

**TUESDAY, APRIL 3, 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, April 3, 2018, with the following members present: Mr. Jay H. Wippel, Mr. Harold R. Henson, and Mr. Brian S. Stewart. Brad Lutz, County Administrator, was also in attendance.

**In the Matter of  
Minutes Approved:**

Commissioner Brian Stewart offered the motion, seconded by Commissioner Jay Wippel, to approve the minutes from March 27, 2018, with corrections.

Voting on the motion was as follows: Commissioner Stewart, yes; Commissioner Wippel, yes; Commissioner Henson, abstain. 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 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 April 4, 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 \$269,675.52 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 Harold Henson offered the motion, seconded by Commissioner Brian Stewart, to approve the following requests for the APPROPRIATION OF FUNDS:

**\$3,570.00 – 101.1105.5703 – Contingencies – Commissioners**

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 & Re-Appropriations Approved:**

Commissioner Harold Henson offered the motion, seconded by Commissioner Brian Stewart, to approve the following requests for the TRANSFERS and RE-APPROPRIATIONS OF FUNDS:

**\$1,076.00 from 651.6050.5701 – Transfer Out – Unclaimed Funds**  
**To**  
**651.6050.5901 – Other Expense – Unclaimed Funds**

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**\$3,570.00 from 101.1105.5703 – Contingencies - Commissioners**  
**To**  
**101.1112.5404 – Advertising/ Printing - Countywide**

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**  
**Travel Authorization Signed for County Treasurer:**

Commissioner Henson offered the motion, seconded by Commissioner Wippel, to approve and sign the Travel Authorization at the total probable cost of \$700 for Ellery Elick, County Treasurer, to attend the County Treasurers Association of Ohio 2018 Spring Conference that will be held May 14<sup>th</sup> – 16<sup>th</sup>, at the Columbus Marriott Northwest, in Dublin, Ohio.

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

EMA

- The Outdoor Warning Siren test will be held this Wednesday, April 4<sup>th</sup> at 1:00 p.m.
- The Local Emergency Planning Committee will be holding their quarterly meeting in the Berger Hospital Community room this Thursday, April 5<sup>th</sup> at 8:00 a.m.

E-911

- Mr. Conrad attended the City of Circleville 911 meeting last Tuesday, March 27<sup>th</sup>. The Ohio 911 Director Rob Jackson was in attendance as well. The City Safety Director, Terry Frazier, understands the changeover project, and said he is aware that this could take up to six-months for the 911 carriers to make the necessary changes to redirect the 911 calls. Mr. Conrad will continue to work with the carriers as needed to complete the project.
- At the County Public Safety Answering Point, Lieutenant Rhoades sent over the APCO guide card software proposal, this software will be used during 911 calls when medical instruction is needed. The total upfront cost will be \$34,000.00 with an annual maintenance fee of \$4,000.00.

**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:

- The bid opening with WDC Group was held last Thursday, March 29<sup>th</sup> at 2:00 p.m. There were 8 bids submitted for the project. The architects will be in to meet with the Commissioners today to discuss the submitted bids further. The building permit has been received. A pre-construction meeting is scheduled for Wednesday, April 4, 2018, at 1:00 p.m. at the CRC gym.
- Nancy Graham accepted the Fiscal Specialist position. She will be starting her new position on Monday, April 9<sup>th</sup>. Mrs. Dengler stated that Mrs. Graham is excited and eager to start on Monday.

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- Mrs. Dengler stated that she updated the county phone directory and ordered business cards, etc. for Angela Karr, Tim McGinnis and Nancy Graham. Mrs. Dengler met with Robert Adkins, IT Department and Larry Pfile to have the telephones transferred and name displays changed for the Commissioners' Office and Building Department.
- All three mowing companies who submitted quotes received an email from Mrs. Dengler informing them of the mowing areas the Commissioners would like for each to fulfill: Mike's Landscaping is the main campus locations, TnT Outdoor Services will be the Fairgrounds, and Outdoor Butler will be mowing the radio towers, package plants, Knollwood Village and Orient.
- Mrs. Dengler provided a data sheet from the new software for the Building Department. The software can build reports showing detailed information as to the work that is to be done or has been completed. Per the report, the Building Department has issued 92 permits from January 1, 2018 to March 27, 2018.

**In the Matter of**  
**Jeremy Turner, New Maintenance Worker 1:**

Jeremy Turner, the new Maintenance Worker 1, started his new position yesterday, Monday, April 2<sup>nd</sup>. Jon Brown, Maintenance Supervisor, stopped in to introduce Mr. Turner to the Commissioners. Mr. Brown has been taking Mr. Turner to all the county locations to meet the departments and to become familiar with the different buildings. Mr. Brown stated that Mr. Turner seems to be doing great and already has him performing his work duties. Commissioner Stewart told Mr. Brown and Mr. Turner that the maintenance department is doing well and keep up the good work, as it is appreciated.

**In the Matter of**  
**Travel Authorizations Approved for**  
**Job & Family Services Employees:**

The Commissioners reviewed and signed the Out-of-County Travel Authorization for numerous Job & Family Services employees to attend various meetings, training sessions, and to conduct home visitations throughout the month of April 2018, at the total probable cost \$2,531.51.

**In the Matter of**  
**Ross, Pickaway, Highland, Fayette Joint Solid Waste (RPHF SWD)**  
**Hiring of Erica Tucker as Executive Director:**

Commissioner Brian Stewart offered the motion, seconded by Commissioner Harold Henson, approving Commissioner Stewart to sign on Commissioners behalf the letter to the Pickaway County Auditor hiring Erica Tucker as the Executive Director of RPHF Solid Waste District, effective April 2, 2018 at the amount of \$27.50 per hour, 40 hours a week with benefits.

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**  
**Signing of the Engagement and Terms for Representation by**  
**Bricker & Eckler, Attorneys at Law for**  
**Bond Counsel for the Fairgrounds Project:**

After the review of the engagements and terms and conditions of Bricker & Eckler, Commissioner Brian Stewart offered the motion, seconded by Commissioner Harold Henson, approving the agreement with Bricker & Eckler to provide representation as bond counsel for the Fairgrounds project.

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**  
**Brad Lutz, County Administrator:**

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

- Berger Hospital has scheduled a tour of Mansfield Hospital facility on April 9<sup>th</sup> at 4:00 p.m.. Commissioner Wippel, Commissioner Henson and Mr. Lutz will be attending with Tim Colburn, CEO of Berger Hospital and the Board of Governors.
- The tenants have not vacated the premises at the Ringgold Dairy property located on Lancaster Pike. The Prosecuting Attorney, Judy Wolford, will file paper work to start the eviction process if the tenants do not respond to the 3-day letter. Mr. Lutz spoke with Darby Creek Excavating and the demolition process is still on schedule for 4/27/2018.
- The Sheriff has not been successful in getting Coughlin Automotive to respond with quotes to purchase new Ford Explorers as approved in the 2018 capital plan. The Sheriff is working on receiving pricing to purchase two new vehicles for the department using the state bid process.
- The Request of Qualification (RFQ) was sent to the Circleville Herald for publication last week and has been posted on the county website regarding the hiring of a construction manager for the Fairgrounds Revitalization project. Statements of qualifications must be received by April 13<sup>th</sup>. The review process should be completed by April 17<sup>th</sup> with interviews being held April 23<sup>rd</sup>.
- Regarding the request for sealed bids for buildings located on the fairgrounds, there has been some interest in the mobile home and should receive a few bids. The legal notice will be published in the Circleville Herald once a week for 4 consecutive weeks.
- Mr. Lutz requested to be off tomorrow, April 4<sup>th</sup> thru 9<sup>th</sup> for sick leave.
- Mr. Lutz will complete the 2018 expense and revenue report including the first quarter of 2018.
- James Dean, Clerk of Courts, reported the number of foreclosures filed in Pickaway County are as follows:

2018 - 23  
2017 - 40  
2016 - 40  
2015 - 33  
2014 - 51

Regarding the Fairgrounds Revitalization progress, the recent meeting with MS Consultants focused on the 60% plans cost estimates. There is still a significant amount of work to be done regarding those estimates and finalizing an estimated cost for bidding. Once a construction manager is hired, they will work directly with the County and MS on the estimates to bring them in line with the project goals. There will be a request made of the City's planning and zoning committee to request a variance for one of the buildings on the new plans that sits close to Stoutsville Pike. Although there is a variance required, the new building will be farther off Stoutsville Pike than the current closest building, the Grange Building. Mr. Lutz has verbal confirmation to Josh with MS Consultants that Don Sherman, City Service Director, agrees that they are not going to expect sewer or water connections for the project to connect to a possible new line running along the back of the fairgrounds at this time as long as we agree to hook up to the new sewer line if it should ever become available behind the fairgrounds. The design is on schedule for bidding to go out near the end of May.

**In the Matter of**  
**Christopher Widener, WDC Group and**  
**Joy Ewing, Job & Family Services, Director**  
**Contract Bid Award for Building Renovations for**  
**Pickaway County Job & Family Services:**

Chris Widener, WDC Group, met with the Commissioners to go over the bid results from the bid opening, held March 29, 2018 for the Building Renovation for Pickaway County Job & Family Services. There were 20 contractors in attendance at the bid opening. There was a delay in the bid opening and, it had to be rescheduled due to the plan review came back with corrections, causing the bid opening to be rescheduled to March 29th. The plan review had a sprinkler system included, however, the system is going to be removed and has received approval from the City of Circleville Safety Director, Terry Frazier to remove. There were 8 bids in total received and the bids were \$5,300 below the architects estimate for the base bids.

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After the review of WDC Group and contacting the references submitted by the contractors, WDC Group recommends the following bidders and bids be awarded:

**Bid Package 1A – General Work and Labor**

*Stockmeister Enterprises, Inc.*

Jackson, Ohio

Contract Amount: \$1,017,308 Base Bid

Alternate #2	Painting Gym	\$927
Alternate #3	Gutters & Downspouts	\$20,320
Alternate #4	Replace Windows	\$45,958
Alternate #5	New South Parking Lot	\$62,825
Alternate #6	North Parking Lot Sealing	\$12,369
Alternate #7	North Egress Stairs	\$117,884
Alternate #9	Controlled Access/ Keycard	\$23,525
Alternate #10	Metal Roof Replacement	\$42,895
Alternate #11	Roof framing	\$26,861

The total contract amount would be \$1,370,872 and includes \$27,400 in allowances.

**Bid Packages 15A – Plumbing/ 15B Mechanical**

*Command Heating*

Grove City, Ohio

Contract Amount: \$460,000 Base Bid

Alternate #1	HVAC Gym	\$45,000
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The total contract amount would be \$505,000 and includes \$17,000 in allowances.

**Bid Package 16A – Electrical**

*Proline Electric, Inc.*

Lancaster, Ohio

Contract Amount: \$174,500 Base Bid

Alternate #1	HVAC Gym	\$920
Alternate #7	North Egress Stairs	\$1,665
Alternate #9	Controlled Access/ Keycard	\$2,850
Alternate #12	CAT5e Cabling	\$15,590

Total contract amount would be \$195,525 and includes \$5,350 in allowances.

Commissioner Stewart asked what was the total budget estimate, and Mr. Widener explained that \$1,651,808 was the base bids and \$49,750 for the alternates, giving a total of \$2,071,397. The recommended base bids are approximately .31% under the Architects / Engineers estimate. WDC Group has only worked with one of the contractors in the past. Mr. Widener stated that they had completed all reference checks on each contractor by calling their listed references. Commissioner Stewart addressed the key card access with the alternate bid by asking if the key card system was used for internal room entry in the building. Mrs. Ewing said that the key card systems was for external entrance doors only. Additionally, Commissioner Stewart asked about the plans of roof replacement. The roof will be replaced with shingles and the blue metal roof will be replaced also, accordingly to Mr. Widener. Commissioner Wippel believes the roof covering over the stairs needs to be done and may have to look at other areas of the project if cuts need to be made. The emergency generator was discussed and may not be needed at this time, and can be added to the site at a later date if needed. Mr. Widener stated that the generator would add another \$69,630 to the alternate bid and that the next step will be to approve the contracts.

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In reference to the bid opening that was held on March 29, 2018, for the Building Renovation for Job and Family Services, Commissioner Brian Stewart offered the motion to remove alternate #7 – North Egress Stairs, which has a cost of \$120,000, for the lack of possible alternates.

Commissioner Stewart' motion failed for lack of a second.

Attest: Angela Karr, Clerk

In reference to the bid opening that was held on March 29, 2018, for the Building Renovation for Job and Family Services, and upon the written recommendation of Christopher Widener, WDC Group, Commissioner Harold Henson offered the motion, second by Commissioner Brian Stewart to award contracts to the following lowest bidders (Primary Contracts), and offer contracts (Alternate Contracts) to the following bidders as alternate for a total of \$2,071,397.

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

Attest: Angela Karr, Clerk

**In the Matter of**  
**Pickaway County Sheriff, Robert Radcliff**  
**Update of 911 Room:**

Robert Radcliff, Pickaway County Sheriff, Lt. Cory Bachnicki and Maintenance, Randy David met with the Commissioners to provide an update on the communication room. Sheriff Radcliff stated that the new communication room looks great. The consoles have been installed and they are awaiting doors to be hung in the communication center. The Sheriff is requesting a window to be installed to the outer surface of the building, to create a pass-thru for the officers so no entry to the building is needed. Officers would be able to pull up to the front of the building to delivery paperwork through the window and proceed onto their duty in the cruisers. The Commissioners have a walk-thru visit of the communication center scheduled for next week.

Mr. Davis, was in receipt of two quotes for a water softener system from Hague & Callaghan. The Sheriff advised that the building was never built with a water softener system, with the thinking that Circleville had soft water, and that is not the case. The current system is wasting a lot of water and salt and is not softening the water. Mr. Davis is having to manually generate the system twice a day in order to keep the regeneration cycles going. Quotes were provided by Mr. Davis to the Commissioners for review. Hague provided the lowest estimate of \$20,672 for the new system, and Hague is manufactured in Grove City, Ohio and has a 3-year warranty on tanks and 1-year warranty on parts. The Sheriff's Office is currently using 2 tons of softener salt a month, which is comparable to two full pallets.

The "A" building sewer pipes are rusting and beginning to leak. Mr. Davis stated that the pipes need replaced and the least costing solution of PVC cannot be used due to fire code requirements. The cost of replacement using cast iron materials is proposed at \$13,900 by Mr. Rooter. Mr. Davis is awaiting an additional quote from Pine Valley Construction. The project could be performed during the weekend, when there will be less traffic in the facility. The wash bay roof is leaking and needs to be addressed. Mr. Lutz stated that he is communicating with Pine Valley Construction to get a quote for repairs.

Sheriff Radcliff just recently received a quote from Coughlin for a new cruiser at \$17,000. The Sheriff asked if he could replace laptops as he replaces each of the cruisers over time. Lt. Bachnicki presented quotes to the Commissioners for review. The quotes included vehicle complete with striping. There are 11 Crown Victoria's still in commission and being used. They have 6 vehicles sitting with over 200,000 miles that need to be disposed of. Parts have been removed to use on the running vehicles currently in use. The vehicle with water damage needs to be replaced. Commissioner Stewart asked whether a new water softener system or a \$25,000 new cruiser is more needed at this time. Sheriff Radcliff stated he knows the water systems definitely needs replaced before to much damage is done.

Later, the Commissioners discussed replacing the water softener system and recommending that the sheriff get quotes to purchase a used vehicle to replace the water damaged vehicle.

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**In the Matter of**  
**Approving Water Softener Systems for the**  
**Pickaway County Sheriff's Office**  
**From Hague Water Conditioning, Commercial Division:**

After the review of the proposal provided by Hague Water Conditioning, Commercial Division, Commissioner Brian Stewart offered the motion, second by Commissioner Harold Henson to approve the proposal provided by Hague Water Conditioning, Commercial Division for the sum of \$20,672. The proposal includes two Hydro-Clean 750 Water Softeners (36" x72" tanks), a 3-year warranty on tanks and a 1-year warranty on parts.

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

Attest: Angela Karr, Clerk

**In the Matter of**  
**Addendum to Community Based Correction**  
**Program Subsidy Grant Agreement Signed:**

At the request of John Reid, Probation Officer, the Commissioners reviewed the Addendum to the Community-Based Corrections Program 407 Subsidy Grant Agreement between the Ohio Department of Rehabilitation and Correction (ODRC) and Pickaway County. The Addendum modifies the fiscal year 2018 Community-Based Corrections Program 407 subsidy grant agreement in the amount of \$128,102.00. The subsidy grant shall increase from \$32,026.00 to \$160,128.00 effective date of approval by the Deputy Director of Division of Parole and Community Services in the Ohio Department of Rehabilitation and Correction. The 2018 fiscal year expenditures for July 1, 2017 to June 30, 2019, will not exceed \$160,128.00.

Following the review, Commissioner Brian Stewart offered the motion, seconded by Commissioner Harold Henson, to sign the Addendum to Community-Based Corrections Program 407 Subsidy Grant Agreement.

Voting on the motion was as follows: Commissioner Wippel, yes; Commissioner Henson, yes; Commissioner Wippel, 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 March 31, 2018.

A total of \$833.06 was reported being collected as follows: \$160 in adoption fees; \$6 in boarding fees; \$90 in dog licenses; \$30 in dog license late penalty; \$310 in private donations; \$50 in redemptions; and \$187.06 P4P expense reimbursement.

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.

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Jay H. Wippel, President

Harold R. Henson, Vice President

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

Attest: Angela Karr, Clerk