

TUESDAY, OCTOBER 4, 2016
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, October 4, 2016, with the following members present: Mr. Harold R. Henson, Mr. Brian S. Stewart, and Mr. Jay H. Wippel. Brad Lutz, County Administrator, was also in attendance. Visiting with the commissioners for the day were John Leutz, Senior Policy Analyst for the County Commissioners Association of Ohio (CCAO), and Cheryl Subler, CCAO Managing Policy Director, in addition to Marisa Myers, Republican Caucus Policy Advisor at the Ohio of Representatives.

In the Matter of
Minutes Approved:

Commissioner Stewart offered the motion, seconded by Commissioner Wippel, to approve the minutes from September 27, 2016, with corrections.

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

Attest: _____
Patricia Webb, Clerk

In the Matter of
Bills Approved for Payment:

Commissioner Wippel 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 October 5, 2016, 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 \$236,775.05 on the County Treasurer to satisfy the same.

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

Attest: _____
Patricia Webb, Clerk

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 stated that he attended the Pickaway County Health & Safety Committee meeting that was held last week and stated that it was a good meeting.

After Mr. Hube requested an approval for a waiver, Commissioner Wippel offered the motion, seconded by Commissioner Stewart, to waive the waiting period to issue payment to Christy Mills, Coordinator of Higher Education Learning Partners (H.E.L.P.S.), in the amount of \$903.80 to be paid from line item #297.5002.5301 for the reimbursement of travel and other expenses.

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

Attest: _____
Patricia Webb, Clerk

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In the Matter of
Report Provided by Dave Conrad:

Dave Conrad, EMA Director, reported that the EMA Office will be receiving \$66,784 in funding for the Pickaway County EMA Performance Grant, with a 50% match. The grant is the same amount as last year.

In the Matter of
Report Provided by Erica Tucker:

The following is a summary of the report provided by Erica Tucker, RPHF Solid Waste Assistant/Special Projects Assistant:

- A meeting is scheduled with Rumpke Recycling later in the week to discuss a recycling plan for the placement of RPHF recycling drop off bins at their site on U.S. Rt. 22.
- A church on North Court Street has volunteered to allow two recycling drop off bins to be placed on its lot, which will help in replacing the sites that were previously located at the former Pickaway Lanes. Three bins have already been placed behind Snap Fitness on North Court St.
- A meeting is scheduled with the state auditor's later in the week regarding the audit of 2014 and 2015.
- Mrs. Tucker and Mr. Lutz had a meeting last week regarding the Pickaway County Fairground Revitalization Mater Plan. A new horse barn that will be constructed on the Pickaway County Fairgrounds that will be paid with an agricultural grant, with matching funds, and Mrs. Tucker spoke about a brochure from Clear Span buildings that offer durable tension fabric structures that she found to be interesting.

In the Matter of
Report Provided by April Dengler:

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

- Ms. Dengler will be participating in a Thrive On Health & Wellness seminar scheduled for later in the week.
- The Pickaway County Health & Wellness committee will be providing a Pumpkin Show walking challenge for county employees again this year. First, second, and third place prizes will be offered. Some other items will be offered to employees that participate.
- Ms. Dengler will be attending the Pickaway County Addition Action Coalition (PAAC) meeting scheduled on Friday to finalize the upcoming Town Hall meeting. An email with flier attached will be provided to county officials and employees who will be asked to help get the information out about the meeting. Babysitting services and transportation will be provided to anyone that wants to attend the meeting. A total of 25 resource tables will be set up and available to attendees before and after the meeting.

In the Matter of
Discussion with County Commissioners Association of Ohio
Representatives and Marisa Myers, Republican Caucus
Policy Advisor for the Ohio House of Representatives:

Cheryl Subler, of CCAO, informed the commissioners that Marisa Myers, Republican Caucus Policy Advisor at the Ohio of Representatives, approached the CCAO staff about visiting a couple of counties to learn more about what county commissioners do. She stated that she and Mr. Leutz thought shadowing the Pickaway County Commissioners the day and talking to their staff would be a great experience for her to get a flavor in terms on what county commissioners are about the challenges they face and services that they provide. Michael Parks, Independent candidate for Pickaway County Commissioner, entered the meeting shortly after it began.

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Ms. Myers provided a brief background about herself and began by stating that she is originally from Belmont County, Ohio and grew up in Franklin County. She said that she began working with Ohio Speaker of the House, Clifford Rosenberger, in January of last year and covers local policy forum and her goal for the day was to obtain some “hands-on learning” and to gain a better understanding of what county commissioners face related to day-to-day operations.

After the commissioners welcomed Ms. Myers, she requested an overview of what currently is happening in Pickaway County. Commissioner Stewart stated that it is amazing how much variety of challenges amongst the various 88 counties face depending on their size, location, and economic regions. Commissioner Henson added that in Pickaway County it can be very different with the northern area being next to Columbus of Pickaway County where there is a lot of business and development going on, and there are rural areas of the county as well. He stated that Pickaway County remains predominately agricultural; however, new economic development is occurring and though Pickaway County is not unique in that respect, it can bring a lot of diversity of matters to address.

One economic development project highlighted in the conversation was the new Sofidel manufacturing facility. Sofidel, an Italian-based family owned business, is one of the world’s largest manufacturer of toilet paper, paper towels, facial tissue, and other specialty paper products and that is currently construction and will eventually employ more about people when its second phase is completed. The first phase is expected to be completed by the end of 2017. When Ms. Myers inquired as to how Pickaway County was selected for the new manufacturing facility, Commissioner Stewart explained that separate from the commissioners’ office, the county essentially shares an economic development director, Ryan Scribner of Pickaway Progress Partnership (P³), a public/private partnership in which the county contributes \$40,000 to annually. The City of Circleville also contributes to P³ in addition to various larger private businesses. He stated that the county worked closely with various groups such as Columbus 2020 and JobsOhio. Mr. Scribner and representatives of Columbus 2020 traveled to Italy and basically marketed Ohio, including Pickaway County and its several potential development sites that had already been identified for large employers. Initially, Sofidel was looking at over 100 potential sites in the United States and ultimately chose Pickaway County. Power lines, natural gas, water, and other existing available resources along with the tax incentives approved by the commissioners were all a big factor in Pickaway County being selected. While tax incentives are necessary in order to be competitive related to new economic development, the commissioners noted that compensation agreements for the affected school district are part of the tax incentive agreements, in addition to an annual contribution to P³, and some agreements included a designated percentage of its workforce be Pickaway County residents. New development at the Rickenbacker Intermodal area in the northern region of the county was also mentioned where four or five new businesses have created new jobs in the county over the past two years. Commissioner Henson said that the recent successes that Pickaway County is experiencing has spurred the interest of other employers.

When Ms. Subler inquired if there are challenges related to the local workforce as far as training and the drug epidemic or needing more jobs, Commissioner Stewart stated that in talking with the larger employers, most of them are hiring; however, they are facing difficulty with people passing drug tests and showing up to work. Commissioner Wippel stated that there are plenty of jobs in Pickaway County a trained workforce is a challenge; however, the Ohio Christian University (OCU) is working hard to bring training programs to the workforce, there is Pickaway H.E.L.P.S. an educational wing of the commissioners’ office that is designed to assist high school seniors with entering college, and their parents related to financial aid. OCU is also constructing a small business incubator, similar to the Dublin Entrepreneur Center, with a \$2.5 million federal grant it obtained, along with \$500,000 from the state capital budget, \$350,000 combined from the City of Circleville and the Pickaway County Commissioners, and individual and corporate donations. There is no other type of business incubator south of Columbus and the goal is to help attract new businesses and workforce opportunities and training and technical assistance to local entrepreneurs, and to develop small business that will bring increased employment to Pickaway County and other counties in the region. Commissioner Wippel stated that Pickaway County lost over a thousand of manufacturing jobs a number of years ago, and the commissioners rolled up their sleeves and got creative with the assistance of P³ and the dividends are now beginning to pay off.

When Ms. Subler stated that shared services is a big topic that is discussed. Commissioner Wippel stated that is something that the county has tried; however, there is still more to do and the combined county and city Public Safety Answering Point (PSAP) the commissioners proposed to Circleville City Council that was recommended by the Pickaway County E911 Advisory Committee was briefly discussed. Shared services are looked at very closely, and Commissioner Henson mentioned that sometimes it is found that it does not necessarily save money. One item that the previous board of commissioners initiated as a precedent

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during the recession was the special revenue funds that many of the various departments receive that are not part of the General Fund and elected officials and department heads were asked to spend down some of those monies and they cooperated, which provided substantial expenditure savings to the county's General Fund.

When Mr. Leutz inquired about the county's budget building process with the other office holders, Commissioner Wippel mentioned the Tax Budget that is done in the middle of each year where elected officials and department heads will submit their requested appropriations that "sets the tone" for the upcoming year. The Tax Budget is a tool used in which to justify taxes, such as property taxes, that are being paid by the tax payers. The Tax Budget is then submitted to the Pickaway County Budget Commission, comprised of the county auditor, county treasurer, and county prosecutor, which reviews and certifies its justification. Something unique that the commissioners do is conduct annual budget meetings attended by elected officials and department heads where each department's upcoming operating budget requests are reviewed in a PowerPoint presentation and if increases from the previous year are requested, the increases are asked to be justified. Another process that was implemented by the commissioners was asking elected officials and department heads to separate out any capital purchases from their operating budget requests and those capital purchase requests are prioritized and placed in a five-year Planned Capital Expenditure Fund that is approved by the commissioners simultaneously with the General Fund budget at the end of each year. By separating a department's capital purchases from operating expenses provides a true picture of what it costs to actually operate the individual departments. It was noted that the elected officials and department heads have always been very cooperative with this process since it was implemented a number of years ago and approximately \$500,000 in total was unspent by the various departments in 2015. It was also mentioned that for four years during the recession no employee wage increases were given; however, the commissioners had the General Fund absorb the health care insurance increases each year and the employees' share remained level during that time. Three years ago, after the county recovered from the recession, the commissioners examined the General Fund revenue and expenditure trends in the middle of the year and determined the percentage of wage increases. The increases are in effect for the last half of the year and the first half of the upcoming year.

When Ms. Myers inquired if the county has reserves that could be drawn from if necessary, it was explained that the county General Fund's annual carryover, which has more flexibility on how it is spent, is sometimes referred to the "Rainy Day Fund." The county's General Fund carryover is not placed in an established "Budget Stabilization Fund" and there are very few counties that do. Commissioner Wippel mentioned Medicaid Managed Care Organization (MCO) sales tax that will cease in July 2017, which will have a \$1 million negative impact on the county's annual sales tax revenue. Sales tax makes up 12% of the county's annual revenue. This is the type of reasons that the commissioners do not place the General Fund carryover into a "Budget Stabilization Fund." Commissioner Stewart also mentioned that over the past four years, the county was able to upgrade its radio communications system to be P25 capable, a federal mandate, at the cost of \$500,000; purchase \$300,000 worth of federally mandated radios; purchase 16 new Pickaway County Sheriff's Office (PCSO) vehicles with high mileage; replace the roof at the PCSO/County Jail, and other infrastructure improvements. The money was put into tangible use that can be seen by the taxpayers and the county did not have to finance any of it. Unfunded mandates was also mentioned. It was noted that with the MCO sales tax going away, capital projects will not be able to be funded as they have been over the past few years.

At the conclusion of the discussion, it was noted that additional information will be provided during the county's budget building process presentation that will be provided later in the day.

In the Matter of
FY2016 Community Development Block Grant
Allocation Program Agreements Signed:

Commissioner Stewart offered the motion, seconded by Commissioner Wippel, authorizing Commissioner Henson, President, to sign the FY2016 Community Development Block Grant (CDBG) Allocation Program Agreement between the Pickaway County Commissioners and the Ohio Development Services Agency in the amount of \$155,000. Projects to be funded, which will occur in year 2017, include the Village of Ashville's Long Street Sidewalk Project and the Center Alley Improvement Project; the Village of Tarlton's Redding Street Improvement Project; and the purchase of a walk-in freezer for the Pickaway Senior Center.

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

Attest: _____
Patricia Webb, Clerk

In the Matter of
Travel Authorizations Approved for
Job & Family Services Employees; and
The Pickaway County Treasurer:

Commissioner Stewart offered the motion, seconded by Commissioner Wippel, to approve the Travel Authorization for numerous Job & Family Services employees to attend various meetings, training sessions, and perform multiple home visits throughout the month of October, at the total probable cost of \$1,476.90; and,

Travel Authorization for Pickaway County Treasurer, Ellery Elick, to attend the County Treasurer's Association of Ohio Fall Conference to be held at the Marriott in Dublin, Ohio, from November 14th through November 17, 2016, at the total probable cost of \$600.00.

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

Attest: _____
Patricia Webb, Clerk

In the Matter of
County Administrator Report:

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

- Related to the recent Ohio EPA letter the county received regarding municipal separate storm sewer systems (MS4s), Mr. Lutz spoke with Anthony Robinson Ohio EPA District Office Storm Sewer Coordinator, and Pickaway County does not qualify for a waiver; therefore, the county will be required to come up with an educational program for residents of Logan Elm Village related to refraining from disposing of materials in the storm water systems, for example motor oil. The plan must be submitted to the EPA in four months. The Scioto Township Trustees received the same letter related to Southern Point Subdivision. Mr. Lutz noted that though Logan Elm Village is in Circleville Township, the Ohio EPA will be sending them a letter as well.
- Ryan Scribner spoke with Mr. Lutz last week regarding a couple of hotel business inquiring if the county instituted a lodging tax that allows for infrastructure improvements around hotels. In reviewing ORC §5709.09, Mr. Lutz stated that this provision in the ORC applies to counties whose territory includes part of the Lake Erie Shore line; therefore, this provision does not apply to Pickaway County. It was noted that the county implemented the maximum lodging tax in the amount of 6%, of which 3% goes to the township or municipality in which hotels are located. The part of the remaining 3% is goes to the Visitor's Bureau and part goes to the county. Mr. Lutz noted that Pickaway Township is the only township that does not charge the lodging tax and will be contacted regarding the matter as hotels are expected to be constructed in the township.
- Related to capital projects, it was reported that the parking lot replacement and purchase of four new cruisers for the Pickaway County Sheriff's Office have been paid.
- Final Acceptance Certificate for the county's P25 upgrade has been signed as all equipment installed has been tested and deemed to be working property. The warranty on the equipment begins January 31, 2017.
- It was reported that Mr. Lutz, Joy Ewing, Director of JFS, and some of her managers will be meeting with the architect later in the week to tour the Pickaway County Board of Developmental Disabilities located on S. Pickaway Street to gain a better understanding of the renovations to the building Mrs. Ewing would like in order to relocate the JFS Department. After the tour, the architect will provide conceptual drawings and estimated costs for the renovations.

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**In the Matter of
Meeting Regarding Village of Darbyville's Plans to
Apply for Ohio Public Works Commission Grant/Loan and
Community Development Block Grant Competitive Set-Aside
Water & Sewer Grant for Water Tank Replacement Project:**

Philip Tramel, Mayor of the Village of Darbyville, met with the commissioners along with Randy Stoll, of IBI Group, met with the commissioners to inform them of their plans to apply for Ohio Public Works Commission (OPWC) Grant/Loan Funds and Community Development Block Water & Sewer Set-Aside Grant funds for a new water storage tank for the village. Anthony Neff, Deputy County Engineer, was also in attendance.

Mr. Stoll stated that in early 2015, he became involved with the Village of Darbyville as a consulting engineer because the village is in need to replace its existing water tower that has been leaking, a matter that the commissioners were informed of around that same time. Mr. Stoll stated that application was submitted to OPWC last year for a Small Governments Program grant, but was not funded because it not fall under the funding range. He said that plans are to come back this year for an application to OPWC for water supply grant/loan funds, as well as CDBG Water & Sewer grant funds, which he stated are needed to make the project affordable for the village. Since last year, the engineering plans for the water tank have been revised from an elevated water tank to a ground storage tank that will be about 40 ft. high and will be easier for the village to maintain. It will include two variable speed pumps that will increase needed water pressure. The existing tower was built in the mid-1950's and purchased from the City of Columbus in the 1980's for \$1 and was disassembled and moved to its current site in Darbyville and reassembled. The tank holds 100,000 gallons of water, which Mr. Stoll stated is way above the needs of the village. The replacement tank will hold 50,000 gallons of water, providing ample capacity for the 82 households it will serve, and will be glass-lined as opposed to the existing antiquated wax and grease-lined water tank that causes additional issues of its own.

The total cost for the project is \$618,780, which includes the tank, construction costs, engineering costs, project contingency allocation, pumps that will be added to the existing plant, an emergency back-up generator, and the costs for the existing tower to be razed and removed, which will be scrapped. Mr. Stoll also mentioned that Nathan Davis, of Rural Community Assistance Partnership (RCAP), will perform the environmental review if one is necessary.

The funding breakdown proposed project is \$264,165 in CDBG Water & Sewer Complete Set-Aside funds with a local match of \$30,900, and the OPWC funding is a grant/loan split in the amounts of \$493,545 and \$130,170 respectively. The loan would be over a 30-year period, with 0% interest, and will be paid with user fees. Mr. Tramel said that late last year, the village increased the user fees from \$23 per month to \$40 per month, which will allows the village to provide the CDBG grant match, make the OPWC loan payment, and put money in the village's water fund each month for maintenance/repair expenses.

With the filing of the CDBG grant application being required to be submitted to the Ohio Development Services Agency (ODSA) by the commissioners' office, it was recommended that Mr. Stoll communicate with Bob Berquist, of Berqshire Consulting, LLC, the county's CDBG consultant as soon as possible to discuss the village's plans, and contact information was provided. Mr. Stoll also stated that they will be working closely with Mr. Neff and Chris Mullins, County Engineer, who has provided a letter of support for the OPWC application, and the commissioners stated they will provide a letter of support as well before the end of the day.

At the conclusion of the meeting, the commissioners thanked Mr. Tramel and Mr. Stoll for meeting with them.

**In the Matter of
Discussion Regarding Ohio Department of Transportation
Traffic Safety Study and Changes to Intersection at
U.S. Route 23 at DuPont Road/Pittsburgh Road and Access Points at Pilot Gas Station:**

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Anthony Neff, Deputy County Engineer, spoke briefly with the commissioners regarding changes to the access points that the Ohio Department of Transportation has required at the U.S. Route 23 and DuPont Road/Pittsburgh Road intersection at the Pilot Gas Station site. Ryan Scribner, P³ Economic Development

Mr. Neff stated that in 2014, ODOT conducted a safety study of the intersection, which failed. He provided a plan drawing of the changes that includes one additional turn lane on Pittsburgh Road to U.S. Rt. 23, where there are currently there are two, one combined straight and left-turn lane, and one right-turn only lane. Instead, there will be one left turn traffic lane, one straight traffic lane, one a right-turn traffic lane for a total of three. The existing access point to the Pilot lot will be restricted to right-in/right-out on U.S. Rt. 23. Flexible bollards (for emergency situations) for controlled movements at access points are included as art of the changes. The costs will be the responsibility of Pilot. Mr. Neff stated that he previously visited the Pilot Gas Station twice and provided his card to the manager and asked to be contacted by the appropriate individual(s) from Pilot's Corporate Office; however, no response was ever received. After speaking with ODOT, Mr. Neff said it was recommended that a certified letter be sent to the Pilot Gas Station manager asking that it be forwarded to Pilot's proper individual(s). Mr. Scribner added that the intersection, which ODOT has full control and jurisdiction over, has been under duress for a period of time for being inadequate.

After a brief question and answer session, the commissioners thanked Mr. Neff for the information.

In the Matter of
Meeting in Executive Session
Regarding Specific Information Related to Economic Development Tax Incentive
Applications for NorthPoint Development, LLC Speculative Warehouse Project:

Ryan Scribner, P³ Economic Development Director, along with Brent Miles of NorthPoint Development, LLC, met with the commissioners to discuss matters in reference to the applications of economic development tax incentive matters related to NorthPoint's three-phase speculative warehouse industrial park project in Harrison Township in the Community Reinvestment Area (CRA) . Dave Robinson, of Montrose Group, Jean Carter Ryan and Michael DiPerna, of the Columbus-Franklin County Finance Authority, and Terry Frazier, Pickaway County Development & Planning Director, were also in attendance. Before the meeting began, Commissioner Henson, an adjacent property owner to the project site, recused himself and exited the board room.

At 11:02 a.m., Commissioner Stewart offered the motion, seconded by Commissioner Wippel, to enter into Executive Session pursuant to ORC 121.22 (G) (8) to discuss specific economic development tax incentive applications with NorthPoint representatives, Mr. Scribner, Ms. Ryan, Mr. DiPerna, Mr. Frazier, the CCAO representatives and Ms. Myers, in attendance.

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

Attest: _____
Patricia Webb, Clerk

At 11:46 a.m., the commissioners exited Regular Session and Commissioner Stewart offered the motion, seconded by Commissioner Wippel, to resume Regular Session.

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

Attest: _____
Patricia Webb, Clerk

No action was taken.

In the Matter of
Community Reinvestment Area Application Filed by
Properties Preston and Jennifer Vance of VTS Properties, LLC:

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Terry Frazier, Director of Planning & Development, mentioned the an application for a Community Reinvestment Area (CRA) tax incentive agreement he provided last week for the commissioners' review for VTS Properties, LLC, 10858 E St. Rt. 762, Lockbourne, Ohio; however, no specific tax incentive was included in the application. The company does semi-trailer repair and maintenance and is expected to employ seven full-time employees. Commissioner Stewart stated that due to a conflict of interest, he will refrain from any decisions made related to the request. Commissioner Henson also mentioned that though his property is not adjacent to the VTS Properties site, it is in the general vicinity.

Since no specific tax incentive was included in the application and CRA tax incentive percentages and term lengths for economic development projects can vary for businesses, large and small, Commissioner Wippel recommended a negotiating committee comprised of Ryan Scribner, P³ Economic Development Director, Mr. Frazier, and Stacy Overly, Teays Valley School District Treasurer, perform its due diligence to determine if the business is qualified for a tax incentive and report back to the commissioners with a recommendation. In the meantime, Commissioner Henson's above-mentioned statement regarding the business location and his property location will be explored.

Mr. Frazier also mentioned the upcoming Pickaway County Planning Commission meeting that is scheduled to be held in the commissioners' conference room at 3:00 p.m. on October 11th.

In the Matter of
Pickaway County Budget Building Process Reviewed:

Prior to discussing the county's budget building process, and with the newly purchased P25 radios that were ordered beginning to come in, Mr. Lutz quickly informed the commissioners that he just received a telephone call from the City of Circleville Chief of Police stating that with the department has been holding off on repairing its existing radios. He inquired if the new P25 radios can be used by Pumpkin Show. While Mr. Lutz stated that though the request may be a "tall order," given the fact that Tom Swisher, Pickaway Countywide Radio Communications Coordinator, will need to do extensive testing to ensure the features are set up appropriately on the new radios, he will endeavor to look into the matter.

The commissioners and Mr. Lutz devoted some time to review the county's General Fund budget building process with Ms. Subler, Mr. Leutz, and Ms. Myers with questions asked and answered throughout the presentation. As Mr. Lutz does every month for the commissioners' review, spreadsheets related to revenue were distributed reflecting 2015 total receipts, 2016 estimated receipts, 2016 year-to-date as of the end of September, the percentage of 2016 year-to-date receipts vs. estimated receipts, and the 2016 estimated revenue. Also distributed were expenditure spreadsheets reflecting 2016 departmental expenditures, 2016 projected expenditures, 2016 year-to-date appropriations, the percentage of appropriations spent so far in 2016, and the original budget for each department at the beginning of the year.

It was explained that in reviewing the expenditure spreadsheets each month, tracking of line item expenditures by each department can be viewed, whether they be under or over what is expected based on the time of year. Based on the spreadsheets presented, it is estimated that the total expenditures in the county's General Fund will be \$14,945,318.67. The 2016 total appropriations for all departments was \$15,459,324.76; therefore, it is estimated that the General Fund will come in under budget again this year by \$514,006.09. It was noted that the commissioners distribute one-half of all departments appropriations are distributed in January of each year, and the second half is appropriated at the end of June. During the recession, appropriations were distributed on a quarterly basis in an effort to curtail overspending. The purchase order process was also reviewed. It was noted that the county auditor meets with the commissioners each month to review the General Fund revenue and expenditures.

In reviewing the revenue spreadsheets it was estimated that the 2016 total revenue will be \$16,144,468.65. With the 2015 General Fund ending balance being \$4,991,417.44, and the projected 2016 revenue being \$16,144,468.55, and projected total expenditures being \$14,945,318.67, Mr. Lutz estimated a 2016 projected General Fund ending balance of up to \$6,190,567.42.

In reviewing the county's Capital Plan, it was noted that the commissioners typically divert 4% of the monthly sales tax and 4% of the quarterly casino revenue into the Capital Fund. For the past few years, a much larger percentage of the sales tax received in the month of November or December is diverted into the Capital Fund to go towards next year's projects. Once funds are in the Capital Fund, it cannot be transferred

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out. Total capital project expenditures in was \$1,831,759.18 in 2015, and projected to total \$1,831,759 in 2016. The 2017 planned capital expenditures are estimated to be \$1,102,000.

Following a brief question and answer session, the commissioners' guests for the day thanked them for reviewing the county's budget building process.

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

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

Resolution No.: PC-100416-1

WHEREAS, the Pickaway County Budget Commission granted an AMENDED CERTIFICATE for the Pickaway County Sheriff Office SPRF Fund #112 in the amount of \$103,600, and the Energy Bond Fund #295 in the amount of \$3,117.42; then,

THEREFORE BE IT RESOLVED, that the Pickaway County Board of Commissioners hereby appropriates the following sums for expenditure for period ending December 31, 2016:

**Sheriff SPRF Fund #112
\$103,600**

**HB295-Energy Bond Fund #301
\$3,117.42**

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

Attest: _____
Patricia Webb, Clerk

**In the Matter of
Fund Transfer:**

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

**246,558.71 from 101.1105.5701 – Transfers Out
To
301.0000.4901 – HB295 Energy Bond Fund**

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

Attest: _____
Patricia Webb, Clerk

**In the Matter of
Appropriations Approved:**

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

1,000 to 101.1105.5703 – Contingencies

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**2,169.14 to 299.2006.5401 – Sheriff-CCW-Contract Services
7,200 to 502.2008.5401 – Sheriff WebCheck-Contract Services
11,966.22 to 112.2075.5102 – Sheriff-Westfall-Salary
173.51 to 112.2075.5202 – Sheriff-Westfall-Salary
1,657.23 to 112.2075.5212 – Sheriff-Westfall-PERS LE
39,000 to 112.000.4214 – Sheriff-Westfall
65,500 – Sheriff-Teays Valley
900 to 112.0000.4215 – Sheriff-Darbyville
244.62 to 112.2075.5212 – Sheriff-Westfall PERS LE
3,117.42 to 301.8101.5603 – HB295-Principal
7,838.38 to 101.1105.5703 – Contingencies
10,000 to 101.1105.5703 – Contingencies
8,000 to 255.5036.5401 – 800 MHZ-Contract Services**

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

Attest: _____
Patricia Webb, Clerk

**In the Matter of
Cash Advance Approved:**

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

**830.62 from 101.1105.5801 – General Fund-Cash Advance
To
234.0000.4910 – Victims of Crime Program-Advance In**

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

Attest: _____
Patricia Webb, Clerk

**In the Matter of
Transfers Approved:**

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

**500 from 656.6083.5402 – RPHF-Contract Services
To
656.6083.5404 – RPHF-Advertising/Printing**

**15,000 from 201.3006.5527 – Engineer Labor-Equipment/Materials & Supplies
To
201.3007.5505 – Engineer-ALGT-Bridges & Culverts-Materials & Supplies**

**10,000 from 101.1105.5703 – Contingencies
To
101.2005.5401 – Corner-Contract Services**

**500 to 101.1101.5404 – Commissioners-Advertising/Printing
To
101.1102.5501 – Maintenance-Equipment**

**TUESDAY, OCTOBER 4, 2016
OFFICE OF THE BOARD OF COMMISSIONERS
PICKAWAY COUNTY, OHIO**

**7,838.38 from 101.1105.5703 – Contingencies
To
101.1105.5701 – Transfers Out**

**6,882.58 – HB295-Interest
To
301.8101.5603 – HB295-Principal**

**264.94 from 112.2075.5205 – Sheriff-Westfall-SPRF-Workers’ Comp.
To
112.2075.5212 – Sheriff-Westfall-SPRF-PERS LE**

**1,000 from 101.1105.5703 – Contingencies
To
101.1260.5301 – Juvenile Court-Dep. Cashflow Planning Supplies**

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

Attest: _____
Patricia Webb, Clerk

At the conclusion of the commissioners’ meeting sessions for the day, Ms. Myers, Ms. Subler, and Mr. Leutz thanked the commissioners for allowing them to sit in on the meetings. Ms. Myers stated that it had been very beneficial to her in learning the way county commissioners operate and the various matters they address. The commissioners thanked the group for attending their meetings for the day, and stated that it was a pleasure to have them.

**In the Matter of
Weekly Dog Warden Report:**

The weekly report for the Wright Poling/Pickaway County Dog Shelter was filed for week ending October 1, 2016.

A total of \$399 was reported being collected as follows: \$120 in adoption fees; \$24 in boarding revenue; \$105 in dog licenses; \$40 in owner turn-in euthanasia; \$60 in private donations; \$50 in redemptions.

Eleven (11) stray dogs were processed in; three (3) dogs were adopted; no (-0-) dogs were euthanized.

No firearms were discharged.

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

Harold R. Henson, President

Brian S. Stewart, Vice President

Jay H. Wippel, Commissioner
BOARD OF COUNTY COMMISSIONERS
PICKAWAY COUNTY, OHIO

Attest: _____
Patricia Webb, Clerk