

**TUESDAY, AUGUST 7, 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, August 7, 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 Brian Stewart offered the motion, seconded by Commissioner Harold Henson, to approve the minutes from July 31, 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 Brian Stewart offered the motion, seconded by Commissioner Harold Henson, 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 August 8, 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 **\$281,741.71** 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  
Appropriation of Funds Approved:**

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

**\$56,400.00 – 201.3007.5401 – Auto License & Gas Tax Contract Services - Engineer**

**\$42,500.00 – 201.3006.5312 – Auto License & Gas Tax Garage Supplies -Engineer**

**\$3,303.520 – 101.1105.5703 – Contingencies – Board of Elections**

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  
Transfer & Re-Appropriation of Funds Approved:**

Commissioner Brian Stewart offered the motion, seconded by Commissioner Harold Henson, to approve the following requests for the TRANSFER & REAPPROPRIATION OF FUNDS:

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**\$3,303.52 – 101.1105.5703 – Contingencies – Board of Elections  
TO  
101.1140.5428 – Contract Workers (PEO) Board of Elections**

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  
Cash Advance Back Approved:**

Commissioner Brian Stewart offered the motion, seconded by Commissioner Harold Henson, to approve the following requests for the CASH ADVANCE BACK:

**\$37,000.00 – 927.2095.5801 – Advance Out LE Diversion – Sheriff  
TO  
101.0000.4910 – Advance In General Fund - Sheriff**

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 a New Fund Approved:**

Commissioner Brian Stewart offered the motion, seconded by Commissioner Harold Henson, to approve the following requests for the creation of NEW FUND:

**410 – Fairgrounds Capital Improvements - Auditor**

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 a New Line Items Approved:**

Commissioner Brian Stewart offered the motion, seconded by Commissioner Harold Henson, to approve the following requests for the creation of NEW LINE ITEMS:

**410.0000.4557 – State Funds- Fairgrounds Capital Improvements – Auditor  
410.0000.4901 – Transfer In – Fairgrounds Capital Improvements – Auditor  
410.0000.4910 -Advance In – Fairgrounds Capital Improvements – Auditor  
410.0000.4926 – Other Receipts – Fairgrounds Capital Improvements – Auditor  
410.4104.5401 – Contract Services – Fairgrounds Capital Improvements – Auditor**

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**410.7104.5405 – Professional Services – Fairgrounds Capital Improvements – Auditor**

**410.7104.5505 – Materials & Supplies – Fairgrounds Capital Improvements - Auditor**

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  
Amended Certificate:**

Commissioner Brian Stewart offered the motion, seconded by Commissioner Harold Henson, to approve the following requests for a AMENDED CERTIFICATE:

**\$6,005,000.00 – 410.0000.4926 – Other Receipts – Fairgrounds Capital Improvements - Auditor**

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  
Waiver Approved:**

Nancy Graham, Fiscal Specialist, requested a waiver to pay Signet Development, in a timely manner related to an outstanding balance due. After discussing the request, Commissioner Brian Stewart offered the motion, seconded by Commissioner Harold Henson, to waive the waiting period to issue payment to the Signet Development, in the amount of \$80,000.00 from line item #101.1112.5405 countywide professional services.

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

Attest: Angela Karr, Clerk

**In the Matter of  
The Dog Shelter On-Call Hours:**

Marc Rogols, Chief Dog Warden, met with the Commissioners to discuss the on-call hours for services provided by the dog shelter. Mr. Rogols received a call on his personal cell phone on Saturday regarding two pit bulls on a woman's porch in Ashville, however he did not receive the message from his phone until 2:30 p.m. The Sheriff's office did not call the on-call phone that is carried by the active on-call Deputy Dog Warden. Once Mr. Rogols touched base with the Sheriff's Office, the owner had been contacted and the Dog Warden was no longer needed. Mr. Rogols went on to explain how other counties handle their on-call hours, they pay their deputies to be on call by paying a stipend of \$100 a week and pay overtime if the deputy is called out. Fairfield County Sheriff's Office recently purchased kennels to hold any dog during off duty hours for the Dog Warden, once the shelter re-opens the Dog Warden will then pick up the dog at the Sheriff's Office. Mr. Rogols expressed that it is hard for the Deputy Dog Wardens to live their life if they are on call at all times. Mr. Lutz stated that he spoke with Sheriff Radcliff and stated that any changes with the procedure of taking in a dog would result in a stricter policy. Most of the calls from Circleville Police Department are an FYI of a dog running loose. The Sheriff's Office is calling Mr. Rogols personal phone after hours and not utilizing the on-call phone which is a problem. The Commissioners will review and discuss a one-time purchase of equipment and kennels for the Sheriff's Office and Circleville City Police Department to hold dog during off-duty hours. The Commissioners requested that a policy be put together for review and discussion.

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**In the Matter of**  
**Corna-Kokosing Update:**

Discussed progress on the Fairgrounds construction with Andrew Hunkins from Corna-Kokosing.

**In the Matter of**  
**Tom Davis, Park District**  
**Clean Ohio Space Conservation Grant:**

Tom Davis, Park District, met with the Commissioners to discuss the Park District's 2018 Ohio Green Space Conservation Grant application for the purchase of approximately 52 acres in Deer Creek Township, adjacent to Williamsport Ballard Park. The property consists of over 1,000 feet of Deer Creek stream corridor and will provide county residents with additional passive recreation park space and provide much needed creek access for those wanting to canoe, kayak or fish. The property will also assist in providing access to the Pickaway Trail once it is completed to Williamsport. The Commissioners thanked Mr. Davis for the information and will return a decision at a later date.

**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:

- Last week the policy manual was updated regarding request of vacation time. The update has taken effect and Mr. Clifton has requested five weeks of consecutive vacation time off. This will cause a delay in responding to maintenance request and will require the other employees to cover the work. Commissioner Wippel recused from the discussion.
- Judge Long amended the sick leave policy for his department. Employees can donate a minimum of 4 hours of sick leave instead of 8 hours.
- Amy Colburn at Logan Elm Schools has approached Mr. Dengler about the WORKS program to get kids ready for the workforce. They asked Mr. Dengler to help with the program by attending a teacher workshop and helping to prep for the program.
- Govdeals.com: The planner sold for \$575; the engine hoist sold for \$1,220.00; and the grouser tracks sold to a gentleman in Amanda for \$261.00.
- WDC Group has updated that the building renovations are going great. Any ductwork showing will be painted and conduit will be installed to run lighting to the ceiling. The plumbing has been inspected and is complete.
- EMA: EMPG grant is still being reviewed and awaiting a response. The 911 report had been emailed and Mrs. Dengler followed-up to see if it is being processed and yet has to receive a response. Tom Swisher is still filling in for the EMA position and has only had two calls this week.

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

At 11:07 a.m., Commissioner Brian Stewart offered the motion, seconded by Commissioner Harold Henson, 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, yes; Commissioner Wippel, yes; Commissioner Henson, yes. Voting No: None. Motion carried.

Attest: Angela Karr, Clerk

At 11:32 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.

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No Action taken.

**In the Matter of**  
**Report Provided by Brad Lutz, County Administrator:**

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

- Mr. Lutz provided the Commissioners the Amendment No. 1 to Standard and General Conditions between Owner and Construction Manager for the Fairgrounds Revitalization project for review. After review, the Amendment was sent to the representative with Corna-Kokosing for their review and comment. The goal is to finalize this amendment for signature on 8/24/18.
- Mr. Lutz distributed the July Financial Reports to the Commissioners, with the report reflecting the impact of the raises. The budget was coming in 5% higher due to estimated receipts. Some items of note, the conveyance fees revenue may stay steady as long as real estate transfers continue on their existing pace and depository income is double from last year. Mr. Lutz feels good about the revenues projecting \$18,522,336.87; the expenses are projected at \$17,657,461.44, however, it is hard to predict the expenses with the Fairgrounds projects as those expenses are significant and may be paid in this fiscal year or next based on reaching certain milestones.
- CCAO provided the Voting Equipment Funding report, reflecting that Pickaway County will be allocated \$649,939.08 toward the purchase of new voting machines. Commissioner Stewart, Commissioner Henson and Mr. Lutz attended a vendor show several months ago and viewed the different kinds of machines or systems available. Commissioner Stewart and Mr. Lutz, along with Board of Election Board Members and staff, met with two vendors that the County is most interested in working with for the necessary upgrades. The Commissioners will work with the Board of Elections to facilitate the purchase of new voting equipment.
- Mr. Lutz received an email from the Sheriff that all dispatchers are EMD certified and they will be attending training with Zuercher on the new 911 system this week.
- September 11, 2018 is the 74th Annual Banquet for Soil & Water Conservation.
- The time lapse videos have continued to be uploaded to the Pickaway County Commissioners YouTube channel for viewing of the progress of Fairgrounds Revitalization project.
- The CORSA Loss Report as of July 31, 2018 shows no open claims at this time.

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

At 1:32 p.m., Commissioner Brian Stewart offered the motion, seconded by Commissioner Harold Henson, to enter into Executive Session pursuant to ORC §121.22 (G) (8) confidential matters regarding economic development with Ryan Scriber, P3, Mr. Lutz, County Administrator, and Tim McGinnis, Planning and Development Director 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 1:40 p.m., the Commissioners exited Executive Session and Commissioner Brian Stewart offered the motion, seconded by Commissioner Harold Henson, 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 taken.

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**In the Matter of**  
**Economic Development Discussion with**  
**Ryan Scribner & Tim McGinnis, Planning and Development Director:**

Ryan Scriber, Pickaway Progress Partnership met with the Commissioners to discuss local planning and development in Pickaway County. The intermodal is helping bring companies to the county because it provides for transporting goods. The company requesting approval to place a grain facility south of Northern Point, that will employ five employees with an investment of \$10 million. The company is requesting a tax abatement and the Commissioners evaluated if the abatement is feasible considering the size of the business. This could potentially be an investment that could cause growth for the agricultural community and increase the use of the intermodal. It is not only the farmers that will benefit from an agricultural trans-loading facility being installed, however it could also help Cargill, Ashville Grain and all other grain facilities in the county. Mr. Scribner will put together a spreadsheet showing tax rates, incentives and other figures for the Commissioners to review.

**In the Matter of**  
**Agreement Signed with the City of Circleville for**  
**Reimbursement of Indigent Representation Provided in**  
**Circleville Municipal Court in SFY 2018/2019:**

The agreement with the City of Circleville for reimbursement to the county for the city's proportionate share of the legal representation provided to indigent defendants in the Circleville Municipal Court was reviewed. The amount of the agreement is \$40,321.33, which is equal to 1/3 of the amount of the contract the county entered into with the Ohio Public Defender Office for SFY 2018/2019 indigent defense legal representation. The reimbursement will be paid to the Pickaway County Auditor in four equal quarterly installments of \$10,080.33 by the dates specified in the agreement.

Following a review of the document, Commissioner Brian Stewart offered the motion, seconded by Commissioner Harold Henson, to approve and sign the agreement.

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**  
**Ohio Department of Administrative Services,**  
**Grantee Approval of Replacement Easement with the**  
**Ohio Department of Rehabilitation and Correction:**

The Commissioners reviewed the proposed State of Ohio Easement to be solely to install, Construct, reconstruct, use, operate, maintain, repair, replace, remove, service and improve in, on, over, under across, through and upon the Easement Area 12-inch force main sanitary sewer line for the Ohio Department of Rehabilitation and Correction Replacement Easement, File No. 5972.

Upon the review of the document, Commissioner Brian Stewart offered the motion, seconded by Commissioner Harold Henson, to authorize Commissioner Jay Wippel, President to sign the letter in agreement with the proposal of Replacement Easement for the Ohio Department of Rehabilitation and Correction located at 11781 State Route 762, Orient, Ohio 43146, Pickaway County, File No. 5972.

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**  
**Work Experience Program Cooperative Agreements Signed:**

The Commissioners reviewed Work Experience Program (WEP) Cooperative Agreement for their office, and an agreement with the Pickaway County Dog Shelter serving as sponsors of the WEP in

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cooperation with the Job & Family Services Department. The purpose of the WEP agreements are to provide work experience to employable TANF and Food Stamp recipients by their performing useful public service while enhancing their skills and abilities to aid in transitioning into regular employment.

Following the review, Commissioner Henson offered the motion, seconded by Commissioner Wippel, authorizing the signing of the agreements.

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**  
**Letter in support of application submitted by**  
**Pickaway County General Health Districts for**  
**Ohio Department of Health Older Adult Fall Prevention:**

The Commissioners signed a letter in support of the Pickaway County General Health District's application for the Ohio Department of Health Older Adult Fall Prevention funding opportunity. The ODH Older Adult Fall Prevention funding opportunity will support funding in 2018 for coalition building in the county, and support the planning of policy, systems and environmental strategies to prevent falls among older adults in Pickaway County.

Following the review, Commissioner Henson offered the motion, seconded by Commissioner Wippel, authorizing the signing of the letter in support.

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**  
**Weekly Dog Warden Report:**

The weekly report for the Wright Poling/Pickaway County Dog Shelter was filed for week ending August 4, 2018.

A total of \$1,001 was reported being collected as follows: \$160 in adoptions; \$18 in boarding revenue; \$135 in dog licenses; \$60 in dog license late penalties; \$40 in owner turn-ins; \$563 in private donations and \$25 in redemptions.

Seven (7) stray dogs were processed in; four (4) dogs were adopted.

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