

**TUESDAY, FEBRUARY 7, 2017**  
**OFFICE OF THE BOARD OF 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 7, 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 January 31, 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 February 8, 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 \$86,081.47 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**  
**Report Provided by Dustin Hube:**

Dustin Hube, Fiscal Specialist/EMA Deputy Director, reported no issues with processing of bills. It was also reported that an email went out to all departments requesting Budget Action Request forms be submitted to him no later than 12:00 p.m. on Monday of every week in order to be reviewed for accuracy prior to being presented to the commissioners for approval each Tuesday.

**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:

- Three grant district recycling grant applications were submitted to the Ohio EPA on Friday of last week.
- Work is being performed to get the word out to industrial sites regarding the importance of filling out recycling surveys and it was determined that a letter signed by the commissioners will be sent to the industrial sites urging them to complete the surveys and why it is so important. Mrs. Tucker has also updated the RPHF website that provides information about Environmental Enterprises, Inc. (EEI) drop-off sites for hazardous household materials for the public's information.
- Mrs. Tucker updated the county's website that provides various individual information links.

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

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

- A fire truck that was placed on govdeals.com for the Southwest Pickaway Fire District sold for \$6,700.
- Mrs. Dengler is in the process of having a credit card machine set up soon for the Building Department for the public's convenience in paying fees.
- Mrs. Dengler participated in a conference call last week related to the incentives for county employees to obtain discounts on their healthcare premiums by participating in bio-screenings, blood pressure checks, body mass indexes, and health risk assessments. If an employee completes all of the incentives, they will be placed in pool to win a \$1,000 incentive. Though emails have been distributed about the incentives, plans are to conduct meetings to further review them with county employees and to answer any questions.
- Mrs. Dengler will be attending a PAAC meeting later in the week. She is on the coalition's Communications Committee and she mentioned that a PAAC link will be placed on the county's website that will allow easy access for the public.
- The Pickaway County Employees' Health & Safety Weeks is scheduled for May 15 – 19<sup>th</sup>. The county employee blood drive for Red Cross is scheduled for May 18<sup>th</sup>.

**In the Matter of**  
**Appropriation Approved:**

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

**13,000 to 248.2030.5901 – LEPC-Other Expense**  
**11,000 to 101.1105.5703 – Contingencies**

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**  
**Transfers Approved:**

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

**11,000 from 101.1105.5703 – Contingencies**  
**To**  
**101.1103.5443 – General Liability Insurance**

**8,000 from 101.5010.5437 – Veterans Services-Transportation**  
**To**  
**101.5010.5402 – Veterans Services-Repairs**

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**  
**Issuance of a Blanket Purchase Order Approved:**

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

**13,000 – 248.2030.5901 – LEPC-Other Expense**

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**  
**Discussion Regarding the Harrison Township**  
**Board of Zoning Appeals Meeting Related to**  
**Columbus Bituminous Company's Request for a**  
**Conditional Zoning Certificate for a Surface**  
**Mining Activity on Weigand Road:**

Commissioner Stewart spoke about a number of text messages he received from various area landowners inquiring if the Board of County Commissioners approved a surface mining activity (quarry) project site on Weigand Road in Harrison Township.

Commissioner Stewart said that he had been told by the area landowners, who are not in favor of the project, that the attorney for Columbus Bituminous Concrete Corporation went before the Harrison Township Board of Zoning Appeals Board (BZA) the previous night requesting a Conditional Zoning Certificate for the project. During his request, the attorney for the company stated that the Pickaway County Board of Commissioners had already approved the project. Commissioner Stewart said that he explained to those who contacted them that the board of county commissioners, pursuant to the ORC which states they shall, *only* approved the ingress and egress and road improvements to U.S. Rt. 23 and Weigand Road based upon the approval and recommendation of the County Engineer, Chris Mullins, who had studied the plan. It was noted that the approval of the road improvements plan was contingent upon the request for the approval of a Conditional Zoning Certificate from the Harrison Township BZA, and it was stressed that the board of county commissioners has no authority over or has anything to do with township zoning or township BZAs. Commissioner Stewart said the company's request was tabled by the Harrison Township BZA until March 6<sup>th</sup>.

Terry Frazier, Planning & Development Director, who had performed some prior research, met with the commissioners at their request. Per the Harrison Township Land Use Plan adopted by the township trustees in 2008, the location of the proposed quarry site is zoned for General Business (GB) District, as recommended by the Harrison Township Zoning Commission, and quarrying is a conditional use. Mr. Frazier provided copies of the GB District articles and sections in the Harrison Township Zoning Resolution, which states quarrying or mining operations are permissible provided all local, state, and federal regulations are met and licenses are obtained. He also informed the commissioners that the site is located in a flood hazard area and the day before this meeting, the concrete company contacted him and Geoff Davis, Pickaway County Building Department Inspector/Flood Plain Manager, and the company was issued a flood plain permit after meeting all of the requirements.

It was noted during the commissioners' discussion of the proposed project that it is totally at the Harrison Township BZA's discretion on whether to approve or deny Conditional Zoning Certificate. Mr. Frazier also noted that township BZAs are separate judicial bodies from the township trustees, and township trustees would not have the right to appeal the BZA's decision, whatever it may be, without taking it to the county common pleas court. It noted that if the Harrison Township Trustees did not want quarrying in the GB District, quarrying sites should be included in an industrial zoned district, which Mr. Frazier stated that they were in the past.

After further discussion, it determined that the commissioners will provide a letter to the Harrison Township BZA explaining exactly what they had approved as part of their duties spelled out in the ORC, when they approved the ingress and egress and road improvement plan based on the county engineer's approval and recommendation following his study of the road improvement plan that was presented for the

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proposed project, and to clarify that their approval of the road improvement plan does not express the commissioners' opinion one way or the other about the project.

Mr. Frazier also mentioned that the county's GIS department has the ability to install various layers of mapping on the county auditor's website reflecting township zoning for the various townships, flood hazard areas, contours, and a wide variety of other beneficial data for public consumption. The commissioners agreed that it would be something useful to look into.

The commissioners then thanked Mr. Frazier for meeting with them regarding the mater.

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

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

- Mr. Lutz provided an overview of the County Budgeting Basics presentation that he, along with the Wayne County Administrator, provided at the County Commissioners Association of Ohio's (CCAO) New Member Training seminar recently held in Columbus for newly elected county commissioners. He reported that the presentation went very well, and a lot of good questions were asked.
- An overview of the Pickaway County Fire Chief's meeting was provided that Mr. Lutz attended the evening before where the county's 800 MHz Radio Communications System was discussed.
- Mr. Lutz was informed the commissioners that with the renovations of the main level of the commissioners' building that is currently underway, the original wood flooring was exposed after the carpeting was removed, which was found to be in good condition, and can be refinished after filling in a few areas where needed that would blend in with the existing wood flooring. It was determined that the original wood flooring would be preferable over new carpeting.
- Mr. Lutz provided an overview of the meeting he had last week with department heads under the commissioners' purview (Maintenance Dept., Building Dept., Dog Shelter, Development & Planning, EMA), and one of the topics discussed was each department head providing a quantifiable report of service-type measurable outputs in two weeks that could be used as a beneficial tool in continuing to improve services.

**In the Matter of**  
**Wright Poling/Pickaway County Dog Shelter**  
**Update Regarding its Annual Report Provided by**  
**Marc Rogols, Chief Dog Warden:**

Chief Pickaway County Dog Warden, Marc Rogols, met with the commissioners and reviewed the facility's annual report of the number of dogs seized, impounded, redeemed, euthanized, and other shelter activity for 2016.

While Mr. Rogols stated that some records were set in 2016, the shelter experienced a decline in visitors and adoptions during the months of November and December 2016, after the distemper issue in the Franklin County Dog Shelter, an effect that Mr. Rogols said was experienced by adjoining county dog shelters. He stated that the transfer out rescue program in cooperation with DASH Rescue numbers were up and the program is working very well. He said that of the 28 dogs that were transferred out to the rescue for adoption, 21 were for pit bulls.

The euthanasia rate was 1.56% for 2016, down from 2.98% in 2015. Mr. Rogols stated that no euthanasia has taken place in the dog shelter due to overcrowding for more than 3 years. Euthanasia initiated by the shelter last year (7) were all related to severe medical issues or aggression issues, which were not breed specific. He also stated that the shelter is at a 100% for the adoption or rescue placements of special needs and elderly dogs.

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A statistical report was reviewed of the various services performed at the facility. In discussing the number of 2017 dog licenses that were issued by the January 31, 2017 deadline to purchase tags without a late fee, Mr. Rogols said that the number has increased and a lot of it has to do with dog tags being able to be purchased online. He mentioned that Melissa Betz, County Auditor, stated that nearly all of the satellite vendors that sell county dog tags has seen an increase in sales as well. Mr. Rogols said that he should have the final total for tags sold sometime soon, and will provide the commissioners with that information. He also said that during an event where Kroger permitted volunteers to set up a table to sell county dog tags for resident's convenience was very busy, though he was surprised at the number of people that said they didn't realize they had to purchase tags for their dogs. Plans are to continue to conduct similar events. Mr. Rogols stated that the county has a great Dog Shelter and he and the county auditor have been having discussions related to ideas for marketing in continuing to reach the public. He mentioned that he is scheduled to provide a presentation to the Ashville Historical Society next week.

Following the review, Mr. Rogols then presented a quote from Galls for the commissioners' consideration for the purchase of four tactical body armor vests that he said would be used as a protective measure and they would have a "Dog Warden" panel on the front of each vest for identification. Though there has been no serious incidents that have occurred thus far, Mr. Rogols said that there have been a couple of incidents that were confrontational and law enforcement had to be called.

After asking a series of questions that centered on whether there is a real need for the tactical gear, the commissioners said that they would take matter under consideration, and thanked Mr. Rogols for the update.

**In the Matter of**  
**Acceptance of Building Located at**  
**1005 S. Pickaway Street and Other Real Property**  
**Formally Utilized by the Pickaway County Board of Developmental Disabilities:**

In reference to the building and other real property located on South Pickaway Street and East Walnut Street previously utilized by the Pickaway County Board of Developmental Disabilities, Commissioner Wippel offered the motion, seconded by Commissioner Henson, to accept the real property in the Pickaway County Commissioners' name and to adopt a formal Resolution subsequent to consultation with the Pickaway County Prosecutor.

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**  
**Pine Valley Proposal**  
**Approved and Signed for Interior Renovations to the**  
**Pickaway County Commissioners Building Main Level:**

Commissioner Wippel offered the motion, seconded by Commissioner Henson, to approve the proposal from Pine Valley Construction, LLC, in the amount of \$49,900 for the main level interior remodel of the Pickaway County Commissioners' building.

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**  
**Pickaway County Fairgrounds Revitalization Master Plan Discussion:**

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Commissioner Wippel provided an overview of the meeting he and Mr. Lutz had last week with representatives of Signet Development which provided a preliminary program project schedule. Also presented was a Memorandum of Understanding (MOU) from Signet Development to provide comprehensive development services in support of the goal to revitalize the county fairgrounds. In reviewing the timeline's schedule, it was determined that it was a bit aggressive and that will be discussed with Signet representatives prior to entering into an MOU for the company to provide the designs of the various buildings and phases of the project.

Commissioner Wippel mentioned that he would like to kick-off the fundraising through the Pickaway County Community Foundation sometime this fall and he and the county administrator will be meeting with Jan Shannon, Executive Director, soon regarding fundraising for which the commissioners plan to obtain a fundraising consulting firm.

**In the Matter of**  
**Discussion with Ryan Scribner,**  
**P3 Economic Development Director,**  
**Regarding Various Topics:**

The following is a summary of topics briefly reviewed with Ryan Scribner, P3 Economic Development Director:

- Representatives from the Mid-Ohio Regional Planning Commission (MORPC), and representatives from Columbus 2020 would like to meet with the commissioners, in addition to the county engineer, related to the Comprehensive Economic Development Strategy (CEDS) for the region. Tuesday, February 21<sup>st</sup>, at 10:00 a.m. was scheduled to discuss the topic.
- An overview of the meeting Mr. Scribner and Commissioner Stewart attended last week with representatives from NTE Energy and representatives from the Logan Elm School District (LESD) related to a PILOT agreement for LESD associated with an enterprise zone agreement NTE plans to apply for.
- The P3 Spec building in Ashville is in a sale contract and notice has been given to the building's two rental occupants, which have had the opportunity to purchase the building for a number of years. Mr. Scribner is working with both of them in helping to identify potential options for relocation. The company that purchased the building is expected to have at least 9 full-time employees, with the potential for more, which is 2 more full-time positions than the two displaced companies provided.
- Mr. Scribner stated that he would like to meet with the county administrator, the commissioners' fiscal specialist, and the deputy county engineer soon to discuss submitting a drawdown to the ODSA office related to the CDBG economic development grant that is one of the funding sources for the Love's Travel Stops/Sofidel road improvement project. He stated that there is approximately \$10,000 in soft costs for which P3 will be requesting reimbursement. The county's only function is to serve as the grant's funding conduit.
- Mr. Scribner mentioned that some interest has been shown for the Jobs Ready Site (former location of Thomson Consumer) that is located adjacent to the south side of Walmart.
- NorthPoint intends to break ground for the first spec building, just under 1.1 million sq. ft., in late March or early April. Mr. Scribner said that there is one zoning matter that the Harrison Twp. Zoning Inspector is expected to act upon soon.
- Mr. Scribner stated that he and Tim Colburn, who are on the Pickaway Addiction Action Coalition (PAAC) Development Committee, would like to meet with the commissioners to discuss fundraising and a plan for the funds that have been secured to date, and plans in attempting to obtain some stated and federal funding that may be available in addressing the opiate issue. Tuesday, February 14<sup>th</sup> at 2:00 p.m. was scheduled for the meeting.

**In the Matter of**  
**Higher Education Learning Partners for Students**  
**(H.E.L.P.S.) Update Provided by Christy Mills, Executive Director:**

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Christy Mills, Higher Education Learning Partners for Students HELPS Executive Director, met with the commissioners and provided an update. HELPS' mission is to influence Pickaway County students and their families to value 21<sup>st</sup> century skills and link them with resources and opportunities to succeed, and its vision is to inspire and improve Pickaway County students' college and career readiness which will improve their quality of life and ultimately improve the economic stability of the area.

Topics of the various programs HELPS provides were reviewed that included:

- “Real Money/Real World” financial literacy curriculum offered through the OSU Extension office that is a 3 days of classroom lessons and a 4<sup>th</sup> day simulation activity for county 8<sup>th</sup> graders to help young students understand the difference between wants and needs in the family budget and recognize the impact of education level on potential future income
- “Kids On Campus” summer enrichment camp held annually for all Pickaway County students in grades 1 through 4 at the Ohio Christian University (OCU). The program focuses on math, science, technology, and art. Mrs. Mills stated that music has been added. The summer camp provides hands-on activities in a fun learning environment that also provides very young students with early exposure to a local college campus.
- “Career Planning” wherein Mrs. Mills is in one the schools Monday through Thursday of every week and provides grade level appropriate advising services to guide career and college decisions and planning to grades 6 – 12.
- “Pickaway County College Night” that is held each year to provide students with information related to education options with representatives from over 100 institutions, tech schools, trade schools, 2-year and 4-year colleges, as well as military. It also provides financial aid information.
- “ACT Prep Workshops” that is offered in spring and fall to all Pickaway County high school students that is taught by an Ohio University adjunct professor using “The real ACT Study Guide” workbook which examines practice questions, tips for test day, reading techniques, etc. as students prepare to take college entrance exams.
- “Free Application for Federal Student Aid (FAFSA) Workshop” offered in partnership with the financial aid office of OCU that is open to all Pickaway County students and adult learners of all ages.
- “Pickaway HELPS/Ula Jean Ater Metzler Scholarship” that is awarded to one graduating senior at each county high school attending any accredited post-secondary institution. Criteria includes financial need.
- “Pickaway HELPS Internship Program” that was implemented last year in partnership with local employers and workforce agencies and provides high school students with real world work experience.
- An activities summary was reviewed of the various programs HELPS offers and the number of students and families that have been assisted by each.
- An event at Westfall High School, “Westfall Way Forward,” will be held next on Thursday of next week where mock interviews will be conducted on one side of the gymnasium, and an employment/college fair will be conducted on the other side. A similar event is planned at Circleville High School in April. Commissioner Stewart inquired if Mrs. Mills would be available to attend a meeting the commissioners have scheduled for next week with a representative of the Ohio Operating Engineer's regarding a IUOE Local 18, Joy Ewing, Director of Job & Family Services, and Roxane Sigmon, Manager of the OhioMeansJobs-Pickaway, regarding its apprenticeship and job training program. Mrs. Mills stated that she is scheduled to be in the schools at that time; however, Joy Ewing is on the HELPS Advisory Board and she can also represent HELPS. Mrs. Mills stated, however, that she would be very happy to place the Ohio Operating Engineer's in the employer rotation for job fairs.

At the conclusion of the meeting, the commissioners thanked Mrs. Mills for the update.

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

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The weekly report for the Wright Poling/Pickaway County Dog Shelter was filed for week ending February 4, 2017.

A total of \$2,868 was reported being collected as follows: \$280 in adoption fees; \$1,665 in dog licenses; \$105 in license late fees; \$628 in kennel licenses; \$25 in micro-chip fees; \$40 in owner turn-ins; and \$125 in private donations.

Two (2) stray dogs were processed in; seven (7) 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  
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Attest: Patricia Webb, Clerk