

Regular Meeting #48 - 2017
Fairfield County Commissioners' Office
October 31, 2017

Review

The Commissioners met at 9:01 a.m. to review legal issues and pending or future action items and correspondence. Commissioner Davis called the meeting to order with the following Commissioners present: Steve Davis, Dave Levacy, and Mike Kiger. Also present were Carri Brown, Rachel Elsea, Jeff Porter, Mary Beth Lane, Joshua Horacek, Jonathan Ferbrache, Tony Vogel, Todd McCullough, Loudan Klein, Chief Perrigo, Dennis Keller, Jim Bahnsen, Michael Kaper, Aunie Cordle, Branden Meyer, Lisa Notestone, Rick Szabrak, Ray Stemen, and Jon Kochis.

- Legal Update
- Administration and Budget Update/Carri's List

a. Announcements

October 31st is the farewell tour of the old maximum-security jail.

November 16th is the next elected officials and department head roundtable meeting.

November 20th marks the West After School/Economic Development Meeting.

On November 18th, the Courts and multiple partners will be celebrating National Adoption Day. On November 21, we will propose a proclamation to honor National Adoption Day.

November 30th is the "What Works" with Youth at Risk Conference.

b. Highlights of Resolutions

Ms. Brown highlighted the resolutions of the voting agenda.

We proposed multiple reappointments to boards (a total of three resolutions for the Port Authority, ADAMH Board, and MHS) for individuals who desire to continue to serve.

We proposed an amendment to the contract for legal services with Fishel Hass, based on increased needs in 2017.

We proposed the approval of a contract for services for Phase 1 of the Baldwin renovations for the Facilities and Emergency Management Facilities home. The bidding process resulted in a bid award of \$625,000, and we have including a 15% contingency in the purchase order. The full purchase order is about \$80,000 under the architect's initial estimate. The winning vendor was Fredericksburg Builders. Phase 1 should be completed by Spring. There is a press release about this project.

We proposed the formal approval of the health benefit plan rates, as discussed previously.

DD proposed the salvage of two obsolete vans. Common Pleas Court proposed the disposal of cell phones.

Soil and Water (on behalf of the Commissioners) proposed approval for signing Deeds of Agricultural Easements relating to the Clean Ohio Local Agricultural Easement Purchase Program for the Beyer Farm and Kircher Farm.

There were financial resolutions proposed, such as:

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- Account to account transfers of appropriations to properly classify expenditures for EMA (two resolutions), FCFACF Council, JFS, and the Coroner;
- Appropriations from unappropriated funds for electricity services, as there were increased costs associated with the new jail (some of these costs may be contained or not keep increasing based on our new RFP process for electricity services – this is for the general fund);
- Appropriations from unappropriated funds for the ADAMH Board, County Engineer (three resolutions) and WIOA funds (non-general fund appropriations);
- An advance for JFS to accommodate grant processes;
- WWK reimbursements to the PA fund for JFS -and- appropriations for the WWK fund;
- The approval of placing Licking County Buckeye Lake sewer delinquencies for August 2017 on the tax duplicate;
- Rescinding a resolution for EMA so that proper residual equity accounting can be approved;
- A transfer of Certificate of Title surplus to the general fund (of which the transfer will be supporting the Records and Assets fund, ultimately);
- The payment of bills (including the UHC payment for the health benefit plan & approval and payment of then and now certifications or substitute then and now certifications, as needed).

In November, we will see a resolution for an Airport Operations agreement between the County and the Airport, a regional airport. This agreement formalized the arrangement that is now in practice. The agreement was prepared by Joshua Horacek, and Jon Kochis is working on the approvals from the Airport Board prior to the agreement coming to the County.

In addition, there are pending CPS network placement contracts, a resolution to accept the loan agreements relating to the Greenfield Township Water and Sewer District, and obsolete assets of the recycling program to auction by internet or salvage.

c. Administrative Approvals & Budget Update

Administration Update

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

Ms. Brown reported that she has responded to the Sheriff's Office indication that pursuing an RFP for radios as soon as reasonable was a good idea. We are in the process of designing the RFP and researching the state term contracts for radios.

Ms. Brown went on to report the RFP for electricity services was sent to suppliers last week. There are 20 counties included in this RFP. The response date for the RFP is November 28th. We should know the results early in December. It would be a good idea to have a motion to allow for the county administrator to sign all necessary documents for the electricity services contracts while also reporting to the Board of the Commissioners on the results of the RFP.

Motion to authorize the County Administrator to sign all necessary documents for the electricity services contracts as coordinated by Palmer Energy.

On the motion of Steve Davis and second of Dave Levacy the Board voted to authorize the County Administrator to sign all necessary documents for the electricity services contracts as coordinated by Palmer Energy.

Roll call on the motion as follows:

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

County Budget Update

Departmental budget hearing dates have been scheduled and are proceeding well.

Mr. Davis stated that the system is not sufficiently shocked as a few offices/departments are still asking for "a little bit more" than the suggested parameters. Due to the MCO sales tax issue, the county needs to be conservative. Some offices are still not hearing the message, and the message to elected officials and managers will be getting louder.

Mr. Davis went on to report the budget hearing with the Sheriff went well and the Commission did get answers to the questions posed earlier. The efficiencies of opening a new facility were not realized, and the Commissioners were told they should withdraw from discussions with Perry County. Commissioner Davis called all three Perry County Commissioners to let them know and apologize.

d. Roundtable – November 16th

For the November 16 roundtable, email was sent to all elected officials and department heads to solicit topics of interest. A draft agenda is under review and will be sent to all prior to the meeting. The roundtable will be in the Hearing Room – and there is a regular meeting scheduled at 10 am following the roundtable.

e. Bravos

Bravo to all Commission departments (the Commissioners, Job and Family Services, Facilities Management, HR and Risk Management, Emergency Management Agency, Economic and Workforce Development, Utilities, Visitation Center, and the Dog Adoption Center and Shelter) and the County Treasurer for providing a table of organization for reference as requested in budget hearing guidance on April 5th of this year.

Thank you to Clerk of Courts, Branden Meyer, for his exceptional dedication to public service in cooperatively transferring a surplus within the Certificate of Title Fund, which furthers the Records and Assets development to benefit the citizens of Fairfield County.

Mr. Davis stated that the Commissioners appreciated Mr. Meyers cooperation and the positive outcomes that would be a result of the transfer.

• Old Business

a. 108 North High Street/Maximum Security Jail

Ms. Brown reported there are exciting new plans for the county government building at 108 N. High Street. This location formerly housed the Detective Bureau which is now located in its new home at the new jail and public safety facility on Lincoln Avenue. In the future, the building at 108 N. High Street will be the location of the County Auditor's Real Estate Assessment Offices.

The Board of County Commissioners recently contracted with DLZ to provide an assessment of the facility condition. It is the collective desire of county leadership that the historic significance of the building (with original construction beginning in the 1830's) be maintained and that the infrastructure, mechanical, and electrical systems be improved for modern standards.

The initial designs for improvement are underway. The building will eventually house large work stations suitable for Real Estate Assessment, Geographical Information System, and Mapping professionals. There will be conference rooms

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to hold Board of Revision meetings and hearings. Further, there will be upgraded public parking for the facility.

Construction is expected to begin in 2018, once designs and plans are completed. County Auditor Jon Slater is dedicating Real Estate Assessment funds to the project which is estimated to cost about \$2 million. The use of Real Estate Assessment funds is appropriate because of the dedicated use of the building. Once completed, there will be additional office and storage space in the Administrative Courthouse on Main Street.

Mr. Davis stated the Commission has been sensitive from the beginning for the need to retain 108 North High Street for aesthetic purposes. They are less sensitive regarding the Amstutz building, but the use of that building for the Visitation Center is going well. The Commission is much less sensitive to the Main Street Jail because it would be an extreme challenge to repurpose.

Motion to authorize staff to proceed with necessary applications and processes to demolish the Main Street Maximum-Security Jail.

On the motion of Steve Davis and second of Dave Levacy the Board voted to authorize staff to proceed with necessary applications and processes to demolish the Main Street Maximum-Security Jail.

Roll call on the motion as follows:

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

- New Business

- a. Contract for construction of the Equipment Storage Building at Baldwin Drive

The Fairfield County Commissioners recently opened sealed bids for the construction of a new Equipment Storage Building, along with some associated sitework, at 240 Baldwin Drive, Lancaster, Ohio. The contract for the construction will be awarded today to Fredericksburg Builders. The project, which is considered the first phase of the construction at Baldwin Drive, is expected to cost no more than \$720,000 with contingencies. The winning bid was for \$625,000.

The improvements at Baldwin Drive (the future site of the Emergency and Facilities Management Center) are made possible by support of the general fund, Emergency Management Agency grants, and surplus transfers from the Clerk of Courts Certificate of Title fund.

Clerk of Courts, Branden Meyer, stated he was excited to see progress made on the construction of the Equipment Storage Building.

Construction will begin as soon as possible and will be completed by February 28, 2018. The new Equipment Storage Building will house assets of the county, such as the Emergency Management Agency command vehicle and other vehicles. Phase 2 of the construction will result in office space for the Emergency Management Agency, Major Crimes Unit, Coroner's Office, and Facilities Management Office. Phase 2 plans are under research with the architect and more details will be announced about Phase 2 once those details are known.

- General Correspondence Received

- a. CFLP 3rd Quarter Recycling Drop-off Report

- b. CFLP 3rd Quarter Education and Outreach Report

All three Commissioners attended the CFLP meeting last Friday. The solid waste district has been very successful in recent years and has a 100%+ carryover. The CFLP board members are advocating that this money be spent to help constituents

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in the area as it is tax payer dollars. There are millions sitting in their carryover account. The board voted to allow a five-year adjustment for Fairfield, Perry, and Coschocton counties to pursue projects. Licking County requested consideration for future projects once identified.

- Calendar Review/Invitations Received

- a. Ex-Offender Reentry Coalition Meeting – December 20, 2017 from 9:00 a.m. to 12:45 p.m. at the Liberty Center
- b. Family, Adult, and Children First Council breakfast, Friday, November 17th at 8:30 a.m.
 1. Commissioner Levacy will attend

- FYI

- a. The Jail population is 312.
- b. Meals on Wheels Board Vacancy

Patty Ciripompa will be resigning from the Meals on Wheels board at the end of her term in December. We plan to recommend the position of the FCFACF director as a MOW board member.

- c. Issue 3 Letter of Support from Lancaster-Fairfield Chamber

Ms. Cordle added that a letter was also received from all county judges expressing their support for the levy.

Mr. Davis stated that he appreciated everyone's work.

- d. Notice from AEP re: distribution line right-of-way work

- Issues Bin (none)

- Open Items (none)

Executive Session – Pending Litigation

On the motion of Steve Davis and second of Dave Levacy, the Board voted to enter into Executive Session to discuss pending litigation at 9:28 a.m.

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

Roll call on the motion as follows:

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

On the motion of Steve Davis and second of Dave Levacy, the Board voted to exit Executive Session at 9:59 a.m.

Roll call on the motion as follows:

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

Review (continued)

The Commissioners met at 9:59 a.m. to review legal issues and pending or future action items and correspondence. Commissioner Davis called the meeting to order with the following

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Commissioners present: Steve Davis, Dave Levacy, and Mike Kiger. Also present were Carri Brown, Rachel Elsea, Joshua Horacek, Amy Brown-Thompson, and Jeff Porter.

Commissioners' Regular Meeting

A regular meeting of the Fairfield County Board of Commissioners was held on Tuesday, October 31, 2017 beginning at 10:00 a.m., with the following Commissioners present: Steve Davis, Dave Levacy, and Mike Kiger. Also present were Carri Brown, Rachel Elsea, Amy Brown-Thompson, Joshua Horacek, Jon Slater, Branden Meyer, Jim Bahnsen, Jeff Barron, Jonathan Ferbrache, Jeff Porter, Jon Kochis, Ray Stemen, Aunie Cordle, Rick Szabrak, Dennis Keller, Tony Vogel, and Todd McCullough.

Pledge of Allegiance

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

Announcements

Commissioner Davis asked if there were any announcements.

Ms. Brown announced that Fairfield County would receive Storm Readiness Certification from the National Weather Service next Wednesday at 10:00 a.m. in the EMA offices.

Public Comment

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

Mr. Ray Stemen of 2444 West Point Road in Lancaster urged everyone to be careful about what they read regarding the Kennedy reports as not all of the information is true.

Approval of Minutes for Tuesday, October 24, 2017 and Thursday, October 26, 2017

On the motion of Dave Levacy and the second of Mike Kiger, the Board of Commissioners voted to approve the minutes for the Tuesday, October 24, 2017 and Thursday, October 26, 2017 Regular Meetings.

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

Approval of the ADAMH Resolution

On the motion of Dave Levacy and the second of Mike Kiger, the Board of Commissioners voted to approve the ADAMH resolution to appropriate from unappropriated in a major expenditure object category ADAMH 2066; see resolution 2017-10.31.a

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

Approval of the Clerk of Courts - Title Resolution

On the motion of Dave Levacy and the second of Mike Kiger, the Board of Commissioners voted to approve the Clerk of Courts -Title 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 the Clerk of Courts Title Fund #2326 to the General Fund #1001; see resolution 2017-10.31.b.

Discussion: Mr. Meyer stated he was glad they are able to transfer the money from the processing of automobile and boat titles. Mr. Davis stated he appreciated the transfer and asked if Mr. Meyer was comfortable with the balance after the transfer. Mr. Meyer replied that he was.

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Mr. Levacy added that dealers outside of Fairfield County will come to Fairfield County to have their titles processed and told the office to keep up the good work.

Roll call vote of the motion resulted as follows:

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

Approval of the Commissioners' Office Resolutions

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

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| 2017-10.31.c | A resolution approving the reappointments of Mr. Charles Elsea, Mr. Brian Householder, and Mr. Tom James to the Fairfield County Port Authority. [Commissioners] |
| 2017-10.31.d | A resolution approving the reappointment of Ms. Jennifer Smith to the Fairfield County ADAMh Board [Commissioners] |
| 2017-10.31.e | A resolution to amend a previously approved contract for legal services with Fishel Hass Kim Albrecht Downey LLP [Commissioners] |
| 2017-10.31.f | A resolution approving the signing of Deeds of Agricultural Easements relating to the Clean Ohio Local Agricultural Easement Purchase Program for the Beyer Farm and Kircher Farm. [Commissioners] |
| 2017-10.31.g | A resolution approving the reappointment of Ms. Ursula LaVeck to the Fairfield County Metropolitan Housing Board of Commissioners. [Commissioners] |
| 2017-10.31.h | A resolution to set rates for the 2018 Fairfield County Employee Health Benefits Plan [Commissioners] |
| 2017-10.31.i | A resolution authorizing the County Auditor to assess and place on the tax duplicate delinquent sewer rentals for the Buckeye Lake Sewer System for the dates of July 15, 2017 through August 15, 2017 [Commissioners] |
| 2017-10.31.j | A resolution to approve to appropriate from unappropriated into a major expenditure category for Fund# 1001 - Fairfield County Commissioners/Facilities [Commissioners] |

Discussion: Mr. Szabrak stated that the individuals reappointed to the Port Authority were great board members and he appreciated their willingness to serve.

Roll call vote of the motion resulted as follows:

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

Approval of the Common Pleas Court Resolution

On the motion of Dave Levacy and the second of Mike Kiger, the Board of Commissioners voted to approve the Common Pleas Court resolution regarding the disposal of salvage assets for the Common Pleas Court; see resolution 2017-10.31.k.

Roll call vote of the motion resulted as follows:

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

Approval of the Coroner's Office Resolution

On the motion of Dave Levacy and the second of Mike Kiger, the Board of Commissioners voted to approve the Coroner's Office resolution approving an account to account transfer into a major expenditure object category; see resolution 2017-10.31.l.

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Roll call vote of the motion resulted as follows:

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

Approval of the Emergency Management Agency Resolutions

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

- 2017-10.31.o A resolution approving account to account transfers in a major object expense category – Fairfield County Emergency Management Agency [EMA]
- 2017-10.31.p A resolution authorizing an account to account transfer for EMA Fund 2707 (Subfund 8127) Emergency Management Performance Grant Fund [EMA] [EMA]
- 2017-10.31.q A Resolution to approve to Rescind Resolution # 2017-10.17.e- That the transfer from 12270754 - EMA 2707 Emergency Management Performance Fund to the General Fund is illegal. [EMA]

Discussion: Mr. Kochis stated he was very excited to see the Baldwin project move forward.

Roll call vote of the motion resulted as follows:

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

Approval of the Engineer's Office Resolutions

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

- 2017-10.31.r A resolution to appropriate from unappropriated in a major expenditure object category County Engineer 2024-Motor Vehicle for comp and damages [Engineer]
- 2017-10.31.s A resolution to appropriate from unappropriated in a major expenditure object category County Engineer 2580-Subdivisions for subdivision inspections of Heron Crossing and Meadowmoore Reserve Section 1 [Engineer]
- 2017-10.31.t A resolution to appropriate from unappropriated in a major expenditure object category County Engineer 2024-Motor Vehicle for consulting fees for RUS-10 bridge painting and for compensation and damages [Engineer]

Roll call vote of the motion resulted as follows:

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

Approval of the Facilities Resolution

On the motion of Dave Levacy and the second of Mike Kiger, the Board of Commissioners voted to approve the Facilities resolution authorizing the approval of a Contract Agreement for the construction of an equipment storage building at 240 Baldwin Drive; see resolution 2017-10.31.u.

Discussion: Ms. Brown stated it was no coincidence that the Title transfer and EMA transfer were at the time of the contract resolution. She thanked the work group for their progress on the project.

Roll call vote of the motion resulted as follows:

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

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

On the motion of Dave Levacy and the second of Mike Kiger, the Board of Commissioners voted to approve the Family, Adult, and Children First Council resolution approving an account to account transfer Fund 7521; see resolution 2017-10.31.v.

Roll call vote of the motion resulted as follows:

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

Approval of the JFS Resolutions

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

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| 2017-10.31.w | A resolution approving an account to account transfer Fund 2015 CSEA [JFS] |
| 2017-10.31.x | A resolution to appropriate from unappropriated in a major expenditure object category for Fairfield County Job & Family Services Sub Fund 8056 (2072 Wendy's Wonderful Kids). [JFS] |
| 2017-10.31.y | A resolution authorizing the approval of an advance from the General Fund to Ohio Starts Grant fund #2843. Fairfield County JFS. [JFS] |
| 2017-10.31.z | A resolution to approve a memo receipt and expenditure for Fairfield County Job & Family Services, Sub Fund 8056 reimbursing Fund 2018 [JFS] |

Roll call vote of the motion resulted as follows:

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

Approval of the Sheriff's Office Resolutions

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

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| 2017-10.24.aa | A resolution to appropriate from unappropriated in a major expenditure object category Sheriff's Office Fund 2503 Police Revolving [Sheriff] |
| 2017-10.24.bb | A resolution to appropriate from unappropriated in a major expenditure object category Sheriff's Office Fund 2442 Commissary [Sheriff] |

Roll call vote of the motion resulted as follows:

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

Approval of Payment of Bills Resolutions

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

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|---------------|---|
| 2017-10.31.aa | A resolution authorizing payment(s) to United Health Care for purposes of the Fairfield County Health Benefits Plan – Fairfield County Board of Commissioners [Commissioners] |
| 2017-10.31.bb | 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: Dave Levacy, Mike Kiger, and Steve Davis

Commissioner Davis stated at 10:14 a.m. that the Commission would be in recess until the 10:30 a.m. Coroner's Office budget hearing.

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Adjournment

With no further business, on the motion of Mike Kiger and a second of Dave Levacy the Board of Commissioners voted to adjourn at 10:12 a.m.

Roll call vote of the motion resulted as follows:

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

The next regular meeting for the Board of Commissioners is scheduled for Tuesday, November 7, 2017, at 10:00 a.m.

Motion by:

Seconded by:

that the October 31, 2017, minutes were approved by the following vote:

YEAS:

NAYS: None

ABSTENTIONS: None

*Approved on November 7, 2017


Steven A. Davis
Commissioner


Dave Levacy
Commissioner


Mike Kiger
Commissioner


Rachel A. Elsea, Clerk