

TUESDAY, OCTOBER 18, 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, October 11, 2016, with the following members present: Mr. Brian S. Stewart and Mr. Jay H. Wippel. Mr. Harold R. Henson was absent. Brad Lutz, County Administrator, was in attendance. Jennifer Bahney, of the Circleville Herald, was also in attendance.

In the Matter of
Minutes Approved:

Commissioner Stewart offered the motion, seconded by Commissioner Wippel, to approve the minutes from October 11, 2016, with corrections.

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

Attest: Patricia Webb, Clerk

In the Matter of
Bills Approved for Payment:

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 October 19, 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 \$524,653.53 on the County Treasurer to satisfy the same.

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

Attest: Patricia Webb, Clerk

In the Matter of
Report Provided by Dustin Hube:

The following is a summary of the report provided by Dustin Hube, Fiscal Specialist/Deputy EMA Director:

- Over the past weekend, Mr. Hube and Mr. Conrad, EMA Director, participated in and each received certification from FEMA's Community Emergency Response Team (CERT) "Train-the-Trainer" program, a 24-hour course which provides continued education to hold CERT training classes related to disaster preparedness. Mr. Hube stated that he and Ethan Allen, the new local CERT leader, will be meeting with representatives from the Ohio FEMA office to learn about available funding grants.
- Mr. Hube and Mr. Conrad will be assisting with parking cars for the Pickaway County CERT at the Pickaway County Service Center during the 8:00 a.m. to 2:00 p.m. shift on Wednesday of Pumpkin Show. Various county affiliated organizations, scheduled through the commissioners' office, use this opportunity to raise funds for their respective organization.
- Mr. Hube submitted his paternity leave letter became, effective October 15th, related to the November 15th, expectant due date of his and his wife's baby.

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In the Matter of
Waiver Approved:

At the request of Dustin Hube, Commissioner Stewart offered the motion, seconded by Commissioner Wippel, to waive the waiting period to issue payment to Grant Clifton in the amount of \$500 from line item 101.1117.5401 for payment related to contact services for the monitoring of recycling bin locations throughout the county for the RPHF Solid Waste District.

Voting on the motion was as follows: Commissioner Henson, absent; Commissioner Stewart, yes. Commissioner Wippel, 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/911 Coordinator:

- Mr. Conrad has been working with AT&T Wireless related to when they will be upgrading their 911 calling network be compliant with Phase II that will provide origin of a 911 call without the dispatchers having to press a re-bid button that shows the location of the call. Currently, if a 911 call comes into the county PSAP from an AT&T wireless user, the cell tower location shows up on the dispatch monitor but the address does not without the dispatcher hitting the re-bid button. AT&T is the only wireless phone provider that has not upgraded to Phase II.
- Last week Mr. Conrad attended the Ohio EMA Fall conference, the State of Ohio Emergency Response Commission (SERC) Conference and Pickaway County was recognized for 17 years of reporting updated emergency response plans.

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 Assistant/Special Projects Assistant:

- On behalf of Ms. Dengler, who was participating in a Franklin County Healthcare Consortium conference call regarding the RFP process for health service providers, it was reported that 72 county employees have signed up for the Pumpkin Show Step Challenge.
- Mrs. Tucker and Tom Davis, RPHF Coordinator, visited Kenworth in Chillicothe last week that recycles 98% of its waste. She stated that the individual in charge is interested in being appointed to the RPHF Policy Committee. The next RPHF Board of Director's meeting is scheduled for October 27th, at 9:00 a.m., at 101 E. East St. in Washington C.H., which the commissioners will be attending. Mrs. Tucker also invited the commissioners to attend the RPHF Policy Committee meeting that will be held at 11:30 the same day, if their schedules permit, where lunch will be provided.
- Mr. Tucker and Mr. Davis will be attending a meeting at the Ohio EPA on Wednesday of next week related to recycling grants that will be available to apply for in February 2017. Current plans are to apply for two separate grants.
- A reminder was provided regarding the RPHF Solid Waste District and Pickaway County Health District Tire Collection Day event is scheduled for Saturday, November 5th, from 8:00 a.m. to 12:00 noon, at the Pickaway County Engineer's Highway Garage.
- Mrs. Tucker and Terry Frazier, Development & Planning Director, met with Ryan Scriber, P3 Economic Development Director, regarding a potential new business in the Rickenbacker area.

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**In the Matter of
Allocation of August
2016 Sales Tax Collections:**

Commissioner Wippel offered the motion, seconded by Commissioner Stewart, to allocate the **August 2016 Sales Tax collections** in the following manner:

**31,598 to 401.0000.4121 – Capital Fund
758,341.24 to 101.0000.4121 – General Fund**

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

Attest: Patricia Webb, Clerk

**In the Matter of
Allocation of July, August, September 2017
Casino Revenue Collections:**

Commissioner Wippel offered the motion, seconded by Commissioner Stewart, to allocate the **2016 Third Quarter (July, August, September)** Casino Revenue in the following manner:

**6,556 to 401.0000.4575 – Capital Fund
157,333.53 to 101.0000.4575 – General Fund**

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

Attest: Patricia Webb, Clerk

**In the Matter of
Change Order #1 Approved for Contracts A, B, and C
Related to the 2016 County & Township Roads Resurfacing Project:**

The commissioners reviewed Change Orders submitted by the county engineering department related to the 2016 County & Township Roads Resurfacing project. Following the review, Commissioner Wippel offered the motion, seconded by Commissioner Stewart, to approve the following:

Change Order #1 in the amount of \$7,905.96 for Contract A – Resurfacing various township roads;

Change Order #1 in the amount of \$119,840.72 for Contract B – Resurfacing various county roads;

Change Order #1 in the negative amount of -\$9,156.25 for Contract C – Chip/Seal various county and township roads.

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

Attest: Patricia Webb, Clerk

**In the Matter of
Resolution Adopted Authorizing**

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FY 2017 Community Development Block Grant
Administration/Consultant Services:

Commissioner Stewart offered the motion, seconded by Commissioner Wippel, to adopt the following Resolution in reference to the procurement of grant administration/consultant services for the FY 2017 Community Development Block Grant Allocation Program and set-asides for Competitive Neighborhood Revitalization, Downtown Revitalization, and Critical Infrastructure Grant funds:

Resolution No.: PC-101816-1

WHEREAS, Pickaway County will be making application to the Ohio Development Services Agency (ODSA) for 2017 Community Development Block Grant (CDBG) Allocation Program grant funds and setasides for Competitive Neighborhood Revitalization, Downtown Revitalization, and Critical Infrastructure Funds; then,

THEREFORE BE IT RESOLVED, that the Pickaway County Board of Commissioners hereby authorized the procurement of grant administration/consultant services from qualified firms and/or individuals through the Request for Qualifications/Request for Proposal (RFQ/RFP) process.

Voting on the motion was as follows: Commissioner Henson, absent; 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:

- Mr. Lutz will be attending a Western Reserve Land Conservancy conference in Cleveland on October 24th, 25th, and 26th, in reference to the plan for the creation of a Pickaway County Land Bank.
- Mr. Lutz informed the commissioners that the video regarding the history of Pickaway County currently under production by the Ohio Channel, a service of Ohio's Public Broadcasting Stations (PBS), which will largely focus on the courthouse, will air sometime in December. He will be informed of the specific air date sometime in the near future.
- Mr. Lutz has again been asked to provide a county budget presentation representing small to medium size counties at the County Commissioners' Association of Ohio's (CCAO) Winter Conference on Monday, December 5th, along with the Wayne County Administrator that will be representing larger counties.
- Mr. Lutz presented a conceptual plan, with the aid of an aerial map provided by the county's GIS Department, which he and Mrs. Tucker prepared related to the size and future placement for the construction of a new harness racing stable/horse barn at the Pickaway County Fairgrounds. The goal is to maximize the space available and have a template for the configuration of future horse barns. A \$50,000 agricultural grant was obtained from the Ohio Department of Agriculture, with a \$25,000 match from the county commissioners and \$25,000 from the Pickaway County Agricultural Society for a total of \$100,000 for the first new horse barn, which is Project 1. Project 2 is a manure storage facility. Ultimately, there will be a total of six new horse barns and after the existing large barn is razed it is thought that it would be more cost-effective to construct two smaller horse barns, 40 ft. x 128 ft., with a horse wash stall area, 3 tack rooms, and 18 stalls in each.

In the Matter of
Meeting with County Auditor to
Review September 2016 Revenue & Expenditure Reports:

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Melissa Betz, County Auditor, met with the commissioners and review the revenue and expenditure reports as of September 30th. Mike Parks, Independent candidate for Pickaway County Commissioner, was also in attendance.

It was reported that the General Fund end of the month balance was \$6,510,490.54, and the balance for the day was \$6,073,689.09. In reviewing the revenue and expenditures breakdowns, no areas of concern were noted related to departmental expenditures to date.

Mrs. Betz mentioned CAUV and soil values and noted that Hancock County's CAUV soil values were up 28% opposed to the 136% previous composite discussed at a county auditor's association's legislative committee meeting, but most other counties are beginning to see a slight decrease. She also mentioned that an increase will probably be seen in residential values in the county's 2017 reappraisal cycle. According to Mrs. Betz, soil values that are typically released by the Ohio Department of Taxation in February, will not be released until June 2017, payable in 2018.

Mrs. Betz spoke about the GIS parcel project from the Voinovich School of Leadership and Public Affairs at Ohio University for the county-wide digital mapping project with ESRI GIS mapping for the parceling of maps that is an approximate \$100,000 project that will come from the county auditor's Real Estate Assessment (REA) fund. She also spoke about a contract she recently entered into with Prime 3SG Document Imaging to scan very old tax duplicates that are in storage and are beginning to disintegrate and that is an approximate \$100,000 project as well. With \$200,000 of the REA funds allocated for these projects, Mrs. Betz stated that Jason Gillow, GIS Coordinator, is working on a cost-sharing letter to send to various users of the county's Pictometry imagery website regarding contributing to the cost of the Pictometry contract that is up for renewal in 2017. Mrs. Betz stated that she will keep the commissioners informed of the matter.

In the Matter of
Meeting in Executive Session:

At 10:16 a.m., Commissioner Wippel offered the motion, seconded by Commissioner Stewart, to enter into Executive Session pursuant to ORC 121.22 (G) (1) to discuss the employment of a public employee in the Pickaway County Commissioners' office. Brad Lutz, County Administrator, was in attendance.

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

Attest: Patricia Webb, Clerk

At 10:31 a.m., the commissioners exited Executive Session and Commissioner Wippel offered the motion, seconded by Commissioner Stewart, to resume Regular Session.

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

Attest: Patricia Webb, Clerk

No action was taken.

In the Matter of
Creation of New Line Items Approved:

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

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**296.1256.5906 – Misdemeanor Day Reporting-Grant Reimbursement
295.1255.5905 – Felony Day Reporting-Grant Reimbursement**

Voting on the motion was as follows: Commissioner Henson, absent; 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 Stewart, to approve the following request for the APPROPRIATION OF FUNDS:

**8,102.25 to 296.1256.5905 – Misdemeanor Day Reporting-Grant Reimbursement
3,692.43 to 295.11255.5905 – Felony Day Reporting-Grant Reimbursement
1,079.87 to 651.6050.5901 – Unclaimed Funds-Other**

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

Attest: Patricia Webb, Clerk

**In the Matter of
Transfers Approved:**

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

**94.18 from 101.1101.5404 – Commissioners-Advertising/Printing
To
101.1101.5204 – Unemployment**

**1,000 from 101.1108.5430 – Building Department-Training
To
101.1108.5301 – Building Department-Supplies**

**1,200 from 101.2083.5430 – Sheriff-Training
To
101.2083.5403 – Sheriff-Travel Expense**

Voting on the motion was as follows: Commissioner Henson, absent; 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 October 15, 2016.

A total of \$283 was reported being collected as follows: \$120 in adoption fees; \$60 in dog licenses; \$15 in dog license penalties; \$40 in owner turn-ins; \$23 in private donations; \$25 in redemptions.

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Four (4) stray dogs were processed in; three (3) dogs were adopted; no (-0-) dogs were euthanized.

No firearms were discharged.

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

ABSENT

Harold R. Henson, President

Brian S. Stewart, Vice President

Jay H. Wippel, Commissioner

**BOARD OF COUNTY COMMISSIONERS
PICKAWAY COUNTY, OHIO**

Attest: Patricia Webb, Clerk