

**MONDAY, JUNE 9, 2008**  
**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 Monday, June 9, 2008, with the following members present: Mr. Jay H. Wippel; Mrs. Ula Jean Metzler; and Mr. Glenn D. Reeser. Ryan Scribner, Pickaway County Administrator, was also in attendance.

Mr. Reeser offered the motion, seconded by Mrs. Metzler to approve the minutes from the previous meetings.

Voting on the motion was as follows: Mr. Wippel, yes; Mrs. Metzler, yes; Mr. Reeser, yes. Voting No: None. Motion carried.

Attest: Patricia Webb, Clerk

**In the Matter of  
Payment of Bills:**

Mrs. Metzler offered the motion, seconded by Mr. Reeser 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 6, 2008, 2008, in the Commissioners' Voucher Register, and

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 \$302,954.07 on the County Treasurer to satisfy the same.

Voting on the motion was as follows: Mr. Wippel, yes; Mrs. Metzler, yes; Mr. Reeser, yes. Voting No: None. Motion carried.

Attest: Patricia Webb, Clerk

**In the Matter of  
Contract Signed with C. P. Construction Co. for  
Construction of Wright-Poling Animal Complex:**

Mr. Reeser offered the motion, seconded by Mr. Wippel, to sign the contract with **C .P. Construction Co., 12967 Ashville Pike, P. O. Box 134, Ashville, Ohio 43103** in the amount of **\$379,000** for the construction of the Wright-Poling Animal Complex.

Voting on the motion was as follows: Mr. Wippel, yes; Mrs. Metzler, absent for vote; Mr. Reeser, yes. Voting No: None. Motion carried.

Attest: Patricia Webb, Clerk

**In the Matter of  
Resolution Adopted for Proposed Projects for  
Pickaway County's FY08 CDBG Formula Application to the  
Ohio Department of Development:**

**Resolution No: PC-060908-1**

In reference to Pickaway County's FY08 Community Development Block Grant application to the Ohio Department of Development, and upon completion of the Commissioners' review of submitted requests from eligible entities for funding, Mr. Reeser offered the motion, seconded by Mr. Wippel to adopt the following Resolution:

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WHEREAS, the Pickaway County Board of Commissioners has received notification from the Ohio Department of Development that the county has been allocated the sum of \$133,000 in Community Development Block Grant (CDBG) funds for fiscal year 2008, then

THEREFORE BE IT RESOLVED that the Pickaway County Board of Commissioners proposes the following projects and allocations be submitted as part of the county's grant application for fiscal year 2008:

<b>Village of New Holland</b> Hamilton St. Drainage Project	<b>\$40,000.00</b>
<b>Darby Township Trustees</b> Twp. House Parking Lot Improvements	<b>\$30,056.00</b>
<b>Wil-Deer Rec Board, Inc.</b> 6 ADA picnic tables for Community Park	<b>\$ 3,495.00</b>
<b>Muhlenberg Township Trustees</b> Twp. House Parking Lot Improvements	<b>\$21,373.00</b>
<b>Haven House Domestic Violence Shelter</b> Full security system for shelter	<b>\$ 16,748.00</b>
<b>Fair Housing Administration</b>	<b>\$ 1,378.00</b>
<b>Total</b>	<b>\$ <u>19,950.00</u></b>
	<b>\$133,000.00</b>

Voting on the motion was as follows: Mr. Wippel, yes; Mrs. Metzler, absent for vote; Mr. Reeser, yes. Voting No: None. Motion carried.

Attest: Patricia Webb, Clerk

**In the Matter of  
Meeting with Terry Frazier  
Regarding Planning Commission Fees:**

Terry Frazier, Director of the Pickaway County Development and Planning Office, and member of the Pickaway County Planning Commission, met with the Commissioners regarding the implementation of a structured fee schedule for the various services the commission provides. The concept has been under consideration for quite some time in an effort to recoup invested staff time, materials, and other expenses.

Mr. Frazier presented a listing of proposed fees derived from a survey he conducted involving several county planning commissions with unincorporated areas of similar size to Pickaway County. He stated that for sub-dividers who want to do residential, commercial, or industrial subdivisions, there are several steps necessary to complete beginning with the approval of a concept sketch plan, a preliminary plan, and preliminary plan re-approval. The final product is a plat that is recorded in the County Recorder's office. Mr. Frazier suggested that it may be appropriate for the upfront fee for the sketch plan review to eventually be applied to the preliminary plat fee. He stated that this way, if a project plan does not proceed to the next step, the staff time and other associated costs invested up to that point are covered. Mr. Frazier then provided the Commissioners with a detailed overview of all the necessary steps that must be performed, with the first being a consultation with Mr. Frazier where subdivision, zoning, access management, flood plain regulations, etc. will be reviewed at no cost.

The following is a list of the subdivision and development applications for which Mr. Frazier is requesting the establishment of fees:

- Residential Sketch Plan Review (applied toward preliminary plan fee)
- Residential Preliminary Plan Review
- Residential Preliminary Plan Review (re-approval)
- Residential Final Plat
- Replat, extension, or plat re-approval (Residential, Commercial or Industrial)

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- Planned Unit Development (PUD) reviews (set fee plus set amount per lot or per acre, which ever is less)
- Commercial/Industrial Preliminary Plan
- Commercial/Industrial Final Plat
- Lot splits or combinations, per lot
- Right-of-way & road dedication (no lots platted)
- Variances or waivers
- Flood permit

In discussing the proposed fee schedule for the various submissions to the County Planning Commission, Mr. Frazier pointed out that it does not include fees charged by the Pickaway County Engineer for plan and specification reviews; City of Circleville/Pickaway County Building Department plan reviews, inspection fees, and zoning fees; Board of Health site evaluations; or other fees and costs associated with development.

At the conclusion of the meeting, it was determined that Mr. Frazier will schedule another meeting with the Commissioners in the very near future for the formal approval of an established fee schedule.

**In the Matter of  
Groundbreaking Ceremony for the  
Construction of the Wright-Poling Animal Complex:**

The Commissioners held a groundbreaking ceremony for the construction of the Wright-Poling Animal Complex at the site of the former shelter. The ceremony was attended by numerous individuals, professionals, and leaders throughout the community, which were recognized for volunteering their time and services in making the much needed new facility possible.

The construction process is expected to begin the week of June 16<sup>th</sup>, and completed within four (4) to five (5) months.

**In the Matter of  
Waiver Approved:**

Mr. Reeser offered the motion, seconded by Mrs. Metzler to waive the waiting period to issue payment to **Sherri Congrove** in the amount of **\$1,038.20** from line item **#206.5015.5401** (Department of Job & Family Services) for contracted daycare services provided in the month of May.

Voting on the motion was as follows: Mr. Wippel, yes; Mrs. Metzler, yes; Mr. Reeser, yes. Voting No: None. Motion carried.

Attest: Patricia Webb, Clerk

**In the Matter of Acceptance of  
Counter-Offer for Purchase of  
Property located at 124 W. Franklin Street:**

In reference to the county's offer on May 5, 2008, of \$145,000 for the purchase of the property located at 124 W. Franklin Street that included (18) parking spaces, a counter-offer was made by Gary Dean, Realtor, on behalf of the property owner in the amount of \$165,000. The counter-offer excluded the sale of eight (8) of the eighteen (18) aforementioned parking spaces that are leased by a business located on West Main Street for a perpetual right of ingress and egress thereto.

The Commissioners then made a counter-offer to the counter-offer in the amount of \$155,000 that included honoring the terms of the existing parking space lease for the eight (8) designated spaces until its expiration on September 1, 2008, after which the county will not be obligated in any way to provide parking access.

In response to the county's second counter-offer, another counter-offer document was received on behalf of the property owner accepting the purchase price of \$155,000. It included the county's full

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ownership of all eighteen (18) parking spaces at the time of closing, and honoring the terms of the existing lease for the eight (8) spaces through September 1, 2008. Should the tenant of the parking spaces wish to renew the lease through September 1, 2009, the county will continue to provide full access to those spaces. After September 1, 2009, the county will not be obligated in anyway to provide parking access.

Following their review of the preceding counter-offer, the Commissioners agreed to accept it and Commissioner Wippel, President of the Board, signed the document.

**In the Matter of**  
**Meeting with Elected Officials and**  
**Department Heads Regarding Changes to**  
**Pickaway County Policy & Procedure Manual:**

To address Sub. HB 187 (Civil Service Reform) and Internal Revenue Services requirements, the remainder of the day was dedicated to a meeting conducted with elected officials and department heads regarding the soon to be implemented revisions to the Pickaway County Policy & Procedure Manual.

A Power Point presentation was provided, with Ken Edsall of *Clemans, Nelson & Associates* reviewing the various revisions and answering questions from those in attendance. The revisions will be approved and formally adopted by the Board of Commissioners in the near future.

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

The weekly report for the Pickaway County Dog Shelter was filed for week ending June 7, 2008.

A total of \$504 was reported being collected as follows: \$160 in sales of dogs; \$60 in redemptions; \$180 in donations; \$91 in sales of tags; \$13 in late tag fee penalties.

Eight (8) and no cats were destroyed.

No firearms were discharged.

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

Jay H. Wippel, President

Ula Jean Metzler, Vice President

Glenn D. Reeser  
BOARD OF COUNTY COMMISSIONERS  
PICKAWAY COUNTY, OHIO

Attest: Patricia Webb, Clerk