

**TUESDAY, NOVEMBER 7, 2017**  
**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, November 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 October 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 November 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 \$755,895.94 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**  
**Change Order #1 Approved for**  
**U.S. 23, Pittsburgh Road, Duroc Street & Clagg Way Road Improvement Project:**

Anthony Neff, Deputy County Engineer, presented Change Order #1 in the amount of \$128,306.90 from Shelly and Sands, Inc. related to the U.S. 23, Pittsburgh Road, Duroc Street & Clagg Way Road Improvement Project.

After receiving an overview of the details of the change order, Commissioner Wippel offered the motion, seconded by Commissioner Henson, to approve and sign the document.

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**  
**Approval for Pickaway County Engineer to Enter into a**  
**Professional Services Agreement with E. L. Robinson Engineering of Ohio Co.:**

Anthony Neff, Deputy County Engineer, presented a Professional Services Agreement between Pickaway County and E.L. Robinson Engineering Ohio Co. related to design services with minimal approach

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work for the replacement of a superstructure on Era Road over Deercreek (PIC-C500-0.37), and the superstructure on Lockbourne Eastern Road over Walnut Creek (PIC-T031-2.93). Mr. Neff stated that the existing superstructures will be removed and replaced with new on the existing piers.

After discussing the agreement, Commissioner Wippel offered the motion, seconded by Commissioner Henson, for its approval.

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**  
**Approval to Enter into a Developer's Agreement with**  
**NP Ashville Pike, LLC, for the Construction of a Private Road**  
**Related to the NorthPoint Development Project in Harrison Township:**

Anthony Neff, Deputy County Engineer, presented a Developer's Agreement between the county and NP Ashville Pike, LLC, for the construction of and maintenance of a private road, which will be built to county private road standards, related to the NorthPoint project in Harrison Township that will grant one access point directly onto SR 762. No other access point is granted except for one emergency access point off of Airbase Road to meet all safety codes that will be maintained by the developer. The emergency access shall be protected by a public easement. The developer has provided Terry Frazier, Development & Planning Director, with a \$591,000 bond that will be used by the county should the developer not complete the road. The developer shall assume all costs in connection with the construction of the waterlines, sanitary sewer, utilities and appurtenances. The developer shall also pursue, through the county, the ditch petition process placing all off-site storm sewers, retention basins, and outlets on maintenance.

After discussing the agreement, Commissioner Wippel offered the motion, seconded by Commissioner Stewart, to approve and sign the agreement.

Voting on the motion was as follows: Commissioner Stewart, yes; Commissioner Wippel, yes; Commissioner Henson, abstain. 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:

- The detailed listing of equipment purchased with the county's EMA grant since 2010/2011 has been submitted to the Ohio EMA.

**In the Matter of**  
**Jeff Rush Hired as Electrical Inspector at the**  
**Pickaway County Building Department:**

April Dengler, Deputy County Administrator, provided an overview of the three interviews she and Geoff Davis, Inspector for the Pickaway County Building Department, conducted last week for the Electrical Building Inspector III position. For the commissioners' review. Mrs. Dengler presented the resume' and application from Jeffrey S. Rush, who currently holds a Residential and Commercial Building Certificate as well as an Electrical Inspector Certificate. She stated that Mr. Rush is scheduled to take his commercial test on November 11<sup>th</sup>, and will also take the residential mechanical test.

After the commissioners received additional information, the recommendation was made to hire Mr. Rush. Therefore, Commissioner Henson offered the motion, seconded by Commissioner Wippel, hire Jeffrey S. Rush for the full-time Building Inspector III position in the Pickaway County Building Department, at the

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rate of \$28 per hour, effective November 30, 2017. After he obtains his commercial mechanical certification, the hourly rate will increase to \$29 per hour. Once he obtains his residential mechanical certification, the hourly rate will increase to \$30 per hour.

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**  
**Approval of 2<sup>nd</sup> Quarterly Payment Request for**  
**Reimbursement of Recycling Outreach Specialist Services:**

Mrs. Dengler presented the 2<sup>nd</sup> Quarter Payment Request for reimbursement of Recycling Outreach Specialist services from the RPHF Joint Solid Waste District Fund.

After reviewing the request, Commissioner Henson offered the motion, seconded by Commissioner Wippel, to approve the request and authorizing Commissioner Stewart to sign the document.

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 Certificates Approved:**

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

**Resolution No.: PC-110117-1**

WHEREAS, the Pickaway County Budget Commission approved an AMENDED CERTIFICATE in the amount of \$36,000 for the CDBG Love's Project Fund #251, and an AMENDED CERTIFICATE in the amount of \$300 for the Board of Elections State Fees Fund #120; then,

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

**CDBG – Love's Project Fund #251**  
**36,000**

**Board of Elections State Fees Fund #120**  
**300**

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**  
**Fund Transfers Approved:**

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

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**131.45 from 101.1105.5611 – Special Projects Assessment-Interest  
To  
901.000.4707 – Special Projects Assessment-Interest**

**4,188.13 from 101.1105.5609 – ALGT-Interest  
To  
201.0000.4705 – ALGT-Interest**

**2,205.32 from 101.1105.5610 – Motor Vehicle Tax  
To  
202.0000.4706 – Motor Vehicle Tax-Interest**

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

**400 to 656.6083.5403 – RPHF Solid Waste District-Travel & Expense  
44,856.41 to 656.6083.5465 – RPHF Solid Waste District-Recycling Drop-off Expenses  
331.45 to 101.1105.5703 – Contingencies  
4,188.13 to 101.1105.5703 – Contingencies  
2,205.32 to 101.1105.5703 - Contingencies  
57,700 to 251.6225.5520 – FY 2016 CDBG-Projects  
3,226 to 248.2030.5501 – LEPC-Equipment  
300 to 120.1141.5901 – Board of Elections State Fees  
600 to 227.2020.5501 – CASA-Equipment  
300 to 216.1235.5403 – Probate-Travel & Expenses**

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 & RE-APPROPRIATION OF FUNDS:

**331.45 from 101.1105.5703 – Contingencies  
To  
101.1105.56.11 – Special Projects Assessment-Interest**

**4,188.13 from 101.1105.5703 – Contingencies  
To  
101.1105.5609 – ALGT-Interest**

**2,205.32 from Contingencies  
To  
101.1105.5610 – Motor Vehicle Tax**

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**19,000 from 201.3005.5203 – Engineer-ALGT-Insurance  
To  
201.3007.5401 – Engineer-Contract Service**

**34,982 from 201.3007.5506 – Engineer-Contract Projects  
To  
201.3007.5401 – Engineer-Contract Service**

**800 from 101.2083.5430 – Sheriff-Training  
To  
101.2083.5403 – Sheriff-Travel Expenses**

**350 from 101.2012.5203 – Sheriff-Administration-Insurance  
To  
101.2012.5101 – Sheriff-Administration-Salary**

**10,000 from 232.1155.5301 – Treasurer-DTAC  
To  
232.1155.5401 – Treasurer-DTAC-Contract Services**

**5,000 from 201.3005.5203 – ALGT-Insurance  
To  
201.3006.5312 – Engineer Garage-Supplies & Materials**

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  
Approval of Blanket Purchase Order:**

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

**800 – 703.6072.5901 – CSEA-Cash Bond-Other Expenses**

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 Item Approved:**

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

**248.2030.5501 – LEPC-Equipment**

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  
County Administrator Report:**

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

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- The commissioners' office was cc'd on an email to Robert Berquist, Berqshire, LLC, from Mary Oakley of the Ohio Development Services Agency (ODSA) was stating that the agency has received and is reviewing the remaining documents it previously requested related to the FY 2015 CDBG Allocation Program's audit the agency conducted earlier this year. A request was made for the county to receive a letter from ODSA as to the results of the review.
- 2018 budget requests will be distributed to county departments this week that will requested to be returned to the commissioners' office by November 20<sup>th</sup>. The budget can be reviewed for approval by the commissioners on November 27<sup>th</sup>. The fairgrounds office will be contacted regarding utilizing the Ankrom for on December 5<sup>th</sup>, the 2017 year-end and 2018 annual budget meeting with elected officials and department heads. Lunch will be provided at 11:30 a.m., with the meeting beginning around noon.
- An invitation was received from the P3 office to attend the site selection seminar that will be held at OCU on Thursday, November 9<sup>th</sup>, at 1:30 p.m., that Brad Lutz will attend.
- Four security cameras in the courthouse went down over the weekend, possibly due to the storm.
- Rain water leaked into the lower level of the in county's building on S. Pickaway St. and the rental apartments on the frontage of the fairgrounds. John Bialy, Bialy Corp., will be looking into the matter. Letters have also been sent to the tenants of the apartments and the county's building on the frontage of the fairgrounds that houses a barber shop notifying them of the March 30, 2018, evacuation date that they had previously been made aware of.
- The county's communication room's P25 upgrade is moving forward. Dave Conrad, EMA Director/E911 Coordinator, set up a meeting at the sheriff's office for Thursday of this week with Frontier Communications that handles the county's landlines and 911 ALI database. The commissioners will be making a decision on proposals received for the public safety software and CAD software.
- The second Annual Veterans' Appreciation Dinner is scheduled to be held at Amvets on Tarlton Road, beginning at 1:00 p.m. on November 12<sup>th</sup>.
- 2017 year-end estimated revenue and expenditure spreadsheets prepared by Mr. Lutz were distributed and reviewed that reflected estimated a total of \$18,206,306.79 in revenue, and \$16,172,047.78 in expenses, with a projected year-end balance of \$7,781,455.38.

**In the Matter of**  
**Advertise for Replacement of a**  
**County Board of Commissioners' Appointee on Berger Board of Governors:**

Mark Leatherwood's 4-year term on the Berger Board of Governors (BOG) will expire on December 31<sup>st</sup>. Mr. Leatherwood, who has served a number of terms on the BOG, has decided not to seek reappointment for another term. It was determined that the commissioners will advertise for applications from interested county residents for his replacement.

**In the Matter of**  
**Meeting to Review Pickaway County**  
**Board of Developmental Disabilities'**  
**2018 Program and Expenditure Plan:**

Mike Pelcic, Bob Hively, and Marie Wilbanks, of the Pickaway County Board of Developmental Disabilities (PCBDD), met with the commissioners to review the agency's 2018 Program and Expenditures Plan.

Prior to reviewing the plan, Mr. Pelcic thanked the commissioners for their attendance and support the PCBDD Business Awards Dinner held. It was reported that once again this year, an individual with developmental disabilities obtained employment as a result of the event.

The following is a summary of the PCDBB's 2018 Program and Expenditures Plan reviewed, with inquiries from the commissioners throughout:

- The plan requests a spending level of \$6,216,000 for programs and services. From total expenditures, \$1,560.525 will be used as a local match for Medicaid Waiver services. The local match generates an addition \$4,551,244 in state and federal funds to provide services.
- The agency is serving approximately 415 persons. This is an increase of 10 persons for this year. It was noted that enrollment has increased 50% over the past 6 years. This is primarily the result of

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better identifying persons needing services. Anyone can contact the PCBDD regarding services that is felt may be needed for an individual. To better serve the growing enrollment, a Service and Support Administration Supervisor and clerical assistant position will be added to the organizational structure in the first quarter of 2018.

- The number of Level 1 Medicaid Waivers for refinancing costs will increase based on needs. Residential funding will increase by enrolling 5 persons on Individual Options (I/O) Waivers and 3 people on Self Empowered Life Fund (SELF) waivers. The estimated local match increase of \$453,963 in state and federal funds from home and community based services and employment.
- Efforts will continue on the Employment First Initiative in conjunction with all 4 county school districts by launching the Berger project SEARCH program. The program offers transition age students the opportunity for job readiness skills and career exploration during their final year of school. Additionally, the PCBDD will continue the development of an adult Project SEARCH program, targeting people in sheltered employment. These projects will further the goal to increase community employment for those served by more than 5% each year. The Pickaway-Ross Career & Technology Center will provide an instructor.
- PCBDD will continue to accomplish goals in the final year of the 3-year strategic plan (2016 – 2018). During 2018, PCBDD will contract with a consultant to conduct focus group meetings and will use the information gathered to create goals for a new 3-year strategic plan (2019 – 2021).
- Information was distributed regarding the 2017 accomplishments and the 2018 goals of the Early Intervention Program, Brooks-Yates School Program, which is going well since its move to the Teays Valley Local School District, accomplishments of the 2017 and the 2018 goals of the service and support administration, and the PCBDD administration.
- The 2018 estimated receipts and estimated expenditures were reviewed.

At the conclusion of the meeting, the commissioners thanked the group for meeting with them and providing the overview.

**In the Matter of**  
**Meeting with Representative Gary Scherer, Senator Troy Bolderson, and**  
**Senator Bob Peterson Regarding State Capital Budget Project Appropriations:**

Representative Gary Scherer, Senator Bob Peterson, and Senator Troy Bolderson, met with the commissioners to have a conversation about any projects the county might have that could be submitted for consideration to receive a Biennial Ohio Capital Budget Appropriation. Tom Spring, of Circleville City Council, attended the meeting as well.

The commissioners mentioned the State Capital Budget appropriation the county received for the window replacement project in Memorial Hall that will take place and it was stated that the county has made several other improvements to the building. Upgrades to the HVAC system in the building were done, with costs shared by the Soldiers Monumental Association that has offices and a Military Artifact Museum in the facility, and the Roundtown Players Theater Group. There are other improvements to the building the county would like to make to the facility that the county. When the commissioners mentioned the Pickaway County Fairgrounds Revitalization Plan, Senator Peterson stated that historically, the State Capital Budget does not provide appropriations for such projects; however, the outdoor amphitheater that is included in the plan which will cultivate cultural arts may be considered. The commissioners mentioned the building the county took over from the Brooks Yates School and the county will be renovating for the Pickaway County Job & Family Services (JFS) and OhioMeansJobs Office to move into, Senators Peterson and Bolderson said that the JFS Department and OhioMeansJobs office are a nexus with state government and may be considered. The commissioners stated that they will contact Ryan Scribner, P3 Economic Development Director, regarding any projects in mind that might also be considered.

Previous projects that received State Capital Budget appropriations such as the Roundtown Trail Project and the City of Circleville's cultural arts center in the Mill Street gymnasium were noted. When the inquiry was made as to where that project stands, Mr. Spring stated that the Circleville City Council President Dave Crawford, and ArtsaRound continue to negotiate an agreement. It was noted that the county offered to provide \$50,000 a year for 4 years to help with the project if it ultimately moves forward. Mr. Spring mentioned that Mary Oakley of the Ohio Development Services Agency has expressed the fact that the agency has CDBG grants that can help with these types of projects as well. With the mention of CDBG projects, Commissioner Stewart noted that changes to the allocation program were made at the ODSA this year in that projects will be funded every other year rather than every year. He indicated that in a sense this

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could be advantageous as the county will receive two years' worth of allocation amounts in one year, which will provide higher allocations to work with in its year of funding; however, an answer has not yet been provided if counties will still be limited to 4 projects which could restrict smaller projects for entities in the county.

Senator Peterson inquired about the Sofidel America Manufacturing project that is under construction in Pickaway Township, and it was stated that Phase 1 is on pace and hiring of shift supervisors is underway for the 1 million sq. ft. facility. Plans for Phase 2 was noted as well. The commissioners also mentioned the NorthPoint's speculative warehouse project, another 1 million sq. ft. facility, in Harrison Township. All agreed that things are going well for Pickaway County, and Senator Bolderson mentioned that

When the inquiry was made about Pickaway County's sales tax revenue, the commissioners stated that it remains strong and has already exceeded its estimated receipts again this year. This prompted Representative Scherer to mention the FBA (Filed by Amazon) lawsuit that has been filed in the State of South Dakota Supreme Court. The State of South Dakota is alleging that Amazon is responsible for collecting sales tax on behalf of all 3<sup>rd</sup> party sellers. He said that currently, there are very few 3<sup>rd</sup> party sellers that voluntarily collect remote sales tax for their online sales. He said this is something that he has been working on to be implemented at the national level.

At the conclusion of their discussions, the commissioners thanked Representative Scherer and Senators Peterson and Bolderson for meeting with them. It was noted that the deadline for the applications is before Christmas, and Representative Scherer will get back with the commissioners on the exact date.

**In the Matter of**  
**Meeting with Kristen Easterday and**  
**Brian Sarkis of Columbus Regional Airport Authority:**

Kristen Easterday, Columbus Regional Airport Authority (CRAA) Director of Government Affairs, and Brian Sarkis, CRAA Vice President of Planning & Engineering, met with the commissioners to introduce themselves. Terry Frazier, Pickaway County Development & Planning Director, was also in attendance who Ms. Easterday and Mr. Sarkis had a meet and greet with along with other county staff just prior to this meeting.

Ms. Easterday stated that she was hired for the position she holds that was created to serve as a community liaison and point of contact in an effort to be a better partner in building stronger relationships between surrounding organizations, businesses, multiple municipalities, and the John Glenn Columbus International Airport, the Rickenbacker Regional Airport, and Bolten Field Airport. In speaking about Mr. Sarkis' role, he stated that for the past seven years, he has been primarily responsible for the design and construction of all three airports and works with all of the development partners.

It was noted that Elaine Roberts, the current President & CEO of the CRAA, is leaving her position in mid-December, and CRAA is undergoing a search for her replacement. It was also mentioned that Robin Holderman, who works with Duke Realty with the development of land owned by the CRAA in Northgate Alliance Community Reinvestment Area (CRA) situated in the northern area of Pickaway County, is formally retired, however, he continues to work part-time under contract for at least another six months, and possibly beyond.

During discussion with the commissioners, Ms. Easterday stated that a project that is currently being focused on is opening up Rickenbacker Parkway. When the Ohio Department of Transportation's efforts in obtaining federal INFRA grants for this and other roadway projects, the commissioners mentioned that ODOT representatives recently met with them. Ms. Easterday stated that if Rickenbacker Parkway opens up, that there will be \$408 million in capital investments on the land the in the CRA owned by the CRAA will hopefully have a ripple effect in ultimately creating 5,100 jobs in the region.

A topic that Ms. Easterday stated she wanted to mention was the 20-year master planning effort that is occurring for the Rickenbacker area in conjunction with the Mid-Ohio Regional Planning Commission (MORPC). The CRAA is investing \$1.6 million towards the effort and there will be an event scheduled at the beginning of January 2018, where the surrounding elected officials and others will be invited to review a solid draft version of the plan for future development on the property, forecasted growth, what it might mean



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for Pickaway County, and to provide input. Ms. Easterday stated that invitations will be going out for the event in the next few weeks.

A second topic Ms. Easterday mentioned was the CRAA's desire for Pickaway County to amend and extend the terms of the existing Community Reinvestment Agreement with the CRAA from 2020 to 2030. In discussing the topic, it was mentioned that Mr. Holderman previously met with the commissioners requesting an extended Community Reinvestment Area Agreement that was approved by the commissioners last year for NorthPoint Development, LLC's speculative warehouse project. Commissioner Stewart stated from the county's standpoint, there is no resistance to amend the terms of the existing CRA with the CRAA from 2020 to 2030; however, it is more about terms being built in to an amended Community Reinvestment Area Agreement, which the commissioners have relayed to Mr. Holderman. It was explained that the agreement with NorthPoint included some terms beyond what is in the current CRA Agreement with the CRAA. NorthPoint agreed to make annual payments to support P3, payment to the county's planning and development office for its administrative work, costs for the county's economic development legal counsel, and a defined schedule of annual payments reflecting the amounts that will be paid to the school districts. It was explained that for the past 5 years, the county has been agreeable to Duke Realty's various assignment and assumption agreements; however, this generates additional economic development legal counsel costs to the county, and the commissioners feel that if the county is going to forego revenue, it should not have to bear the additional legal costs involved with that. It was also explained that in the past, school districts were told what they could expect to receive based on land valuations for new development that ended up being lower than what they would initially told. Though NorthPoint did not know exactly what the amount of its development investment would be, they agreed to a defined annual payment schedule to school districts that provides better predictability. When Ms. Easterday thanked the commissioners for that additional insight, which she stated she was not unaware of.

At the conclusion of the discussion, Ms. Easterday thanked the commissioners for their time and she and Mr. Sarkis provided their contact information. Ms. Easterday reiterated that the CRAA wants to be a good partner to communities and asked the commissioners to contact her at any time. She also mentioned that the commissioners can expect their invitation to the event to review and provide input to the CRAA's draft version of its plan for future development in the Rickenbacker area and asked the commissioners to let them know how the CRAA can be of any assistance. The commissioners thanked Ms. Easterday and Mr. Sarkis for meeting with them.

**In the Matter of**  
**Meeting with WDC Group, Inc.**  
**Regarding Renovations to the Interior of the**  
**County's Building on S. Pickaway Street that will be**  
**Occupied by the Pickaway County Department of Job & Family Services:**

Chris Widener and Jason Funderburg, of WDC Group, met with the commissioners to review the interior renovations to the PCBDD building that was transferred to the county. The Pickaway County Job & Family Services (JFS) Department will be relocating from its current location at the Pickaway County Service Center. The renovations will make the building conducive to its needs, which allows some room for future growth, and provide JFS clientele better access to the department's services. Also in attendance were Joy Ewing, Director of JFS, Geoff Davis, Pickaway County Building Department Inspector, and April Dengler, Deputy County Administrator, all of whom have attended regular meetings held with WDC Group over the past several months regarding the renovations.

Prior to the review, Mr. Lutz stated that it has been a good experience working with the representatives of WDC Group over the months, who has taken every idea presented to them and has done a good job in making them work, while offering their own ideas as well in improving the needs of JFS that in turn will help in serving the needs of residents in community. It was noted that Mrs. Ewing has been very involved with the process, as has Geoff Davis who will ultimately approve the final renovation project.

Mr. Widener began by thanking the commissioners for the opportunity to provide its services, and provided a brief background of the company's history that has been in business for 28 years and its primary office is located in Springfield, Ohio. The company has worked in 28 counties throughout Ohio over the years, and about 90% of its business is with local governments in the state. It was noted that the company previously worked with the county on its assessment of the county courthouse several years go.

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The 26,000 sq. ft. building, that includes a gymnasium, was last renovated in 2001. Mr. Widener said that WDC Group has toured the building extensively with county staff several times. He noted that the current building code classification is business, assembly, and educational, which is similar to what it will be used for by the JFS. There are currently 12 smaller type mechanical units (furnaces and air conditioners) throughout the building, and all are at the end of their useful life, with the newest being 16 years old. Engineers have looked at the electrical system in the facility, and made recommendations. A aerial view of the parcels involved was reviewed that included a parking lot on the north side of the building, anticipated to provide 68 spaces, and a parcel on the south side that will be converted into an additional a parking lot, anticipated to provide 23 spaces.

The detailed drawings for the lower level floor plan was reviewed, which was produced after receiving significant input from Mrs. Ewing. The floor plan included, but was not limited to, spaces private offices for Income Maintenance and Public Assistance; offices for the Child Support Enforcement Agency; and an area for few more offices for future growth; ADA compliant restrooms; a breakroom; an IT closet that meets the Ohio Dept. of JFS requirements; and more.

The first level floor plan was reviewed that will be serve as the area for, but not limited to, the OhioMeansJobs office; work station cubicles; offices; resource rooms; classrooms; customer service; video conference room and hearing room; storage rooms; a 23 ft. x 40 ft. a meeting room that has the capacity for 115 people, the largest meeting that will be available in the community (the current meeting room in the Pickaway County Service Center that has the capacity for approximately 76 people); ADA compliant public restrooms; stair cases; and an ADA lift. Many areas will be secured from the public unless escorted by staff. No plans have been determined for the 47 ft. x 66 ft. gymnasium space that exists on this level; however, using it for visitations between parents and older children that could play basketball, and possibly have tables for eating during visitations were ideas discussed as possibilities. The main entrance to the facility will remain at its current location on the north side of the building, on Walnut Street, and the current entry doors that are ADA compliant will remain and have security measures.

The second floor plan was reviewed that will fiscal officer offices; workstation cubicles for Children Services staff; internal staircases; visitation rooms; a copier area; and 2 HVAC rooms.

The project budget estimate detail were reviewed which reflected a total of \$1,896,575.75. Also reviewed were alternates in the amount of \$512,714.25. Alternates included, but were not limited to, the construction of the new parking lot with 23 spaces; repairs, sealing/stripping of existing north parking lot; replace fascia; gutters and downspouts; window replacements; cover over the north egress stairs; and a generator. Discussion was held about the existing roof and the project total included shingle replacement and reconstruction of a valley in the roof.

In discussing the square footage cost for the construction of a new facility vs. interior renovations to this existing facility, Mr. Widener provided the comparison for the construction of a 25,709 sq. ft. of office space for a health department building on county-owned land in Xenia, Ohio (Greene County), had a project cost of \$6,775,000. This equates to the cost of approximately \$274 sq. ft., vs approximately \$74 sq. ft. for the interior renovation costs without the alternates, and \$93 sq. ft. with the alternates.

The project milestones timeline was reviewed that reflected 100% of the construction documents being ready and approved to bid on December 13, 2017; bids due by January 24, 2018; approval of bids/contract awards by January 31, 2018, with construction of the renovations to begin immediately thereafter, and completed by August 31, 2018.

In discussing financing, Mrs. Ewing stated that the JFS Department has been looking at what it paying for the construction of the building that was completed in 1988 at the cost of \$2.1 million. Based on the MAXIMUS Cost Allocation Plan, the department is paying \$20,000 to \$25,000 for the building based on a 50-year span. She noted that last year, the department paid \$185,000 for all indirect costs, including the OhioMeansJobs office, for the resources that the county provides and that number will increase for the new location. Currently, JFS combined with the OhioMeansJobs office occupy a total of 14,000 sq. ft. of building space. After more discussion, Mr. Lutz indicated that he will contact MAXIMUS with figures that been discussed today and request that they provide some estimated numbers in an attempt to gain a better idea of what the new amount might be.

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At the conclusion of the discussion, it was determined that the commissioners will have some conversations about financing the project and they thanked Mr. Widener and Mr. Funderburg for the work WDC has performed and their responsiveness.

**In the Matter of**  
**Meeting with County Auditor to**  
**Review October Revenue & Expenditure Reports:**

Melissa Betz, County Auditor, met with the commissioners to review the revenue and expenditure reports for period ending October 31<sup>st</sup>. Prior to the review, Mrs. Betz that the auditor's office is finalizing the values for the various tax incentives and TIFs to be placed on tax duplicates and inquired if the commissioners have made a final decision on closing out the TIF in the Walmart development area. The commissioners stated that contact has not yet been made with Casto Developers related to any further improvements to the area, but indicated that they will get a letter out to make the inquiry. While discussing the matter, the commissioners indicated that they anticipate the TIF will be closed out. In the meantime, Mrs. Betz stated that she will add the values to the abstract that can be adjusted if necessary.

In reviewing the revenue and expenditures, it was reported that the balance in General Fund was \$8,113,180.08, and the balance for the day was \$8,104,080.64. The General Fund is approximately \$30,000 away from meeting its estimated receipts for the year. It was noted that about 16% to 17% is anticipated to be left in departmental appropriations. In speaking about appropriations, the commissioners stated that they approved an additional appropriation for the sheriff's office last week.

Related to the transitional sales tax counties received from the state, Mrs. Betz stated that there has been some chatter on the list server that for now, many counties are considering leaving the sales tax in the special fund that was created for the transitional sales tax until it is needed, and a few counties have indicated that they may use the funds for projects. In discussing the matter, Commissioner Stewart spoke of transferring enough of the transitional sales tax into the General Fund to keep pace with where the county would have been if the Medicaid Care Organization (MCO) sales tax had not ceased on July 1<sup>st</sup> of this year.

Before the conclusion of the review, Mrs. Betz was informed that the county's annual budget meeting to discuss 2017 year-end and 2018 Budgets will be held on December 5<sup>th</sup>, beginning at 11:30 a.m., at the Ankrom building on the Pickaway County Fairgrounds.

**In the Matter of**  
**Agreement signed with ms consultants, inc.**  
**Related to the Pickaway County Fairgrounds Revitalization Project:**

The commissioners reviewed the proposed agreement from ms consultants, inc. for the implementation of the Pickaway County Fairgrounds, Stage 2 Design Development, Construction Documents and Permitting Services Master Plan.

After reviewing the agreement, Commissioner Wippel offered the motion, seconded by Commissioner Henson, for its approval and authorized Commissioner Stewart to sign the document.

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**  
**Weekly Dog Warden Report:**

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

A total of \$330 was reported being collected as follows: \$40 in adoption fees; \$15 in dog licenses; \$40 in owner turn-ins; \$235 in private donations.

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Three (3) stray dogs were processed in; one (1) dog was adopted.

With there being no further business brought before the Board, Commissioner Henson offered the motion, seconded by Commissioner Stewart, 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