

**TUESDAY, FEBRUARY 28, 2017**  
**OFFICE OF THE BOARD OF COUNTY COMMISSIONERS**  
**PICKAWAY COUNTY, OHIO**

The Pickaway County Board of Commissioners met in Regular Session in the Pickaway County Annex, 141 West Main Street, Suite 400, Circleville, Ohio, on Tuesday, February 28, 2017, with the following members present: Mr. Brian S. Stewart, Mr. Jay H. Wippel, and Mr. Harold R. Henson. Brad Lutz, County Administrator, was also in attendance.

**In the Matter of**  
**Minutes Approved:**

Commissioner Wippel offered the motion, seconded by Commissioner Henson, to approve the minutes from February 21, 2017, with corrections.

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

Attest: Patricia Webb, Clerk

**In the Matter of**  
**Bills Approved for Payment:**

Commissioner Henson offered the motion, seconded by Commissioner Wippel, 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 March 1, 2017, 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 \$163,997.95 on the County Treasurer to satisfy the same.

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

Attest: Patricia Webb, Clerk

**In the Matter of**  
**Waiver Approved:**

At the request of Dustin Hube, Fiscal Specialist/Deputy EMA Director, Commissioner Wippel offered the motion, seconded by Commissioner Henson, to waive the waiting period to issue payment to Berqshire, LLC, in the amount of \$2,000 from line item #'s 251.6225.5521 and 251.6225.552 related to FY2016 CDBG Formula Allocation Administration and Fair Housing Program services.

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

Attest: Patricia Webb, Clerk

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

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

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- The state's monitoring of grants received through the Ohio EMA Office went well. Mr. Conrad will be working on a list of assets purchased with Homeland Security funds since 2003 that the state has requested. It was mentioned that this is something that was handed down to the state by the federal government.
- The monthly countywide emergency siren testing will take place at 1:00 p.m. tomorrow.

**In the Matter of**  
**Report Provided by Erica Tucker:**

The following is a summary of the report provided by Erica Tucker, RPHF Solid Waste District Administrative Assistant/Special Projects Assistant:

- Mrs. Tucker and Tom Davis, RPHF Solid Waste District Manager, have been working with the City of Chillicothe related to its curbside recycling grant and obtaining more information for the Ohio EPA.
- Mrs. Tucker and Tom Davis, RPHF Solid Waste Manager, will be attending recycling workshops two days next week, one in Columbus and one in Athens, that the Organization of Solid Waste Districts of Ohio (OSWDO) is working with a company called Recycling Partnership, and the Ohio EPA regarding recycling recovery, and combating contamination.
- The next RPHF Solid Waste District Board meeting is scheduled for next Thursday, March 9<sup>th</sup>, at the PCBDD/Brooks Yates School, beginning at 9:00 a.m. The next RPHF Solid Waste Policy Board meeting is scheduled to be held on Thursday, March 16<sup>th</sup>, in Washington Court House, beginning at 11:30 a.m.
- Mrs. Tucker is working with Terry Frazier, Development & Planning Director, in sending out letters and questionnaires for industries to complete that have received tax incentive agreements for proof that they are adhering to the requirements of the agreements.
- Mrs. Tucker will be out on medical leave from March 16<sup>th</sup> through March 27<sup>th</sup>, for a medical procedure and recovery.

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

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

- The Pickaway County employee "Thin It to Win It" Weight Loss Challenge starts tomorrow, Wednesday, March 1<sup>st</sup>. Scales have been provided by the Franklin County Healthcare Cooperative have been placed at various county facilities for the convenience of the county employee registered teams to weigh themselves every Friday and report the results to Jenny Griffin, of the Pickaway County Engineer's Office. The winning team will be determined by the percentage of collective weight lost. Members of the first place team will each receive a \$25 Visa Gift Card, and 2<sup>nd</sup> place team members will each receive \$10 Subway Gift Card. There will also be monthly drawings for everyone that participates in the challenge.
- The 2003 Dodge van that was utilized by the Custodial Department sold on govdeals.com for \$550, and it was purchased by a Lancaster auto dealership. The battery-operated towel dispensers that were posted in 3 lots of 6 sold for \$20, 30, and \$20.
- The unofficial total of money raised at the Circleville City Schools "Raise Your Paw" auction held on Saturday, February 24<sup>th</sup>, is \$33,000.

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

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

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**639.6090.5300 – Park District-Materials for Donor Projects**  
**639.6090.5301 – Park District-Supplies for Donor Projects**  
**639.6090.5401 – Park District-Contract Services for Donor Projects**  
**639.6090.5901 – Park District-Other Expenses for Donor Projects**

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

Attest: Patricia Webb, Clerk

**In the Matter of**  
**Cash Advance Approved:**

Commissioner Henson offered the motion, seconded by Commissioner Wippel, to approve the following CASH ADVANCE request:

**11,527 from 101.1105.5801 – Advance Out-General Fund To**  
**227.0000.4910 – Juvenile/Probate Court-Advances In-VOCA**

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

Attest: Patricia Webb, Clerk

**In the Matter of**  
**Appropriations Approved:**

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

**3,000 to 251.6225.5522 – FY 2016 CDBG-Fair Housing**  
**2,000 to 251.6225.5521 – FY 2016 CDBG-Administration**  
**500 to 639.6090.5300 – Park District-Materials for Donor Projects**  
**500 to 639.6090.5301 – Park District-Supplies for Donor Projects**  
**10,000 to 639.6090.5401 – Park District-Contracts for Donor Projects**  
**250 to 639.6090.5901 – Park District-Other Expenses for Donor Projects**

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

Attest: Patricia Webb, Clerk

**In the Matter of**  
**Amended Certificate Approved:**

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

**Resolution No.: PC-022817-1**

WHEREAS, the Pickaway County Budget Commission granted an AMENDED CERTIFICATE in the amount of \$152,500 for the FY2016 CDBG Fund #251; then,

THEREFORE BE IT RESOLVED, that the Pickaway County Board of Commissioners hereby appropriate the following sum for expenditure for period ending December 31, 2017:

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**FY 2016 CDBG Fund #251**

**\$152,500**

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

Attest: Patricia Webb, Clerk

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

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

**639.6090.5300 – Park District-Materials for Donor Projects**  
**639.6090.5301 – Park District-Supplies for Donor Projects**  
**639.6090.5401 – Park District-Contract Services for Donor Projects**  
**639.6090.5901 – Park District-Other Expenses for Donor Projects**

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

Attest: Patricia Webb, Clerk

**In the Matter of**  
**Cash Advance Approved:**

Commissioner Henson offered the motion, seconded by Commissioner Wippel, to approve the following CASH ADVANCE request:

**11,527 from 101.1105.5801 – Advance Out-General Fund To**  
**227.0000.4910 – Juvenile/Probate Court-Advances In-VOCA**

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

Attest: Patricia Webb, Clerk

**In the Matter of**  
**Appropriations Approved:**

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

**3,000 to 251.6225.5522 – FY 2016 CDBG-Fair Housing**  
**2,000 to 251.6225.5521 – FY 2016 CDBG-Administration**  
**500 to 639.6090.5300 – Park District-Materials for Donor Projects**  
**500 to 639.6090.5301 – Park District-Supplies for Donor Projects**  
**10,000 to 639.6090.5401 – Park District-Contracts for Donor Projects**  
**250 to 639.6090.5901 – Park District-Other Expenses for Donor Projects**

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

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Attest: Patricia Webb, Clerk

**In the Matter of**  
**Travel Authorization Signed for**  
**Job & Family Services Employees:**

The commissioners reviewed and signed the Out-of-County Travel Authorization for numerous Job & Family Services employees to attend various meetings, training sessions, and to conduct home visitations throughout the month of March 2017, at the total probable cost of \$2,323.98.

**In the Matter of**  
**Temporary Liquor Permit Approved for**  
**Roundtown Roller Derby Fundraiser Event**  
**For Haven House Domestic Violence Shelter:**

The commissioners, being the owners of the Pickaway County Fairgrounds property, reviewed an F Permit Application from the Ohio Division of Liquor Control for a temporary liquor license applied for by Roundtown Roller Derby. Roundtown Roller Derby has scheduled a fundraising event to raise funds for Haven House Domestic Violence Shelter, which scheduled to be held in the coliseum (the "permit premises") at the Pickaway County Fairgrounds, beginning at 4:00 p.m. on March 18th, and ending at 12:00 a.m. on March 19<sup>th</sup>. The permit is valid for the sale of beer only that will be supplied by Classic Brands Budweiser, Chillicothe. ORC §4301.62 ("open container statute") prohibits anyone from possessing an open container outside of the permit premises, and whoever violates this statute is guilty of a misdemeanor of the first degree.

Following the review, Commissioner Wippel offered the motion, seconded by Commissioner Henson, to approve and authorize Commissioner Stewart to sign the permit.

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

Attest: Patricia Webb, Clerk

**In the Matter of**  
**Increase to Square Footage Rental Lease Rate Proposed for**  
**Two-Year Rental Renewal Lease with Ohio Department of Public Safety For**  
**the Driver's License Testing Station Housed in the Pickaway County Annex:**

The commissioners reviewed the 2-year rental lease renewal proposed by the Ohio Department of Public Safety (ODPS) for the Driver Exam Station located in the Pickaway County Annex. The proposed rental lease included the rate of \$8.00 per square foot for 954 feet of space, which has been the constant rate since 2001.

In discussing the proposed rental lease renewal, the commissioners agreed that with no increase to the rental rate of \$8.00 per square foot since 2001, in addition to the rate per square foot another like tenant in the building pays, a \$0.60 per square foot increase is reasonable and warranted.

Therefore, Commissioner Wippel offered the motion, seconded by Commissioner Henson, to approve a \$0.60 per square foot rate increase, bringing the rate to \$8.60 per square foot for the 2-year period. A letter will be written to the proper individual at the ODPS to request that a revised rental lease agreement be forwarded if the change is agreeable.

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

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**In the Matter of**  
**Review of Discussion with Signet Development Regarding**  
**Pickaway County Fairground Revitalization Master Plan:**

Commissioner Wippel provided an overview of a meeting he and Mr. Lutz attended held last week with Signet Development representatives that focused on the timeline of the Pickaway County Fairgrounds Revitalization Master Plan project. The basic interior building design drawings for Phases 1, 2 and 3 of the plan with the estimated costs will be provided in collaboration between ms consultants, inc. and Quandel Construction in time for the 2017 Pickaway County Fair. A series of meetings with stakeholders of the various buildings that will be constructed will subsequently be held to receive input to consider before the design plans are finalized by the commissioners. Prior to the design renderings, tours of other county fairgrounds will be scheduled with ms consultants, inc. and Quandel Construction so they may obtain a realistic concept of what is envisioned for the various buildings. With the exception of the new horse barn that will be constructed by July 1<sup>st</sup> of this year, construction of the buildings in Phases 2 and 3 is projected to begin after the 2018 Pickaway County Fair. Agreements related to the construction of the buildings and the timeframe for all associated resolutions was also discussed. Gene Hollins, the county's economic development legal counsel, will assist with that process.

**In the Matter of**  
**Review of Discussion with**  
**Pickaway Sportsman, Inc. Regarding Funding**  
**Towards the Construction of the Show Arena in**  
**Exchange for the Naming Rights of the Building:**

Commissioner Stewart, after meeting with the Pickaway Sportsman, Inc. on January 21<sup>st</sup>, and February 21<sup>st</sup>, reported that members of the Pickaway Sportsman, Inc. put an offer on the table to, in exchange for naming rights of the show arena that would include a meeting space and a commercial kitchen, provide \$800,000 of the total amount of accumulated proceeds from the annual Extravaganza events held by the organization, and provide 25% of future revenues generated from all fundraising events held on the fairgrounds.

In reference to fundraising for the project, Commissioner Wippel and Mr. Lutz will be meeting with Russ Hodge, of Hodge Group Fundraising Consultants, later in the day. Donations specified for the project will be able to be made through the Pickaway County Community Foundation.

**In the Matter of**  
**Discussion Regarding Construction of the**  
**New Horse Barn on the Pickaway County Fairgrounds:**

Discussion was held regarding the demolition of an existing and construction of the new horse barn on the county fairgrounds and the bidding of the project. Tom Perkins, interested resident who has previous experience in the training of race horses and continues to spend time at horse barns on the county fairgrounds, happened to be present during the discussion. Mr. Perkins noted that horse trainers are desperate for locations that include a race track to train horses and that need will only increase after the race track is no longer available at Scioto Downs later this year.

During the conversation, Commissioner Wippel emphasized that it is important to get the bidding process going for the new horse barn, and it was noted that a materials list has not yet been received that was discussed in a recent meeting he and Mr. Lutz had with representatives of the Operating Engineers and Columbus/Central Ohio Building & Construction Trades Council. Both organizations expressed their interest in demolishing the old horse barn and constructing the new through their respective skilled training apprenticeship programs, which would potentially save 30% in costs related to labor; however, the organizations would like to do the work after school lets out in June and use the opportunity as a recruiting

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tool. Conversation was then held about how this would cause a tight timeframe in regards to the completion date for the grant that was received from the Ohio Department of Agriculture (ODA) towards the cost of the new horse barn. It was noted, however, that the representative of the ODA had previously mentioned that a grant extension would be able to be obtained if necessary.

Commissioner Wippel stated that he is anxious to keep the bidding process moving, and it was determined that he will make contact with Greg Greenlee of the Operating Engineers and report back during the commissioners' afternoon session.

**In the Matter of**  
**Authorization for County Prosecutor to Sign**  
**Court Order on Commissioners' Behalf Authorizing the**  
**Disposal of Obsolete Schulmerich Chimes Control Unit**  
**Owned by Foresman Chimes Trust:**

Terry Frazier, a Trustee of the Foresman Chimes Trust ("Trust"), spoke with Mr. Lutz who informed the commissioners that the Trust is desirous of disposing of the obsolete Schulmerich Chimes control unit. The controller, owned by the Trust, has remained in the courthouse attic since it was replaced a few years ago by the automated Verdin Chimes. The piece of equipment is no longer functional, too costly to repair, and has no value, and the Trust is desirous of divesting its ownership and appropriately disposing of it. To do so requires a Court Order, which was obtained from Probate Judge Jan Michael Long (Case No. 9854). The commissioners were informed that they can sign the Court Order, or they can authorize the Pickaway County Prosecutor to sign the document on their behalf.

After brief discussion, the commissioners determined that if the Trust is not interested in keeping the equipment, they would authorize the Pickaway County Prosecutor to sign the Court Order on their behalf.

Therefore, Commissioner Stewart offered the motion, seconded by Commissioner Wippel, authorizing the Pickaway County Prosecutor to sign the Court Order Case No. 9854.

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

Attest: Patricia Webb, Clerk

**In the Matter of**  
**Approval of FacilityDude/FacilityDude Solutions to**  
**Provide Evaluation of County Buildings and the Purchase**  
**of Preventative Maintenance/Capital Forecasting Software:**

Mr. Lutz informed the commissioners that the proposal for FacilityDude's maintenance operation software discussed last week that was originally brought to his attention by Jon Brown, Maintenance Supervisor, was received in the amount of \$3,701, and would be integrated into the existing Work Order system. The cost of FacilityDude engineer's evaluation of all county buildings (370,114 total sq. ft.) would be \$36,086. The engineers would inspect county buildings from "shingles to basement" and evaluate their condition, age of equipment (HVAC systems, hot water tanks, etc.), years-of-life expectancy, and more. The information would be entered into the software and provide a module that can be used to schedule preventative maintenance and predict budget and equipment needs to plan for the future. Building and maintenance data would continuously be entered into the system that would extend out into the future.

After discussing the matter, it was the commissioners' consensus that the building evaluation and software would be very helpful in providing a road map for preventative maintenance and a future capital funding plan; therefore, Commissioner Henson offered the motion, seconded by Commissioner Wippel, to approve the building evaluations and the purchase of software, in addition to authorizing Brad Lutz, County Administrator, to sign the necessary documents when obtained.

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

Attest: Patricia Webb, Clerk

**In the Matter of**  
**Position Title Name Change from**  
**Assistant County Administrator to Deputy County Administrator:**

Mr. Lutz said that in examining the title name of positions in other counties that is consistent with the county's Assistant County Administrator, and in looking at position titles within the county's other various offices, (e.g. Deputy County Auditor, Deputy County Engineer, Deputy EMA Director, etc.), and the way in which the position has evolved and anticipated to be in the future, it would be more appropriate to change the position title of "Assistant County Administrator" to "Deputy County Administrator." Mr. Lutz stated that there would be no change in the job description or responsibilities.

After briefly discussing the matter, Commissioner Wippel offered the motion, seconded by Commissioner Henson, to change the current position title of "Assistant County Administrator" to "Deputy County Administrator."

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

Attest: Patricia Webb, Clerk

**In the Matter of**  
**Discussion Regarding the Post Frame Stable (Horse Barn) Project Bid:**

After speaking with Greg Greenlee of the Operating Engineer's, Commissioner Wippel reported that the Operating Engineer's and Columbus/Central Ohio Building & Construction Trades Council expressed that they still have some interest in the horse barn project, however, they do not yet have a materials list.

In discussing the matter, and in keeping the bidding process moving, discussion was held about Mr. Lutz and Jon Brown, Maintenance Supervisor, possibly obtaining materials lists from various local trades (e.g. lumber, plumbing, concrete, etc.). Commissioner Wippel also stated that he would like for a detailed plan for project and its timeframe be obtained from Mr. Greenlee of Operating Engineers, and Mr. Hager of the Columbus/Central Ohio Building & Construction Trades Council, if the organizations are ultimately still interested in providing the labor through their respective apprenticeship training programs.

**In the Matter of**  
**County Administrator Report:**

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

- RSVP's were discussed for the upcoming Pickaway County Township Trustees' and Fiscal Officers Association meeting and dinner scheduled for March 14<sup>th</sup>, at the American Legion, with dinner at 5:30 p.m., and the meeting at 6:00 p.m.
- Commissioner Stewart provided an overview of the special meeting called by the 800 MHz Radio Communications Users Committee that he and Mr. Lutz attended last Thursday evening at the Pickaway County Sheriff's Office (PCSO) and the county's project and its progression in becoming P25 capable that, per Ohio law, is to occur by the end of this year. Questions were answered regarding the new P25 capable radios that were purchased by the county last year and their programming process. Questions were also answered related to a recent failure on the radio communications tower. Mike Wolf, of WS Electronics, announced at the meeting that the issue had nothing to do with the existing EDACS system itself, but instead was a chance failure of a



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component on the tower. The committee members were informed that if they ever have any questions regarding the county's radio communications system, to feel free in scheduling an appointment to meet with the commissioners.

- The letter from Common Pleas Court Judge, Randall Knece, and Chairman of the Pickaway County Courthouse Security, was reviewed related to the recommendations the Office of Security for the Supreme Court of Ohio made after its last year's inspection of the courthouse. The letter first prioritized recommendations for the commissioners' consideration that would bear little cost. There were other recommendations that were contained in the letter in a lower priority based upon the fact that grant applications have been submitted to the Supreme Court of Ohio for assistance in funding the more expensive recommendations. The letter noted, however, if the grant applications are unsuccessful, a request that the commissioners' appropriate funds to favorably act up upon the recommendations made that will improve and enhance the security of the building for employees and the general public that uses the courthouse. The commissioners reviewed the first prioritized recommendations and a few are already being addressed. Mr. Lutz stated that he sent emails to the judges and Magistrate Harsha regarding the other security recommendations that were made in the letter that will be addressed as well, and he requested their input in writing. Mr. Lutz mentioned that he had a conversation with court security officers in the courthouse and noted that none of the various signs recommended in the letter will be physically placed on the exterior of the courthouse; however, the display of the signs in any other manner determined at the court security officers' discretion would be acceptable.
- The Franklin County Cooperative Health Benefits Reporting figures for premiums received vs. medical services costs were reviewed for plan year beginning April 1, 2016, and ending December 31, 2016. As a whole, the cooperative reflected a positive balance of \$3,903,261 at the end of 2016.

**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 25, 2017.

A total of \$1,956 was reported being collected as follows: \$720 in adoptions; \$30 in boarding fees; \$375 in dog licenses; \$75 in dog license late fees; \$2 in additional kennel license; \$40 in owner turn-ins; \$649 private donation; \$25 in redemptions \$40 in transfer out rescue.

Eight (8) stray dogs were processed in; eighteen (18) dogs were adopted.

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

Brian S. Stewart, President

Jay H. Wippel, Vice President

Harold R. Henson, Commissioner  
BOARD OF COUNTY COMMISSIONERS  
PICKAWAY COUNTY, OHIO

Attest: Patricia Webb, Clerk