be able to resolve their issues.

- General Correspondence Received (none)

- Calendar Review/Invitations Received

- a. Meeting with Governor DeWine re: Opioid Litigation – Wednesday, November 23rd at 9:30 a.m. at the Governor’s Residence

Commissioner Davis stated the meeting was moved to 9:30 a.m. and that he would attend. He spoke with Attorney General Yost who stated he will be attending and is unsure what the Governor will present.

Mr. Fix stated that he and others argued on Monday that all of the settlement money should go to the counties. CCAO heard this message loud and clear.

- b. Bloom Carroll Elementary Groundbreaking – Wednesday, October 23rd at 4:00 p.m.

Commissioner Fix will attend.

- c. Hunters Run Park Ribbon Cutting – Tuesday, October 29th at 4:00 p.m.

Commissioner Fix will attend.

- d. Friend of the Lancaster Parks Annual Dinner – Thursday, November 14th at 6:00 p.m. at the Goslin Nature Center

Commissioner Fix will attend.

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- e. NACo Legislative Conference – February 29 – March 4, 2020 – Washington, D.C.

Commissioners Fix and Levacy are interested in attending.

- FYI

- a. Jail Population – 314
- b. Fairfield County TID Meeting
- c. Land Bank Press Release
- d. Grace Haven Times Newsletter
- e. ODNR Notice re: Kirkersville Feeder Canal Study
- f. Article of Interest – New Junior High School in Lancaster

- Open Items

- a. US 33 Improvements

Mr. Levacy asked Mr Upp if there were any updates on the US 33 improvements.

Mr. Upp replied that ODOT will complete a feasibility study for an interchange near Pickerington Road. They will study three locations within the area. The identification of the best location and configuration will be a result of this study. Then a cost estimate will be calculated which will also trigger an environmental study. After these steps are completed, they can apply for funding. There is no timeline for this to be completed. It will be discussed further on Thursday with ODOT officials.

- b. Meeting with ODNR

Mr. Levacy stated he had planned a meeting with ODNR on Monday of next week, and he invited Mr. Upp to attend.

COAAA Board Vacancy Interview

The Commissioners met at 9:32 a.m. to review the GIS Building Tour Site. Commissioner Levacy called the meeting to order with the following Commissioners present: Steve Davis, Jeff Fix, and Dave Levacy. Also present were Carri Brown, Rachel Elsea, Jon Kochis, Todd McCullough, Mark Conrad, Jeff Barron, Jim Bahnsen, Chief Lape, Joshua Horacek, Tom Lininger, Melanie Culbertson, Jake Tharp, Amy Brown-Thompson, Jeff Porter, Michael Kaper, Jeremiah Upp, Ray Stemen, Dennis Keller, Loudan Klein, and Rick Szabrak.

Ms. Holton introduced Ms. Culbertson as having worked in the Community Services department of JFS for the last twelve years. She is an expert in Medicaid and has an affinity for serving older adults.

Ms. Culbertson provided a history of her time and experience at JFS. She reiterated her passion to serve older adults.

Mr. Davis thanked her for her willingness to serve.

Mr. Fix asked where her passion to serve older adults came from.

Ms. Culbertson replied that it was through her work in the long-term unit of Community Services. She enjoys working with and helping older adults.

Mr. Fix stated he was grateful for her service.

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Dr. Brown thanked Ms. Culberston and Ms. Holton, and she stated a resolution could be added to the voting agenda for her appointment to the COAAA Board.

Commissioner Levacy stated at 9:36 a.m. that the Commission would be in recess until the 9:40 a.m. Clerk of Courts Budget Hearing.

Budget Hearing – Clerk of Courts

The Commissioners met at 9:40 a.m. for the Clerk of Courts 2020 Budget Hearing.

Commissioner Levacy called the meeting to order with the following Commissioners present: Steve Davis, Jeff Fix, and Dave Levacy. Also present were Carri Brown, Rachel Elsea, Staci Knisley, Branden Meyer, Jeff Porter, Dennis Keller, Jon Kochis, Todd McCullough, Tony Vogel, Jeremiah Upp, Rick Szabrak, Tom Lininger, Jake Tharp, Jeff Barron, Jim Bahnsen, Amy Brown-Thompson, and Ray Stemen.

Mr. Levacy welcomed Mr. Meyer.

Mr. Meyer reviewed the attached power point presentation, including office statistics, accomplishments, the records center move, challenges of the office, and upcoming projects. He also mentioned the desire of his office and the courts to hire a designated IT individual, designated to the courts.

Dr. Brown replied that the position is budgeted as a placeholder within IT's budget and also noted it was suggested last year to hold off on the hire for a year so that there could be a determination of need.

Mr. Meyer reviewed the duties they would have this position do (as outlined on the last two pages of the job description that was created by the Judges, senior staff, and himself). E-filing is one of the larger projects they had in mind. He continued to review the goals and objectives of the office.

Mr. Levacy asked why court filings were down.

Mr. Meyer replied he was not sure, but he thought it may be due to the Prosecutor's Office activities to catch up on their backlog of cases.

Dr. Brown stated that the Data Board would be creating a workgroup to discuss high level technology goals. She will include the goals Mr. Meyer had mentioned for e-filing in those discussions. She also thanked Mr. Meyer for the surplus transfer from the title fund, which has been meaningful to specific projects.

Mr. Meyer asked what projects the money being transfer would be used for in the future.

Dr. Brown replied they would looking at installing new windows for the Hall of Justice, records center staffing (using temporary services at first), and other projects she could discuss with him after the budget hearings for departments had concluded.

Mr. Davis thanked Mr. Meyer and his staff for all their work as well as for the transfer from the title fund.

Commissioner Levacy stated at 9:55 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, October 22, 2019 beginning at 10:00 a.m., with the following Commissioners present: Steve Davis, Dave Levacy, and Jeff Fix. Also present were Carri Brown, Rachel Elsea, Amy Brown-Thompson, Staci Knisley, Joshua Horacek, Tom Lininger, Jim Bahnsen, Jeff Barron, Jeff Porter, Ray Stemen, Jake Tharp, Jon Kochis, Tony Vogel, Todd McCullough, Dennis Keller, Loudan Klein, Jeremiah Upp, Jon Slater, Rick Szabrak, Branden Meyer, and Ed Laramée.

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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.

Ms. Elsea noted a resolution (2019-10.22.ee) would be added to appoint Melanie Culbertson to the COAAA Board.

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 15, 2019

On the motion of Jeff Fix and the second of Steve Davis, the Board of Commissioners voted to approve the minutes for the Tuesday, October 15, 2019 Regular Meeting.

Roll call vote of the motion resulted as follows:

Voting aye thereon: Jeff Fix, Steve Davis, and Dave Levacy

Approval of the Auditor Office Resolutions

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

- | | |
|--------------|--|
| 2019-10.22.a | A resolution to appropriate from unappropriated in a major expenditure object category Utilities fund 5518 Solid Waste Inspections and approve reimbursement of expenses as a memo expenditure for Fund 5518 [Auditor- Finance] |
| 2019-10.22.b | A resolution to appropriate from unappropriated in a major expenditure object category Board of Elections fund 2828 Special Election and approve reimbursement expenses for cost of preparing and conducting special election as a memo expenditure for fund 2828 [Auditor- Finance] |

Discussion: Dr. Brown stated that these two resolutions were part of corrections for inactive funds.

Roll call vote of the motion resulted as follows:

Voting aye thereon: Jeff Fix, Steve Davis, and Dave Levacy

Approval of the Board of Elections Resolution

On the motion of Jeff Fix and the second of Steve Davis, the Board of Commissioners voted to approve the Board of Elections resolution to approve the disposal of obsolete assets within the Board of Elections – Fairfield County Board of Elections and Fairfield County Commissioners; see resolution 2019-10.22.c.

Roll call vote of the motion resulted as follows:

Voting aye thereon: Jeff Fix, Steve Davis, and Dave Levacy

Approval of the Commissioners Resolution

On the motion of Jeff Fix and the second of Steve Davis, the Board of Commissioners voted to approve the Commissioners' Office resolution to approve the collection of fees for the County

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Recorder Equipment Fund from January 1, 2020 through December 31, 2024, pursuant to Section 317.321 of the Ohio Revised Code; see resolution 2019-10.22.d.

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

Approval of the Common Pleas Court Resolutions

On the motion of Jeff Fix and the second of Steve Davis, the Board of Commissioners voted to approve the following Common Pleas Court resolutions:

- 2019-10.22.e A resolution to appropriate from unappropriated into a major expense category for fund #2839 –Recovery Court Grant to establish a budget for 2019 – Fairfield County Common Pleas [Common Pleas Court]
- 2019-10.22.f A resolution approving an account to account transfer in a major object expense category – Fairfield County Common Pleas Court [Common Pleas Court]

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

Approval of the Dog Shelter Resolution

On the motion of Jeff Fix and the second of Steve Davis, the Board of Commissioners voted to approve the Dog Shelter resolution to appropriate from unappropriated in a major expenditure object category (Dog Shelter) 2002 and Kennel Fund; see resolution 2019-10.22.g.

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

Approval of the Economic Development Resolutions

On the motion of Jeff Fix and the second of Steve Davis, the Board of Commissioners voted to approve the following Economic Development resolutions:

- 2019-10.22.h A resolution to approve the recommendation of the Fairfield County Revolving Loan Fund Loan Review Committee for a proposal to fund Hughes Quality Eyecare LLC as an (RLF-EDA) Project. [Economic and Workforce Development]
- 2019-10.22.i A resolution approving an account to account transfer in a major object expense category [Economic & Workforce Development]

Discussion: Mr. Szabrak thanked the Commissioners and noted this was a great opportunity to support a new, female owned business.

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

Approval of the Engineer's Office Resolution

On the motion of Jeff Fix and the second of Steve Davis, the Board of Commissioners voted to approve the Engineer's Office resolution to request for appropriations for additional unanticipated receipts of memo receipts and memo expenses for fund 3434 VIO-35 Bridge Replacement Project; see resolution 2019-10.33.j.

Discussion: Mr. Upp stated this was for seeding to fix property for a property owner.

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

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Approval of the Facilities Resolution

On the motion of Jeff Fix and the second of Steve Davis, the Board of Commissioners voted to approve the Facilities resolution for approval of change order number 3 to the Contract between the Gutknecht Construction Company and Fairfield County Commissioners; see resolution 2019-10.22.k.

Discussion: Mr. Keller stated that as with old buildings unexpected issues arise and the change order addressed such issues.

Roll call vote of the motion resulted as follows:

Voting aye thereon: Jeff Fix, Steve Davis, and Dave Levacy

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

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

- | | |
|--------------|--|
| 2019-10.22.l | 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] |
| 2019-10.22.m | A resolution to approve additional appropriations by appropriating from unappropriated into a major expense object category – Fund # 7521 [Family, Adult and Children First Council] |
| 2019-10.22.n | A resolution to approve additional appropriations by appropriating from unappropriated into a major expense object category – Fund # 7521, [Family, Adult and Children First Council] |

Roll call vote of the motion resulted as follows:

Voting aye thereon: Jeff Fix, Steve Davis, and Dave Levacy

Approval of the JFS Resolutions

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

- | | |
|--------------|--|
| 2019-10.22.o | A resolution to approve a memo receipt and expenditure for Fairfield County Job & Family Services, Fund 2758 reimbursing Fund 2018 [JFS] |
| 2019-10.22.p | A resolution to approve a memo receipt and expenditure for Fairfield County Job & Family Services, Fund 2072 reimbursing Fund 2018 [JFS] |
| 2019-10.22.q | A resolution approving an account to account transfer Fund 2018 Public Assistance [JFS] |
| 2019-10.22.r | A resolution to approve a memo receipt and expenditure for Fairfield County Job & Family Services, Fund 2015 reimbursing Fund 2018 [JFS] |

Roll call vote of the motion resulted as follows:

Voting aye thereon: Jeff Fix, Steve Davis, and Dave Levacy

Approval of the Juvenile/Probate Court Resolutions

On the motion of Jeff Fix and the second of Steve Davis, the Board of Commissioners voted to approve the following Juvenile/Probate Court resolutions:

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- 2019-10.22.s A resolution to approve additional appropriations by appropriating from unappropriated into a major expense object category – Fund #2036 Department of Youth Services (reclaim) Fund [Juvenile/Probate Court]
- 2019-10.22.t A resolution authorizing the approval of repayment of an advance to the General Fund from Fund #2745 MSY Pool.[Juvenile/Probate Court]
- 2019-10.22.u A resolution to appropriate from unappropriated in a major expenditure object category – Juvenile Court Fund #2408 Drug Court Program Fund [Juvenile/Probate Court]

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

Approval of the Regional Planning Commission Resolutions

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

- 2019-10.22.v A resolution to approve a Development Agreement for the Violet Meadows Section 5, Phase 2 Subdivision [Regional Planning] [Regional Planning Commission]
- 2019-10.22.w A resolution to approve the Spring Creek Section 3, Phase 1A Final Plat [Regional Planning] [Regional Planning Commission]
- 2019-10.22.x A resolution to approve Development Agreements for the Spring Creek Section 3, Phase 1 A and B Subdivisions superseding agreement for Spring Creek Section 3, Phase 1 [Regional Planning] [Regional Planning Commission]

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

Approval of the Sheriff's Office Resolution

On the motion of Jeff Fix and the second of Steve Davis, the Board of Commissioners voted to approve the Sheriff's Office resolution authorizing an account to account transfer Fund 2394 CFLP Litter Enforcement; see resolution 2019-10.22.y.

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

Approval of the Soil & Water Resolution

On the motion of Jeff Fix and the second of Steve Davis, the Board of Commissioners voted to approve the Soil & Water resolution approving signing a Deed of Agriculture Easement relating to the Clean Ohio Local Agriculture Easement Purchase Program for the Kathy L. and Richard L. Boucher Jr. Farm; see resolution 2019-10.22.z.

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

Approval of the Utilities Resolutions

On the motion of Jeff Fix and the second of Steve Davis, the Board of Commissioners voted to approve the following Utilities resolutions:

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- 2019-10.22.aa A resolution to appropriate from unappropriated into a major expenditure object category for fund 5352 Little Walnut Water Reclamation Facility, to approve fund to fund transfer from such fund to the Utilities Debt Service Bond Retirement Sewer Various Purposes Fund 5469 for allowable transfers of residual equity – Fairfield County Utilities [Utilities]
- 2019-10.22.bb A resolution to appropriate from unappropriated into a major expenditure object category for Fund 5360 Wellhead Protection Program and to approve a fund to fund transfer to the Utilities Capital Project Fund 5821, St Rt 204/St Rt256 – Fairfield County Utilities [Utilities]
- 2019-10.22.cc A resolution to appropriate from unappropriated into a major expenditure object category for funds 5457 Northeast Violet Sewer System and 5477 Lancaster Subdivision Sanitary & to approve fund to fund transfers from such funds to the Utilities Capital Project Sub Fund 8087, Mingo Estates Phase 2 for allowable transfers of residual equity – Fairfield County Utilities [Utilities]

Roll call vote of the motion resulted as follows:

Voting aye thereon: Jeff Fix, Steve Davis, and Dave Levacy

Approval of the Payment of Bills

On the motion of Jeff Fix and the second of Steve Davis, the Board of Commissioners voted to approve the following Payment of Bills resolution authorizing the approval of payment of invoices for departments that need Board of Commissioners' approval; see resolution 2019-10.22.dd

Roll call vote of the motion resulted as follows:

Voting aye thereon: Jeff Fix, Steve Davis, and Dave Levacy

Approval of the Commissioners Resolution

On the motion of Jeff Fix and the second of Steve Davis, the Board of Commissioners voted to approve the Commissioners resolution to approve the appointment of Ms. Melanie Culbertson to the Central Ohio Area Agency on Aging Board; see resolution 2019-10.22.ee.

Discussion: Mr. Fix stated that based on her resume and interview, Ms. Culbertson was immensely qualified for this position.

Roll call vote of the motion resulted as follows:

Voting aye thereon: Jeff Fix, Steve Davis, and Dave Levacy

Executive Session – Pending Litigation

On the motion of Steve Davis and second of Jeff Fix, the Board voted to enter into Executive Session to discuss pending litigation at 10:12 a.m.

Discussion: Commissioner Davis stated that the following people be included in the executive session: Commissioner Davis, Commissioner Levacy, Commissioner Fix, Carri Brown, Rachel Elsea, representatives from the Prosecutor's Office, and outside legal counsel.

Roll call on the motion as follows:

Voting aye thereon: Steve Davis, Jeff Fix, and Dave Levacy

On the motion of Jeff Fix and second of Steve Davis, the Board voted to exit Executive Session at 10:39 a.m.

Roll call on the motion as follows:

Voting aye thereon: Jeff Fix, Steve Davis, and Dave Levacy

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Review (continued)

The Commissioners met at 10:39 a.m. to continue review of legal issues and pending or future action items and correspondence. Commissioner Levacy called the meeting to order with the following Commissioners present: Steve Davis, Jeff Fix, and Dave Levacy. Also present were Carri Brown, Rachel Elsea, Joshua Horacek, Amy Brown-Thompson, and Tom Lininger.

Adjournment

With no further business, on the motion of Jeff Fix and a second of Steve Davis the Board of Commissioners voted to adjourn at 10:40 a.m.

Roll call vote of the motion resulted as follows:

Voting aye thereon: Jeff Fix, Steve Davis, and Dave Levacy

The next Regular Meeting is scheduled for Thursday, October 24, 2019 at 9:00 a.m.

Motion by: _____ Seconded by: _____
that the October 22, 2019 minutes were approved by the following vote:

YEAS:

NAYS: None

ABSTENTIONS: None

*Approved on October 24, 2019



Steven A. Davis
Commissioner


Dave Levacy

Dave Levacy
Commissioner

Jeff Fix
Commissioner

~~Jeff Fix
Commissioner~~

Bahul Elze

Rachel Elsea, Clerk

the very best

the very best

CLERK OF COURTS 2020 BUDGET HEARING

OCTOBER 22, 2019 AT 9:40 A.M.

BRANDEN C. MEYER, CLERK OF COURTS



1

CLERK OF COURTS OFFICE

Mission Statement

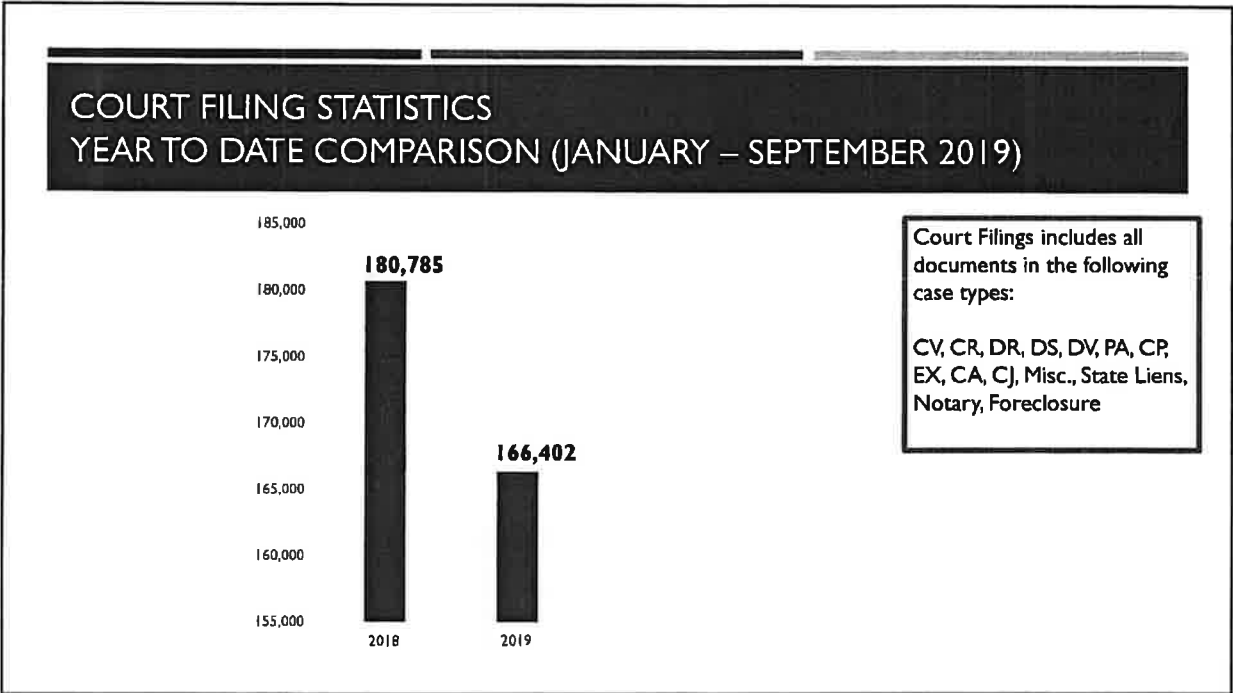
- The Fairfield County Clerk of Courts Office is honored with the responsibility of serving the public by maintaining the records for the Common Pleas Court, the 5th District Court of Appeals, and issuing/preserving all motor vehicle and watercraft titles in Fairfield County. Through our continuous quality improvement efforts, our team is dedicated to providing efficient, courteous, and professional customer service.

Vision Statement

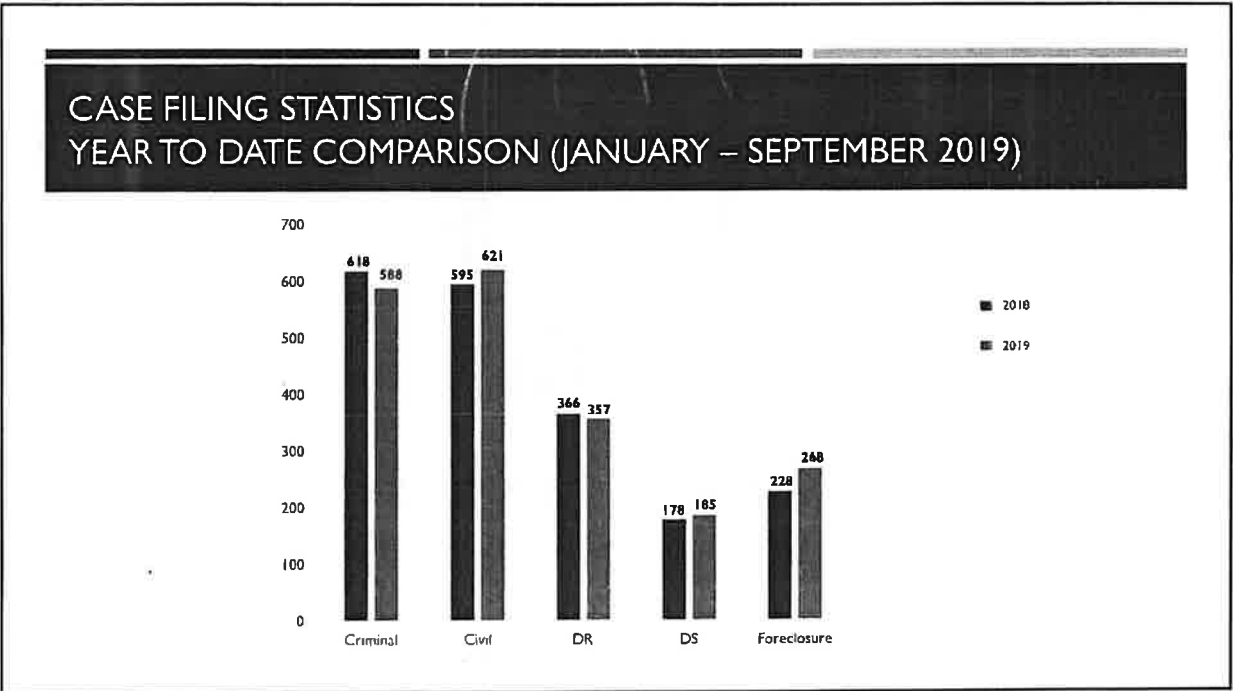
- The vision of the Clerk is to anticipate, meet, and exceed the expectations of our customers. We vow to remain compliant with the law, promise to hold our fiduciary responsibility to the highest possible standard, and pledge to honor the trust bestowed upon this office with the upmost integrity, pride, and respect.

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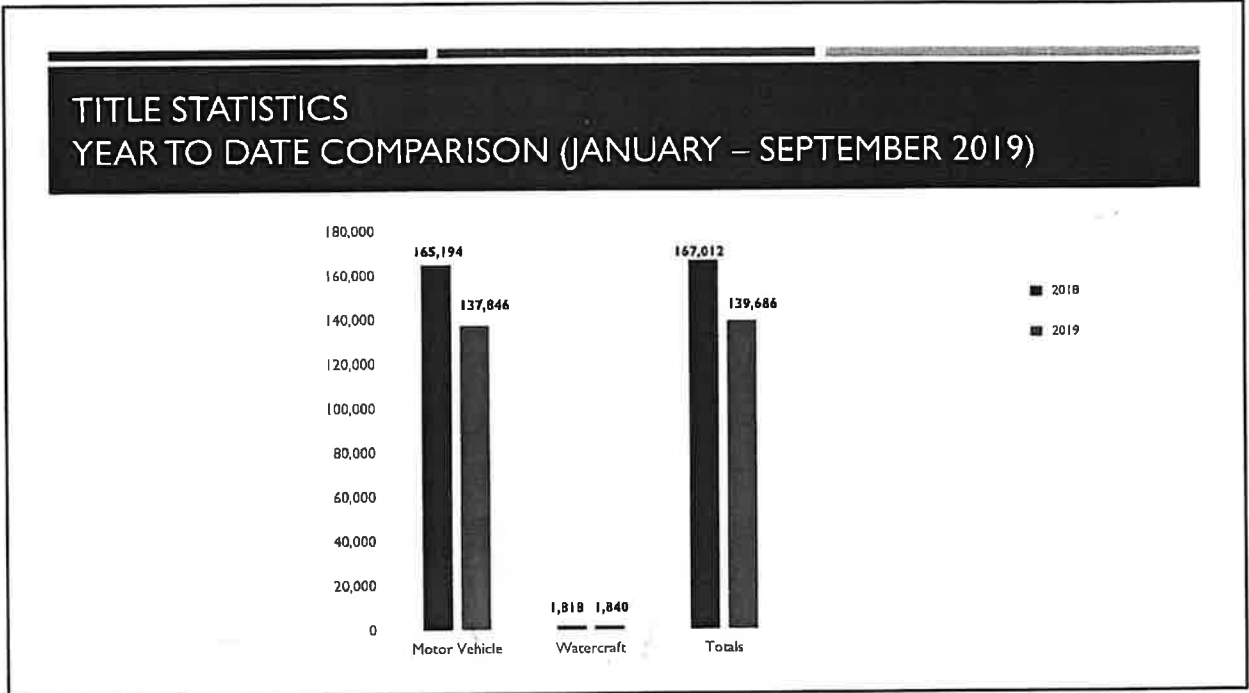
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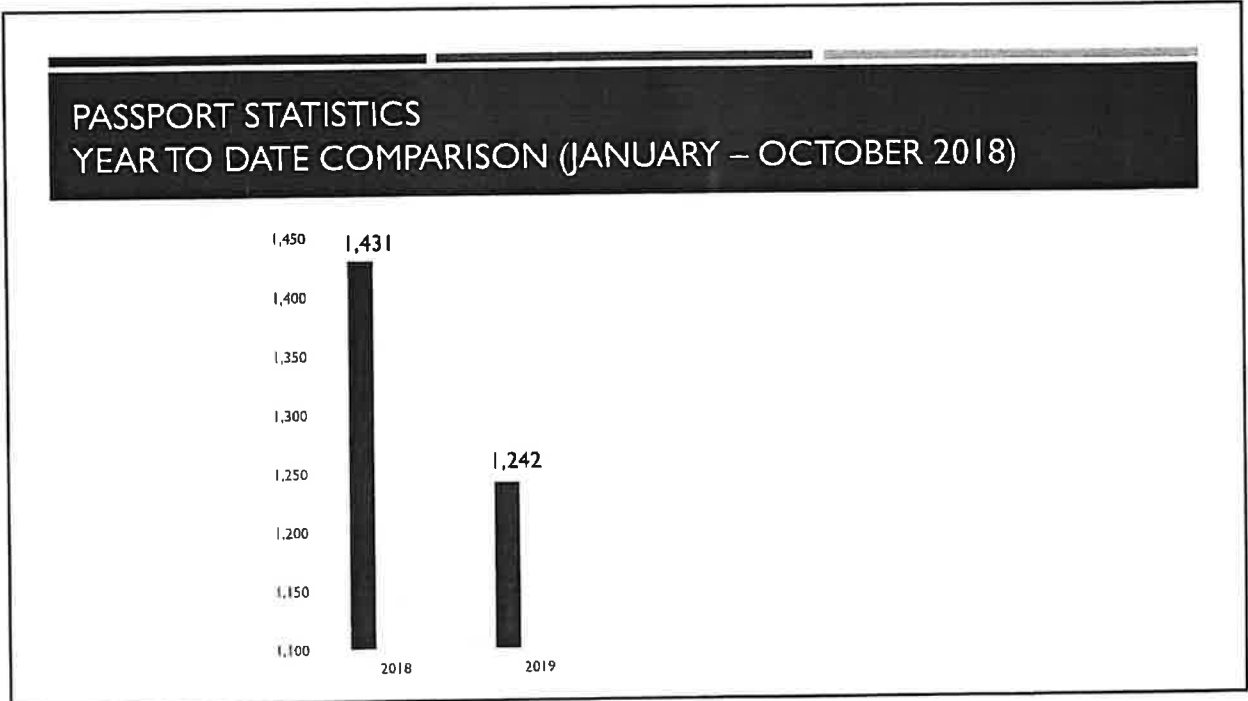
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ACCOMPLISHMENTS
AND CURRENT PROGRESS (CONTINUED)

- Created and distributed the 2018 Fairfield County Clerk of Courts Annual Report.
- Continue Saturday hours at the Lancaster and Pickerington Title Offices with no salary increase due to flextime.
- Continue accepting online and over the phone credit card payment capabilities so that paying court costs will be more convenient for our customers and to increase collections.
- Continue to update and standardize all forms.
- Continue to serve as custodian for all exhibits formerly in the custody of the Common Pleas Court (transferred to the Clerk of Courts on January 20, 2017).
- Continue to image documents in MAPSYS for safe record keeping.
- Continue to update and create new office policies and procedures (Cash Handling, Dress Code, etc.) and update current department related manuals (ASAP/COOP Plan and Disaster Recovery).

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REVIEW OF BUDGET PARAMETERS

- The Clerk of Court's Office has factored in a 3% salary (merit based) increase for 2020.
- We are not planning to increase staff levels during 2020.
- We have estimated a 2% increase in health insurance.
- Allocations to special revenue funds and other expenditure areas were adjusted to meet 2020 goals.

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CHALLENGES	
CHALLENGE	RESULT
1. Lack of Space for records storage	Opening of the new Records Center in May 2019.
2. Scanning of all Court records	In progress
3. Addition of all cases into CourtView	In progress
4. Redacting of all Court records	In progress
5. To keep up with the constantly changing technology there is a need for an IT employee to assist the Clerk's office and the Courts with project management, software/hardware needs and HOJ audio/visual needs.	A Court IT Analyst will be hired for the IT Department, to replace Mark Conrad's old position.

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STATUS OF HISTORICAL RECORDS	
■ Historical Records Scanning Project	
Microfilm:	1801-1975 (Chancery Record 1813-1963; Direct Index 1853-1922; Common Pleas Record 1803-1818; Minute Book 1801-1838; Appearance Docket 1838-1972; Misc. Items 1973-1975).
Microfiche:	1945-1997 [CR: 1945-1996, CV: 1987-1997] (Not all in CourtView, the only existing record of these cases).
Digital Images:	Misc. land document dated 1780 with Thomas Jefferson's name. 1800-1900 (Not in CourtView) October 1999-Present (In CourtView)

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STATUS OF HISTORICAL RECORDS (CONTINUED)

- Historical Records Re-Scanning Project (Fireproof):
 - 1800's: 20 boxes scanned and indexed by Fireproof; 15 boxes taken to Fireproof (11 boxes indexed, not scanned but prepped)
 - 1800's: 27 boxes remaining (scanned by 3SG, not indexed, not scanned by Fireproof)
 - 1900's: scanned by 3SG (not indexed, but legible)
 - 2018: 37 boxes to be scanned (took 10 prepped boxes sent to Fireproof)
- Redaction Project:
 - Completed:
 - 1900-1979 DS
 - 2013 DS
 - 2013-2014 EX
 - 1900-1989 JD
 - 2013 CR

STATUS OF HISTORICAL RECORDS (CONTINUED)

- Completed Projects:
 - 1965-Current RC-3 lists noted on CourtView cases
 - 1984 CV cases (8 boxes) old case added, quality controlled, and RC-3
 - 2000-2002 CV cases processed for RC-3/Land
 - 2013-2014 CR, SL, DS, DR, PA redacted
 - 2013-2014 CV cases redacted except for 2 pages of case printouts listing several cases
 - 2014-2015 CV CPOs processed for RC-3/Land
 - Confidential addresses for Domestic cases: Redacted addresses and added alert/ticklers
 - 359 CA cases have been added to CourtView, not all images yet imported from 3SG
 - Transcripts: Scanned boxes from RC-3 list

STATUS OF HISTORICAL RECORDS (CONTINUED)

- To Be Completed/In Progress
 - Working on addition of 1993 and prior years' cases into CourtView
 - Continue complete redaction of all cases
 - Working on addition of 1995 and prior years' CA cases into CourtView
 - 1900s old cases: 144 boxes (scanned by 3SG, readable, not taken to Fireproof)
 - 2015 CV, PA, DR, DS, CR need redacted
 - 651 CA cases already in CourtView, need images imported from 3SG
 - 732 cases need added to CourtView from 3SG images after images are imported, redacted, and indexed on spreadsheet, can then begin quality control prior to the RC-3 process
 - 2003 CV RC-3/Land

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GOALS AND OBJECTIVES

- Continue to enhance current archiving capabilities and preservation of Court records through the new County Records Center.
- Remain vigilant to technological advancements
 - Continue expanding online access to court records
 - Electronic filing capabilities
- Increase money/collections
 - Online and over the phone credit card payment through LexisNexis
 - Continue to increase delinquent debt collections through the Ohio Attorney General's Debt Collection Program
- Continue participation with outside organizations
 - Ohio Clerk of Courts Association (OCCA), Ohio Council of County Officials (OCCO), Supreme Court of Ohio, Ohio Judicial Conference, Ohio Sentencing Commission, United Way of Fairfield County, Local Area Chambers of Commerce, County Archivists and Records Managers Association (CARMA), Fairfield County Protective Services Holiday Donation Drive

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GOALS AND OBJECTIVES (CONTINUED)

- Purchased a passport photo camera to take passport photos at the Pickerington Title Office. This will make the passport process more convenient for our customers.
- Continue to improve employee's knowledge, skills, and abilities by:
 - Urging managers and supervisors to conduct monthly staff meetings with their respective employees
 - Offering on-going computer training opportunities for all Clerk of Courts staff
 - Mandating staff cross-training for more efficient workload, workflow, and productivity
 - Encouraging employees to take advantage of county services such as tuition reimbursement, the health and wellness program, career advancement opportunities, etc.
 - Management training for current managers and supervisors
 - Mandatory annual ethics, computer security basics and harassment training for all Clerk of Courts employees

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CERTIFICATE OF TITLE ADMINISTRATION (CTA) FUND

- 2019 Transfer of \$1,000,000. to the General Fund.
 - Since 2014, \$6,150,000. million has been transferred to the General Fund.

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THANK YOU,

FOR ALLOWING US TO SHARE THE ACHIEVEMENTS, PROGRESS, AND GOALS OF THE CLERK OF COURTS OFFICE.

