

TUESDAY, FEBRUARY 6, 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 6, 2018, with the following members present: Mr. Jay H. Wippel, and Mr. Harold R. Henson. Mr. Brian S. Stewart, was absent. 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 January 30, 2018, with corrections.

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

Attest: Angela Karr, Clerk

In the Matter of
Bills Approved for Payment:

Commissioner Harold Henson offered the motion, seconded by Commissioner Jay 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 6, 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 \$208,554.37 on the County Treasurer to satisfy the same.

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

Attest: Angela Karr, Clerk

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:

- Working on the wireless and voice over internet protocol (VOIP) 911 call transfers to the City of Circleville. Mr. Conrad is currently awaiting on a return call from West Communications. He will reach out to West Communications again today.
- Currently holding a Hazardous Material Safety Officer's class this week at Ohio Christian University. The training is being taught by the Ohio Fire Academy.
- City of Circleville is working with Ohio Christian University to host an Emergency Management training for the public to attend. The City reached out to Mr. Conrad by email with an invitation to attend.
- Testing of the outdoor warning system will be tomorrow at 1:00 p.m.

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:

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- County Prosecutor, Judy Wolford approved the instruction to the bidder documents from WDC Group. The BID approval is scheduled with WDC Group on Tuesday, February 13, 2018 at 10:30 a.m.
- An additional Bio-screening appointment time of May 4th at the Service Center from 9:00 am to 3:30 p.m. has been added for county employees and family members to attend for bio-screens.
- Proposed to sign a contract with Kelson Kight to become an independent back-up inspector for the Building Department.
- Discuss and gather information on an apprenticeship program for the Building Department.
- Auction for County items will be ending today.

**In the Matter of
Contract Approved for
Back-up Building Inspector Services:**

April Dengler, Deputy County Administrator, presented the Commissioners with a copy of a Contract for Independent Back-Up Inspector for their review between the Pickaway County Building Department and Kelson C. Kight. Mr. Kight would provide back-up inspection services for the Building Department on an as-needed basis. Ms. Dengler stated that the hourly rate for these services is \$45.00 for hours worked, with a two-hour minimum.

Following the Commissioners review and brief question and answer session regarding the contract, Commissioner Harold Henson offered the motion, seconded by Commissioner Jay Wippel, for its approval.

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

Attest: Angela Karr, Acting Clerk

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

Commissioner Harold Henson offered the motion, second by Commissioner Jay Wippel, to approve the following request for FUND TRANSFER:

**\$781.15 from 101.1105.5610 – Motor Vehicle Tax Interest – Treasurer
To
202.0000.4706 – Motor Vehicle Tax Interest**

**\$398.31 from 101.1105.5611 – Interest Special Projects Assessment - Treasurer
To
901.0000.4707 – Interest Special Projects Assessment – Treasurer**

**\$2,889.46 from 101.1105.5609 – ALGT Interest – Treasurer
To
201.0000.4705 – ALGT Interest - Treasurer**

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

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**In the Matter of
Executive Session:**

At 10:36 a.m., Commissioner Henson offered the motion, seconded by Commissioner Wippel, 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 Mrs. Dengler in attendance.

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

Attest: Angela Karr, Acting Clerk

At 10:55 a.m., the Commissioners exited Executive Session and Commissioner Henson offered the motion, seconded by Commissioner Wippel, to resume Regular Session.

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

Attest: Angela Karr, Clerk

**In the Matter of the
Position offered to Ryan Wilkins
As the Building Department Inspector III:**

Upon resuming Regular Session, Commissioner Wippel offered the motion, seconded by Commissioner Henson, to offer Ryan Wilkins the position of Inspector III with the Building Department.

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

Attest: Angela Karr, Acting Clerk

**In the Matter of the
Building Inspector Wage Spreadsheet:**

Upon resuming Regular Session, Commissioner Wippel offered the motion, seconded by Commissioner Henson, to adopt the Building Inspector Wage Spreadsheet provided by County Administrator Brad Lutz and Deputy County Administrator April Dengler, after research and the gathering of rates of pay for a Building Inspector position.

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

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**In the Matter of
Lisa Johnson & Chris Mullins
Haven House Capital Campaign Donation:**

Lisa Johnson and Chris Mullins met with the Commissioners to give an update as to the status of the renovations and relocation of the Haven House. Almost all renovations have been completed on the donations of local vendors and volunteered time of the community. Ms. Johnson and Mr. Mullins both thanked the Commissioners for the donation of the County to the Haven House and stated that this will help with their mission tremendously. They are hoping to be up and running at their new facility late spring to early summer. A group picture was taken with the Commissioners.

**In the Matter of
Allocation of Fourth Quarter 2017 Casino Revenue:**

Commissioner Wippel offered the motion, seconded by Commissioner Henson, to allocate the 2017 fourth quarter Casino Revenue in the following manner:

**\$6,567.00 to 401.0000.4575 – Capital Fund
\$157,619.52 to 101.0000.4575 – General Fund**

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

Attest: Angela Karr, Clerk

**In the Matter of
Medicaid Care Organization (MCO) Transition:**

During business conducted while in session, Commissioner Harold Henson offered the motion, seconded by Commissioner Jay Wippel, to adopt the following Resolution:

Resolution No.: PC-020618-1

WHEREAS, on October 3, 2017, the Pickaway County Board of Commissioners adopted Resolution #PC-100317-2 creating a Medicaid local sales tax transition fund for the receipt of state transitional aid under HB 49 (State Budget); then,

THEREFORE, BE IT RESOLVED by the Pickaway County Board of Commissioners to transfer twelve (12) equal monthly amounts of \$84,463.21 in year 2018 from the Medicaid transition sales tax fund #926 in the following manner at the same time the Ohio Department of Taxation makes its monthly sales and use tax disbursements to counties:

**\$81,084.68 (96%) General Fund – 101
\$ 3,378.53 (4%) Capital Fund – 401**

BE IT FURTHER RESOLVED, that the clerk is directed to send a copy of this resolution to the Pickaway County Auditor, Pickaway County Treasurer, and Pickaway County Prosecutor.

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

Attest: Angela Karr, Clerk

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**In the Matter of
Medicaid Care Organization (MCO) Transition
Additional Funds -House Bill 69 Aid:**

During business conducted while in session, Commissioner Harold Henson offered the motion, seconded by Commissioner Jay Wippel, to adopt the following Resolution:

Resolution No.: PC-020618-2

WHEREAS, legislation was enacted in late 2017 (House Bill 69 aid) which provides additional sales tax transitional aid to the impacted counties and transit authorities according to their proportionate share of total average annual Medicaid local sales tax and Pickaway County received \$245,083.73; then,

THEREFORE, BE IT RESOLVED by the Pickaway County Board of Commissioners to hereby appropriate the \$245,083.73 in the following manner:

**\$235,280.73 (96%) General Fund – 101
\$ 9,803.00 (4%) Capital Fund – 401**

BE IT FURTHER RESOLVED, that the clerk is directed to send a copy of this resolution to the Pickaway County Auditor, Pickaway County Treasurer, and Pickaway County Prosecutor.

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

Attest: Angela Karr, Clerk

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

- Provided the monthly CORSA Loss Run Report
- March 2, 2018 at 10:00 am Mr. Lutz and County Prosecutor, Judy Wolford will be attending mediation regarding Court of Claims filed by Michael Parks.
- Fairgrounds updates- Yesterday the revitalization committee met (JayWippel, Brad Lutz, Chris Pence, Christy Pence, Von Cremeans, Jim Arledge and Randy Smith) and discussed the events leading up to the fair, events during the fair and post fair.
 - Pre-fair – Auction off the sheep barn, maintenance house and shelter house by sealed bids. Shelter house and sheep barn will need to be removed by July 1st. The manufactured home removal date is to be determined. Loose items not salvaged to the buildings will be sold tentatively June 30th and removed July 1st. Inventory for what will be sold at the auction should be done by March 30th. The committee will be reaching out to auctioneers.
 - Pre-fair- Tasking the leadership committee to hold a banquet or event in celebration of the start of renovations and farewell to the coliseum.
 - During the fair – Discussed hard hats for the youths and t-shirts. Christy Pence is working on finding a sponsor for the hard hats. Joy Sharp is working on donations for a standard t-shirt for the 4-H members to wear.
 - After fair -Ceremonial groundbreaking after the sale on Saturday.
- The fair boards next meeting is February 19, 2018 at 8:30 a.m.
- Last Friday Mr. Lutz conducted the Leadership Fellows tour of the Court House. It went really well, as the Treasure Ellery Elick, Auditor Melissa Betz, Recorder Joyce Gifford, Clerk of Courts Jim Dean and Judge Long all participated.
- Mr. Lutz discussed the janitorial staff for the fairground location and keeping it in-house by using the county janitorial staff. An hourly rate will need to be established.
- Additionally, a contract for the fairgrounds keeper will need to be established to finish the year 2018 and 2019. The groundskeeper will use a work order systems and contact county maintenance if needed.

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In the Matter of
General Public Hearing for Pickaway County
FY 2018 Community Development Block Grant Program:

The commissioners held the General Public Hearing related to FY2018 Pickaway Community Development Block Grant (CDBG) Small Cities Program, a federally funded program administered by the Ohio Development Services Agency (ODSA), Office of Housing and Community Partnerships (OHCP). In attendance was J.P. Pennel of PAL Center/ ArtsaRound.

After Commissioner Wippel opened the public hearing, he turned it over to Robert Berquist, of Berqshire, LLC, the county's CDBG administrative consultant. Mr. Berquist began by stating that the purpose of the General Public Hearing was to inform the public of the all of the grant programs under the CDBG heading, with particular emphasis on the Community Development Block Grant Allocation program and the competitive set-aside grants associated with it, being Neighborhood Revitalization, Downtown Revitalization, and Critical Infrastructure. Mr. Berquist explained that the County is now on a bi-annually system with the state, however possibly allowing for the funds to double. He stated that it could potentially lead to 5 or 6 projects for the County. The information packets distributed provided material to those in attendance related to the Community Development Program Application process in addition to the priority projects list. For activities to be eligible for funding, they must qualify under the national objectives of meeting the low-and moderate-income (LMI) benefit or the elimination of slum and blight. Outside of the competitive set-aside revitalization grants, a maximum of four projects can be included in the county's application to ODSA, OHCP.

Mr. Berquist stated that the application for the Community Development Block Grant Allocation program and any competitive grant that would go along with it will be due to the state in mid- to late June. Mr. Berquist is expecting to send application to the local communities in March and receive back sometime in April. A decision will be made as to the projects list and publicize for another hearing. Allocation will be implemented and funds can be drawn in November. He explained that a large portion of the CDBG allocation must be used in conjunction with any of the competitive set-aside Neighborhood Revitalization, Downtown Revitalization, and Critical Infrastructure grant applications.

Mr. Berquist then spoke about the 2017- 2018 Community Development Implementation Strategy that was implemented in 2015. Eligible entities and service providers must provide a 2-year implementation strategy, a requirement to qualify for CDBG Allocation funds. Projects not listed on the CDIS will not be eligible to apply for CDBG Allocation / Set-Aside funding in program years 2017 and 2018. The next two public hearings will be all about the CDIS. Notices will be mailed out by the commissioners' office to eligible entities and service providers informing them of the date, time, and location of the first public hearing regarding the CDIS and to obtain the CDIS form. Mr. Berquist mentioned projects that were not funded in the 2015 – 2016 program years CDIS can be carried over to the 2017 – 2018; however, the entities must provide updated project costs. Applications for the CDBG application will also be provided by the commissioners' office.

Following a brief question and answer session, the hearing concluded and the commissioners thanked everyone for their attendance.

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 3, 2018.

A total of \$3,981 was reported being collected as follows: \$200 in adoption fees; \$24 in boarding revenue; \$2,745 in dog licenses; \$817 in kennel licenses \$90 in dog license late penalty; \$40 in owner turn-ins; \$25 in redemptions; \$40 in transfer out rescue.

Six (6) stray dogs were processed in; five (5) 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, absent; Commissioner Wippel, yes; Commissioner Henson, yes. Voting No: None. Motion carried.

Jay H. Wippel, President

Harold R. Henson, Vice President

ABSENT

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

Attest: Angela Karr, Clerk