

Regular Meeting #56 - 2015
Fairfield County Commissioners' Office
November 24, 2015

Review

The Commissioners met at 9:02 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: Dave Levacy and Mike Kiger. Also present were Carri Brown, Rachel Elsea, Jason Dolin, Jim Bahnsen, Spencer Remoquillo, AJ Lacefield, Ray Stemen, Tony Vogel, Kristi Burre, Stacey Bergstrom, Jon Kochis, Todd McCullough, Michael Kaper, Scott, Zody, Holly Mattei, Mary Beth Lane, Jeff Porter, Aunie Cordle, Mayor Tammy Drobina, Dennis Keller, and Branden Meyer.

Mr. Levacy expressed the Commissioners' thoughts were with Deputy Lyle Campbell. The accident on Monday night is an example of how dangerous law enforcement jobs can be.

- Legal Update (none)
- Administration and Budget Update/Carri's List

a. Highlights of Resolutions/Proclamations

Ms. Brown provided highlights of resolutions.

There was a resolution to continue the investigation period relating to the option to purchase the Baldwin building. The investigation period is being extended to March to allow for additional testing, which will occur by contract and as such, the services for the testing will be proposed in a future resolution.

There was a resolution to indicate support for a grant for DR court related visitation. We are encouraged with the approach to obtain grant funding for visitation services.

There were financial resolutions to approve, such as resolutions for:

- A correction for the Engineer's accounting relating to special revenue project activity,
- Reimbursements to the PA fund from multiple funds and appropriations within special revenue funds for JFS,
- Budget adjustments for EMA and extending the repayment of an advance for EMA,
- Account to account transfers of appropriations to properly classify expenditures for Juvenile/Probate Court and the Prosecutor,
- Wiring of annual debt payments, and
- The traditional bill list items.

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b. Administrative Approvals & Budget Update

The review packet contained a list of administrative approvals for the week. Ms. Brown asked if there were any questions, and there were none.

Ms. Brown went on to state that the multi-county WIOA related meeting is set for November 30. This meeting will center around the draft resolution presented in review on November 10th regarding the appointment of a fiscal and administrative agent for the area. One Commissioner is needed, and Commissioner Levacy plans to attend.

Meals on Wheels will be providing an update on their budget at 10:30 am following the voting meeting.

c. Jail and Public Safety Facility Update

Mr. Keller holds regular meetings with Granger, and there are no problems to report.

As previously reported, there is a contract amendment being reviewed relating to the architect's contract. This will be presented to the Board of Commissioners when it is ready. The purpose of the amendment is to bring the architect's responsibilities in line with the method of construction implementation with a construction manager at risk. There is no adjustment to the "not to exceed" contract terms.

d. Customer Service Training – Debriefing

Myra Golden led the customer service training on November 18th. All comments have been positive regarding the event. We have some customer service standards to review as models, at the department level. We also have some suggested tools, such as the journey mapping process.

There were 113 in attendance, and we thank HR, IT, EMA, and the Commissioners' Office for making the training happen. Materials from the seminar are available by contacting Carri Brown, cbrown@co.fairfield.oh.us

Mr. Kiger stated he thought the seminar was very good and informative, adding that he learned a few things as well.

Ms. Cordle mentioned that the JFS customer service committee would be implementing things they took away from the seminar.

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Ms. Brown thanked Ms. Holton for her research and suggesting Ms. Golden.

e. Roundtable Agenda – Debriefing and Reminder

Ms. Elsea will send out the materials from the roundtable meeting. With the meeting, there was positive feedback about the relevance of the agenda items and about the collaboration shown within the county.

The 2016 dates have been adjusted for the April 5 State of the County Address, as opposed to March 15, which is the date of the primary election. The review packet contains the 2016 dates, and they have also been e-mailed to all elected officials and department heads.

By the end of the month, everyone should send “bravos” to Carri Brown at cbrown@co.fairfield.oh.us as we plan for the December 8th proclamation to honor customer service as a core value within the county. This item was discussed during the roundtable meeting and was on the checklist from the meeting.

f. Bravos

Thank you to the **facilities operations team** for quickly setting up the hearing room to accommodate the swearing in ceremony for Judge David Landefeld.

Thanks to the **Master Gardeners** for their expertise in landscaping. Here is a YouTube video that explains the effort County Director Jerry Iles mentioned on November 19th: <https://youtu.be/OpmoKkxELYc>

Ms. Brown thanked **Dennis Keller and Holly Mattei** for their teamwork in gathering information for the capital grant submission.

Michael Kaper reported that the **Treasurer's team** received a nice note of thanks from a citizen who was very happy with the exceptional customer service that the office provided.

- Old Business

- a. Columbus Region State Capital Grant Application

A response was made to the request for information about the capital budget state grants. Two projects were narrated for the MORPC related request. Those projects were Keller House and DACO parking lot improvements. An additional submission is expected relating to Buckeye

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Lake State Park, with the Perry County administered advisory committee, and that submission is due December 11. Ms. Mattei has had further conversations with Tom Johnson to coordinate meeting the December 11 deadline.

b. Buckeye Lake State Park Dam

Mr. Levacy noted there was no new news and that trucks were expected to start arriving on December 14th.

- New Business

- a. Honoring Representatives of Child Protective Services (9:45 am)

Director Kristi Burre and Johanna Pearce presented information about PCSAO honors. There was a foster family and an employee who were recently honored by PCSAO. The family and the employee were in attendance for certificates to be presented by the Commission.

- b. Meeting with Zane Daniels of Columbia Pipeline Group (11 am)

There was a meeting scheduled with Zane Daniels, representative of the Columbia Pipeline Group. He would like to report on how there is a pipeline retiring in Fairfield County and several constituents will be transitioning to propane use. The citizens have been sent notifications, but the company would like to keep the Commission informed as well.

- General Correspondence Received

- a. CFLP Meeting Minutes from October 23rd

- b. Permissive Sales and Use Tax Report

Ms. Brown noted they expected to exceed targets and that the GRF experienced a slight increase overall. There is expectation to hit the estimated targets.

Mr. Zody reported that the month of August was very healthy for collections. The motor vehicles sales tax was at \$348,000 which was much higher than last year's collection of \$278,000 for the same month. The question now is whether or not this is an anomaly. Commissioner Levacy indicated that the purchase of new vehicles may have been prompted by multiple factors.

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- Calendar Review/Invitations Received

- a. United Way Project Update – Tuesday, December 1st at 11:45 a.m. at the Eagles.
 - 1. Commissioner Levacy and Jeff Porter will attend.
- b. Dog Shelter Community Appreciation Week – November 30th through December 5th.

Mr. McCullough stated the Appreciation Week was an opportunity for the Dog Shelter to thank the community for their support and also provide an opportunity for individuals to learn more about their services.

- FYI

- a. SWCD reports the “Ag Easements Program” has \$394,500 for 2016 agricultural easements.
- b. CCAO Winter Conference – Dennis Keller, Tony Vogel, and Jeff Porter to attend.
- c. Holiday Open House – December 15th

The review packet contained an announcement flier for the **Holiday Open House for all employees (December 15, 11:30 am – 1 pm)**. We hope everyone can attend. The leadership team and the commissioners will have lunch on December 8 at 11:30 am. No public dollars are used for the celebrations.

- d. LPD Dog Bite Case – Todd McCullough working on

Mr. McCullough reported that testing had been completed and LPD was notified that the dog was negative for rabies. He has reached out to Chief McDaniels to discuss the LPD process as typically it would have been the Dog Shelter employees responding to that type of a call. The second dog did return to the property and is pregnant - which could be a reason for the increased level in agitation in the dog's behavior.

The link to the story can be found here:

<http://www.lancastereaglegazette.com/story/news/local/2015/11/20/dog-killed-after-officer-attack/76096500/>

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- e. Meeting with Ms. Craiglow scheduled for Dec 8th (WIB Appointment)

Ms. Jacqueline Craiglow has interest in serving on the Workforce Investment Board. She has indicated an ability to attend meetings and is the HR Director for Worthington Industries. She would be filling the unexpired term of Todd Mace (also from Worthington Industries) from January 1, 2016 – June 30, 2016. A draft resolution is ready to go. An interview is scheduled for December 8.

- f. Transitioning Building Department to RPC

Ms. Brown reported that we talked in the past about the transition of the Building Department to RPC, who will serve as administrative support. A memo of understanding between RPC and the Commission will be approved administratively. In addition, there will likely be a resolution for the Board of Commissioners to approve. Holly Mattei and Carri Brown have met and have the transition plan in place. The Utilities Department will work on the cases that are in progress. The transition will be discussed at the RPC meeting on December 1, which Ms. Brown will attend. She and Ms. Mattei will stay in touch about the transitional aspects. Ms. Mattei thanked Mr. Dolin for quickly approving the MOU.

- g. Change of Hours for Chillicothe VAMC Urgent Care

- h. Happy Thanksgiving!

- Issues Bin (none)
- Open Issues

- a. OU-L Newsletter

The most recent OU-L Newsletter mentioned and thanked Mr. McCullough and the Sheriff's Office for hosting trainings.

Fairfield County Protective Service Honorees

The Commissioners met at 9:23 a.m. to recognize Protective Service honorees.. Commissioner Levacy called the meeting to order with the following Commissioners present: Dave Levacy and Mike Kiger. Also present were Carri Brown, Rachel Elsea, Jason Dolin, Jib Bahnsen, Spencer Remoquillo, AJ Lacefield, Ray Stemen, Tony Vogel, Kristi Burre, Stacey Bergstrom, Jon Kochis, Todd McCullough, Michael Kaper, Scott, Zody, Holly Mattei, Mary Beth Lane, Jeff Porter, Aunie Cordle, Mayor Tammy Drobina, Dennis Keller, Johanna Pearce, Mr. and Ms. William Guesldorf, and Branden Meyer.

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Ms. Burre stated that the Public Children's Service Association of Ohio accepts nominations every year for foster families to be recognized. Ms. Pearce went on to say that this year Bill and Penny Guesldorf received the Family of the Year Award. They have fostered and adopted children in Fairfield County and are one of the first families in the county to participate in agency programs. Bill and Penny are dedicated to making sure their children receive the services they need. They are tremendous role models to other families and JFS staff. The county is blessed to have Bill and Penny.

Mr. Levacy presented the Guesldorfs with a certificate of appreciation. He stated that as he has become more involved in the county he has become more appreciative of the work from people like Bill and Penny. He stated it was very important to give everyone the opportunity to succeed.

Ms. Burre stated that Ms. Stacey Bergstrom, Protective Services Supervisor, was named the Supervisor of the year. She has been with JFS for nine years and a supervisor for almost two years. Ms. Burre added that her leadership and supervisory style are to be applauded.

Mr. Levacy presented Ms. Bergstrom with a certificate of appreciation and thanked her for her service to Fairfield County.

Commissioner Levacy stated at 9:30 a.m. that the Commission would be in recess until the Regular Meeting.

Commissioners' Regular Meeting

A regular meeting of the Fairfield County Board of Commissioners was held on Tuesday, November 24, 2015 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, Staci Knisley, Jason Dolin, Spencer Remoquillo, Mary Beth Lane, Aunie Cordle, Ray Stemen, Michael Kaper, Mayor Tammy Drobina, Jeff Camechis, Todd McCullough, Branden Meyer, Katrina Metzler, Jon Kochis, Jim Bahnsen, Toni Ashton, Chief Perrigo, Holly Mattei, Dennis Keller, Tony Vogel, Jon Slater, and Scott Zody.

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.

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Ms. Elsea stated that Ms. Metzler and Ms. Ashton had an announcement.

Ms. Metzler stated that the Family, Adult, and Children First Council created the Firefly Award many years ago to recognize those who create energy and light in collaboration. She added that true collaboration is hard work.

Ms. Ashton went on to say that Prevention Works wanted to present the award to Commissioner Levacy in recognition of his passion for substance abuse prevention. Mr. Levacy has been an advocate since day one. He is man that makes things happen and happen quickly. She thanked Mr. Levacy for his dedicated work to the cause.

Mr. Levacy stated he was quite shocked and appreciative of the award. He added that the substance abuse prevention is meaningful to the future of the county and country. He thanked everyone involved in prevention efforts.

Public Comment

Commissioner Levacy asked if there were any announcements.

Mr. Ray Stemen on 2444 W. Point Rd. in Lancaster urged everyone to contact their Congressman and Senators. In his view, the problem is that the White House wants to bring in those responsible for the Paris attacks. They must be stopped. The Senate will be voting on the House Resolution after Thanksgiving. Mr. Stemen went on to state that FBI statistics show that 33% of the refugees they will let in are sympathetic to Islam and half of those have a terrorism connected background. He also stated that the FBI knows that there are terror cells in each state and that "refugees" will join cells in state. He added that they could be currently living in our local community incognito. He urged everyone to contact the House Switchboard at (202) 225-3123 and Senate switchboard at (202) 224-3123. Congressman Stivers' Lancaster number is (740) 654-2654. Mr. Stemen believes that good people should not stand by and let this happen.

Approval of Minutes for Tuesday, November 17, 2015 and Thursday, November 19, 2015.

On the motion of Mike Kiger and the second of Dave Levacy, the Board of Commissioners voted to approve the minutes for the Tuesday, November 10, 2015 and Thursday, November 12, 2015 Regular Meetings.

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

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Approval of the Commissioners' Office Resolutions

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

- 2015-11.24.b A resolution approving the debt service payments for wire date of December 1, 2015 [Commissioners]
- 2015-11.24.c A resolution to approve contract addendum No. 4 for the purchase of property at 240 Baldwin Drive. [Commissioners]
- 2015-11.24.d A resolution approving the support for the Fairfield County Supervised Visitation Project and a Grant Proposal for the Family Violence Prevention and Services Act Grant, through the Office of Criminal Justice Services – Fairfield County Commissioners [Commissioners]

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

Approval of the EMA Resolutions

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

- 2015-11.24.e A resolution authorizing the approval to extend the due dates for Advance repayments for EMA [EMA]
- 2015-11.24.f A resolution authorizing an adjustment of appropriations for EMA Fund 2738 (Subfund 8101) Medical Reserve Corps Fund [EMA]
- 2015-11.24.g A resolution to request for appropriations for receipts for EMA fund 2091 (subfund 8090) Hazardous Materials Emergency Planning Grant. [EMA]

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

Approval of the Engineer's Office Resolutions

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

- 2015-11.24.h A resolution to appropriate from unappropriated in a major expenditure object category County Engineer 2024-Motor Vehicle

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for supplies, employee reimbursements, land easements, materials and supplies and repairs to equipment [Engineer]

2015-11.24.i A resolution to approve to appropriate from unappropriated, account to account and fund to fund transfer for HOC-26 bridge replacement [Engineer]

Voting aye thereon: Mike Kiger and Dave Levacy

Absent: Steve Davis

Approval of the JFS Resolutions

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

2015-11.24.j A resolution to approve a memo receipt and expenditure for Fairfield County Job & Family Services, Fund 2072 reimbursing Fund 2018 [JFS]

2015-11.24.k A resolution to approve additional appropriations by appropriating from unappropriated into a major expense object category – Fund # 2758 – Protective Service Levy- Fairfield County JFS [JFS]

2015-11.24.l A resolution to approve additional appropriations by appropriating from unappropriated into a major expense object category – Fund # 2599 – Workforce Development - Fairfield County JFS [JFS]

2015-11.24.m A resolution to approve a memo receipt and expenditure for Fairfield County Job & Family Services, Fund 2015 reimbursing Fund 2018 [JFS]

2015-11.24.n A resolution to approve a memo receipt and expenditure for Fairfield County Job & Family Services, Fund 2599 reimbursing Fund 2018 [JFS]

2015-11.24.o A resolution approving an account to account transfer Fund 2018 Public Assistance [JFS]

2015-11.24.p A resolution approving an account to account transfer Fund 2018 Public Assistance [JFS]

Discussion: Ms. Cordle stated that the resolutions were financial in nature.

Voting aye thereon: Mike Kiger and Dave Levacy

Absent: Steve Davis

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Approval of the Juvenile/Probate Court Resolution

On the motion of Mike Kiger and the second of Dave Levacy, the Board of Commissioners voted to approve the Juvenile/Probate Court resolution approving an account to account transfer; see resolution 2015-11.24.q.

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

Approval of the Municipal Court Resolution

On the motion of Mike Kiger and the second of Dave Levacy, the Board of Commissioners voted to approve the Municipal Court resolution approving an account to account transfer in a major object expense category – Fairfield County Municipal Court; see resolution 2015-11.24.r.

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

Approval of the Prosecutor's Office Resolution

On the motion of Mike Kiger and the second of Dave Levacy, the Board of Commissioners voted to approve the Prosecutor's Office resolution approving an account to account transfer in a major expense category – 21 Prosecutor Tax Admin; see resolution 2015-11.24.s.

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

Approval of the Payment of Bills Resolution

On the motion of Mike Kiger and the second of Dave Levacy, 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 2015-11.24.t.

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

Ms. Elsea stated the next Regular Meeting is scheduled for Thursday, November 19, 2015 at 10:00 a.m.

At 10:14 a.m. Commissioner Levacy stated the Commission would take a brief recess followed by the budget update from Meals on Wheels.

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Meals on Wheels Budget Update

The Commissioners met at 10:30 a.m. to review the Meals on Wheels Budget Update. Commissioners present were: Steve Davis, Dave Levacy, and Mike Kiger. Also present were Carri Brown, Rachel Elsea, Ray Stemen, Anna Tobin, Sarah Clagg, Aunie Cordle, Scott Zody, and Jon Slater.

Mr. Levacy thanked Ms. Tobin and Ms. Clagg for attending.

Ms. Tobin reviewed the attached budget spreadsheets. She stated there were minor changes including an increase in phone charges due to an agreement with the parks department, a change in the identification of the "lease" fee with the parks department (they are going back to the grant application), and a capital outlay increase for their planned expansion. She reviewed exhibit three which broke out the line item changes. Ms. Tobin added that personal care was up 85% and homemaking was up 25%. They did not receive the grant from ODOT for a new vehicle so that match money was moved to contracted services.

Ms. Brown asked what the capital outlay was specifically for.

Ms. Todd replied it was for general planning for their expansion. This included services for an architect and a feasibility study. Both contracts are professional services, and three individuals are being considered for the feasibility study.

Mr. Levacy asked what the anticipated costs were for the architect services.

Ms. Tobin replied they anticipated the project to cost \$2,000,000 with the campaign taking place over 18 months from the middle of 2016 through 2018. They are still working on seeing what is in the best interest of Meals on Wheels.

Mr. Levacy asked how the lease issue (currently being a one year lease) worked with the Lancaster Parks Department and their desire to expand the building.

Ms. Tobin replied they are hoping for a long term (25-50 year) lease and that the Parks Department was in agreement.

Mr. Levacy stated that the space was absolutely needed and that the Commissioners would be helpful however they could be helpful.

Ms. Tobin replied it was still very early and they are working on finding what is best for MOW.

Mr. Levacy asked how much the architect expense was.

Ms. Clagg replied it was \$90,000.

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Mr. Levacy thanked them for their time and work.

Meeting with Zane Daniels re: Columbia Pipeline Group's Line-G

The Commissioners met at 10:41 a.m. to meet with Zane Daniels re: the Columbia Pipeline Group's Line-G. Commissioners present were: Dave Levacy and Mike Kiger. Also present were Carri Brown, Rachel Elsea, Jason Dolin, Zane Daniels, Ray Stemen, Jon Slater, Scott Zody, Aunie Cordle, and Dennis Keller.

Mr. Daniels thanked the Commissioners for their time and distributed the attached information. There is an old pipeline in Fairfield County known as Line-G. The CPG Modernization Program started in 2012, and the company identified 15 miles of pipeline in Fairfield County that needed retired. The Line-G was laid in 1902 and no longer serves the purpose it once did. CPG plans on removing the gas and capping the line at both ends. The line will remain in the ground, and CPG will retain the right of ways. There are 63 home taps on this line, and CPG has agreements with the City of Lancaster and Columbia Gas to service those homes. There are 22 homes that are not serviceable by Lancaster. They will be contacted by CPG to set up conversion plans. CPG will cover the cost of the conversion. The project costs for the conversion is around \$12,000,000 with \$10,500,000 of that being for costs of abandonment. As long as there are no major public objections, conversion will be completed by the end of May. Mr. Daniels asked the Commissioners to refer any questions the public may have to him.

Mr. Dolin asked if the tap agreements were with the property of land owners.

Mr. Daniels replied the agreements transferred with the sale of the property.

Mr. Dolin asked how many years of propane were provided for the conversion.

Mr. Daniels replied it was typically two years, but that that was negotiable in the conversions.

Mr. Kiger asked if this was the line the backhoe hit several years ago.

Mr. Daniels replied that he was not sure.

Mr. Kiger asked if they filled in the lines as they deteriorated.

Mr. Daniels replied that they did as long as they had the right of way.

Mr. Daniels went on to say there were many modernization projects in the area. CPG is currently looking at a line that runs from Sugar Grove to Columbus and serves all of Lancaster and 1/5 of Columbus. They are looking at modernizing that line and are still

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in the early phases of research. This would be a partial replacement, rebuild, and abandonment. The line would follow route 33. There is not a projected timeline for this project yet, but once it is finalized, Mr. Daniels will meet with the Commissioners. He added that the Leach Express is right on track.

Mr. Levacy thanked Mr. Daniels for the update.

Review continued

The Commissioners met at 10:57 a.m. to review legal issues and pending or future action items and correspondence. Commissioners present were: Steve Davis, Dave Levacy, and Mike Kiger. Also present were Carri Brown, Rachel Elsea, Jason Dolin, Ray Stemen, Jon Slater, Scott Zody, Aunie Cordle, and Dennis Keller.

Ms. Brown thanked Ms. Cordle for serving on a Union County panel that was selecting a new Union County JFS Director.

Ms. Brown received information on a grant Community Action would be applying for; there is no word yet on whether or not they would be requesting a letter of support from the Commissioners. She will follow up as needed.

The Commission received a list of Holiday events at the Decorative Arts Center. That information will be available for the Commissioners.

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 10:58 a.m.

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

The next regular meeting for the Board of Commissioners is scheduled for Thursday, December 1, 2015, at 10:00 a.m.

Motion by: _____ Seconded by: _____

that the November 24, 2015, minutes were approved by the following vote:

YEAS: NAYS: None
ABSTENTIONS: None

*Approved on December 1, 2015

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Absent

Steven A. Davis
Commissioner

Dave Levacy *Mike Kiger*

Dave Levacy
Commissioner

Mike Kiger
Commissioner

Rachel A. Elsea

Rachel A. Elsea, Clerk