

**Regular Meeting #52 - 2025
Fairfield County Commissioners' Office
December 2, 2025**

Review Meeting

The Commissioners met at 9:00 a.m. in the Commissioners Hearing Room located at 210 E. Main St. Lancaster, OH. Commissioner Fix called the meeting to order, and the following Commissioners were present: Jeff Fix and Steve Davis. Also present: County Administrator, Jeff Porter; Clerk, Rochelle, Menningen; Information and Communications Coordinator, Bennett Niceswanger; Budget Director, Bart Hampson; JFS Director, Corey Clark; Facilities & EMA Director, Jon Kochis; Assistant Prosecuting Attorney, Steven Darnell; Transit Director, Aaron Kennedy; Treasurer, Jim Bahnsen; Land Bank Director, Michael Kaper; Budget Officer, Staci Knisley; Interim RPC Director, Holly Mattei; Financial Analyst, Taylor Forquer; Urban Technician, Chad Lucht; IT Director, Dan Neeley; Auditor, Dr. Carri Brown; Economic & Workforce Development Director, Rick Szabrak; Utilities Director, Tony Vogel; FCFC Manager, Tiffany Wilson; and Sheriff's Deputy, Kevin Romine. Also in attendance: Eileen Leuby, Joseph Garrity, and William Murdock.

Virtual attendees: Lisa McKenzie, Tim Hamilton, Deborah, Lori Hawk, Ash Sark, Jeff Barron, Shannon Ward, Rick Szabrak, Ashley Arter, Shelby Hunt, Stacy Hicks, Chuck, Joe Ebel, Eileen Leuby, Vince Carpico, Jessica Murphy, Deborah, and Andy Robberts.

Welcome

Commissioner Fix opened the meeting by welcoming everyone in attendance.

Mid-Ohio Regional Planning Commission (MORPC) Update

Eileen Leuby, the Membership Services Officer for MORPC, spoke about the communities and counties within the MORPC region. She added that MORPC's strategic framework involves creating environments for prosperity, building its members, the region's projected population, driving investment, and paying it forward. MORPC includes a region of 15 Central Ohio counties. Fairfield County has a steady growth population trend. The current population is 168,957 and is projected to be 214,880 by 2050. Some counties in the region cannot maintain their growth and are losing their working and adolescent population.

William Murdock, MORPC's Executive Director, stated his appreciation for the county's involvement in MORPC. He added MORPC is currently working on a passenger rail that would connect Pittsburg, Columbus, Fort Wayne and Chicago, as well as Cleveland, Columbus, Dayton and Cincinnati.

Commissioner Davis asked if any of those areas are currently connected by a rail system.

Murdock stated the rail options are very limited and only run through a couple of the cities mentioned, and in the middle of the night. He also spoke about Central Ohio Rural Planning Organization (CORPO). He also stated the City of Lancaster received an award of \$320,000 for Memorial Drive, pedestrian sidewalks and crosswalks, and a right-of-way phase. He also spoke briefly about MORPC's Competitive Advantage and 208 Area Wide Water projects.

Commissioner Fix added there are several villages that would benefit from the 208 Area Wide Water project.

Murdock stated that MORPC works a lot on trails and greenways. They also provide Community-based planning assistance and engage in public policy development.

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Joseph Garrity stated MORPC is participating in working groups on public policy agendas and state and capital budgets and is also working to drive investments. Capital budget funding has a broader scope due to the work Secretary Hegseth has prioritized. The region has 13 projects that have made it through the first phase for Federal Government and Defense funding.

Commissioner Davis asked if there was an impact analysis for the Anduril project similar to the one produced for Intel.

Murdock stated that Anduril has concentric structures and MORPC is working on transportation and other concerns around the project. He continued by speaking about the Central Ohio Area on Aging that will cease being a City of Columbus department on January 1st. He also spoke about educational partnerships and growing people in their public service careers. MORPC believes in “paying it forward” and does this in part through internship programs. He ended the presentation by talking about the MORPC awards received by Commissioners Fix and Davis in 2025.

Commissioner Fix stated his appreciation for the county’s partnership with MORPC.

Public Comments

There were no public comments.

Legal Update

There was no legal update.

County Administration Update

- *The County Administration Update was provided by County Administrator, Aundrea Cordle, unless otherwise indicated.*

Week in Review

Link Bus Stop Sign

As part of the new rebranding of our County Transit Department, we are pleased to announce that the new LINK bus stop signs are ready to be placed at bus stops throughout the count.

Aaron Kennedy stated Transit is combining a study with Workforce to determine bus stop needs. He added that five buses have been wrapped in the new logo.

Aundrea Cordle added the bus stop signs are being installed at locations that will not change. She added that the Transit uniforms would soon be worn by the drivers.

Commissioner Davis asked about the number of uniforms that the employees would receive.

Aaron Kennedy stated that employees would receive several uniform pieces so they would have uniforms while Cintas is cleaning uniforms that had been worn.

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Audit Report

The Auditor of State has provided the completed 2024 Audit Report. The audit was completed by Perry & Associates CPAs. The 361-page report is provided in the Commissioners' Review Folder. We are pleased to report that the county received no management letter comments, and no instances of noncompliance or material weaknesses were identified during the audit. In addition, this marks Fairfield County's sixth consecutive year of StaRS compliance at the Highest Achievement level. The StaRS rating system acknowledges our commitment to the Sunshine Law, with a Level 4 rating indicating the implementation of five or more best practices in transparency and accountability.

Dr. Brown thanked everyone for their collaboration and stated the audit was probably the best audit the county has ever received.

Fix congratulated the Auditor's Office and asked about the length of the audit report.

Dr. Brown replied that the length aligns with the audit's complexity.

Last Board of Commissioners' Meeting of 2025

The Board of Commissioners will hold their last meeting of 2025 next Tuesday, December 9th, at 9:00 a.m. The first meeting of 2026 will be held on January 6th at 9:00 a.m. The Commissioners Reorganizational meeting will start that same day at 8:45 a.m.

Highlights of Resolutions

Administrative Approvals

The review packet contains a list of administrative approvals.

Resolution Review

There are 34 resolutions on the agenda for the Regular voting meeting.

Resolutions of note:

- The first resolution is to approve a petition for a Expedited Type II Annexation of 0.51 +/- acres from Walnut Township to the Village of Millersport. The agent for the petition is Zac Walker of Plank Law.
- We have two resolutions appointing and reappointing board members. The first is to approve the reappointment of Tom Brennan, Scott Richardson, and Bill Fagan to the Fairfield County Airport Authority Board. The next resolution approves the reappointment of Matt Poston and the appointment of Cheryl Ricketts to the Fairfield County Revolving Loan Fund Board. Cheryl was interviewed by the Board of Commissioners at the November 18th Meeting in Sugar Grove.
- There is a resolution to approve an agreement with the CFLP Solid Waste District for 2026 Recycling and Education Program Services.
- The Commissioners have a resolution to appropriate funds, and transfer the funds to EMA, for their new command vehicle.
- There is a resolution to establish a new fund titled "Third Party Professional Fees Escrow" for the agreement between Fairfield County, the Village of Millersport, North Valley Bank, and Vantage Data Centers.

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- The Auditor's Office has a resolution to approve Local Government Services' Engagement Letter for the preparation of the 2025 ACFR financial statements.
- The Engineer's Office has resolutions to approve a change order for the 2025 resurfacing contract, the 2026 advertising to sell scrap metal and aluminum, and to approve the purchase of brine.
- Regional Planning has a resolution to approve the replat of two lots in the Oak Creek subdivision in Greenfield Township.
- The Sheriff's Office has a resolution to authorize the purchase of eight vehicles from the State of Ohio Department of Administrative Services' competitive bidding process.
- MCU has a resolution to approve a service agreement between Project FORT and the Recovery Center for recovery support services.
- And the Treasurer's Office has a resolution to approve the RFP proposal from AutoAgent Data Solutions for transaction devices and services.

Treasurer Bahnsen stated his excitement about the Auto Agent Data Solution and added that live files will be available and will identify the parcel.

Budget Review

Budget Director, Bart Hampson, provided the upcoming deadlines for finance personnel.

Calendar Review/Invitations Received

Informational Items

- Regional Planning Commission Meeting, December 2, 2025, 6:00 p.m., Fairfield County Records Center, 138 W. Chestnut St., Lancaster
- Annual CCAO/CEAO Winter Conference, December 3-5, 2025, 7:30 a.m., Hilton Columbus Downtown, 402 N. High St., Columbus
- Mid-Ohio Regional Planning Commission's SE Ohio Meeting, December 3, 2025, 12:00 p.m., Fairfield County Workforce Center, 4465 Coonpath Rd. NW, Carroll
- Fairfield 33 Development Alliance Board Meeting, December 4, 2025, 8:30 a.m., Fairfield County Workforce Center, 4465 Coonpath Rd. NW, Carroll
- ED 411 Event, December 5, 2025, 8:00 a.m., Hyatt Regency Columbus, 350 N. High St., Columbus
- Decorative Arts Center of Ohio (DACO) will Host "A Silver Celebration, 25 Years of Holiday Magic", November 28, 2025 – January 4, 2026, DACO 145 E. Main St., Lancaster

Correspondence

- Thank You from the Fairfield County Park District
- Thank You from the YMCA of Central Ohio
- Fairfield County Health Department 2025 Fairfield County Health Assessment
- Ohio Auditor of State, Audit Release Notification for Fairfield County

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Updates from Elected Officials and Department Heads

Holly Mattei stated Regional Planning is continuing their work with county villages on their zoning code.

Chad Lucht stated Soil and Water is working with the Ohio EPA and is also preparing for an audit. Auditor Brown reported that her office and the County Auditor's Association of Ohio both continue to watch property tax reform legislation and the Department of Taxation plans to release guidelines. The Auditor's Office received several requests for training and is looking to share some of the templates they have used. The auditor also spoke about the lodging tax and distributions from it to Visit Fairfield County and the Decorative Arts Center of Ohio. She also stated that the map of the month has historical churches from the area and dog licensing has begun with the new vendor platform. She added that the 2026 budget revenues were increased due to conveyance fees.

Rick Szabrak stated his team is moving into the new area at the Workforce Center and the Workforce Center received funds for the new radiology lab. Vantage Data Center officially purchased property in Millersport and will now have compliance steps to complete.

Jon Kochis stated the Facilities team is working to clear the snow from county facilities and parking lots. He also spoke about an incoming grant award for EMA for a hazardous material response training program.

Commissioner Davis thanked Jon and his team, as well as the Engineer's team, for keeping the roadways and sidewalks clear during inclement weather.

Commissioner Fix spoke about attending a viewing for a road vacation petition in Pleasant Township and added that the roads were passable due to the work of the County Engineer's staff and road crews in the county's villages and townships.

Dan Neeley stated his IT team continues to print new badges for county staff. IT member Greg Irvine was awarded the Firefly Award from the Family and Children First Council for his dedication to the organization. He and Brian Plummer attended a statewide conference on cyber security and how programs are working to align with regulations under HB 96.

Corey Clark reported that two families participated in National Adoption Day. One family adopted a sibling set of four ranging from 2 to 8 years of age. The other family adopted a 9 year old and that story was aired on 10TV.

Old Business

Commissioner Davis spoke about the Coshocton Fairfield Licking and Perry solid Waste District.

Commissioner Fix stated he rode with a JFS employee who is working with child placement. He spoke about his appreciation of the work that JFS staff does daily.
10 tv video was played with the Carr family.

Aundrea Cordle spoke about outstanding work Dave Henwood does at JFS.

New Business

Commissioner Davis stated he will do a commission connection video to encourage charitable donations.

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Commissioner Fix will meet with Marie Ward from ESC regarding a daycare program which will assist people with related employment issues. He added that he will be attending the County Commissioners Association of Ohio Winter Conference and will be presenting at one of the sessions.

Regular (Voting) Meeting

The Commissioners continued to the Regular/Voting portion of the meeting, and the following Commissioners were present: Jeff Fix and Steve Davis. Also present: County Administrator, Jeff Porter; Clerk, Rochelle, Menningen; Information and Communications Coordinator, Bennett Niceswanger; Budget Director, Bart Hampson; JFS Director, Corey Clark; Facilities & EMA Director, Jon Kochis; Assistant Prosecuting Attorney, Steven Darnell; Transit Director, Aaron Kennedy; Treasurer, Jim Bahnsen; Land Bank Director, Michael Kaper; Budget Officer, Staci Knisley; Interim RPC Director, Holly Mattei; Financial Analyst, Taylor Forquer; Urban Technician, Chad Lucht; IT Director, Dan Neeley; Auditor, Dr. Carri Brown; Economic & Workforce Development Director, Rick Szabrak; Utilities Director, Tony Vogel; FCFC Manager, Tiffany Wilson; and Sheriff's Deputy, Kevin Romine. Also in attendance: Eileen Leuby, Joseph Garrity, and William Murdock.

Virtual attendees: Lisa McKenzie, Tim Hamilton, Deborah, Lori Hawk, Ash Sark, Jeff Barron, Shannon Ward, Rick Szabrak, Ashley Arter, Shelby Hunt, Stacy Hicks, Chuck, Joe Ebel, Eileen Leuby, Vince Carpico, Jessica Murphy, Deborah, and Andy Robberts.

Pledge of Allegiance

Commissioner Fix asked everyone to rise as able and lead the Pledge of Allegiance.

Announcements

None.

Approval of Minutes for November 18, 2025

On the motion of Steve Davis and the second of Jeff Fix, the Board of Commissioners voted to approve the Minutes for the Tuesday, November 18th, 2025, meeting.

Roll call vote of the motion resulted as follows:
Voting aye thereon: Steve Davis and Jeff Fix

Approval of Resolutions from the Fairfield County Board of Commissioners

On the motion of Steve Davis and the second of Jeff Fix, the Board of Commissioners voted to approve the following resolutions:

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| 2025-12.02.a | A Resolution to Approve the Expedited Type II Annexation of 0.51 +/- Acres from Walnut Township to the Village of Millersport, Pursuant to Ohio Revised Code (R.C.) 709.023, Agent for petitioner Zac Walker |
| 2025-12.02.b | A resolution approving the reappointments of Mr. Tom Brennan, Mr. Scott Richardson and Mr. Bill Fagan to the Fairfield County Airport Authority Board. |

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| 2025-12.02.c | A resolution approving the reappointment of Mr. Matt Poston, and the appointment of Ms. Cheryl Ricketts to the Fairfield County Revolving Loan Fund Board. |
| 2025-12.02.d | A resolution Entering into an Agreement between Fairfield County and the Coshocton, Fairfield, Licking, and Perry (CFLP) Solid Waste District for Recycling and Education Program Services for 2026 |
| 2025-12.02.e | A resolution authorizing to Appropriate from Unappropriated into a major expenditure category to the General Fund# 1001 and a Fund to Fund transfer from General Fund# 1001 to the EMA Fund#2090. |
| 2025-12.02.f | A resolution authorizing the disposal of Fairfield County surplus property by internet auction for Calendar Year 2026 |
| 2025-12.02.g | A resolution approving an account to account transfer in a major expenditure object category for Fairfield County Security. |
| 2025-12.02.h | A resolution to authorize the establishment of a new fund related to the Third Party Professional Fees Escrow Agreement. |
| 2025-12.02.i | A resolution authorizing the approval repayment of an advance to the General Fund for FAA grant fund# 2788, sub fund# 8334. |
| 2025-12.02.j | A resolution to approve to appropriate from unappropriated into a major expense category for the HOME Project income budget. |
| 2025-12.02.k | A resolution to approve memo transactions for interest allocation reimbursements for Fairfield Department of Health, Fairfield County Parks, & Fairfield County Port Authority – Fund #7012, #7321, & #7308. |

Roll call vote of the motion resulted as follows:
Voting aye thereon: Steve Davis and Jeff Fix

Approval of Resolutions from the Fairfield County Auditor - Finance

On the motion of Steve Davis and the second of Jeff Fix, the Board of Commissioners voted to approve the following resolutions from the Fairfield County Auditor - Finance:

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| 2025-12.02.l | A resolution to approve additional appropriations by appropriating from unappropriated into a major expense object category – Fund#2423, REESE PETERS HOTEL/MOTEL TAX |
| 2025-12.02.m | A resolution authorizing the approval of an engagement letter for preparation of 2025 ACFR financial statements provided by Local Government Services of the Auditor of State – Auditor |

Roll call vote of the motion resulted as follows:
Voting aye thereon: Steve Davis and Jeff Fix

Approval of a Resolution from the Fairfield County Board of Developmental Disabilities

On the motion of Steve Davis and the second of Jeff Fix, the Board of Commissioners voted to approve the following resolution from the Fairfield County Board of Developmental Disabilities:

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2025-12.02.n A resolution to approve additional appropriations by appropriating from unappropriated into a major expense object category – Fund 2060 - Fairfield County Board of DD

Roll call vote of the motion resulted as follows:
Voting aye thereon: Steve Davis and Jeff Fix

Approval of a Resolution from the Fairfield County Dog Shelter

On the motion of Steve Davis and the second of Jeff Fix, the Board of Commissioners voted to approve the following resolution from the Fairfield County Dog Shelter:

2025-12.02.o A Resolution to Appropriate from Unappropriated in a Major Expenditure Object Category for Dog Shelter; Fund 2002

Roll call vote of the motion resulted as follows:
Voting aye thereon: Steve Davis and Jeff Fix

Approval of a Resolution from Fairfield County Economic & Workforce Development

On the motion of Steve Davis and the second of Jeff Fix, the Board of Commissioners voted to approve the following resolution from Fairfield County Economic & Workforce Development:

2025-12.02.p A Resolution Approving an Account-to-Account Transfer into a Major Expenditure Object Category –Fund 1001, Economic Development

Roll call vote of the motion resulted as follows:
Voting aye thereon: Steve Davis and Jeff Fix

Approval of a Resolution from the Fairfield County Emergency Management Agency

On the motion of Steve Davis and the second of Jeff Fix, the Board of Commissioners voted to approve the following resolution from the Fairfield County Emergency Management Agency:

2025-12.02.q A resolution authorizing the approval of repayment of an advance to the General Fund from EMA 2898 (8374) Public Utilities Commission of Ohio Grant Fund.

Roll call vote of the motion resulted as follows:
Voting aye thereon: Steve Davis and Jeff Fix

Approval of Resolutions from the Fairfield County Engineer

On the motion of Steve Davis and the second of Jeff Fix, the Board of Commissioners voted to approve the following resolutions from the Fairfield County Engineer:

2025-12.02.r A resolution to approve a Change Order for the 2025 Resurfacing Project.

2025-12.02.s A Resolution to Approve Advertising by the County Engineer to Sell Scrap Metal and Aluminum.

2025-12.02.t A resolution to approve an agreement for the purchasing of brine.

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Roll call vote of the motion resulted as follows:
Voting aye thereon: Steve Davis and Jeff Fix

Approval of a Resolution from the Fairfield County Family and Children First Council

On the motion of Steve Davis and the second of Jeff Fix, the Board of Commissioners voted to approve the following resolution from Fairfield County Family and Children First Council:

2025-12.02.u A resolution approving an account-to-account transfer Fund 7521 Family and Children First Council

Roll call vote of the motion resulted as follows:
Voting aye thereon: Steve Davis and Jeff Fix

Approval of Resolutions from Fairfield County Job and Family Services

On the motion of Steve Davis and the second of Jeff Fix, the Board of Commissioners voted to approve the following resolutions from Fairfield County Job and Family Services:

2025-12.02.v A resolution to approve a memo exp./ memo receipt for the costs of Birth Certificates paid to Fairfield County Health Departments as a memo expenditure for fund# 2072 Public Children's Services

2025-12.02.w A resolution to approve a memo exp./ memo receipt for the costs of Birth Certificates paid to Fairfield County Health Departments as a memo expenditure for fund# 2072 Public Children's Services

2025-12.02.x A resolution authorizing the approval of a service agreement by and between Fairfield County Job & Family Services, Child Protective Services Division and Willow Branches of Healing.

2025-12.02.y A resolution authorizing the approval of a service agreement by and between Fairfield County Job & Family Services, Child Protective Services Division and Advantage Family Outreach and Foster Care.

Roll call vote of the motion resulted as follows:
Voting aye thereon: Steve Davis and Jeff Fix

Approval of a Resolution from the Fairfield County Regional Planning Commission

On the motion of Steve Davis and the second of Jeff Fix, the Board of Commissioners voted to approve the following resolution from the Fairfield County Regional Planning Commission:

2025-12.02.z A resolution to approve the Replat of Oak Creek, Lots 30 & 31

Roll call vote of the motion resulted as follows:
Voting aye thereon: Steve Davis and Jeff Fix

Approval of Resolutions from the Fairfield County Sheriff

On the motion of Steve Davis and the second of Jeff Fix, the Board of Commissioners voted to approve the following resolutions from the Fairfield County Sheriff:

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- 2025-12.02.aa A Resolution to Appropriate from Unappropriated in a Major Expenditure Object Category for Sheriff, 2027, Weights
- 2025-12.02.bb A Resolution Approving an Account-to-Account Transfer into a Major Expenditure Object Category –1001, General Fund
- 2025-12.02.cc A Resolution Approving an Account-to-Account Transfer into a Major Expenditure Object Category –1001, General Fund
- 2025-12.02.dd A Resolution Approving an Account-to-Account Transfer into a Major Expenditure Object Category –1001, General Fund
- 2025-12.02.ee A resolution authorizing the purchase of eight (8) Dodge Durangos from Greve Chrysler Jeep Dodge, with the State of Ohio Department of Administrative Services state competitive bidding process, for use by the Fairfield County Sheriff's Office

Roll call vote of the motion resulted as follows:
Voting aye thereon: Steve Davis and Jeff Fix

Approval of a Resolution from the South Central Major Crimes Unit

On the motion of Steve Davis and the second of Jeff Fix, the Board of Commissioners voted to approve the following resolution from the South Central Major Crimes Unit:

- 2025-12.02.ff A Resolution Authorizing the Approval of a Service Agreement between Major Crimes Unit-Project FORT and Recovery Assistance

Roll call vote of the motion resulted as follows:
Voting aye thereon: Steve Davis and Jeff Fix

Approval of a Resolution from the Fairfield County Treasurer

On the motion of Steve Davis and the second of Jeff Fix, the Board of Commissioners voted to approve the following resolution from the Fairfield County Treasurer:

- 2025-12.02.gg A resolution to approve proposals submitted for providing Financial Transaction Devices and Services

Roll call vote of the motion resulted as follows:
Voting aye thereon: Steve Davis and Jeff Fix

Approval of the Payment of Bills

On the motion of Steve Davis and the second of Jeff Fix, the Fairfield County Board of Commissioners voted to approve the following resolution for the Payment of Bills:

- 2025-12.02.hh A resolution authorizing the approval of payment of invoices for departments that need Board of Commissioners' approval.

Roll call vote of the motion resulted as follows:
Voting aye thereon: Steve Davis and Jeff Fix

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