

TUESDAY, JUNE 6, 2017
OFFICE OF THE BOARD OF COMMISSIONERS
PICKAWAY COUNTY, OHIO

The Pickaway County Commissioners met in Regular Session in their office at 139 W. Franklin Street, Circleville, Ohio, on Tuesday, June 6, 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 Henson offered the motion, seconded by Commissioner Stewart, to approve the minutes from May 30, 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 June 7, 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 \$197,194.30 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

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
Report Provided by April Dengler:

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

- A Workers' Compensation claim was filed by a PSCO deputy that was injured last week while in pursuit of an individual that was pulled over, exited the vehicle and fled on foot.
- Mrs. Dengler will be representing the county building department in the monthly department head meeting tomorrow in Mr. Lutz's office that also includes the maintenance department, EMA office, and dog shelter.
- Last week, Mrs. Dengler met with Jimmie Davis, Deputy Health Commissioner, and assisted with information related to human resources information and related to a personnel manual.
- All of the necessary documentation has been submitted to the South Central Power Company related to the grant the county received that provides proof of purchase for the AED defibrillator machines for installation in various county buildings.
- Mrs. Dengler met with architects from WDC Group on Monday regarding the renovations to the county's building on South Pickaway Street required for the JFS Department and the

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OhioMeansJobs office. Joy Ewing, JFS Director, is to provide a list of offices and meeting rooms needed now and in the future and the number of public and private restrooms. WDC Group anticipates that it will have a proposal to the commissioners by early July, and biddable documents by August or September that will include the project scope and timelines. The project should be able to be let out sometime in October, and the interior work begin sometime in December. She has also contacted Matt Parish of the PCSO regarding a camera security system for the building who will obtain information from the vendor that supplies the camera security system at the courthouse.

In the Matter of
Report Provided by Dustin Hube:

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

- Mr. Hube has reserved 2 booths at the county fair for the display of building floorplan drawings for the Pickaway County Revitalization Plan. Mr. Hube also be meeting with the secretary of the fair board requesting the board to provide a letter of request for the presence of Box 65 and a CERT first-aid station during county fair. He will also be looking into a rental of a golf cart to be used by CERT and Box 65 which has been approved to be paid with EMA funds.
- Mr. Hube will be attending the statewide Ohio Department of Health/Ohio EMA/Medical Reserves Corp Coordinators/CERT Coordinators conference in Columbus on Friday.

In the Matter of
Report Provided by Dave Conrad:

Mr. Conrad reported that this Friday he will be attending his last Leadership Pickaway class.

In the Matter of
Waiver Approved:

Commissioner Henson offered the motion, seconded by Commissioner Stewart, to make payment to Intelliwave in the amount of \$189.85 from line item #101.1112.5481 for Internet services for the Pickaway County Dog Shelter.

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
Cash Advance Back Approved:

Commissioner Wippel offered the motion, seconded by Commissioner Henson, to approve the following CASH ADVANCE BACK request:

20,000 from 227.2020.5801 – Juvenile-VOCA Cash Advance Out
To
101.0000.4910 – General- Cash Advance In

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
Transfers Approved:**

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

**14,000 from 296.1256.5401 – ISP-Contract Services
To
296.1256.5501 – ISP-Equipment**

**65,149.15 from 101.1103.5443 – General Liability
To
101.1112.5402 – Countywide-Repairs**

**46,149.15 from 101.1103.5443 – General Liability
To
101.1112.5402 – Countywide-Repairs**

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
Issuance of Blanket Purchase Orders Approved:**

Commissioner Wippel offered the motion, seconded by Commissioner Henson, to approve the following requests for the issuance of a BLANKET PURCHASE ORDER:

**101.1102.5901 – Maintenance-Other Expenses
101.1106.5901 – Development & Planning-Other Expenses
101.1108.5901 – Building Department-Other Expenses
101.2001.5901 – EMA-Other Expenses
101.2005.5901 – Coroner-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
2017 General Fund 2nd Half
Appropriations Approved for Disbursement:**

Mr. Lutz prepared the 2nd half General Fund departmental appropriations for operating expenses for distribution for departmental operating expenses for the remainder of 2017.

After a brief discussion regarding the appropriations, Commissioner Wippel offered the motion, seconded by Commissioner Stewart, to adopt the following Resolution:

Resolution No.: PC-060617-1

BE IT RESOLVED, that pursuant to Ohio Revised Code §5705.392, the Pickaway County Board of Commissioners hereby adopts as part of its annual appropriation measure a spending plan setting for a semi-

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annual schedule of all expenses and expenditures of all appropriations from the Pickaway County General Fund for fiscal year 2017. The total second half schedule of expenses and expenditures for each office, department, and division is as follows and that there be appropriated from the GENERAL FUND

\$7,158,978.35

as the second half appropriation for 2017.

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
Then & Now Certification Resolution for
2017 General Fund 2nd Half Appropriations:

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

Resolution No.: PC-060617-2

WHEREAS, for the period of June 6, 2017, to July 31, 2017, all purchases of \$1,000 or less are exempt from the THEN and NOW CERTIFICATION requirements; then,

THEREFORE BE IT RESOLVED, that any person authorized to make purchases shall file a written document with the Pickaway County Auditor within three (3) business days of making a purchase stating the purpose, amount, and the date of the purchase along with the name of the vendor.

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
Meeting in Executive Session:

Joe Patchen, of Carlile, Patchen, and Murphy, LLP paid a visit to the commissioners to discuss matters relating to the Pickaway County Fairgrounds Revitalization Plan.

In the Matter of
County Administrator Report:

The following is a summary of the report and other topics discussed with Brad Lutz, County Administrator:

- Representatives from ms consultants, inc. and Quandel Construction are scheduled to meet with the commissioners next Tuesday to review the Pickaway County Fairgrounds Revitalization Plan renderings for the building designs and floor plans of the livestock buildings for display and public viewing throughout the week of the county fair.
- 2018 General Fund budget requests will be going out soon to all departments to submit in preparing for the Tax Budget that is to be filed with the county auditor by July 15th. Mr. Lutz noted that as a test, a few departments (e.g. the PCSO; county engineering department; juvenile/probate department; JFS) will be using the new automated system the county auditor's office has put into place and work out any bugs prior to rolling the automated system out to all departments for the 2018 budget.

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- An email was received from the county engineer requesting approximately \$19,200 for capital items that includes the purchase of 2 copiers and a fuel management system. The suggestion of the engineering department purchasing the items from its funds and receive reimbursement in 6 months from the 2018 capital fund will be made. An email was also received from the PCSO about the status of its request for the replacement of its telephone system as the email noted that a few phones were recently affected by lightning; however, the system remains functional. In discussing the matter, the commissioners support the purchases and it was determined and the requested capital items will be included in the county's 2018 capital plan and the purchases can be made in January 2018.
- In June 2016, Kristen May, a resident and a teacher at Teays Valley Local School District, who is active and interested in cultural arts, met with the commissioners regarding a proposal she created for a Pickaway County Cultural Arts Center in what she referred to as the annex area and gymnasium, owned by the City of Circleville on South Court Street that is connected to the former Evert's Middle School. The City of Circleville purchased the Everts Middle School campus from the Circleville City School System in the amount of \$19.58, which in turn sold the school building to the WODA Group, Inc. that will be developing senior housing units. Mr. Lutz reported that Mrs. May, along with Sue Lumley, President of the Circleville Downtown Business Association, and Dorothy Cooper, an active citizen of the community, visited with him last week and in summary, it was explained to Mr. Lutz that due to financial restraints, the city is not interested in continuing to own the annex and gymnasium as it cannot afford the insurance, utility costs, etc. He stated that Mrs. May inquired about the county acquiring the annex and gymnasium from the city and be the owner for the center which would ultimately be operated by ArtsAround, a non-profit organization committed to supporting local arts. She informed Mr. Lutz that grants totaling \$450,000 from the Ohio Development Services Agency (ODSA) have been secured, and the city was awarded a \$200,000 grant from the State Biennial Capital Budget to be used for renovations for a community cultural arts center. Essentially, Mr. Lutz stated that the concept of the county acquiring and be the owner of the annex and gymnasium and serve as the conduit for the grant funding was proposed. In discussing the matter at length, it was determined Mr. Lutz will obtain additional information, thoroughly vet the proposal, and bring the information back to the commissioners in the near future.
- The next elected official's luncheon is scheduled for July 11th.
- Mr. Lutz will be on vacation from June 28th, through July 7th.

In the Matter of
Meeting in Executive Session:

At 2:41 p.m., Commissioner Stewart offered the motion, seconded by Commissioner Wippel, to enter into Executive Session pursuant to ORC §121.22 (G) (1) to discussion the compensation of Pickaway County employees. The county administrator was 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: Patricia Webb, Clerk

At 3:30 p.m., the commissioners exited Executive Session and Commissioner Stewart offered the motion, seconded by Commissioner 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.

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No action was taken.

In the Matter of
Weekly Dog Warden Report:

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The weekly Dog Warden report for the Wright Poling/Pickaway County Dog Shelter was filed for week ending June 3, 2017.

A total of \$791 was reported being collected as follows: \$80 in adoptions; \$6 in boarding revenue; \$60 in dog licenses; \$620 in private donations; \$25 in redemptions.

Five (5) dogs were processed in; two (2) dogs were adopted.

With there being no further business brought before the Board, Commissioner Wippel 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