

**TUESDAY, FEBRUARY 13, 2018**  
**OFFICE OF THE BOARD OF COMMISSIONERS**  
**PICKAWAY COUNTY, OHIO**

The Pickaway County Board of Commissioners met in Regular Session in their office located at 139 West Franklin Street, Circleville, Ohio on Tuesday, February 13, 2018, with the following members present: Mr. Jay H. Wippel, Mr. Brian S. Stewart, and Mr. Harold R. Henson. Brad Lutz, County Administrator, was also in attendance.

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

Commissioner Harold Henson offered the motion, seconded by Commissioner Jay Wippel, to approve the minutes from February 6, 2018, with corrections.

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

Attest: Angela Karr, Clerk

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

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

BE IT RESOLVED, that the bills have been found to be properly filed and their respective vouchers shall be cross-referenced to the approving pages dated February 14, 2018, 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 \$227,610.81 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: Angela Karr, Clerk

**In the Matter of**  
**Report Provided by Tim McGinnis, Fiscal Specialist:**

The following is a summary of the report provided by Tim McGinnis, Fiscal Specialist:

- Things are going well with him settling into his new position as Fiscal Specialist.
- He had Budgetary Action Requests to read off to the Commissioners for approval.

**In the Matter of**  
**Report Provided by Dave Conrad, EMA Director & 911 Coordinator:**

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

- Continuing to work with Frontier on sending the City's wireless calls to their Public-Safety Answering Point (PSAP) at the City of Circleville Police Department. Discussion of how to bill for the roughly 20/22% of calls.
- Attending a Safety Council meeting today at 11:30 a.m.
- South Bloomfield has sent Mr. Conrad a copy of their drinking water contingency plans for review.

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**In the Matter of**  
**Report Provided by April Dengler, Deputy County Administrator:**

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

- Govdeals auctions ended and all items listed sold. The Ford F250 sold for \$2,600 and the Chevy Tahoe sold for \$5,000. The baptismal from the DD building was placed on the Govdeals site for auctioning.
- Working with Tom Hollett on the Maximus report as they are working on finalizing the 2018 Cost Allocation Plan, based on actual expenditures for fiscal year ending December 30, 2016.
- WDC Group will be in today to discuss the bid approval & move forward with the project.
- Receiving quotes back from local lawn care businesses for the mowing of the County properties.
- Ads are posted on the website and running this week in the Circleville Herald for the Maintenance position and Building Inspector position.

**In the Matter of**  
**Executive Session:**

At 9:42 a.m., Commissioner Jay Wippel offered the motion, seconded by Commissioner Brian Stewart, to enter into Executive Session pursuant to ORC §121.22 (G) (1) to consider the appointment, employment, dismissal, discipline, promotion, demotion, or compensation, etc., of a public employee with Mr. Lutz and Ms. Dengler in attendance.

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

Attest: Angela Karr, Clerk

At 9:50 a.m., the Commissioners exited Executive Session and Commissioner Harold Henson offered the motion, seconded by Commissioner Brian Stewart, to resume Regular Session.

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

Attest: Angela Karr, Clerk

No action was taken.

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

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

**Resolution No.: PC-021318-1**

WHEREAS, the Pickaway County Budget Commission approved an AMENDED CERTIFICATE in the amount of \$55,000.00 for the Internal Loans for Ditches Fund #805 as it is required for the newly established Internal Loan Fund; then,

THEREFORE BE IT RESOLVED, that the Pickaway County Board of Commissioners hereby appropriated the following sum for expenditure for period ending December 31, 2018:

**Internal Loans - Ditches Fund #805**  
**\$55,000.00**

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

Attest: Angela Karr, Clerk

**In the Matter of  
Appropriations Approved:**

Commissioner Henson offered the motion, seconded by Commissioner Stewart, to approve the following APPROPRIATIONS request:

**101.1105.5703 - \$1,321.77 – Contingencies – Commissioners  
285.6134.5901-\$850.00 – Greenbriar Ext. 1 Ditch – Engineer  
275.6124.5901 - \$8,975.00 – Congo Lateral Ditch – Engineer  
273.6122.5901 - \$10,200.00 – Blue Anderson Ditch – Engineer  
805.6910.5921 - \$55,000.00 – Reimburse Engineer – Engineer  
101.1105.5703 - \$55,000.00 – Contingencies – Engineer  
805.0000.4901 - \$55,000.00 – Transfer In – Engineer**

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

Attest: Angela Karr, Clerk

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

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

**\$55,000.00 from 101.1105.5701 – Transfer Out - Engineer  
To  
805.0000.4901 -Transfer In – Engineer**

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

Attest: Angela Karr, Clerk

**In the Matter of  
Transfers Approved:**

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

**\$1,321.77 from 101.1105.5703 -Contingencies - Engineer  
To  
101.4004.5436 – Crippled Children Aid - Engineer  
\$55,000.00 from 101.1105.5703 – Contingencies - Engineer  
To**

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**101.1105.5701 – Transfer Out - Engineer**

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

Attest: Angela Karr, Clerk

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

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

**\$4,000.00 – 101.1145.5901 –Other Expenses – Recorder**

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

Attest: Angela Karr, Clerk

**In the Matter of  
Creation of New Line Item:**

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

**101.0000.4985 – Internal Loan Reimbursement – Engineer**

**805.0000.4901 – Transfer In- Engineer**

**805.0000.4936 – Blue Anderson Ditch Reimbursement -Engineer**

**805.0000.4937 – Congo Lateral Ditch Reimbursement – Engineer**

**805.0000.4938 – Greenbrier Ext. 1 Ditch Reimbursement – Engineer**

**805.6910.5920 – Reimburse General Fund – Engineer**

**805.6910.5921 – Reimburse Engineer – Engineer**

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

Attest: Angela Karr, Clerk

**In the Matter of  
Creation of New Fund:**

Commissioner Henson offered the motion, seconded by Commissioner Stewart, to approve the following request for the CREATION OF A NEW FUND:

**805 – Internal Loans - Ditch**

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**  
**Bid Opening PIC-CR500-0.37 Removal & Replacement on Era Road over Deer Creek**  
**& PIC-CR031-2.93 Removal & Replacement on Lockbourne Eastern Road over Walnut Creek:**

The Commissioners conducted a bid opening for the project referred to as PIC-CR500-0.37 (Removal & Replacement of existing structure over Deer Creek) and PIC-CR031-2.93 (Removal & Replacement of existing structure over Walnut Creek) for the Pickaway County Engineer Department was held February 13, 2018 at 10:00 a.m. Chris Mullins, County Engineer & Anthony Neff, Deputy County Engineer were in attendance. The attendance sheet of interested bidders that attended the bid opening is on file.

Engineer's Estimate: \$1,920,319.50

The following bids were received and read aloud:

- Shelly & Sands \$2,010,800.00  
Columbus, Ohio 43223
- Complete General Construction \$2,207,575.00  
Columbus, Ohio 43219
- Miller Brothers Construction, Inc. \$2,213,000.00  
Archbold, Ohio 43502
- Eagle Bridge Company \$2,074,651.00  
Sidney, Ohio 45365
- George J. Ingel & Co. \$2,083,425.00  
Columbus, Ohio 43207

The bids were turned over to Mr. Mullins and Mr. Neff for their review and contract award recommendation.

Attest: Angela Karr, Clerk

**In the Matter of**  
**Bid Opening PIC-TR028-1.36 Removal of**  
**CSX & Norfolk & Southern Railroad:**

The Commissioners conducted a bid opening for the project referred to as PIC-TR028-1.36 (Removal of existing structure over CSX & Norfolk & Southern Railroad) for the Pickaway County Engineer Department was held February 13, 2018 at 10:15 a.m.. Chris Mullins, County Engineer & Anthony Neff, Deputy County Engineer were in attendance. The attendance sheet of interested bidders that attended the bid opening is on file.

Engineer's Estimate: \$432,542.59

The following bids were received and read aloud:

- Shelly & Sands \$768,486.00  
Columbus, Ohio 43223
- Kokosing Construction Company, Inc. \$436,850.00  
Columbus, Ohio 43222-1187
- Miller Brothers Construction, Inc. \$337,750.00  
Archbold, Ohio 43502

The bids were turned over to Mr. Mullins and Mr. Neff for their review and contract award recommendation.

Attest: Angela Karr, Clerk

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**In the Matter of**  
**WDC Group Approval to Bid for**  
**Job & Family Services Building Renovations:**

WDC Group met with the Commissioners to review construction documents and plan review for the Job & Family Services building renovation. The renovations of the new location for Job & Family Services, located at 1005 S. Pickaway Street is estimated to have a project total cost of \$1,896,573.75, with another possible as the costs \$512,714.45 for alternates. Projected milestones of advertising will to be publicized mid-February with bids due March 16, 2018. The anticipated start date is April 16, 2018 with a potential completion date of October 2018.

Following the Commissioners review and brief question and answer session regarding the contract, Commissioner Brian Stewart offered the motion, seconded by Commissioner Harold 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: Angela Karr, Clerk

**In the Matter of**  
**Meeting in Executive Session:**

At 11:01 a.m. Commissioner Brian Stewart offered the motion, second by Commissioner Jay Wippel, to enter into Executive Session pursuant to ORC §121.22 (G) (8) to discuss county hospital's trade secrets, with Mr. Lutz in attendance.

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

Attest: Angela Karr – Clerk

At 11:26 a.m., the commissioner exited Executive Session and Commissioner Harold Henson offered the motion, second by Commissioner Jay Wippel to resume Regular Session.

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

Attest: Angela Karr – Clerk

No action was taken.

**In the Matter of**  
**Mayor McIlroy and Discussion of the**  
**Community Housing Impact & Preservation (CHIP):**

Mayor McIlroy met with the Commissioners to discuss the CHIP Grant program. They would like the County to join them as they did last year and be joint applicants for the CHIP Grant application submission. By the City and County applying as joint applicants it allows for an increase of \$100,000.00 of additional eligible monies that can be received. The application for the 2018-2019 CHIP Grant is due May 4, 2018. Commissioner Stewart asked for clarification on the issues with last year's application process, due to the application being denied. Mayor McIlroy stated that the application was docked points with the reasoning of "lack of experience" for Sharon Schall. Sharon Schall has been the Administrator completing the application process for years. Commissioner Stewart stated that we feel decisions were made without the City discussing them with the County Commissioners relative to the PICCA application and if the City and County are going to be joint applicants, the County Commissioners need to be included in all the decision making. Mr. McIlroy stated that he has given Mrs. Schall the impression that she will be the Administrator of the CHIP Grant and application process. Mayor McIlroy has also been in discussion with Andrew

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Binegar, Executive Director of PICCA, and was informed that he recently met with the Commissioners' to discuss the CHIP Grant with them. Mayor McIlroy is recommending that Mrs. Schall move forward with the position of Administrator for the PICCA application process. Mrs. Schall is not an employee of the City and is paid through the grant. The Commissioners will need to decide if they want to move on as joint applicant with the City as Mrs. Schall as the Administrator or apply individually as the County only. After discussion later in the day, the Commissioners agreed to file jointly with the City of Circleville.

**In the Matter of**  
**Meeting in Executive Session:**

At 1:27 p.m., Commissioner Brian Stewart offered the motion, second by Commissioner Jay Wippel, to enter into Executive Session pursuant to ORC §121.22 (G) (8) to discuss county hospital's trade secrets with Tim Colburn, CEO/President of Berger Health System, John Edgar, Scott Blue, Shirley Bowser, and Jim Flynn of the Berger Board of Governors.

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

Attest: Angela Karr – Clerk

At 2:59 p.m., the commissioner exited Executive Session and Commissioner Harold Henson offered the motion, second by Commissioner Brian Stewart to resume Regular Session.

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

Attest: Angela Karr – Clerk

No action was taken

**In the Matter of**  
**Brad Lutz, County Administrator:**

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

- The Fair Board has agreed to pay \$3000.00 a month, on a month-to-month basis to utilize County Maintenance Department staff to maintain the Fairgrounds. This amount includes overtime that the Commissioners may have to pay the staff for handling weekend or after hours requests, additionally, includes mowing of the fairgrounds property during required months. This also includes four hours of janitorial work a week by the county's maintenance staff. Supplies and materials used by the maintenance staff will be the responsibility of the Fair Board and will be billed separately. The horse-racing track will continue to be maintained by the horseman. The monthly fee does not include fair week, as that will be discussed and agreed upon at a later date. The Fair Board will use the county work order system that the Maintenance Department operates to maintain work flow. All work orders will be submitted to maintenance through this system.
- Mr. Lutz's explained that another part-time janitorial staff member will be needed for the purpose of janitorial care of the fairgrounds property. As the contract with the Fair Board includes four hours of janitorial work a week by the county's maintenance staff with supplies to be the responsibility of the Fair Board.
- Dave Conrad, EMA Director submitted a letter notifying his acceptance of a part-time as needed position with Schoedinger Family of Funeral Homes. Mr. Conrad understands that his full-time commitment is with the County Commissioners Office and is aware the assigned duties of the Emergency Management Agency comes before any other outside employment.
- He will be following-up with Kingston National Bank to confirm the term and rate regarding the funding for the Jobs and Family Services building renovations.

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**In the Matter of**  
**Maintenance Contract with the Fair Board:**

Following the Commissioners review and brief question and answer session regarding the maintenance contract with the Fair Board, Commissioner Brian Stewart offered the motion, seconded by Commissioner Harold 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: Angela Karr, Clerk

**In the Matter of**  
**Part-time Janitorial Staff being Hired for**  
**Maintenance Contract with the Fair Board:**

Following the Commissioners review and brief question and answer session regarding the contract with the Fair Board and janitorial staff, Commissioner Brian Stewart offered the motion, seconded by Commissioner Harold Henson, for the approval to hire a part-time janitorial staff employee for the purpose of maintaining the fairground property facilities.

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

Attest: Angela Karr, Clerk

**In the Matter of**  
**Greenbriar Ditch Extension 1 Maintenance Fund:**

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

**Resolution No.: PC-021318-2**

WHEREAS, on April 20, 2010, funds were transferred from the Greenbriar Ditch Extension 1 Maintenance Fund #285 that receives revenue from special assessments placed on tax duplicates of benefiting landowners of said ditch and were placed in the Greenbriar Ditch Extension Note Fund #314 in order to cover the expenses of the construction loan payment that was due to the Savings Bank; and,

WHEREAS, the loan with The Savings Bank was paid in full on April 18, 2012; and,

WHEREAS, there is a request to transfer the unencumbered balance of \$13,573.20 in the Greenbriar Ditch Extension 1 Note Fund #314 to the Greenbriar Ditch Extension 1 Maintenance Fund #285; then,

THEREFORE BE IT RESOLVED, that the Pickaway County Board of Commissioners hereby approves the transfer of \$13,573.20 in the Greenbriar Ditch Extension 1 Fund #314 to the Greenbriar Ditch Extension 1 Maintenance Fund #285 for the continued maintenance and improvements needed for the aforementioned ditch.:

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

Attest: Angela Karr, Clerk



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**In the Matter of**  
**Contract Award of Bid Opening**  
**PIC-CR500-0.37 Removal & Replacement on Era Road over Deer Creek**  
**& PIC-CR031-2.93 Removal & Replacement on Lockbourne Eastern Road over Walnut Creek:**

In reference to the bid opening conducted earlier in the day referred to as PIC-CR500-0.37 (Removal & Replacement of existing structure over Deer Creek) and PIC-CR031-2.93 (Removal & Replacement of existing structure over Walnut Creek) and upon the written recommendation of Anthony Neff, Deputy County Engineer, Commissioner Jay Wippel offered the motion, second by Commissioner Harold Henson, to award the contract to the lowest bidder, Shelly & Sands, Inc., 1515 Harmon Avenue, Columbus, Ohio 43223, in the amount of \$2,010,800.

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

Attest: Angela Karr, Clerk

**In the Matter of**  
**Contract Award of**  
**Bid Opening PIC-TR028-1.36 Removal of**  
**CSX & Norfolk & Southern Railroad:**

In reference to the bid opening conducted earlier in the day referred to as PIC-TR028-1.36 (Removal of existing structure over CSX & Norfolk & Southern Railroad) and upon the written recommendation of Anthony Neff, Deputy County Engineer, Commissioner Jay Wippel offered the motion, second by Commissioner Harold Henson, to award the contract to the lowest bidder, Miller Bros. Construction, Inc., 1613 South Defiance Street, P.O. Box 30, Archbold, Ohio 43502, in the amount of \$337,750.

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

Attest: Angela Karr, Clerk

**In the Matter of**  
**Addendum to February Out-of-County**  
**Travel Authorization for JFS Employee:**

The commissioners reviewed an Addendum to the Out-of-County Travel Authorization for a Job & Family Services employee that attended the CORTC training sessions in Columbus during the month of February, at the total probate cost of \$165.60. The Commissioners approved and signed the addendum for Jobs & Family Services.

**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 10, 2018.

A total of \$741 was reported being collected as follows: \$160 in adoption fees; \$12 in boarding revenue; \$105 in dog licenses; \$45 in dog license late penalty; \$157 in kennel licenses \$157 in dog license late penalty; \$80 in owner turn-ins; \$25 in redemptions.

Two (2) stray dogs were processed in; four (4) dog was adopted.

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

Jay H. Wippel, President

Harold R. Henson, Vice President

Brian S. Stewart, Commissioner  
BOARD OF COUNTY COMMISSIONERS  
PICKAWAY COUNTY, OHIO

Attest: Angela Karr, Clerk