

TUESDAY, FEBRUARY 16, 2016
OFFICE OF THE BOARD OF COMMISSIONERS
PICKAWAY COUNTY, OHIO

The Pickaway County Board of Commissioners met in Regular Session in their office located at 139 West Franklin Street, Circleville, Ohio, on Tuesday, February 16, 2016, with the following members present: Mr. Harold R. Henson, Mr. Brian S. Stewart, and Mr. Jay H. Wippel. Brad Lutz, County Administrator, was absent for the morning session and in attendance for the afternoon session.

In the Matter of
Minutes Approved:

Commissioner Stewart offered the motion, seconded by Commissioner Wippel, to approve the minutes from February 9, 2016, with corrections.

Voting on the motion was as follows: Commissioner Henson, yes; Commissioner Stewart, yes; Commissioner Wippel, yes. Voting No: None. Motion carried.

Attest: Patricia Webb, Clerk

In the Matter of
Payment of Bills:

Commissioner Wippel offered the motion, seconded by Commissioner Stewart, to adopt the following Resolution:

BE IT RESOLVED, that the bills have been found to be properly filed and their respective vouchers shall be cross-referenced to the approving pages dated February 17, 2016, in the Commissioners' Voucher Journal, the date in which checks will be cut; then,

BE IT FURTHER RESOLVED, that the Board of Pickaway County Commissioners orders the Auditor of Pickaway County, Ohio, to draw her warrant on this entry in the amount of \$233,578.23 on the County Treasurer to satisfy the same.

Voting on the motion was as follows: Commissioner Henson, yes; Commissioner Stewart, yes; Commissioner Wippel, yes. Voting No: None. Motion carried.

Attest: Patricia Webb, Clerk

In the Matter of
Waiver Approved:

Dustin Hube, Fiscal Specialist, requested the commissioners' approval to waive the waiting period to issue payment to the City of Circleville related to the balance in the county's Community Housing Impact & Preservation (CHIP) Program Revolving Loan Fund (RLF). The City of Circleville Grant Department is responsible for the administration of the combined FY2015 CHIP grant and as part of the program requirements, these funds will strictly be used for home rehabilitation projects for eligible low-to-moderate income homeowners in the county, outside of the City of Circleville corporation limits. If all of the funds are not expended by the close of the program grant, they will be returned to the county.

Following a brief discussion regarding the request, Commissioner Stewart offered the motion, seconded by Commissioner Wippel, to waive the waiting period to issue payment to the City of Circleville in the amount of \$95,582.58 from line item #902.1116.5901 and 252.5404.5901.

Voting on the motion was as follows: Commissioner Henson, yes; Commissioner Stewart, yes; Commissioner Wippel, yes. Voting No: None. Motion carried.

Attest: Patricia Webb, Clerk

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**In the Matter of
Report Provided by Dave Conrad:**

The following is a summary of the report provided by Dave Conrad, EMA Director/911 Coordinator:

- Mr. Conrad and Dustin Hube attended the county's Local Emergency Planning Committee meeting held on Friday, February 12th, at the Scioto Township Fire Department. The LEPC is planning for a functional exercise and representatives from Ohio EMA; the Ohio Department of Transportation; Ohio Corrections; the American Red Cross; and OCU were in attendance.
- Mr. Conrad will be attending the Pickaway County SALT meeting scheduled to be held on Wednesday, February 17th, at the Pickaway Senior Center.
- Mr. Conrad will be attending the Pickaway County Fire Associations' quarterly meeting scheduled for Thursday, February 18th, at 7:00 p.m. at the City of Circleville Fire Station.

**In the Matter of
Report Provided by April Dengler:**

The following is a summary of the report provided by April Dengler, Assistant County Administrator:

- So far, 130 county employees have completed their mandatory online open enrollment registration for healthcare benefits, which began on February 8th. The open enrollment period will end on Friday, February 26th.
- Ms. Dengler received a telephone call from an individual at the South Central Power Co. who informed her that the county's application she submitted to the company's community grant program was under review. An application was submitted for the purchase of defibrillators to be retained on site in all county buildings.
- A new worker's compensation medical case was filed by a county highway garage employee who sprained his ankle while on the job. The employee was off work for 4 days.
- Fliers have been prepared for distribution regarding the county's upcoming Tire Collection and Electronic Recycling Day event that is scheduled to be held at the county highway garage on Saturday, April 23rd, from 8:00 a.m. to 12:00 p.m. There is a charge of \$2.00 each for passenger vehicles and pickup truck tires; \$8.00 each for semi-truck tires; and a charge of \$25.00 each for tractor tires. The fliers also contain a list of what will and what will not be accepted as part of the electronics collection recycling.
- Ms. Dengler will be attending the Pickaway County Community Coalition meeting scheduled to be held on Friday, February 19th, beginning at 7:00 a.m. in Berger Health System's Community Room.

**In the Matter of
Invoice from Gary Dean Approved:**

Commissioner Stewart offered the motion, seconded by Commissioner Wippel, to approve the invoice from Gary Dean, 1003 Lawnwood Court, Circleville, Ohio, in the amount of \$100 regarding assessment services he provided related to the county's impending purchase of the commercial building located at 435 Lancaster Pike.

Voting on the motion was as follows: Commissioner Henson, yes; Commissioner Stewart, yes; Commissioner Wippel, yes. Voting No: None. Motion carried.

Attest: Patricia Webb, Clerk

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**In the Matter of
Top Three Architectural/Design/Planning Firms
Selected Regarding Request for Qualifications Related to the
Pickaway County Fairgrounds Revitalization Master Plan:**

Terry Frazier, Pickaway County Development & Planning Director, who attended meetings the commissioners held over the past few weeks with five architectural/planning/design firms that responded to their Request for Qualifications for planning consultant services related to the Pickaway County Fairgrounds Master Plan, met with the commissioners in regards to the top three selected firms.

As a result of those meetings, the following have been ranked by the commissioners as the top three firms, in compliance with the Ohio Revised Code, with which to implement discussions regarding the scope of planning services, terms/contract negotiations, and a timeline for the completion of a deliverable master plan:

1. ms consultants, inc.
2221 Schrock Road
Columbus, Ohio 43229

2. Stantec
1500 Lake Shore Drive
Columbus, Ohio 43082

3. G2 Planning & Design
720 E. Broad Street
Columbus, Ohio 43215

Following discussion regarding the matter, it was determined that a meeting will be scheduled with ms consultants, inc. as soon as possible. If an agreement is unable to be reached with the company, a meeting will be scheduled with the second ranked firm.

**In the Matter of
Resolution Adopted Designating the
Pickaway County Department of Job & Family Services as the
Lead Agency for the Comprehensive Case Management Employment Program:**

Joy Ewing, Director of the Pickaway County Department of Job & Family Services (JFS), met with the commissioner regarding their adoption of a resolution designating the Pickaway County JFS as the lead agency responsible for administering the Comprehensive Case Management Employment Program (CCMEP). This is a topic that Mrs. Ewing has discussed in a number of previous agency updates she has provided to the commissioners.

Section 305.190 of the Amended Substitute House Bill 64 of the 131st General Assembly, the state's biennial budget, creates the Comprehensive Case Management Employment Program, to provide employment, training and other supportive services to mandatory and voluntary program participants ages 16 to 24 based upon a comprehensive assessment of an individual's employment and training needs. The effective date for the implementation of the Comprehensive Case Management Employment Program is July 1, 2016.

No later than May 15, 2016, the bill requires each Board of County Commissioners to designate either the county department of job and family services or the workforce development agency that serves the county as the lead agency responsible for administering the program and meeting performance goals established by the state bill, for which the Pickaway County JFS serves in both capacities.

Following a brief discussion regarding the topic, Commissioner Stewart offered the motion, seconded by Commissioner Wippel, to adopt the following Resolution:

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Resolution No.: PC-021616-1

**Resolution for Comprehensive Case Management
and Employment Program (CCMEP)**

WHEREAS, Section 305.190 of the Amended Substitute House Bill 64 of the 131st General Assembly, the state's biennial budget, creates the Comprehensive Case Management Employment Program, to provide employment, training and other supportive services to mandatory and voluntary program participants ages 16 to 24 based upon a comprehensive assessment of an individual's employment and training needs; and,

WHEREAS, each Board of County Commissioners is required by the bill no later than May 15, 2016 to designate either the county department of job and family services or the workforce development agency that serves the county as the lead agency responsible for administering the program and meeting performance goals established by the state; and,

WHEREAS, the effective date for the implementation of the Comprehensive Case Management Employment Program shall be July 1, 2016; then,

THEREFORE, BE IT RESOLVED, the Pickaway County Board of Commissioners hereby designates, the Pickaway County Department of Job and Family Services, as the lead agency to be responsible for administering the Comprehensive Case Management and Employment Program, effective July 1, 2016.

Voting on the motion was as follows: Commissioner Henson, yes; Commissioner Stewart, yes; Commissioner Wippel, yes. Voting No: None. Motion carried.

Attest: Patricia Webb, Clerk

At the conclusion of the discussion, Mrs. Ewing thanked the commissioners.

**In the Matter of
Costs Approved for Renovation of Juvenile/Probate Courtroom:**

The commissioners reviewed the itemized listing of the total cost, provided by Marshall Fields, Juvenile/Probate Court Bailiff, associated with the courtroom renovation project requested by Judge Jan Long last year. At that time, the commissioners agreed to pay up to \$15,000 towards the cost from 2016 Planned Capital Expenditures. The various costs totaled \$14,164.

At the conclusion of the review, Commissioner Stewart offered the motion, seconded by Commissioner Wippel, to approve the \$14,164 total expenditure.

Voting on the motion was as follows: Commissioner Henson, yes; Commissioner Stewart, yes; Commissioner Wippel, yes. Voting No: None. Motion carried.

Attest: Patricia Webb, Clerk

**In the Matter of
Month End Revenue & Expenditure Reports:**

Melissa Betz, County Auditor, met with the commissioners and reviewed the January 2015 month end revenue and expenditure reports. The General Fund's balance at the end of January was \$4,529,971.70, and the balance for the day was \$4,213,482.04.

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In reviewing the reports, Mrs. Betz noted that there has been a recent increase in conveyance fees. She also mentioned that all four county school districts requested and received advances for their respective portions of the recent real estate tax collections.

Also discussed was the advance back to the General Fund that was paid for the construction of the DS Drainage Improvement project that will occur after the construction loan documents are signed with Kingston National Bank. The loan amount is \$25,769.25 which is equal to the amount of construction assessments that benefiting landowners elected to have placed on their real estate tax duplicates over a 5-year period. It was determined that the 5-year debt service will be paid in semi-annual payments and will correspond with the timing of the county's semi-annual real estate tax collections reconciliations. Payment due dates of May 1st, and October 1st, of each year were discussed.

Mrs. Betz informed the commissioners that the last project debt in the 30-year Walmart TIF Fund will be paid-off next year and there will be an approximate \$86,000 balance in the fund. Discussion was held about a previous conversation with Casto Developers, which has some other improvement concepts for the TIF district, such as lighting; improvements to the retention pond; the construction of community green space adjacent to Walmart. Also mentioned was the need to resolve the matter of Casto Developers transferring the approximate 13 acres of property to the county where Pickaway Progress Parkway was constructed.

At the conclusion of the meeting, the commissioners thanked Mrs. Betz for meeting with them.

In the Matter of
General Public Hearing Conducted for FY2016
Community Development Block Grant Small Cities Program:

The commissioners conducted a General Public Hearing for the FY 2016 Pickaway County Community Development Block Grant (CDBG) Small Cities Program, a federally funded program administered by the State of Ohio, specifically the Ohio Development Services Agency (ODSA). The public hearing was facilitated by Bob Berquist, of Berkshire Consulting, LLC, via speaker phone as he was unable to attend due to an inclement weather event. Those in attendance for the public hearing were as follows: Franklin Christman, Village of Ashville Administrator; Mark Adkins, of Box 65 Scene Support; Joe Bethel, of the Saltcreek-Tarlton Volunteer Fire Dept.; and Mayor Clair Betzko and Joe Kulin, of the Village of New Holland.

Following introductions of those in attendance and the distribution of informational packets for review, Mr. Berquist explained that the purpose of the public hearing was to provide citizens with pertinent information about the CDBG Program, including an explanation of eligible activities, program requirements, and application deadlines. He explained that the CDBG program can fund a broad range of activities, including economic development projects, street, water supply drainage and sanitary sewer improvements, park acquisition and improvements, demolition of unsafe structures, and rehabilitation of housing and neighborhood facilities. The activities must be designed to meet one of three national objectives, which are to primarily benefit low-to-moderate (LMI) persons in areas that have at least a 51% LMI population, aid in the prevention or elimination of slum and blight, or meet an urgent need of the community.

Mr. Berquist stated that Pickaway County is eligible for FY2016 CDBG Allocation program funds of approximately \$140,000 (based on the state's formula that takes population and distress levels into consideration) and apply for other CDBG competitive funding from the following list of programs: Community Development Allocation Program; Community Housing Impact and Preservation (CHIP) Program; Residential Public Infrastructure Grant Program; Economic Development Loan Program; Economic Development Public Infrastructure Grant Program; Neighborhood Revitalization Program; Critical Infrastructure Grant Program; New Horizons Fair Housing Program; CDBG Discretionary Fund; and Microenterprise Business Development Program.

It was explained that along with the CDBG Allocation funds there are three competitive set-aside programs that the county can pursue on behalf of eligible grantees that includes the Neighborhood

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Revitalization, Downtown Revitalization, and Critical Infrastructure Programs. Project applications for the competitive set-aside funds must include FY2016 CDBG Allocation funds in order to be eligible. Committed local funds included as a funding source for a project will be considered by the state in the application scoring process as well. Mr. Berquist stated that it is important for communities to leverage as many funding resources as possible.

Mr. Berquist stated that an integral part of this process is the Community Development Implementation Strategy (CDIS), which was executed by the state in 2015. At that time, information regarding the CDIS was made available to the public by the commissioners' office, public hearings were conducted, and the PY2015-2016 Pickaway County Community Development-Allocation & Competitive Set-asides Priority Project list was established which is still in effect this year. All eligible projects for the 2016 program year must be identified in the 2015 CDIS. The only exemption would be an emergency or an unforeseen situation. The 2015 CDIS Project Priority List will be the guideline for project approval in 2016. Projects seeking funding from other sources than the Community Development funding (Allocation & Competitive Set-Asides) may be eligible even if not identified in the CDIS. The CDIS will be updated every odd numbered year.

In reviewing the PY2015-2016 Pickaway County Community Development-Allocation & Competitive Set-asides Priority Project list, Mr. Berquist stated that the first project listed is the City of Circleville's South Court Street Connector project. The project's construction contract has been awarded and a preconstruction conference is scheduled. In addition to the \$119,000 in FY2015 CDBG Allocation and the city's local share, the project is receiving funds from the Ohio Department of Transportation. Mr. Berquist mentioned that the \$119,000 in FY2015 CDBG Allocation funds for the project have been drawn down from the state.

Pickaway County can apply for no more than four projects to receive FY2016 CDBG Allocation funds, in addition to up to two competitive set-aside projects. Mr. Berquist stated that based on the FY2015/2016 project priority list, the county will begin looking into numbers 2 through 5 of the projects listed and the entities are to submit an updated detailed description of its needs and cost estimates. Project numbers 2 through 5 include: Village of Ashville-Long Street Sidewalk; Village of Darbyville-Water Tank Rehabilitation; City of Circleville-Turner Street Improvements; and the Village of Tarlton Redding-Street Improvement Project. When the next public application to ODSA in May will depend on the final CDBG Allocation amount that is determined by the state and how far it will go.

During the question and answer session, it was pointed out that the county is locked into the projects that are shown on the priority list. It was noted that the county was able to include all eligible projects on the PY2015-2016 priority list that were submitted on applications from the various entities last year. Mr. Berquist stated that once the allocation amount the county receives from the state is provided, entities for project numbers 2 through 5 on the priority list will be invited to determine if they are willing to proceed with their respective projects and will then begin to get engineering services and local matching funds in place for the county's application to ODSA. For those in attendance that are not on the PY2015-2016 priority list, they were informed that a public hearing will be conducted by the commissioners at this same time next year and information about how they can apply for the PY 2017-2018 grant funds based on eligibility for the two-year period will be provided. A new two-year priority list will subsequently be established, which will be followed by a second public hearing.

Following the question and answer session, Mr. Berquist stated that he will begin summarizing project numbers 2 through 5 on the PY2015-2016 project priority list and after the state provides the amount of FY2016 CDBG Allocation funds the county will receive, applications will be provided to those entities, which will be due to the commissioners' office sometime in April. The commissioners will then review the project applications with the entities and a second public hearing will be advertised to inform the public of the projects and amounts that will be intended to be included in the county's application to the state in May. The public hearing provides the opportunity to receive public comments regarding the intended application.

At the conclusion of the public hearing, the commissioners thanked Mr. Berquist for facilitating the public hearing via telephone conference and Mr. Berquist thanked the commissioners and everyone present for their attendance and the conference call ended.

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Claire Betzko, Mayor of the Village of New Holland, then mentioned to the commissioners that based on the 2010 Census, the Village of New Holland does not meet the 51% LMI requirement to receive CDBG funds and he questioned the village's LMI population not meeting that percentage. The commissioners informed Mr. Betzko that Mr. Berquist has data regarding the door-to-door income process that the state provides to communities related to grants. Mr. Berquist's contact information was provided to Mr. Betzko so he may obtain that information and discuss it at the next village council meeting. The commissioners pointed out that it would be advantageous to conduct the door-to-door income surveys in advance of next year's application process to ensure the 51% LMI requirement is met before proceeding with the submittal of a project application.

At the end of their discussion, Mr. Betzko and Mr. Kulin thanked the commissioners for the information.

In the Matter of
Letter to Sportsman's, Inc. Regarding
Request for Financial Statements:

The commissioners signed a letter to Sportsman's, Inc., c/o Bob Black, informing the organization that the commissioners are continuing to make progress on the Pickaway County Fairgrounds Revitalization Plan. As discussed in a previous letter to the organization, it is the commissioners' intention that the revitalization costs will be paid with a mixture of the county's capital fund, private donations, as well as the funds raised for fairgrounds improvement by the Sportsman's, Inc. Extravaganza events.

In order for the commissioners to continue developing the plan, it is necessary to determine what monies are presently available and the commissioners' letter requested that their office be provided with a copy of the most recent bank statement for Sportsman, Inc., showing the amount of funds available, not later than March 1, 2016.

In the Matter of
Approval of \$8,446.50 for Improvements to the
Pickaway County Highway Garage Building:

Mr. Lutz reported that Chris Mullins, County Engineer, requested the commissioners' consideration of an additional \$8,446.50, which is 1/2 of the cost to complete the renovations to the Pickaway County Highway Garage building. Last year, the commissioners agreed to pay \$50,000 toward the total renovation cost.

After a brief discussing regarding the request, Commissioner Stewart offered the motion, seconded by Commissioners Wippel, to approve an additional \$8,446.50 from the Planned Capital Expenditure Fund for the completion of the renovations.

Voting on the motion was as follows: Commissioner Henson, yes; Commissioner Stewart, yes; Commissioner Wippel, yes. Voting No: None. Motion carried.

Attest: Patricia Webb, Clerk

In the Matter of
County Administrator Report:

The following is a summary of the report provided by Brad Lutz, County Administrator:

- Tom Swisher, Countywide Radio Communications Coordinator, requested that the commissioners be informed that Harris Radio Corporation has offered the purchase of 350 P25 capable portable and

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350 mobile (for vehicles) at the cost of \$219,822 per year for a period of 5 years. In discussing the matter, it was determined that it is yet time to accept offers until the needed number of radios to be purchased has been determined.

- Mr. Lutz provided a draft copy of a real estate purchase contract for review for the commercial building located at 435 Lancaster Pike (in front of the Pickaway County Fairgrounds). TMPS Properties, LLC, recently accepted the county's offer of \$174,000 for the purchase of the building.

**In the Matter of
Fund Transfer Approved:**

Commissioner Wippel offered the motion, seconded by Commissioner Henson, to approve the following FUND TRANSFER request:

**10,000 from 101.1105.5717 – GIS – County Share To
903.0000.4530 – GIS Contract**

Voting on the motion was as follows: Commissioner Henson, yes; Commissioner Stewart, yes; Commissioner Wippel, yes. Voting No: None. Motion carried.

Attest: Patricia Webb, Clerk

**In the Matter of
Appropriations Approved:**

Commissioner Wippel offered the motion, seconded by Commissioner Henson, to approve the following requests for the APPROPRIATION OF FUNDS:

**90,727.23 – Housing RLF-Other Expenses
4,855.35 to 252.5040.5901 – CHIP-Other Expenses
1,500 to 101.1105.5703 – Contingencies**

Voting on the motion was as follows: Commissioner Henson, yes; Commissioner Stewart, yes; Commissioner Wippel, yes. Voting No: None. Motion carried.

Attest: Patricia Webb, Clerk

**In the Matter of
New Line Items Approved:**

Commissioner Wippel offered the motion, seconded by Commissioner Henson, to approve the following requests for the CREATION OF A NEW LINE ITEM:

**252.5040.5901 – CHIP-Other Expenses
902.1116.5901 – Housing RLF-Other Expenses**

Voting on the motion was as follows: Commissioner Henson, yes; Commissioner Stewart, yes; Commissioner Wippel, yes. Voting No: None. Motion carried.

Attest: Patricia Webb, Clerk

**In the Matter of
Transfer Approved:**

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Commissioner Wippel offered the motion, seconded by Commissioner Henson, to approve the following request for the TRANSFER & RE-APPROPRIATION OF FUNDS:

**1,500 from 101.1105.5703 – Contingencies
To
101.1101.5901 – Commissioners-Other Expenses**

Voting on the motion was as follows: Commissioner Henson, yes; Commissioner Stewart, yes; Commissioner Wippel, yes. Voting No: None. Motion carried.

Attest: Patricia Webb, Clerk

**In the Matter of
Issuance of Blanket Purchase Orders Approved:**

Commissioner Wippel offered the motion, seconded by Commissioner Henson, to approve the following requests for the ISSUANCE OF A BLANKET PURCHASE ORDER:

**1,500 – 101.1101.5901 – Commissioners - Other Expenses
4,855.35 – 252.5040.5901 – CHIP-Other Expenses
90,727.23 to 902.1116.5901 – Housing RLF-Other Expenses**

Voting on the motion was as follows: Commissioner Henson, yes; Commissioner Stewart, yes; Commissioner Wippel, yes. Voting No: None. Motion carried.

Attest: Patricia Webb, Clerk

**In the Matter of
Weekly Dog Warden Report:**

The weekly report for the Wright-Poling/Pickaway County Dog Shelter was filed for week ending February 13, 2016.

A total of \$768 was reported being collected as follows: \$240 in adoption fees; \$18 in boarding revenue; \$25 in redemptions; \$210 dog licenses; \$105 in late tag fees; \$25 in redemptions; \$40 in owner turn-ins; \$40 in owner turn-in euthanasia; \$40 in transfer-out; \$50 in private donations.

Three (3) stray dogs were processed in; six (6) dogs were adopted; no (-0-) dogs were euthanized.

No firearms were discharged.

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With there being no further business brought before the Board, Commissioner Wippel offered the motion, seconded by Commissioner Henson, to adjourn. Voting on the motion was as follows: Commissioner Henson, yes; Commissioner Stewart, yes. Commissioner Wippel; yes. Voting No: None. Motion carried.

Harold R. Henson, President

Brian S. Stewart, Vice President

Jay H. Wippel, Commissioner
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Attest: Patricia Webb, Clerk