

Regular Meeting #52 - 2019
Fairfield County Commissioners' Office
December 3, 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, Dave Levacy, and Jeff Fix. Also present were Carri Brown, Rachel Elsea, Todd McCullough, Chris Wagner, David Miller, Jon Kochis, Dennis Keller, Jonathan Ferbrache, Jim Bahnsen, Jeff Barron, Joshua Horacek, Amy Brown-Thompson, Ray Stemen, Dave Burgei, Jon Slater, Paul Martin, Lindy Jackson, Ed Laramée, and Lt. Hodder.

- Welcome

Mr. Levacy welcomed everyone and encouraged them to participate in the JFS Protective Services Holiday Drive. The Christmas tree on the first floor of the Administrative Courthouse has ornaments with donation requests.

- Legal Update

Mr. Horacek stated he had started drafting an outline resolution for the board to consider for the Timbertop Annexation Petition. The Board will need to deliberate (outside of the open meeting) and then consider the resolution in an open meeting.

Mr. Davis stated he hoped to find a few moments for the Commission to deliberate that morning so that the Commissioners could share their initial thoughts.

- Administration and Budget Update/Carri's List

- a. Announcements

December 10 – Holiday Open House

December 24 – Close at Noon

December 25 – Christmas Holiday

- b. Highlights of Resolutions

Dr. Brown highlighted 27 resolutions planned for the voting meeting.

We had a resolution to honor the value of customer service. We appreciate the attention all employees give to internal and external customer service and continue to highlight the importance of this core value for Fairfield County.

We proposed a resolution to renew the ESC lease at Liberty Center.

We proposed a resolution to signing a Deed of Agricultural Easement relating to the Clean Ohio Local Agricultural Easement Purchase Program for the Tilley Farm.

RPC proposed appointment of Betsy Alt, a long-standing RPC participant, as an RPC agricultural representative. (We are also re-arranging some formal participation with RPC so that Shar Bails, Account Clerk with the Commissioners, is able to participate and learn more within a job shadowing capacity.)

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

- A resolution placing on the tax duplicate delinquencies from the Buckeye Lake Licking County Sewer;
- The repayment of advances for MCU, CDBG, and ODOT, extending the repayment date for ODOT, and extending the repayment for a grant from FAA (four resolutions);

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- Appropriations from unappropriated funds for Prosecutor, DR Court, Utilities, the Engineer, and JFS (six resolutions);
- Approval of a refund and authorization for payment with County Administrator approval for the Fairfield County Utilities (at an amount above \$50,000);
- Account to account transfers of appropriations for DR Court, Economic Development, the Commissioners, Auditor, JFS, and Recorder (10 resolutions); and
- The payment of bills.

In queue, there are several resolutions. For example, JFS will be proposing approval of three IV-D contracts (for child support hearing officers) and three agreements for non-emergency transportation. We also expect additional financial resolutions.

c. Administrative, Program, and Budget Update

Administrative & Program Updates

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

Compensation Plan Update – 21st recommendation

We implemented policy of the Board of Commissioners with the administrative actions for the “21st” recommendation, honoring those with 25 or more years of service, and all feedback has been very positive. There will be personal notes for the Commissioners to send to the recipients. The Auditor’s Office is processing the 39 total payments.

Thanks to Jen Dickerson for setting up the new pay type for the service credit. Affected elected officials and department heads for 2019 and 2020 have been notified.

Ethics Training

Along with cybersecurity and unlawful harassment training, each county employee is required to have ethics training annually. There are multiple opportunities for this training. All Commissioners’ department employees have verified their training (all three parts) for the year.

The Ohio Ethics Commission has issued its final newsletter for the year, which includes several opportunities, including an online option, if employees still need to get ethic training in for the year. In addition, their newsletter includes some reminders about receiving gifts. These are reminders they present every year at this time of year.

Forecasting Press Releases for December

We will have press releases for the parking lot opening, the completion of the Emergency and Facilities Management Complex, and the passing of the appropriation measure.

The parking lot is nearly open, as soon as landscaping is completed. (The brickwork at the street can be completed while people park in the lot; landscaping should be completed prior to people parking in the lot.) The lot will not have reserved spots other than the accessible spots.

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The Emergency and Facilities Management Complex at Baldwin is nearly completed. There will be tours on February 6th, a roundtable meeting to be held there.

The appropriation measure is ready for approval, with an all funds budget of about \$190 M, including WIOA for which Fairfield County serves as the fiscal agent.

There is still a little time to make minor adjustments if needed.

Speed Mentoring

Ms. Elsea sent out a "last call" for manager who wish to participate as a mentor for the speed mentoring session on January 13th. We have enough mentors to serve at this event, and we will now turn to inviting employees to participate. Participation should be considered time at work as this will benefit the conduct of work.

MORPC Membership

We received the MORPC bill as expected and will pay the 2020 dues from the general fund, the motor vehicle fund, and utilities' funds, prorated based on membership. We will also continue support for the metropolitan planning organization entities. Loudan Klein, Rick Szabrak, and Tony Vogel are at the MORPC meeting today and will report back on their attendance. They have commented positively on the connections being made at MORPC meetings.

Budget Update

We will continue to monitor revenues and expenditures.

The projected date to pass the appropriation measure is December 10.

d. BRAVOs

Dr. Brown highlighted an article in the NACo County News about giving thanks to coworkers as a leadership edge. She commented on the multiple ways that leaders can say thank you.

Thank you to Jen Dickerson for her work in setting up a new pay type for the 21st recommendation of the recruitment and retention work group.

Thanks to all members of the County Auditor's Office finance department, finance officers, and payroll officers as we approach the very busy time of year-end processing.

Bravo to Elaine Swartz and all members of the Juvenile Court team for their dedication to youth in our community. Elaine and team recently received positive feedback from a mother who was grateful for their work in supporting her son who is now thriving after Juvenile Court provided services.

Bravo to Jeff Porter for providing the Ethics Training to JFS staff, similar to the training provided at the Leadership Conference.

Rick Szabrak thanks everyone who participated in the interviews for the feasibility study for the performing arts center.

Thanks to Rick Szabrak for organizing multiple local governments to conduct an economic development feasibility study paid for from RLF funds.

Thanks to Todd McCullough for leading his team with a gift card drive for JFS.

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Thanks to Craig Spiller with EMA for his excellent customer service in helping ensure the tornado alarm in West Rushville was working properly.

Thanks to Mark Conrad and Dennis Keller for helping to get the Workforce Center ready to go.

Bravo to the Water and Wastewater Operators who have been reaching out to multiple schools for career readiness: Jason Conrad, Jason Holman, Steve Russell, Kelly Wotruba, and Kyle Brady.

After many hours of work, Common Pleas Court and FCFACF both have cleared out Drew Shoe! They have done a great job organizing and properly disposing of records.

We are highlighting the value of customer service, and we are thankful for the multiple examples of excellent customer service demonstrated throughout the year. Examples from BRAVOS and GEMS were included with a resolution honoring the value of customer service.

Congratulations to two of our interns who are moving on to new opportunities after working in Fairfield County. Congratulations to Lauran Strobe (intern with the Commissioners' Office) who will be working with the Pretrial Justice Institute during her winter term focusing on cash bail reform. Congratulations to Sylvia Wolford (intern with Economic and Workforce Development) who will be working for L-Brands. It is always great to see talented interns obtain new opportunities and career advancement. We are glad to be a part of their experiences.

- Old Business

- a. Court Appointed Attorney Reimbursement Fees

Mr. Davis stated that he wanted to make sure the Commission was of one mind. In the meeting with the Bar Association next week he needs to hear they are in complete and total acceptance of the Commission's proposal without any qualification or exception.

- New Business (none)

- General Correspondence Received

- a. Regional Planning Commission Packet

- Calendar Review/Invitations Received

- a. Fairfield 33 Alliance Annual Meeting – Friday, December 13th at 8:30 a.m. at the Utilities Office

- FYI

- a. Jail Population – 296
 - b. Holiday Open House – December 10th
 - c. Stuff-A-Bus Campaign – Now through December 11th
 - d. US Army Corps Notice re: Clear Creek
 - e. Pickerington Senior Center December 2019 Newsletter (in the newsletter folder)

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- f. Save the Date - CCAO Energy Summit – Friday, February 7th from 9:30 a.m. – 12:00 p.m. in Columbus

Mr. Davis and Mr. Keller plan to attend.

- Open Items

Mr. Davis is looking forward to attending the Charity Newsies banquet on Thursday night.

Hunters Run Conservancy District Update

The Commissioners met at 9:23 a.m. for an update on the Hunters Run Conservancy District. Commissioner Levacy called the meeting to order with the following Commissioners present: Steve Davis, Dave Levacy, and Jeff Fix. Also present were Carri Brown, Rachel Elsea, Todd McCullough, Chris Wagner, David Miller, Jon Kochis, Dennis Keller, Jonathan Ferbrache, Jim Bahnsen, Jeff Barron, Joshua Horacek, Amy Brown-Thompson, Ray Stemen, Dave Burgei, Jon Slater, Paul Martin, Lindy Jackson, Ed Laramee, and Lt. Hodder.

Fairfield County contracted on behalf of the Hunters Run Conservancy District in 2019 in order to help the District with its work in clearing dams. The County contracted with TD Landscaping, NOVCO, Fee Corp, Hull, and Kull Excavating for a total of \$62,751.62, of which the county expects \$30,000 reimbursement from the City of Lancaster. (Paul Martin confirmed that the reimbursement would be forthcoming.)

The HRCD has been able to attain about a \$20,000 carry over with this help, and they have been able to accomplish necessary work they would otherwise not have been able to accomplish. They have initiated a request to National Resource Conservation Specialist for technical assistance.

Mr. Jackson thanked the Commission, Mr. Ferbrache, and Mr. Kochis for their support. The financial boosts from the city and county have been a major help. The dams are all mowed; two engineering reports for dams with major issues have been completed; and some dams have had sediment, drains, and brush cleared. The conservancy district now has one part time maintenance employee. The \$20,000 carryover will help with expenses from January to March, before the tax assessments come in. Assessments have been increased to \$120,000 to help with maintenance and upkeep. They will also develop a 20-year plan.

Mr. Levacy asked if ODNR had oversight.

Mr. Jackson replied that they did.

Mr. Ferbrache explained the history of the HRCD and how it got to the events of last winter.

Mr. Martin thanked everyone who stepped in to help solve the issues.

Mr. Levacy asked what area the HRCD protected.

Mr. Ferbrache replied it was from the Greenfield dam at Brooks Road to Carroll to the Western part of Lancaster and some of the Northwest portion of Lancaster as well.

Mr. Levacy stated at 9:50 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, December 3, 2019 beginning at 10:01 a.m., with the following Commissioners present: Steve Davis, Jeff Fix, and Dave Levacy. Also present were Carri Brown, Rachel Elsea, Staci Knisley, Joshua Horacek, Amy Brown-Thompson, Jim Bahnsen, Ray Stemen, Todd McCullough, Jon Kochis, Dennis Keller, Jonathan Ferbrache, David Miller, Jon Slater, Dave Burgei, Ed Laramee, Jeff Barron, Lt. Hodder, Jeremiah Upp, Lindy Jackson, and Paul Martin.

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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.

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, November 26, 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, November 26, 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's 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:

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|--------------|--|
| 2019-12.03.a | A resolution approving an account to account transfer into a major expenditure object category. GIS fund 2443 [Auditor- Admin] |
| 2019-12.03.b | A resolution approving an account to account transfer into major expenditure object category. Auditor General fund 101001 [Auditor- Admin] |

Roll call vote of the motion resulted as follows:

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

Approval of the Commissioners Resolutions

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

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|--------------|---|
| 2019-12.03.c | A resolution affirming "customer service" as a core value and recognizing exemplary customer service in Fairfield County government. [Commissioners] |
| 2019-12.03.d | A resolution approving an account to account transfer in major object expense categories for General Fund# 1001 – Fairfield County Commissioners [Commissioners] |
| 2019-12.03.e | A resolution authorizing the approval of repayment of an advance to the General Fund – Fund # 2788, Subfund# 8176 FY2017 CDBG CI Grant – Fairfield County Commissioners [Commissioners] |
| 2019-12.03.f | A resolution authorizing the County Auditor to assess and place on the tax duplicate delinquent sewer rentals for the Buckeye Lake Sewer System for |

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the dates of August 15, 2019 through September 15, 2019
[Commissioners]

- 2019-12.03.g A resolution approving the appointment of Ms. Betsy Ault to the Fairfield County Regional Planning Commission. [Commissioners]
- 2019-12.03.h A resolution authorizing the approval to extend the repayment date of an advance of funds for the FY2018 FAA Grant fund# 3011, subfund# 8197 – Fairfield County Commissioners/Airport [Commissioners]
- 2019-12.03.i A resolution authorizing the approval of repayment of an advance to the General Fund and an extension of repayment date – Fund # 3034, Subfund# 8186 FY2018 ODOT Grant –Fairfield County Commissioners [Commissioners]

Discussion: Dr. Brown stated that resolution “c” was regarding customer service which is highlighted at almost all Commission meetings. She stated it was appropriate to draw attention to the core value of customer service and thanked those participating in the “GEM” program. Mr. Levacy thanked Ms. Ault for her continued service on the 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 Domestic Relations Court Resolutions

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

- 2019-12.03.j A resolution authorizing an account to account transfer for the adjustment of Capital Outlay to replace Visitation Center computers – Special Projects (2625). [Domestic Relations Court] [Domestic Relations Court]
- 2019-12.03.k A resolution to appropriate from unappropriated in a major expenditure object category for Fund 2379 – Computerizing Court/Computerized Legal Research [Fairfield County Domestic Relations Court] [Domestic Relations Court]
- 2019-12.03.l A resolution authorizing an account to account transfer for the adjustment of Capital Outlay to replace Visitation Center computers – Justice for Families (2848). [Commissioners] [Domestic Relations Court]
- 2019-12.03.m A resolution authorizing an account to account transfer for Fund 2379 – Computerizing Court/Computerized Legal Research [Fairfield County Domestic Relations Court] [Domestic Relations Court]
- 2019-12.03.n A resolution authorizing an account to account transfer for the adjustment of Capital Outlay to replace the computer utilized for Parent Education (2338). [Domestic Relations Court] [Domestic Relations Court]

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 Economic Development resolution approving an account to account transfer in a major object expense category; see resolution 2019-12.03.p.

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 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 appropriate from unappropriated in a major expenditure object category County Engineer 2023-Motor Vehicle for one-time service credit payment; see resolution 2019-12.03.q.

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

Approval of the Facilities Resolutions

On the motion of Jeff Fix and the second of Steve Davis, the Board of Commissioners voted to approve the Facilities resolution authorizing the approval of a renewal lease agreement with the Fairfield County Education Service Center; see resolution 2019-12.03.q.

Discussion: Dr. Brown stated the ESC lease was a voluntary in-kind contribution of \$167,520 and added it is an honor for the Commission to be able to support the Fairfield County ESC for the work they do to support the community.

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:

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| 2019-12.03.r | A resolution approving an account to account transfer Fund 2018 Public Assistance [JFS] |
| 2019-12.03.s | A resolution to approve additional appropriations by appropriating from unappropriated into a major expense object category – Fund # 2018 – Public Assistance Fund - Fairfield County JFS [JFS] |

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

Approval of the Major Crimes Unit Resolution

On the motion of Jeff Fix and the second of Steve Davis, the Board of Commissioners voted to approve the Major Crimes Unit resolution authorizing the approval of repayment of an advance to Federal Equitable sharing Fund – 7619 and Project Income 7594; see resolution 2019-12.03.t.

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

Approval of the Prosecutor's Office Resolution

On the motion of Jeff Fix and the second of Steve Davis, the Board of Commissioners voted to approve the Prosecutor's Office resolution to appropriate from unappropriated in a major expenditure object category Prosecuting Attorney Victim Assistance Fund 2784 Sub-Fund 8091 Victims of Crime Act Grant 2019/2020; see resolution 2019-12.03.u.

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 Recorder's Office Resolution

On the motion of Jeff Fix and the second of Steve Davis, the Board of Commissioners voted to approve the following Recorder's Office resolution approving account to account transfers in a major expense object category for fund #1001 – Fairfield County Recorder; see resolution 2019-12.03.v.

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 Agricultural Easement relating to the Clean Ohio Local Agricultural Easement Purchase Program for the Tilley Farm; see resolution 2019-12.03.w.

Discussion: Mr. Ferbrache stated this was the last of the 2018 farms selected for funding. Fairfield County has been good to close in less than two years and is advocating to the state to close even sooner.

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

Approval of the Utilities' Resolution

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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| 2019-12.03.x | A resolution to approve a refund for Speedway Super America [Utilities] |
| 2019-12.03.y | A resolution to appropriate from unappropriated in a major expenditure object category Utilities Fund 5842 Greenfield Sewer Admin [Utilities]
[Utilities] |
| 2019-12.03.z | A resolution to appropriate from unappropriated in a major expenditure object category Utilities Fund 5841 Greenfield Water Admin [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 2019-12.03.aa.

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

Mr. Davis stated that he would like the Commission to recess so that they could deliberate regarding the Timbertop Annexation. He explained the Commission serves in a quasi-judicial capacity and is able to deliberate outside of an open meeting according to legal counsel. He asked Mr. Horacek, Ms. Brown-Thompson, and Dr. Brown to join the three commissioners in the deliberations.

Commissioner Levacy stated at 10:10 a.m. that the Commission would be in recess and did not expect any additional business prior to adjournment.

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Review (continued)

The Commissioners met at 10:35 a.m. to continue review legal issues and pending or future action items and correspondence. Commissioner Levacy called the meeting to order with the following Commissioners present: Steve Davis, Dave Levacy, and Jeff Fix. Also present were Carri Brown, Rachel Elsea, Amy Brown-Thompson, and Joshua Horacek.

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 10:35 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 Tuesday, December 10, 2019 at 9:00 a.m.

Motion by:

Seconded by:

that the December 3, 2019 minutes were approved by the following vote:

YEAS:

NAYS: None

ABSTENTIONS: None

*Approved on December 10, 2019



Steven A. Davis
Commissioner



Dave Levacy
Commissioner



Jeff Fix
Commissioner



Rachel Elsea, Clerk