



**BOARD OF COUNTY COMMISSIONERS  
WARREN COUNTY, OHIO**

*406 Justice Drive, Lebanon, Ohio 45036*

*www.co.warren.oh.us*

*commissioners@co.warren.oh.us*

*Telephone (513) 695-1250*

*Facsimile (513) 695-2054*

**TOM GROSSMANN**

**SHANNON JONES**

**DAVID G. YOUNG**

**SPECIAL SESSION AGENDA**

*December 20, 2024*

- |           |             |   |
|-----------|-------------|---|
| <b>#1</b> | <b>1:00</b> | <b><i>Clerk—General</i></b>   |
| <b>#2</b> | <b>1:05</b> | <b><i>Investment Advisory Board Meeting</i></b>   |
| <b>#3</b> | <b>1:10</b> | <b><i>Daivd Fornshell, Prosecutor and Adam Nice, Assistant Prosecuting Attorney, to Discuss the Warren County Child Advocacy Center</i></b> |
| <b>#4</b> | <b>1:30</b> | <b><i>Executive Session —Pending Litigation with Legal Counsel Present Pursuant to ORC121.22(G)(3)</i></b>                                  |

The Board of Commissioners' public meetings can now be streamed live at [Warren County Board of Commissioners - YouTube](#)

APPROVING REQUISITIONS AND AUTHORIZING THE COUNTY ADMINISTRATOR  
TO SIGN DOCUMENTS RELATIVE THERETO

BE IT RESOLVED, to approve requisitions as listed in the attached document and authorize Martin Russell, County Administrator, to sign on behalf of this Board of County Commissioners.

M. moved for adoption of the foregoing resolution being seconded by M. Upon call of the roll, the following vote resulted:

M  
M  
M

Resolution adopted this    day of    2024.

BOARD OF COUNTY COMMISSIONERS

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Krystal Powell, Clerk

/kp

cc:

Commissioners' file

Department	Vendor Name	Description	Amount
TEL	BCS- MARKETING SALES SOLUTIONS INC	TEL- NEW PHONE FOR COUNTY PHON	\$44,571.25 *capital purchase/ contract in packet
TEL	SECURE CYBER DEFENSE LLC	TEL- FORTIGATE FIREWALLS HARDW	\$15,290.00 *capital purchase/ contract in packet
TEL	SECURE CYBER DEFENSE LLC	TEL- SOFTWARE FOR FORTIGATE FI	\$4,697.00 *software/ contract in packet
FAC	RJE BUSINESS INTERIORS CINCINNATI OH INC	FAC COUNTY COURT FURNITURE	\$520,062.14 *capital purchase/ state contract
ITD	CDW LLC	ITD CISCO INTERNET ROUTERS	\$65,262.00 *capital purchase/ state contract
TEL	OSI HARDWARE INC	TEL-OT NETWORK CORE EQUIPMENT	\$18,041.22 *capital purchase/ contract in packet
TEL	OSI HARDWARE INC	TEL- OT NETWORK CORE EQUIPMENT	\$51,520.00 *capital purchase/ contract in packet
TEL	OSI HARDWARE INC	TEL- OT NETWORK CORE- SOFTWARE	\$13,000.00 *software/ contract in packet
FAC	OSI HARDWARE INC	FAC NETWORK CORE	\$72,496.00 *capital purchase/ contract in packet
FAC	FRED B DE BRA CO	FAC CAMPUS WIDE CONTROLS UPGRA	\$360,000.00 *capital purchase/ state contract
FAC	FRED B DE BRA CO	FAC FIBER INSTALLATION	\$44,950.00 *capital purchase/ state contract

Approved 12/20/24 by:

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Martin Russell, County Administrator

**CONSENT AGENDA\***

***December 20, 2024***

***Approve the minutes of the November 26, 2024 Commissioners' Meeting, December 3, 2024 Commissioners' General Session Meeting, and December 3, 2024 Commissioners' Work Session Meeting .***

**PERSONNEL**

- 1. Administer disciplinary action against Jade Hollon within Human Services and John Kendrick within W/S***
- 2. Terminate probationary employee within Children Services***
- 3. Authorize County Administrator to sign a Memorandum of Understanding with the Warren County Dispatch Association***
- 4. Authorize posting of "Protective Services Caseworker III" position within Children Services***
- 5. Accept resignation of Laura Short and Desiree Dietmeyer within Children Services***
- 6. Hire April Stephenson, Melissa Shorer, Kelsy Wright, and Landon Copenhaver within Children Services, Brandon Fluharty within Telecommunications, Olivia Simon within Children Services, Virginia Brooks within Emergency Services, and Andrea Pittman within Human Services***
- 7. Adopt classifications specifications and point factor assignments of Cyber Security Analyst I and Chief Information Security Office within Telecommunications, Maintenance Assistant Superintendent, Customer Service Billing Supervisor, and Accounting Supervisor within W/S, and Litter Control Supervisor within Solid Waste***
- 8. Amend pay schedule relative to the Warren County Commissioners' Compensation Plan***
- 9. Approve salary adjustments for department heads under the BOCC***
- 10. Approve wage adjustments for non-bargaining employees under the BOCC***
- 11. Approve reclassification of Darren Morsie within Solid Waste and Janet Lundy, Jodi Davis, Aaron Tate, and Nathan Baker within W/S***
- 12. Approve promotion of Kyle Purdy within W/S***
- 13. Approve reclassifications of multiple staff members within Telecommunications***
- 14. Approve reclassification of Ashley Watts within the Commissioners and Emily Harris within Children Services***
- 15. Approve promotion of Britne Wilmer within Children Services***
- 16. Approve end of 365-day probationary period and pay increase for Ashlin Benne within Children Services***
- 17. Approve reclassification of Kelly Monk, lateral transfer for Crystal Corbett, promotion of McKenna Hammonds, lateral transfer for Lillian Kuhn, and reclassification of Caley Saunders and Breanna Brunsman within Children Services***
- 18. Approve reclassification of multiple employees to Custodial Worker II and Service Worker III within Facilities Management***
- 19. Approve reclassification of Anthony Smith and Bryanna Mize within Facilities Management***
- 20. End temporary pay supplement for Michelle Tegtmeier within Facilities Management***
- 21. Appoint Jesse Madden as Deputy Director of Emergency Services, Ray Dratt as Director of Building and Zoning, and Michael Gladwell as Chief Building Official/ Deputy Director of Building and Zoning***

**GENERAL**

- 22. Enter into renewal agreement with CHC Wellbeing, Inc. and approve a statement of work for the provision of comprehensive biometric screenings effective January 1, 2025***
- 23. Authorize disclosure between OptumRx and Evo First, Inc. relative to the Warren County Prescription Plan***
- 24. Appointing David G. Young to the Ohio Kentucky Indiana Regional Council of Governments Board of trustees and Martin Russell as alternate***
- 25. Cancelling the regularly scheduled Commissioners' Meeting of Tuesday, January 7, 2025 and Thursday, January 9, 2025***
- 26. Amend Resolution #24-1582 to establish January 3, 2025 at 9:00 a.m. as the time and date for the annual organizational meeting***
- 27. Continue public hearing to consider text amendments to the Warren County Rural Zoning Code initiated by the Warren County Commissioners***
- 28. Designate a portion of Mason-Montgomery Road as "Neil F. Tunison Highway" in Deerfield Township between Fields-Ertel Road and Socialville- Fosters Road***
- 29. Advertise for the Mason Morrow Millgrove Road Bridge Replacement Project and Socialville Transmission Main- Contract 1 Project***

30. *Approve Notice of Intent to award bid to W.E. Smith Construction for the Township Line Road Bridge Replacement Project*
31. *Award the bid for the 2025 Water Treatment Chemicals Project to Chemicals Inc., USA and Brenntag Mid-South Inc.*
32. *Authorize AECOM Technical Services, Inc. to advertise for bids for the RAR Water Treatment Plant Ion Exchange Upgrades Project*
33. *Approve a Memorandum of Understanding with Warren County Community Services on behalf of Children Services*
34. *Approve amendment to agreement with Cobra Systems, Inc. on behalf of the Clerk of Courts*
35. *Authorize necessary documentation for the payment of ARPA funds toward the Middletown Multi-Use Entertainment Venue*
36. *Authorize submission of a Chemical Emergency Planning and Community Right-to-Know fund grant application on behalf of Emergency Services*
37. *Authorize Vice- President of Board to sign property damage releases from Carter Express Incorporated relative to guardrail damages and home-owners insurance company for damages to the Warren County Court Building*
38. *Enter into contract with Integrity Lift Solutions on behalf of Facilities Management*
39. *Enter into subrecipient agreement with United Way Warren County relative to ARPA and Local Fiscal Recovery Funds*
40. *Enter into agreement with Warren County Community Services, Inc. on behalf of Human Services*
41. *Authorize the Warren County Law Library Resources Board to enter into contracts with private entities for any necessary services in 2025, subject to BOCC approval*
42. *Approve amendment to agreement with Keefe Commissary Network on behalf of the Clerk of Courts*
43. *Enter into agreement with the City of South Lebanon and City of Mason relative to reimbursement for public defender expenditures for 2025*
44. *Enter into agreement with the Village of Maineville and City of South Lebanon on behalf of the Sheriff's Office*
45. *Accept various quotes from OSI Global IT- OSI Hardware, Business Communication Specialists, and Secure Cyber Defense on behalf of Telecommunications*
46. *Authorize Vice-President of the Board to sign the 2025 Urban Transit Program grant contract with ODOT*
47. *Authorize the filing of an application with ODOT for grants through the US DOT Federal Transit Administration and the State of Ohio*
48. *Approve Amendment #2 to the agreement with Rumpke of Ohio, Inc. for hauling and disposal of biosolids*
49. *Approve Amendment #3 to the agreement with Mike Farm Enterprises on behalf of W/S*
50. *Approve agreement with Elite Computer Inc. on behalf of the Workforce Investment Board*
51. *Approve the destruction of a copier and transfer of a gun safe no longer being utilized by the Sheriff's Office*
52. *Acknowledge receipt of November 2024 Financial Statement*
53. *Acknowledge approval of financial transactions*
54. *Acknowledge payment of bills*
55. *Approve various performance security agreements, bond releases, and street acceptances*
56. *Approve various record plats*

#### FINANCIALS

57. *Approve operational transfer of interest earnings from Commissioners' into Water/Sewer funds*
58. *Approve supplemental appropriations into County Construction and operating transfers into Facilities Management Construction and Telecommunications Infrastructure*
59. *Accept an amended certificate for various funds*
60. *Approve a supplemental appropriation into Commissioners' and operational transfer from Commissioners' into Health Benefits*
61. *Accept and amended certificate and approve a supplemental appropriation into Health Insurance*

*\*Please contact the Commissioners' Office at (513) 695-1250 for additional information or questions on any of the items listed on the Consent Agenda*



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## **WARREN COUNTY, OHIO**

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***TOM GROSSMANN***

***SHANNON JONES***

***DAVID G. YOUNG***

### **BOARD OF COUNTY COMMISSIONERS WARREN COUNTY, OHIO**

**MINUTES: Regular Session – November 26, 2024**

*This is a summary of actions and discussions of the meeting. You may view this meeting through our YouTube Channel at <https://www.youtube.com/channel/UC1ELh0jGpXd4VV2DTgsuqPA> or by contacting our office.*

The Board met in regular session pursuant to adjournment of the November 12, 2024 meeting.

David G. Young – absent

Shannon Jones – present

Tom Grossmann – present

Laura Lander, Deputy Clerk – present

Minutes of the November 12, 2024 meeting were read and approved.

- 24-1576      A resolution was adopted approving a wage increase for Tanya Sellers, Deputy Director, within the Department of Job and Family Services, Children Services Division. Vote: Unanimous
- 24-1577      A resolution was adopted assigning Ashley Stutzman and Kelly Carpenter as Lead Supervisors and approving wage increases within the Department of Job and Family Services, Children Services Division. Vote: Unanimous
- 24-1578      A resolution was adopted hiring James McCabe as Ongoing Caseworker II, within the Warren County Department of Job and Family Services, Children Services Division. Vote: Unanimous
- 24-1579      A resolution was adopted approving pay increase for Tyler Johnson, Building and Electrical Inspector III, within the Building and Zoning Department. Vote: Unanimous
- 24-1580      A resolution was adopted accepting the resignation of Caitlyn Russell, Eligibility Referral Specialist II, within the Warren County Department of Job and Family Services, Human Services Division, effective December 10, 2024. Vote: Unanimous

- 24-1581 A resolution was adopted amending resolution #24-1492, adopted November 5, 2024, to reflect the correct hire date of Paul Hicks within Warren County Facilities Management Department. Vote: Unanimous
- 24-1582 A resolution was adopted establishing January 7, 2025, at 9:00 A.M. as the time and date for the Annual Organization Meeting. Vote: Unanimous
- 24-1583 A resolution was adopted setting Public Hearing to consider text amendments to the Warren County Rural Zoning Code initiated by the Warren County Board of County Commissioners. Vote: Unanimous
- 24-1584 A resolution was adopted advertising for bids for the FY24 Village of Harveysburg – South Street Paving CDBG Project. Vote: Unanimous
- 24-1585 A resolution was adopted approving Notice of Intent to Award Bid to Lake Erie Construction Company for the War-Var Guardrail FY25 Project. Vote: Unanimous
- 24-1586 A resolution was adopted entering into contract with Conger Construction Group for Design-Build Services relative to the New Warren County Criminal Suppression Headquarters Project. Vote: Unanimous
- 24-1587 A resolution was adopted entering into a mutual aid agreement with the American Society for the Prevention of Cruelty to Animals (ASPCA) on behalf of the Warren County Department of Emergency Services. Vote: Unanimous
- 24-1588 A resolution was adopted authorizing the Warren County Solid Waste Management District to submit a 2025 Household Hazardous Waste application to the Ohio Environmental Protection Agency. Vote: Unanimous
- 24-1589 A resolution was adopted approving the “Building Resilient Infrastructure and Communities” (BRIC) grant agreement with the Ohio Emergency Management Agency on behalf of Warren County Emergency Services and authorizing the County Administrator to sign documents relative thereto. Vote: Unanimous
- 24-1590 A resolution was adopted entering into a Beneficiary Grant Agreement with Strategic Innovation Group, LLC relative to the American Rescue Plan Act – Coronavirus State and Local Fiscal Recovery Funds (ARPA SLFRF). Vote: Unanimous
- 24-1591 A resolution was adopted entering into agreement with Premier Network Solutions to purchase audio and video equipment on behalf of the Prosecutor’s Office. Vote: Unanimous
- 24-1592 A resolution was adopted approving the first amendment to the Master Services and Purchasing Agreement with AXON Enterprise, Inc on behalf of the Warren County Sheriff’s Office. Vote: Unanimous

- 24-1593 A resolution was adopted entering into an agreement with 22three to provide indoor range facility use, on behalf of the Warren County Sheriff's Office. Vote: Unanimous
- 24-1594 A resolution was adopted authorizing the acceptance of Quote #In-116171 from Allstate Tower, for tower inspections at all County tower sites, on behalf of Warren County Telecommunications. Vote: Unanimous
- 24-1595 A resolution was adopted authorizing acceptance of renewal quote within OARnet on behalf of Warren County Telecommunications. Vote: Unanimous
- 24-1596 A resolution was adopted authorizing acceptance of quote with OARnet for additional licensing and VMware for new equipment on behalf of Warren County Telecommunications. Vote: Unanimous
- 24-1597 A resolution was adopted waiving water tap and sewer connection fees for the Kings Local School District Columbia Intermediate Addition. Vote: Unanimous
- 24-1598 A resolution was adopted approving the destruction of various Warren County Sheriff's Office equipment. Vote: Unanimous
- 24-1599 A resolution was adopted transferring a vehicle no longer being utilized by the Coroner's Office to Deerfield Township. Vote: Unanimous
- 24-1600 A resolution was adopted acknowledging approval of financial transactions. Vote: Unanimous
- 24-1601 A resolution was adopted acknowledging payment of bills. Vote: Unanimous
- 24-1602 A resolution was adopted approving a street and appurtenances (including sidewalks) bond reduction for Hamilton Pointe Investment, LLC, for completion of performance of construction of improvements and enter into the maintenance security got Hamilton Pointe, Section 2, situated in Hamilton Township. Vote: Unanimous
- 24-1603 A resolution was adopted approving a street and appurtenances bond release for Pruis Properties, LLC, for completion of installation of the left turn lane and associated roadway improvements on Morrow- Cozaddale Road associated with the Villages of Classicway Subdivision situated in Hamilton Township. Vote: Unanimous
- 24-1604 A resolution was adopted approving various record plats. Vote: Unanimous
- 24-1605 A resolution was adopted accepting an amended certificate for Funds 2207, 2218, 2220, 2221, 2223, 2224, 2227, 2233, 2243, 2245, 2247, 2250, 2256, 2262, 2264, 2274, 2278, and 2279. Vote: Unanimous



- 24-1606 A resolution was adopted approving operation transfers of interest earnings from Commissioners Fund #11011112 into Water Funds #5510 & #5583, and Sewer Funds #5580 & #5575. Vote: Unanimous
- 24-1607 A resolution was adopted approving operational transfers from Fund #2202 into King Avenue Bridge Fund #4437 and Township Line Bridge Fund #4461 and repayment of cash advances from the King Avenue Bridge Fund #4437 and the Township Line Bridge Fund #4461 into Fund #2202. Vote: Unanimous
- 24-1608 A resolution was adopted approving a supplemental appropriation into Commissioners Fund #11011110 and an operational transfer from General Fund #11011110 into Garage Rotary Fund #6619. Vote: Unanimous
- 24-1609 A resolution was adopted approving a supplemental appropriation into Building & Zoning Department Fund #11012300. Vote: Unanimous
- 24-1610 A resolution was adopted approving a supplemental appropriation into Local Fiscal Recovery Fund #2211. Vote: Unanimous
- 24-1611 A resolution was adopted approving a supplemental appropriation into OhioMeansJobs Warren County Fund Vote: Unanimous
- 24-1612 A resolution was adopted approving a supplemental appropriation into Sheriff's Office Fund #2287. Vote: Unanimous
- 24-1613 A resolution was adopted approving a supplemental appropriation into Common Pleas Court Community Based Corrections Fund #2289. Vote: Unanimous
- 24-1614 A resolution was adopted approving an appropriation decrease in Pass Through Grant Fund #2261. Vote: Unanimous
- 24-1615 A resolution was adopted approving an appropriation decrease within Sheriff's Office Fund #2267. Vote: Unanimous
- 24-1616 A resolution was adopted approving an appropriation decrease from Sheriff's Office Fund #2294. Vote: Unanimous
- 24-1617 A resolution was adopted approving an appropriation adjustment within Prosecutor Fund #11011150. Vote: Unanimous
- 24-1618 A resolution was adopted approving an appropriation adjustment within Prosecutor Fund #11011150. Vote: Unanimous
- 24-1619 A resolution was adopted approving an appropriation adjustment within Common Pleas Court Fund #11011220. Vote: Unanimous
- 24-1620 A resolution was adopted approving an appropriation adjustment within Domestic Relations Court Fund #11011230. Vote: Unanimous

- 24-1621 A resolution was adopted approving an appropriation adjustment within Clerk of Courts Fund #11011282. Vote: Unanimous
- 24-1622 A resolution was adopted approving appropriation adjustments within Board of Elections Fund #11011300. Vote: Unanimous
- 24-1623 A resolution was adopted approving appropriation adjustments within Facilities Management Fund #11011600. Vote: Unanimous
- 24-1624 A resolution was adopted approving appropriation adjustment within Warren County Garage Fund #11011620. Vote: Unanimous
- 24-1625 A resolution was adopted approving appropriation adjustments within Telecommunications Department Fund #11012810. Vote: Unanimous
- 24-1626 A resolution was adopted approving an appropriation adjustment within Juvenile Court Fund #2247. Vote: Unanimous
- 24-1627 A resolution was adopted approving an appropriation adjustment within Juvenile Court Fund #2247. Vote: Unanimous
- 24-1628 A resolution was adopted approving an appropriation adjustment within the Water Revenue Fund #5510. Vote: Unanimous
- 24-1629 A resolution was adopted approving an appropriation adjustment within the Sewer Revenue Fund #5580. Vote: Unanimous
- 24-1630 A resolution was adopted approving an appropriation adjustment within the Clerk of Courts Certificate of Title Administration Fund #2250. Vote: Unanimous
- 24-1631 A resolution was adopted approving requisitions and authorizing the County Administrator to sign documents relative thereto. Vote: Unanimous
- 24-1632 A resolution was adopted approving addendum to contract for Police Protection with Deerfield Township, on behalf of the Warren County Sheriff's Office. Vote: Unanimous
- 24-1633 A resolution was adopted to enter into Target Master Settlement Agreement settling Subdivision Participation and Release Form. Vote: Unanimous
- 24-1634 A resolution was adopted continuing Public Hearing for rezoning application of Immobiltec USA (Case #2024-04) to rezone approximately 10.0059 Acres from Community Commercial Business Zone "B2" to Light Industrial Manufacturing Zone "I1" in Franklin Township. Vote: Unanimous

DISCUSSIONS

On motion, upon unanimous call of the roll, the Board accepted and approved the consent agenda.

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PUBLIC HEARING

REZONING APPLICATION OF IMMOBILTEC USA TO REZONE APPROXIMATELY  
10.0059 ACRES FROM COMMUNITY BUSINESS ZONE "B2" TO LIGHT INDUSTRIAL  
MANUFACTURING ZONE "I1" IN FRANKLIN TOWNSHIP

The public hearing to consider the rezoning application of Immobiltec USA to (Case #2024-04) to rezone approximately 10.0059 acres from Community Business Zone "B2" to Light Industrial Manufacturing Zone "I1" in Franklin Township was convened this 26<sup>th</sup> day of November 2024 in the Commissioners' Meeting Room.

Commissioner Jones stated that this hearing was originally scheduled for November 19, 2024, and due to the lack of a quorum on that date, the public hearing was rescheduled to the next available meeting date of November 26, 2024.

Mrs. Jones further stated that the applicant was not able to be present today and has requested a continuance to December 3, 2024.

Upon further discussion, the Board resolved (Resolution #24-1634) to continue this public hearing to December 3, 2024 at 10:30 a.m.

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Upon unanimous call of the roll, the Board entered into executive session at 9:10 a.m. to discuss pending litigation with legal counsel present pursuant to Ohio Revised Code Section 121.22(G)(3), and to discuss personnel matters relative to director compensation for all directors under the Board of County Commissioners pursuant to Ohio Revised Code Section 121.22(G)(1) and exited at 11:20 a.m.

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The Board convened to the Commissioners' Conference Room for a work session related to the 2025 annual budget.

Upon motion the meeting was adjourned.

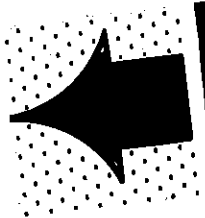
\_\_\_\_\_  
David G. Young, President

\_\_\_\_\_  
Tom Grossmann

\_\_\_\_\_  
Shannon Jones

I hereby certify that the foregoing is a true and correct copy of the minutes of the meeting of the Board of County Commissioners held on November 26, 2024, in compliance with Section 121.22 O.R.C.

\_\_\_\_\_  
Laura Lander, Deputy Clerk  
Board of County Commissioners  
Warren County, Ohio





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WARREN COUNTY, OHIO**

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***TOM GROSSMANN  
SHANNON JONES  
DAVID G. YOUNG***

BOARD OF COUNTY COMMISSIONERS  
WARREN COUNTY, OHIO

MINUTES: Regular General Session – December 3, 2024

*This is a summary of actions and discussions of the meeting. You may view this meeting through our YouTube Channel at <https://www.youtube.com/channel/UC1ELh0jGpXd4VV2DTgsuqPA> or by contacting our office.*

The Board met in regular session pursuant to adjournment of the November 26, 2024 meeting.

David G. Young – present

Shannon Jones – present

Tom Grossmann – absent

Krystal Powell, Clerk – present

- 24-1635      A resolution was adopted hiring Jacob Deerhake as a Building and Electrical Inspector I within the Warren County Building and Zoning Department. Vote: Unanimous
- 24-1636      A resolution was adopted hiring Michael Wilkerson as a Building and Electrical Inspector III within the Warren County Building and Zoning Department. Vote: Unanimous
- 24-1637      A resolution was adopted approving a pay increase for Steve Scott, Plans Examiner, within Building and Zoning. Vote: Unanimous
- 24-1638      A resolution was adopted hiring Kyle Creech as Water Distribution Worker I, within the Water and Sewer Department. Vote: Unanimous
- 24-1639      A resolution was adopted hiring Lacy Staton as Custodial Worker I within the Warren County Facilities Management Department. Vote: Unanimous
- 24-1640      A resolution was adopted cancelling the regularly scheduled Commissioners' Meeting of Tuesday, December 10, 2024, Thursday, December 12, 2024, Tuesday, December 24, 2024, Thursday, December 26, 2024, and Tuesday, December 31, 2024. Vote: Unanimous

MINUTES

DECEMBER 3, 2024

PAGE 2

- 24-1641 A resolution was adopted entering into a business associate agreement and a pharmacy benefit management agreement with Evo First, Inc. for pharmacy benefit management of the Warren County Prescription Plan effective January 1, 2025. Vote: Unanimous
- 24-1642 A resolution was adopted authorizing the application for excess workers' compensation provided by Arch Insurance effective January 1, 2025. Vote: Unanimous
- 24-1643 A resolution was adopted authorizing the County Administrator to enter into a Cooperation Agreement with Hamilton County to resurface Fields-Ertel Road between Ashwood Drive and Rich Road. Vote: Unanimous
- 24-1644 A resolution was adopted entering into a Land Transfer Agreement with State of Ohio, Department of Natural Resources, for the King Avenue Bridge Improvement Project. Vote: Unanimous
- 24-1645 A resolution was adopted approving the Fiscal Year 2025 RECLAIM Grant Amendment through the State of Ohio Department of Youth Services on behalf of the Warren County Juvenile Court. Vote: Unanimous
- 24-1646 A resolution was adopted entering into a Youth Worksite Agreement on behalf of OhioMeansJobs Warren County. Vote: Unanimous
- 24-1647 A resolution was adopted entering into a contract with TRANSFR, Inc. on behalf of OhioMeansJobs Warren County. Vote: Unanimous
- 24-1648 A resolution was adopted authorizing acceptance of quote from Central Square for Field Ops Licenses on behalf of Warren County Telecommunications. Vote: Unanimous
- 24-1649 A resolution was adopted waiving tap and sewer connection fees for the Kings Local School District New Kings High School. Vote: Unanimous
- 24-1650 A resolution was adopted acknowledging approval of financial transactions. Vote: Unanimous
- 24-1651 A resolution was adopted acknowledging payment of bills. Vote: Unanimous
- 24-1652 A resolution was adopted entering into a subdivision public improvement performance and maintenance security agreement with Soraya Farms, LLC for installation of certain improvements in Soraya Farms, Section Nine situated in Clearcreek Township. Vote: Unanimous
- 24-1653 A resolution was adopted entering into street and appurtenances (including sidewalks) security agreement with Soraya Farms, LLC for installation of certain improvements in Soraya Farms, Section Nine situated in Clearcreek Township. Vote: Unanimous

- 24-1654 A resolution was adopted approving various record plats. Vote: Unanimous
- 24-1655 A resolution was adopted accepting an amended certificate for Funds 2254, 2258, 2270, 2280, 2284, 2285, 2288, 2296, 2298, 2299, 3327, 6630, 6636, and 2237. Vote: Unanimous
- 24-1656 A resolution was adopted accepting an amended certificate and approving a supplemental appropriation for Grants Administration Fund #2261. Vote: Unanimous
- 24-1657 A resolution was adopted approving a supplemental appropriation into Board of Elections Fund #11011300. Vote: Unanimous
- 24-1658 A resolution was adopted approving supplemental appropriations and supplemental appropriation decreases within Workforce Investment Board Fund #2238. Vote: Unanimous
- 24-1659 A resolution was adopted approving a supplemental appropriation into Workers Compensation Fund #6636. Vote: Unanimous
- 24-1660 A resolution was adopted approving a supplemental appropriation into Workers Compensation Fund #6636. Vote: Unanimous
- 24-1661 A resolution was adopted approving an appropriation adjustment within Common Pleas Court Fund #11011223. Vote: Unanimous
- 24-1662 A resolution was adopted approving an appropriation adjustment within the Clerk of Courts Fund #11011282. Vote: Unanimous
- 24-1663 A resolution was adopted approving an appropriation adjustment within Records Center and Archives Fund #11011500. Vote: Unanimous
- 24-1664 A resolution was adopted approving an appropriation adjustment within Children Services Fund #2273. Vote: Unanimous
- 24-1665 A resolution was adopted approving appropriation adjustments within Children Services Fund #2273. Vote: Unanimous
- 24-1666 A resolution was adopted approving appropriation adjustments within Sheriff's Office Fund #6630. Vote: Unanimous
- 24-1667 A resolution was adopted approving appropriation adjustments within OhioMeansJobs Warren County Fund #2254. Vote: Unanimous
- 24-1668 A resolution was adopted approving appropriation adjustment within Water Revenue Fund #5510. Vote: Unanimous

24-1669      A resolution was adopted approving requisitions and authorizing the County Administrator to sign documents relative thereto. Vote: Unanimous

DISCUSSIONS

On motion, upon unanimous call of the roll, the Board accepted and approved the consent agenda.

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Upon unanimous call of the roll, the Board entered into executive session at 9:02 a.m. to discuss details relative to the security arrangements and emergency response protocols for a public body or public office if disclosure of the matters discussed could reasonably be expected to jeopardize the security of the public body or public office pursuant to Ohio Revised Code Section 121.22(G)(6) and pending litigation with legal counsel present pursuant to Ohio Revised Code Section 121.22(G)(3), and exited at 9:41 a.m.

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Upon motion the meeting was adjourned.

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David G. Young, President

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Tom Grossmann

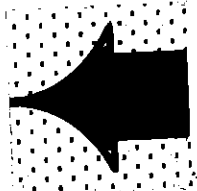
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Shannon Jones

I hereby certify that the foregoing is a true and correct copy of the minutes of the meeting of the Board of County Commissioners held on December 3, 2024, in compliance with Section 121.22 O.R.C.

---

Krystal Powell, Clerk  
Board of County Commissioners  
Warren County, Ohio







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*Facsimile (513) 695-2054*

***TOM GROSSMANN***

***SHANNON JONES***

***DAVID G. YOUNG***

BOARD OF COUNTY COMMISSIONERS

WARREN COUNTY, OHIO

MINUTES: Regular Work Session – December 3, 2024

*This is a summary of actions and discussions of the meeting. You may view this meeting through our YouTube Channel at <https://www.youtube.com/channel/UC1ELh0jGpXd4VV2DTgsuqPA> or by contacting our office.*

The Board met in regular session pursuant to adjournment of the December 3, 2024 General Session meeting.

David G. Young – present

Shannon Jones – present

Tom Grossmann – absent

Krystal Powell, Clerk – present

- 24-1670      A resolution was adopted approving the 2025 Annual Appropriations.  
Vote: Unanimous
- 24-1671      A resolution was adopted establishing budget stabilization account from the unencumbered General Fund cash balance. Vote: Unanimous
- 24-1672      A resolution was adopted continuing public hearing to consider a request from the Myers Y Cooper Company to depart from the Official Thoroughfare Plan.  
Vote: Unanimous
- 24-1673      A resolution was adopted continuing public hearing for rezoning application of Immobiltec USA (Case #2024-04) to rezone approximately 10.0059 acres from Community Commercial Business Zone “B2” to Light Industrial Manufacturing Zone “I1” in Franklin Township. Vote: Unanimous

DISCUSSIONS

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The Board recognized and honored Betty Davis for her retirement from the Solid Waste District Policy Committee.

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Susan Walther, Deputy County Administrator, was present to present the 2025 budget for consideration for approval.

Ms. Walther presented the following information:

Total Anticipated General Fund Revenue:	\$102,500,000.00
Total 2024 General Fund Actual Spend Projection:	\$93,292,750.00

Ms. Walther stated the 2025 General Fund appropriation request is \$93,805,927.00, which is only .5% above the actual spend from the 2024 General Fund.

Upon further discussion, the Board resolved (Resolution #24-1670) to approve the 2025 Annual Appropriations and resolved (Resolution #24-1671) to establish budget stabilization account from the unencumbered General Fund cash balance.

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PUBLIC HEARING

TO CONSIDER THE REQUEST FROM THE MYERS Y. COOPER COMPANY TO DEPART FROM THE ORIGINAL THROUGHFARE PLAN RELATIVE TO THE HOPKINSVILLE 2021 ACCESS MANAGEMENT PLAN IN HAMILTON TOWNSHIP

The public hearing to consider the request from The Myers Y. Cooper Company to depart from the original throughfare plan relative to the Hopkinsville 2021 access management plan in Hamilton Township was convened this 3<sup>rd</sup> day of December 2024 in the Commissioners' Meeting Room.

Kurt Weber, Chief Deputy Engineer, presented the attached slides showing the proposed Grandin Road Extension that goes through the property currently owned by 5/3 Bank, at the intersection of State Route 22/3 and State Route 48 in Hamilton Township as part of the Hopkinsville Plan, a subset of the Official Warren County Thoroughfare Plan. He stated the Engineer's Office

recommends maintaining the intent of the Throughfare Plan and that they have previously offered alternative departure options to the potential purchasers of the property.

David Mick, Assistant County Engineer, stated the Engineer's Office is still awaiting the results of a traffic impact study from the Ohio Department of Transportation for the area.

Commissioner Jones asked if there was an agreed upon solution to maintain the connectivity of the Thoroughfare Plan while allowing the development of the property.

There was discussion relative to the lack of agreement to come up with an aligned solution for the road deviation between the Engineer's Office and the developer.

Jeff Wright, Hamilton Township Administrator, stated this is the prime development property within the township. He also stated the approving the departure from the Thoroughfare Plan would allow visitors access to all of the shopping centers surrounding the aforementioned property.

Darryl Cordrey, Mark Sousa, and Joseph Rozzi Hamilton Township Trustees, stated they support the departure from the Throughfare Plan and have passed a resolution in support of the variance. They believe this is the "marquis intersection" of the township and are motivated to see the plan develop. They further stated the tax revenue from the proposed development would be beneficial to the Little Miami School District.

Randy Cooper, President of The Myers Y. Cooper Company, stated the development of the area has changed since the Throughfare Plan was originally adopted in 2004.

There was discussion relative to alternative solutions and obtaining the results from the Ohio Department of Transportation's traffic impact study.

Bruce McGary, Assistant Prosecuting Attorney, advised the Board to wait and make a decision on the matter once the response from the Ohio Department of Transportation is received.

Upon further discussion, the Board resolved (Resolution #24-1672) to continue the public hearing to consider a request from the Myers Y Cooper Company to depart from the Official Thoroughfare Plan.

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Michael Coyan, Warren County Historical Society, was present to provide an update relative to memberships, visitors, future exhibits, and renovations they are planning.

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PUBLIC HEARING CONTINUATION

REZONING APPLICATION OF IMMOBILTEC USA TO REZONE APPROXIMATELY  
10.0059 ACRES FROM COMMUNITY BUSINESS ZONE "B2" TO LIGHT INDUSTRIAL  
MANUFACTURING ZONE "I1" IN FRANKLIN TOWNSHIP

The continuation of the public hearing to consider the rezoning application of Immobiltec USA to (Case #2024-04) to rezone approximately 10.0059 acres from Community Business Zone "B2" to Light Industrial Manufacturing Zone "I1" in Franklin Township was convened this 3<sup>rd</sup> day of December 2024 in the Commissioners' Meeting Room.

Ray Dratt, Chief Zoning Inspector, presented the attached PowerPoint presentation stating the applicant, property size and location, current zoning, and requested zoning.

Mr. Dratt stated the applicant is proposing the installation of a driveway on Pennyroyal Road to allow access to the business located on the back parcel of the property.

Commissioner Jones clarified the applicant is wanting easier access to the property via Austin Boulevard to I-75.

Dustin Bailey, Agent, Miller Valentine, stated the property owner intends on installing a 10-foot buffer combination of mounding and fencing. He also stated the property owner intends to keep the private driveway to the existing house independent of the additional driveway being proposed.

Bruce McGary, Assistant Prosecuting Attorney, stated that once the property is rezoned the Board of Commissioners has no authority to place any conditions or restrictions on the property.

There was discussion relative to the possibility of the applicant requesting annexation of the property to the City of Franklin.

Upon further discussion, the Board resolved (Resolution #24-1673) to continue the public hearing for rezoning application of Immobiltec USA (Case #2024-04) to rezone approximately 10.0059 acres from Community Commercial Business Zone "B2" to Light Industrial Manufacturing Zone "I1" in Franklin Township.

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Upon unanimous call of the roll, the Board entered into executive session at 12:16 p.m. to discuss pending litigation with legal counsel present pursuant to Ohio Revised Code Section 121.22(G)(3), and exited at 12:57 p.m.

Upon motion the meeting was adjourned.

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David G. Young, President

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Tom Grossmann

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Shannon Jones

I hereby certify that the foregoing is a true and correct copy of the minutes of the meeting of the Board of County Commissioners held on December 3, 2024, in compliance with Section 121.22 O.R.C.

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Krystal Powell, Clerk  
Board of County Commissioners  
Warren County, Ohio



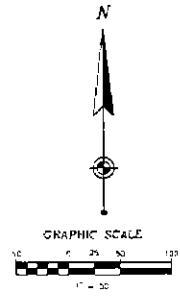
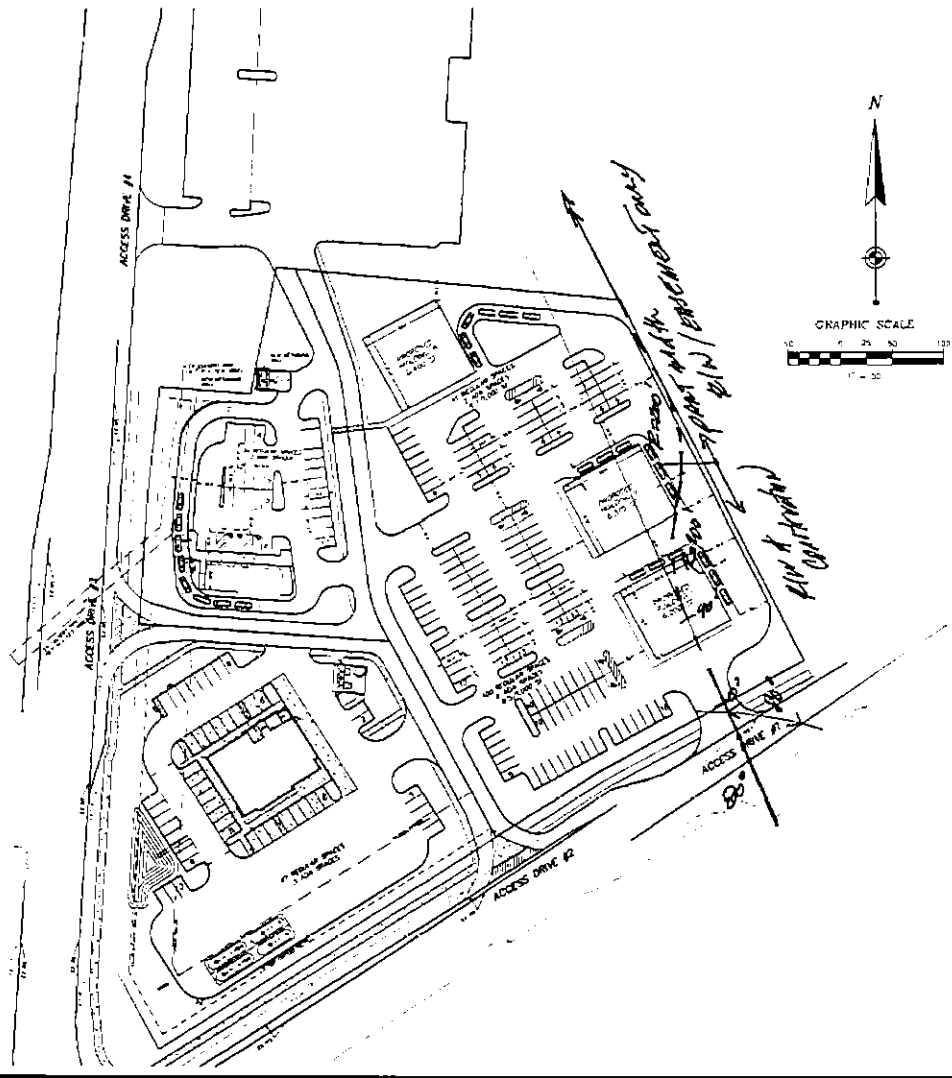
# 5/3<sup>rd</sup> Parcel Development

BOCC Hearing

December 3, 2024











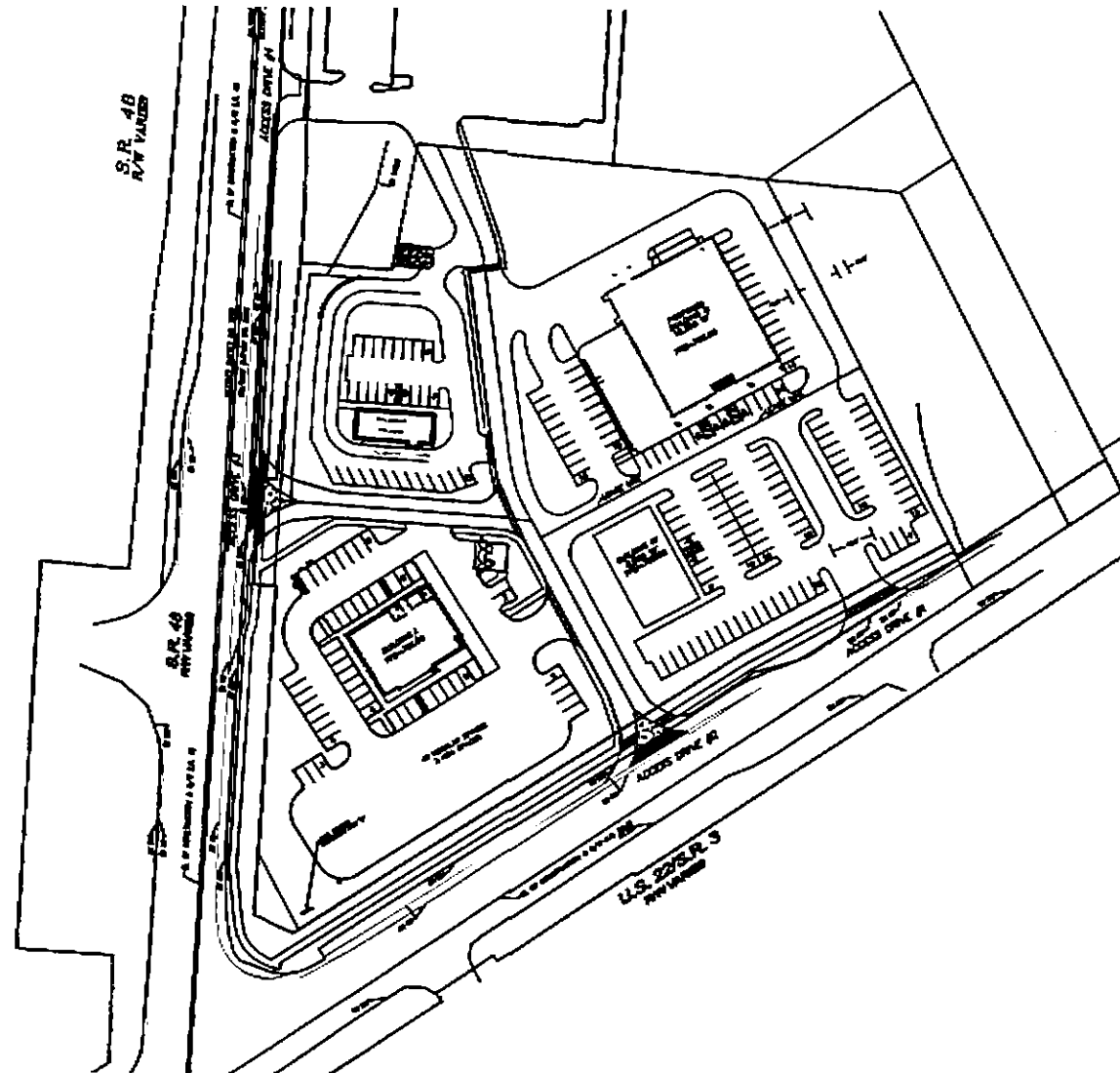
Warren County Commissioners Meeting  
December 3, 2024

*Request from The Myers Y. Cooper  
Company to Depart From the Original  
Thoroughfare Plan Relative to the  
Hopkinsville 2010 Access Management Plan  
in Hamilton Township*

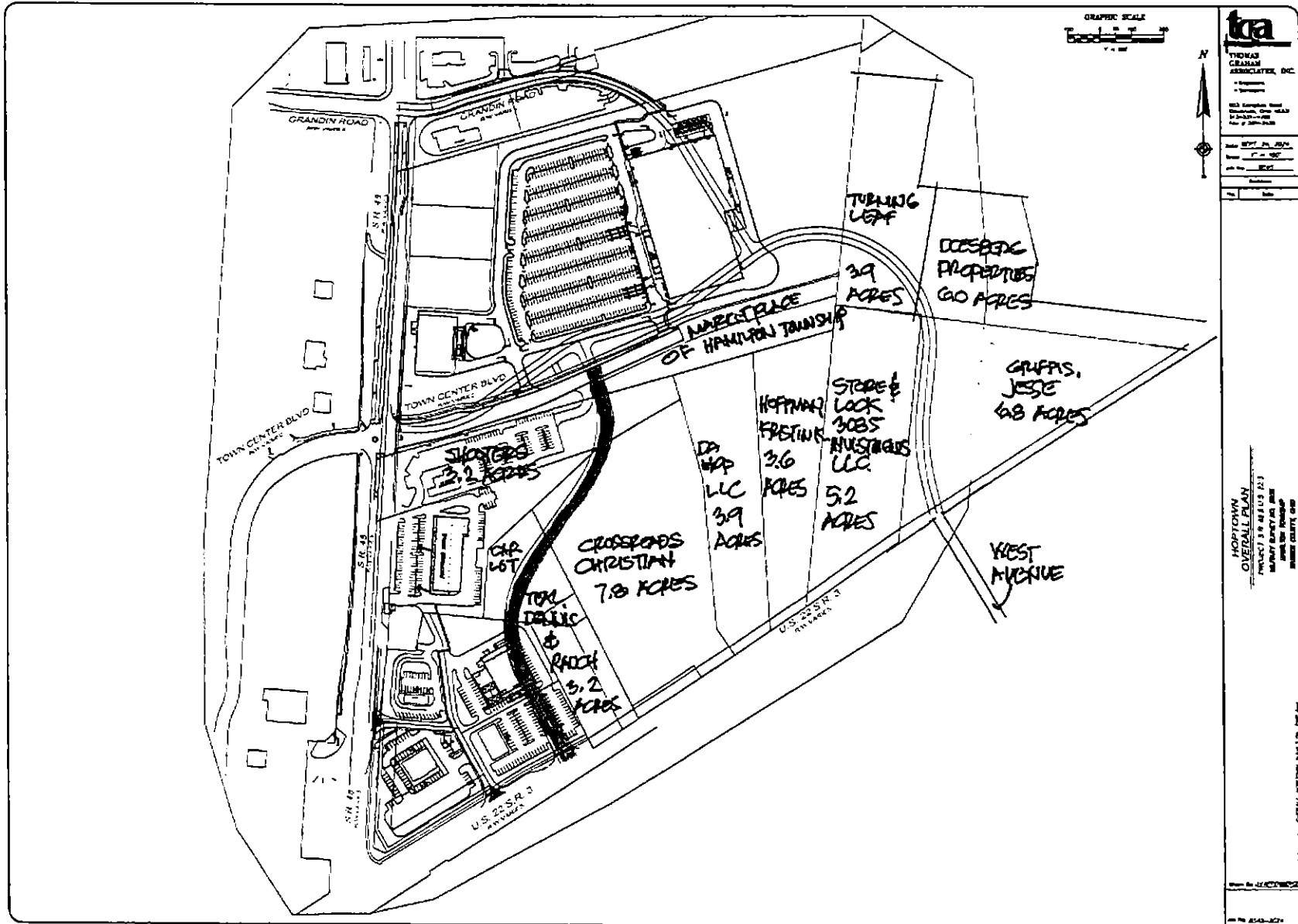
# Township Center Ribbon Cutting – SR 48 – 11/7/24



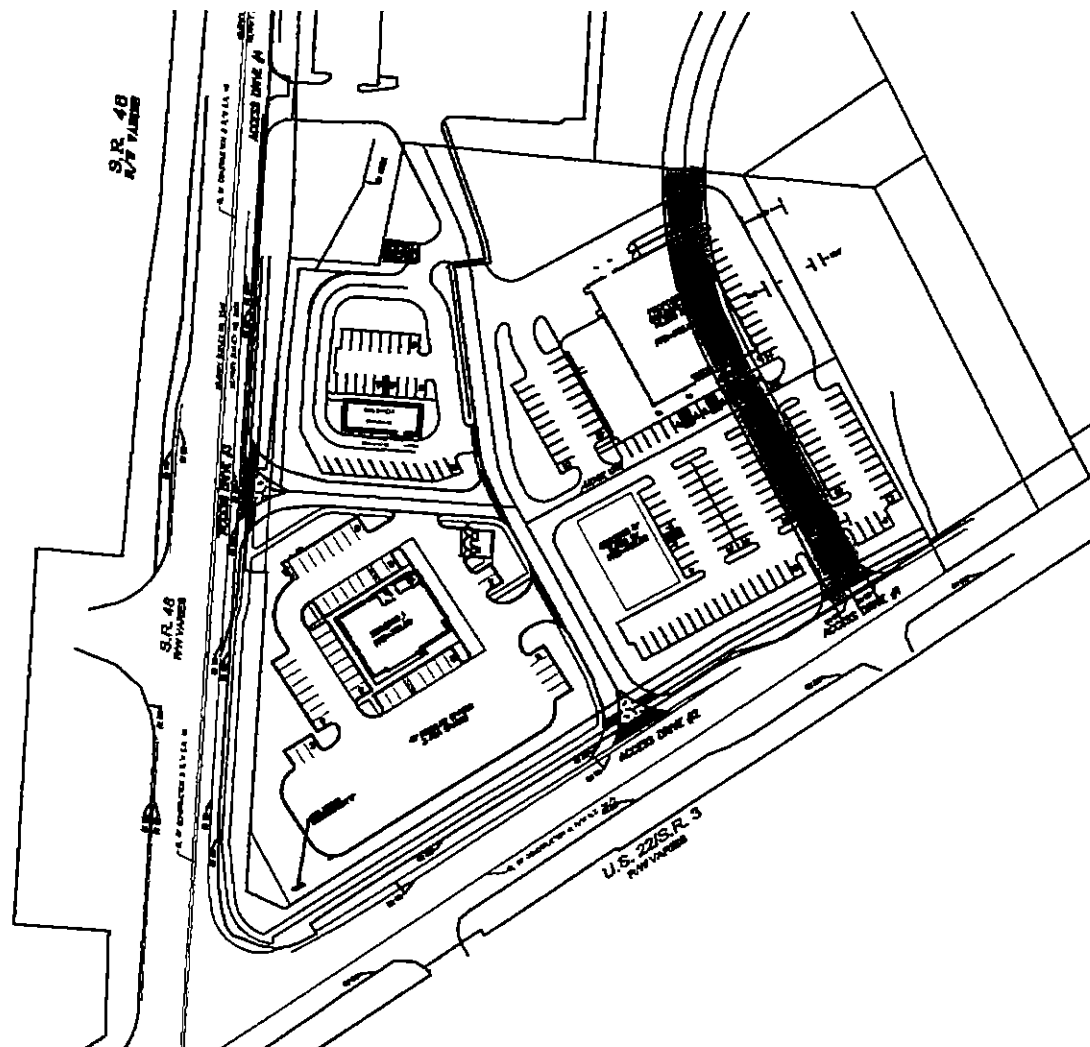
# Myers Y. Cooper Development Plan



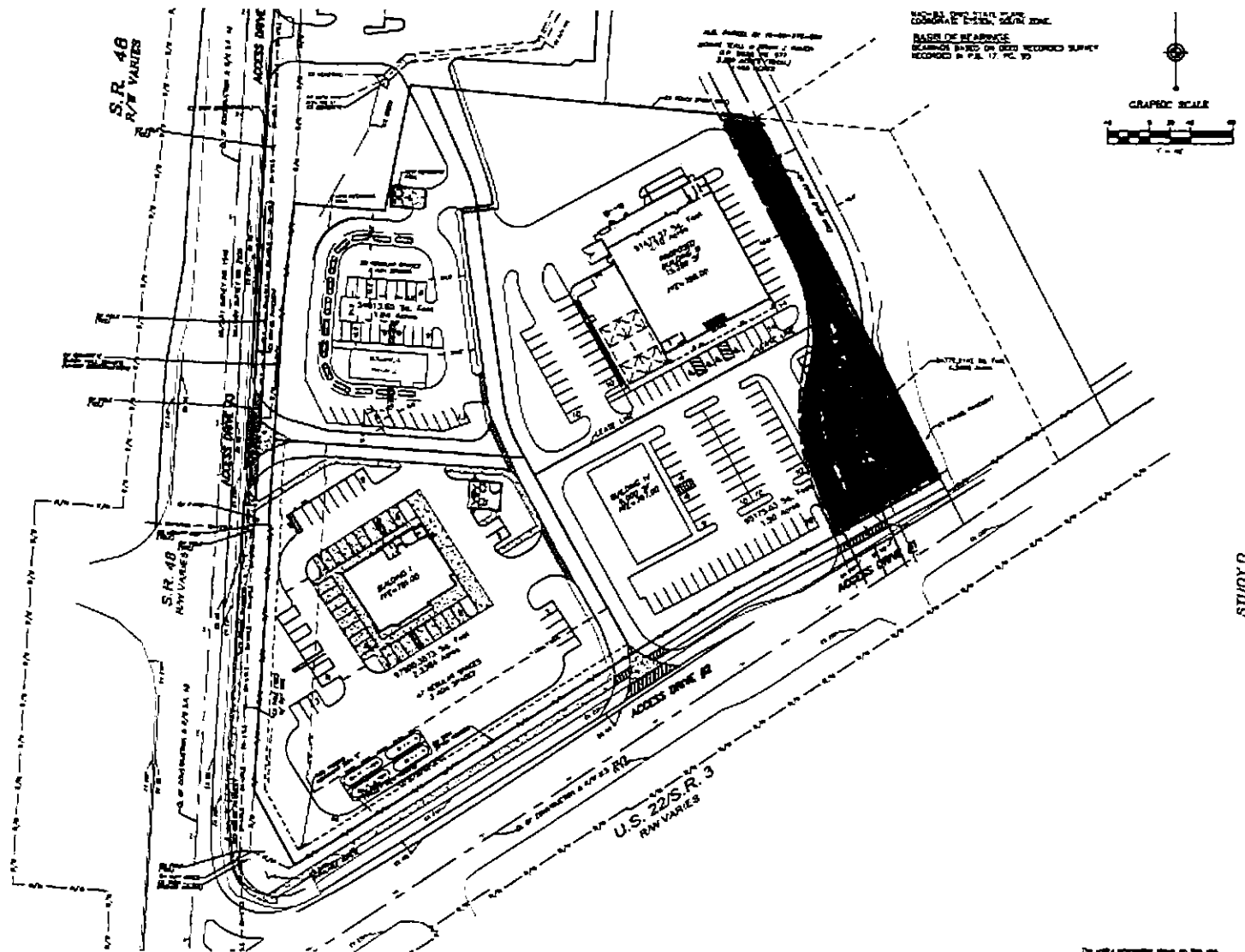
# Thoroughfare Plan – Property Owners



# Myers Y. Cooper Plan - Original Connector



# Myers Y. Cooper Plan - WCEO Concept



Request from The Myers Y. Cooper Company to Depart From the  
Original Thoroughfare Plan Relative to the Hopkinsville 2010  
Access Management Plan in Hamilton Township

Do Commissioners wish to support a plan with?

- Uncertain timeline
- No feasibility studies to confirming outcomes
- Legal uncertainty
- Interferes with development
- Imposes public improvements on individual property owners w/out consideration

*No funding for plan?*

*Curb cut take?*

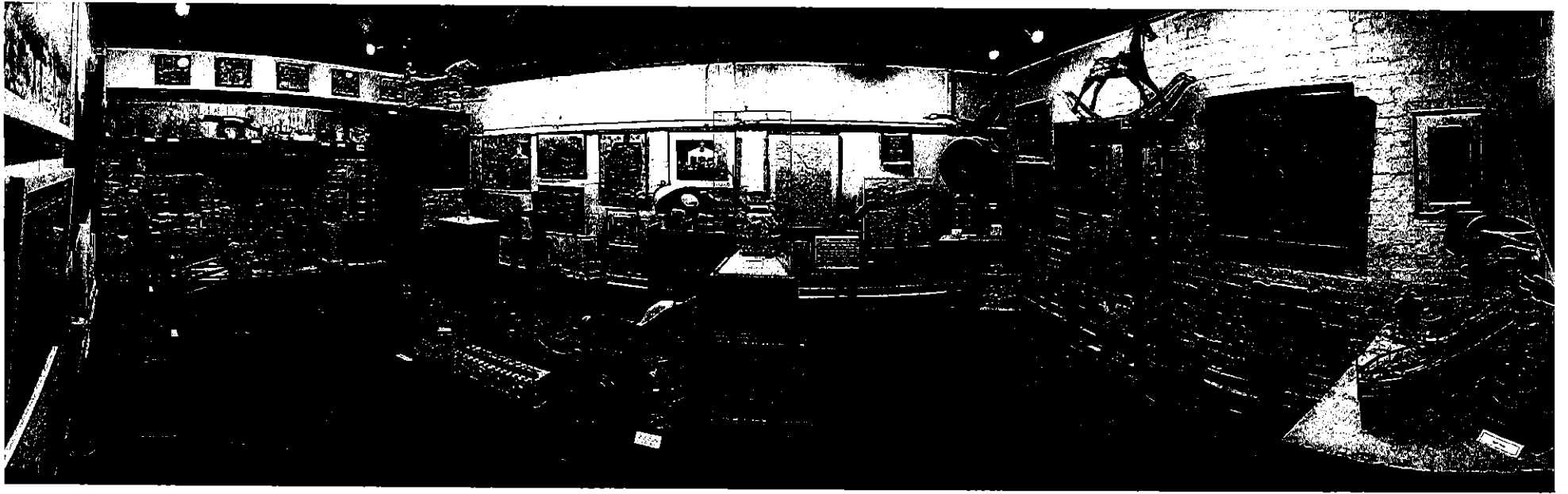










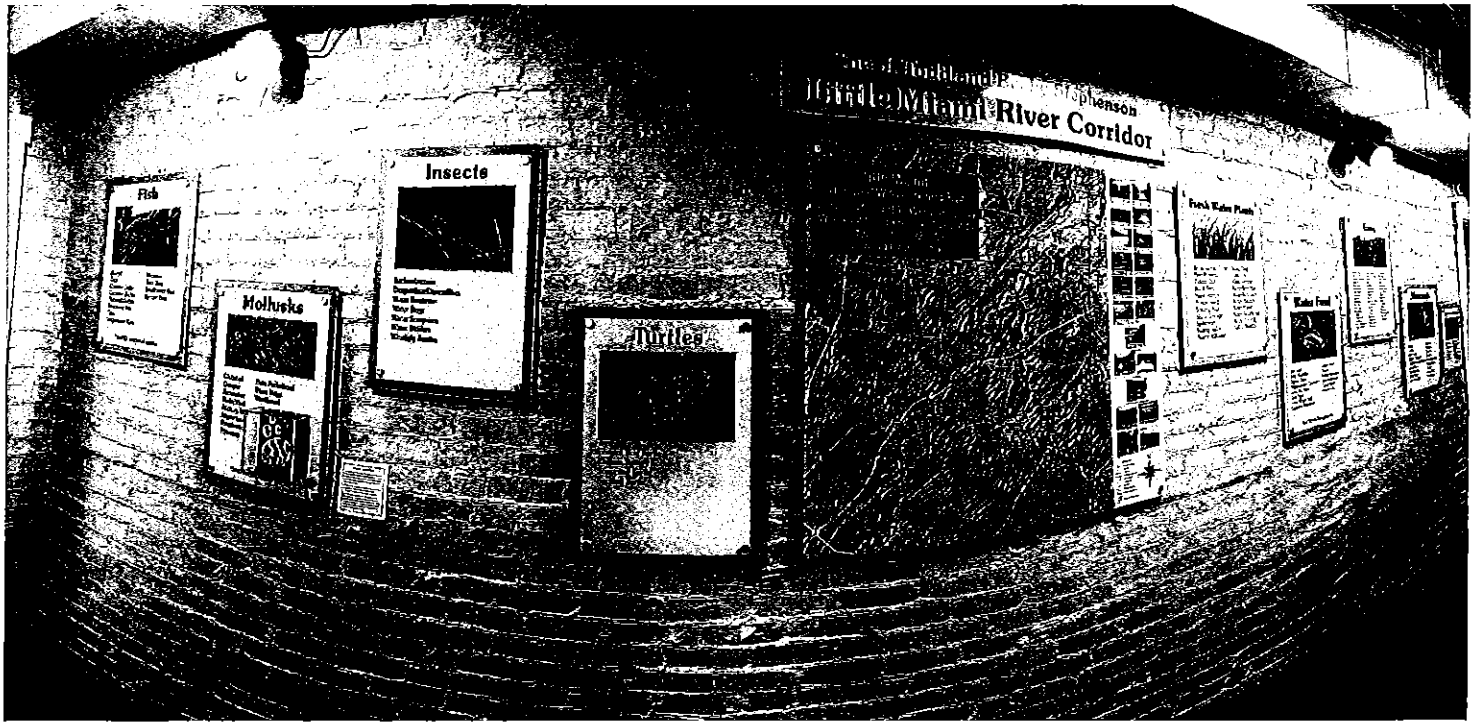










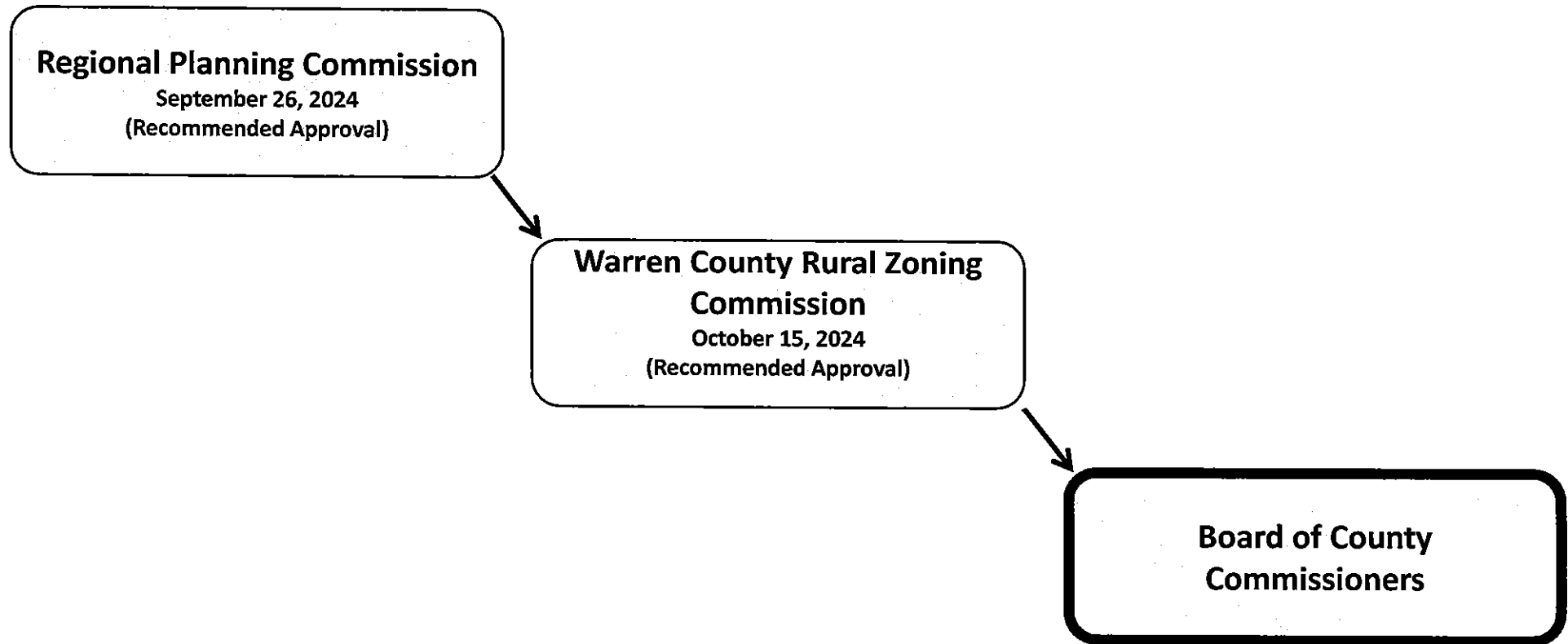




<b>PP EXHIBIT #1</b>		
<b>CASE #</b>	2024-04	
<b>APPLICANT/OWNER/AGENT</b>	Immobiltec USA, Inc.	
<b>TOWNSHIP</b>	Franklin	
<b>PROPERTY LOCATION</b>	<b>ADDRESS</b>	3489 Pennyroyal Rd. Franklin, Ohio 45005
	<b>PIN</b>	04-21-400-048
<b>PROPERTY SIZE</b>	10.0059 Acres Approx: 393 ft of road frontage	
<b>CURRENT ZONING DISTRICT</b>	B2 Community Commercial Businesses Zone	
<b>FUTURE LAND USE MAP (FLUM) DESIGNATION</b>	Single Family Residential	
<b>EXISTING LAND USE</b>	RESIDENTIAL	
<b>ZONING REQUESTED</b>	"I1" Light Industrial Manufacturing Zone	
<b>ISSUE FOR CONSIDERATION</b>	To rezone the property from an "B2 Community Commercial Businesses Zone to "I1" Light Industrial Manufacturing Zone, to allow access to their business on the back piece of property.	

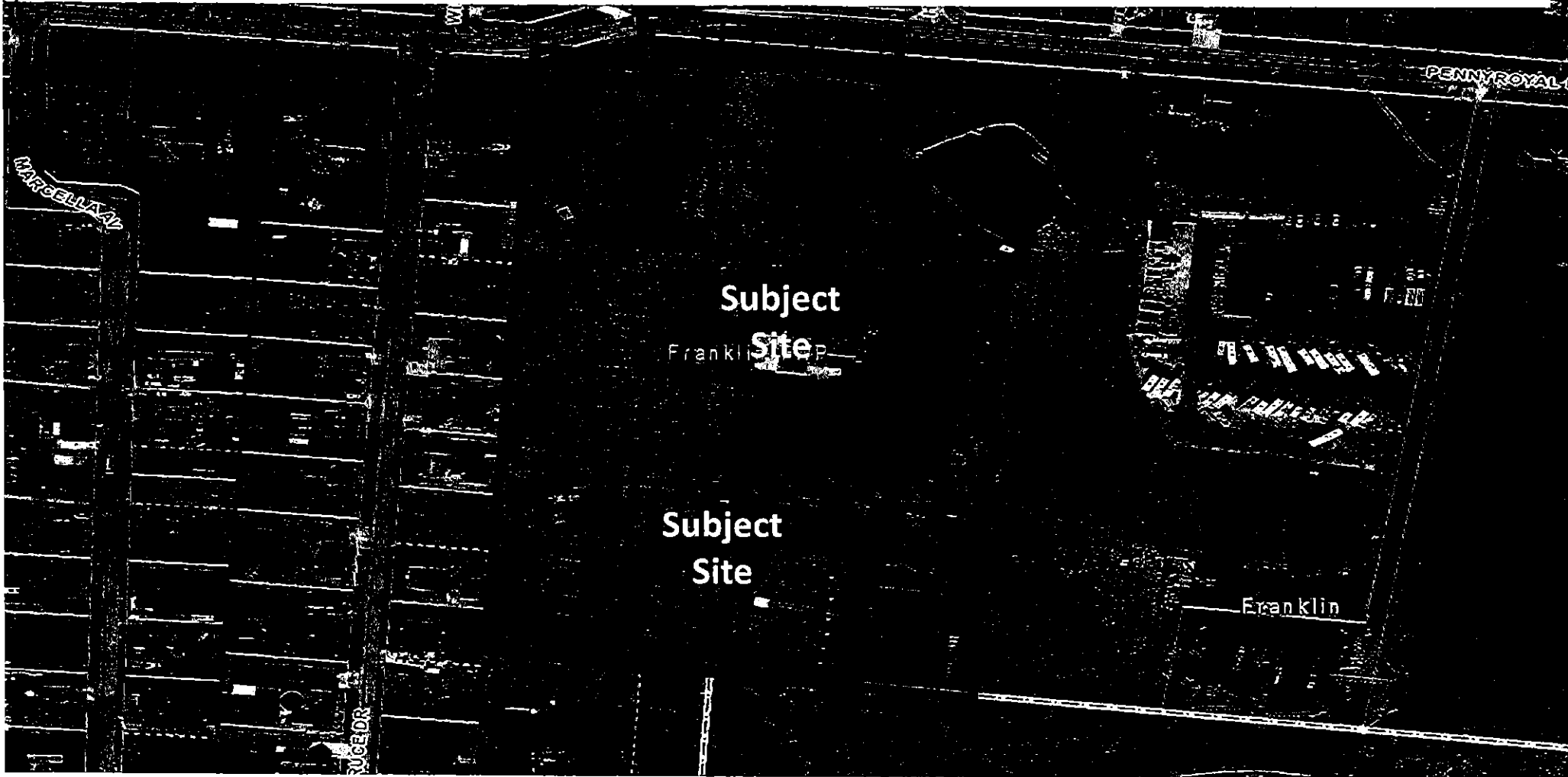
# Rezoning Process

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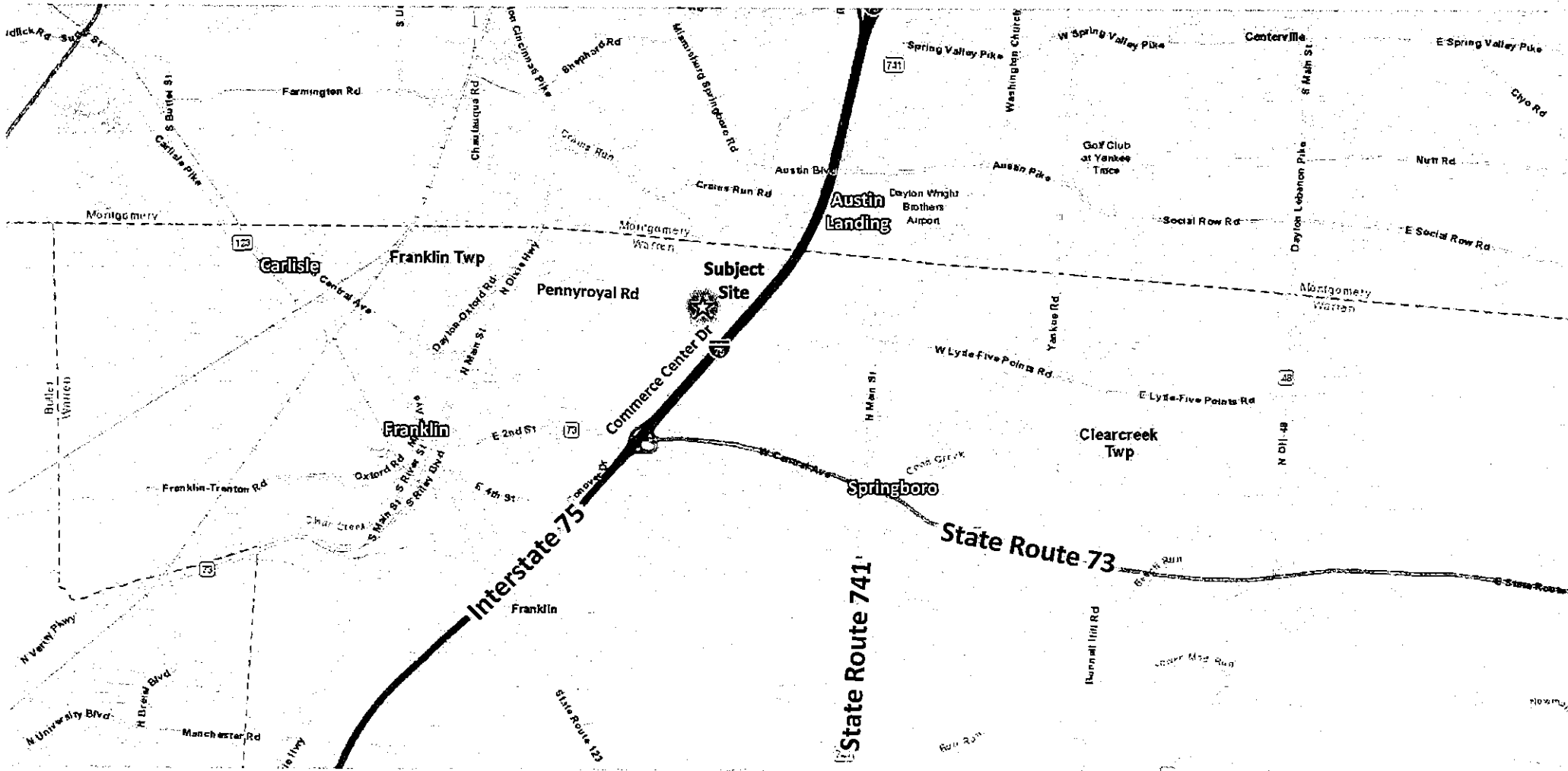
Aerial

2024-04



# Vicinity

2024-04



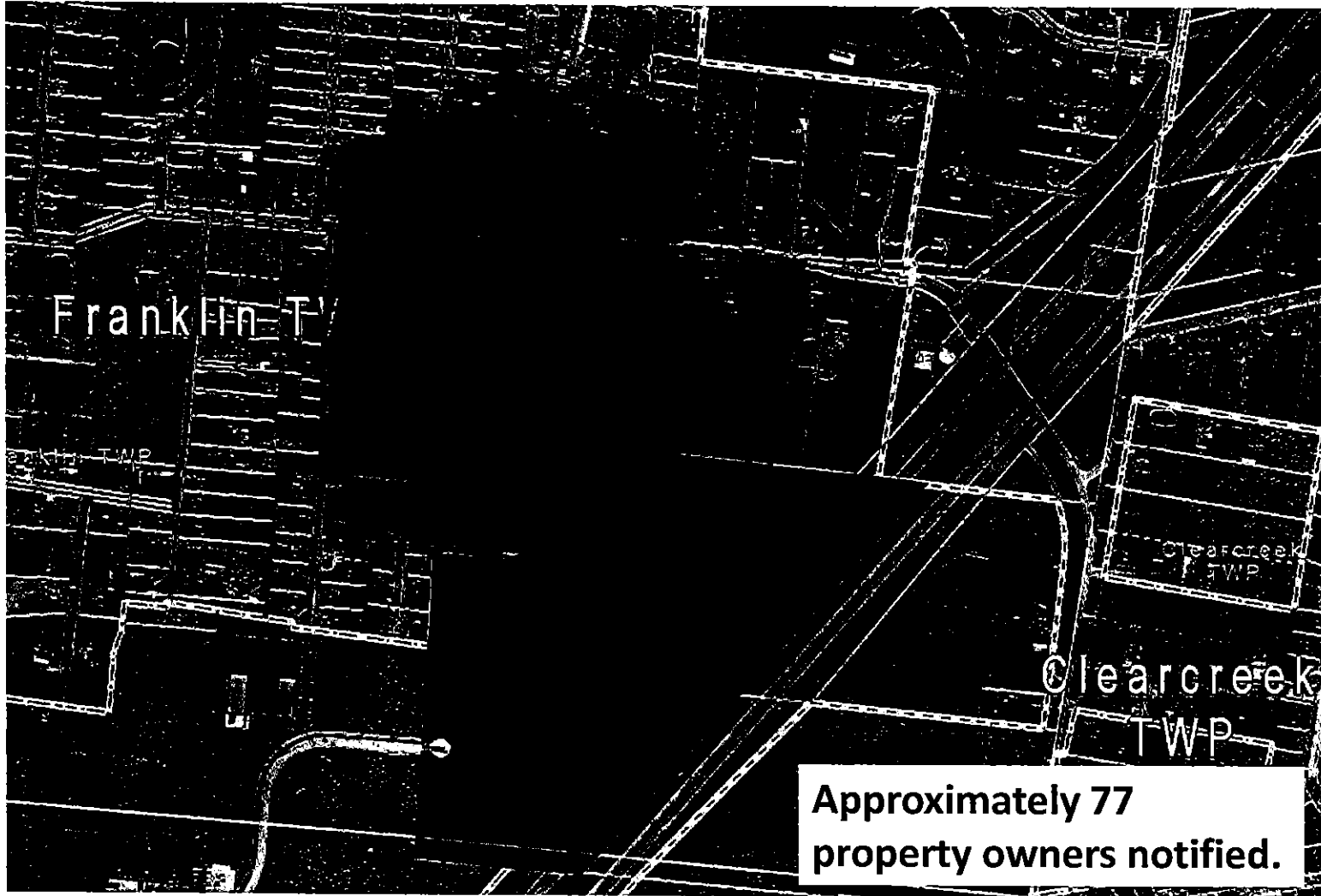
# FLOOD & ZONING MAP

2024-04



# Notification Map

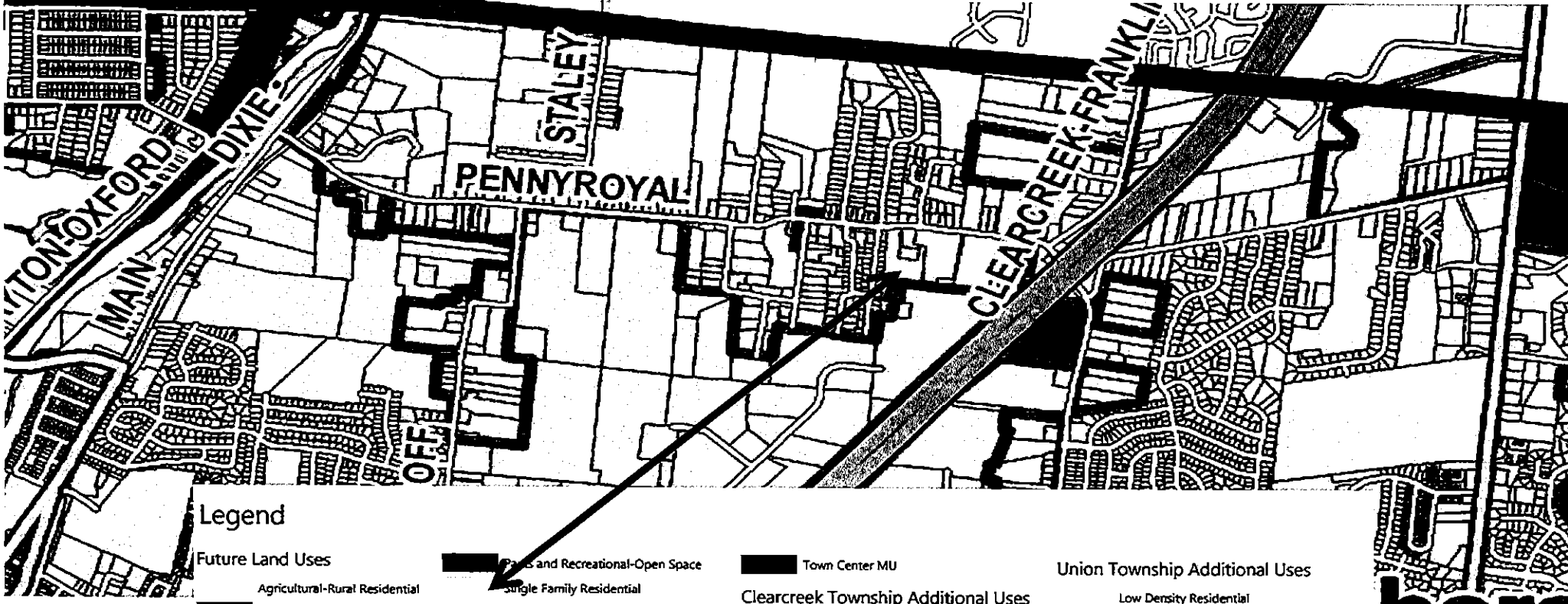
2024-04





# Future Land Use

2024-04



## Legend

### Future Land Uses

- Agricultural-Rural Residential
- Commercial
- Industrial
- Mixed-Use Neighborhood
- Multi-Family Residential
- Office
- Protection Area
- Public-Semi-Public

- Parks and Recreational-Open Space
- Single Family Residential

### Deerfield Township Character Areas

- Low Density Rural Neighborhoods
- Med Density Rural Neighborhoods
- Neighborhood MU
- Neighborhoods
- Office Park
- Regional Highway Commercial

### Town Center MU

### Clearcreek Township Additional Uses

- Township Residential

### Hamilton Township Additional Uses

- Rural Residential

### Salem Township Additional Uses

- Mixed Use
- Mixed Use Light Ind/Office

### Union Township Additional Uses

- Low Density Residential

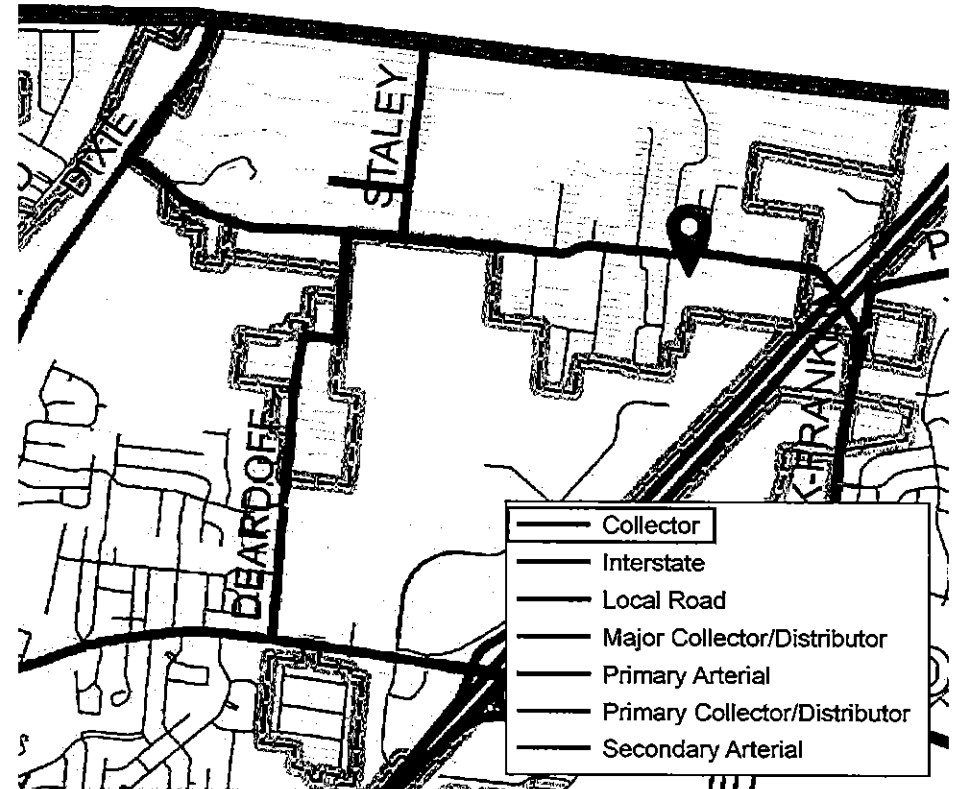
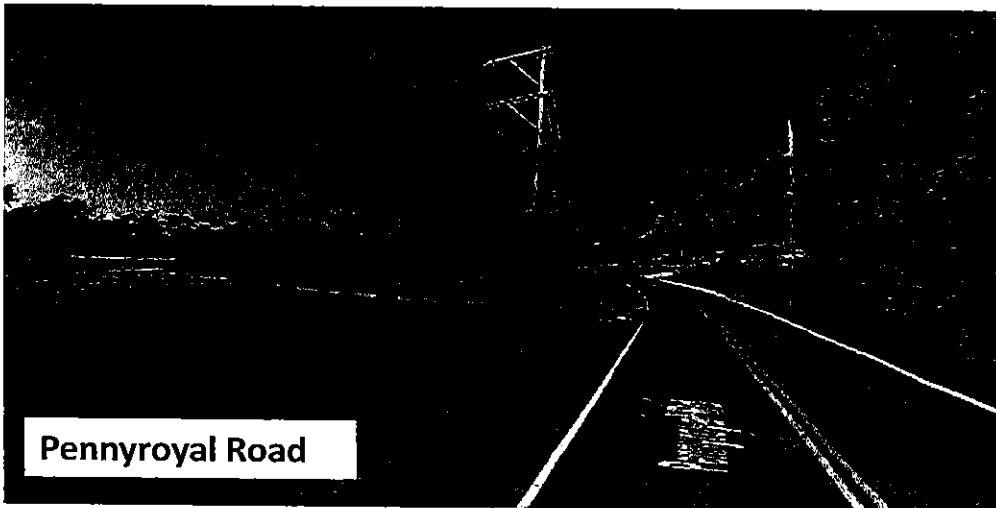
### Wayne Township Additional Uses

- Mixed Use Commercial/Industrial
- Mixed Use Residential

# Warren County Thoroughfare Plan

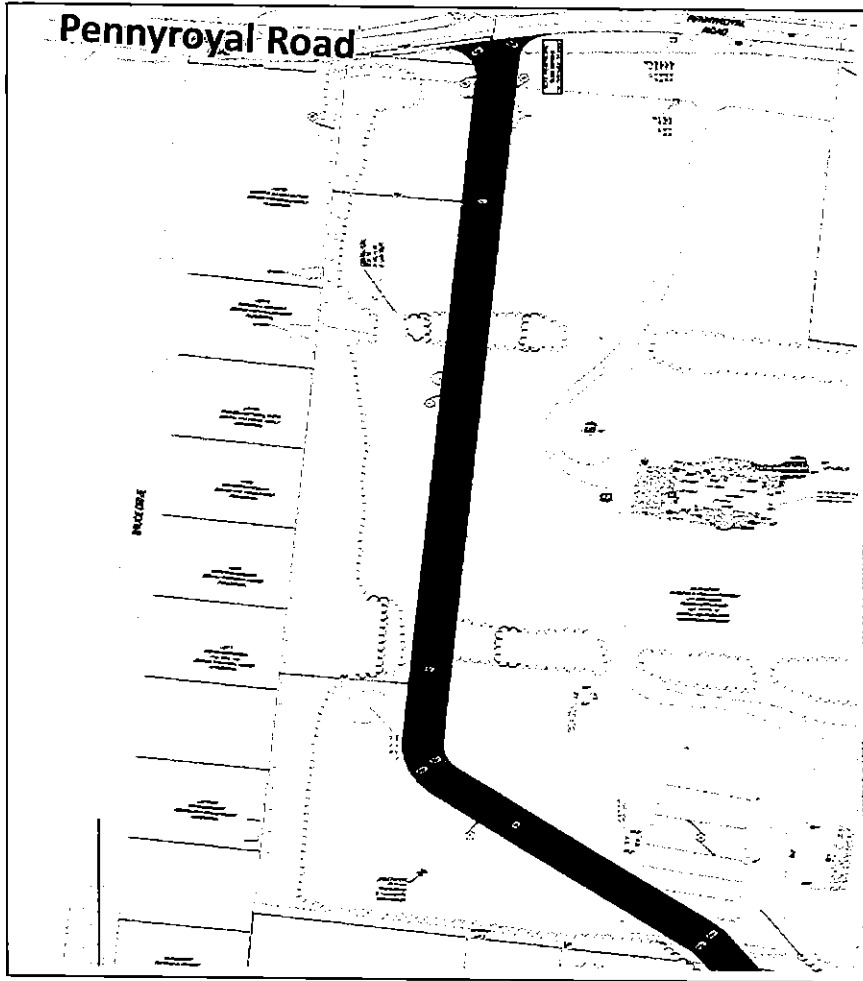
2024-04

- ~432.60 feet of road frontage, with one access point (driveway) on Pennyroyal Road (Collector Road).
- AADT along Pennyroyal Road: **5,601 Drivers (TIMS)**



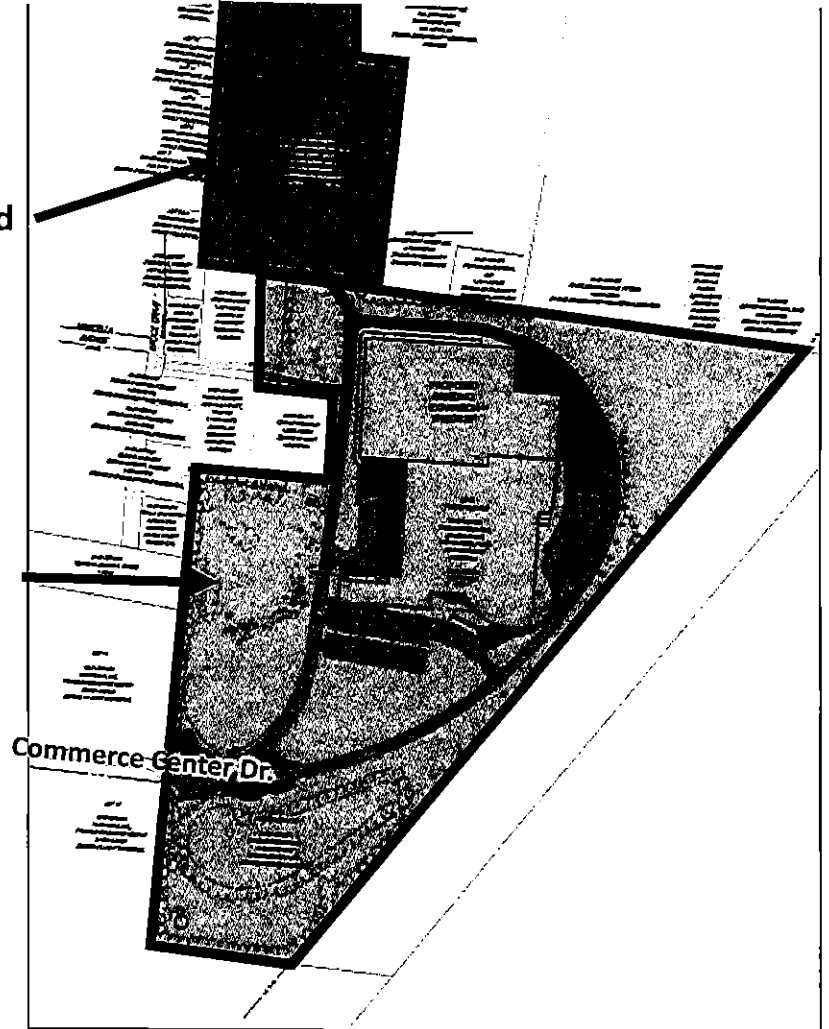
# Concept Plans

2024-04



Subject Site within unincorporated Franklin Township

Portion within the City of Franklin



# Driveway Culvert Permit Application

# 2024-04

Office of Permit No: 71692  
**Warren County Engineer FRA**

185 Markey Road, Lebanon, Ohio 45036  
 http://www.warren.org

**NEIL F. TUNISON, P.E., P.S.**  
 WARREN COUNTY ENGINEER

Phone: (513) 695-3301 Fax: (513) 695-3323  
 Email: N.Fisher@warrencountyohio.gov

**Driveway Culvert Permit Application**

*Applicant to complete block below and return to address above.*

**Current address**

Name: Immoblitec USA Inc Date: 9-12-2024  
 Address: 5900 Cambridge Center Drive Phone: 937-365-7844 Home: \_\_\_\_\_ Cell: \_\_\_\_\_  
 City & Zip: Franklin, Ohio 45005 Email: \_\_\_\_\_

**Proposed driveway information**

Road Name: Pennycuik Road Subdivision: \_\_\_\_\_  
 Building Permit No: \_\_\_\_\_ Safety No: \_\_\_\_\_ Lot No: \_\_\_\_\_  
 Address shall not be assigned without Street No.

Driveway use:  Residential  Commercial  Second drive  Field access  Replacement

**To be completed by Engineer's Office.**

**Culvert Specifications**

**To be completed by Engineer's Office.**

House number assigned on this permit: \_\_\_\_\_  
 Specifications to applicant: 9-13-2024  
 Permit approval date: \_\_\_\_\_

Warren County Engineer: Neil F. Tunison, P.E., P.S.  
 Permit Coordinator: Jason Fisher  
 Additional comment: See Access permit for other instructions

Re-grade the ditch across frontage for the proper depth below the edge of pavement

**WARREN COUNTY ENGINEER'S OFFICE**  
 185 Markey Road, Lebanon, Ohio 45036  
 Main Ph: (513) 695-1364 Fax: (513) 695-2867  
 CEN: (513) 925-3301 DAY: (937) 425-3301

**ACCESS PERMIT**  
 (PLEASE PRINT)

Access Permit # \_\_\_\_\_ (attach application)  
 Effective Date 9-13-2024

The permit under the conditions stated in the application or stated below (with the condition stated below superseding the application) is hereby:

Granted  Denied

Justification for denial (if applicable): \_\_\_\_\_

Conditions for approval if other than the information or conditions outlined in the application (including attachments): This permit is approved for a total of 10 heavy truck and 80 vehicle trips per day. Re-grade the ditch across property frontage for the proper depth below the edge of pavement for culvert installation and proper drainage.

CHECK whichever applies:

This preliminary access approval will remain valid for a period of ten years beyond the effective date unless noted otherwise in the permit conditions.  
 This access permit will remain valid for a period of two (2) years beyond the effective date unless noted otherwise in the permit condition.

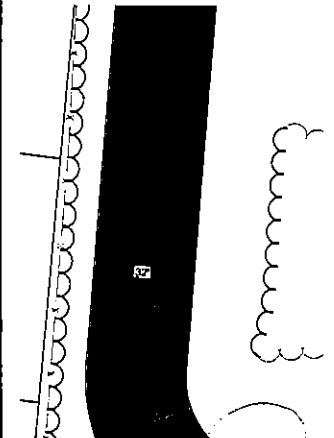
By: Neil F. Tunison Date: 9-13-2024  
 County Engineer

Jason Fisher Date: 9-13-2024  
 County Representative

Entered into GIS \_\_\_\_\_ initials \_\_\_\_\_ date \_\_\_\_\_

B-4

This permit is approved for a total of **10 heavy trucks and 80 vehicle trips per day.**



# RPC Executive Committee Recommendation

2024-04

The RPC Executive Committee recommends **approval** of the **Immobiltec USA Inc. Rezoning** from B2 to I1 to the Warren County Rural Zoning Commission (RZC).

# Rural Zoning Commission Recommendation

**2024-04**

A motion was made to recommend **approval** with modifications to the BOCC, Warren County Commissioners, for the map amendment of case # 2024-04 Immobiltec USA, Inc. parcel # 04-21-400-048 from I1 (Light Industrial Manufacturing Zone) to RU (Rural Residential 5-acre density), the following modifications:

- 1. Require a 6 ft. privacy fence with the buffer type D**
- 2. Have O.D.O.T. complete a traffic study**

For clarification, this decision was based on item(s) "A & D" of the Review Criteria Section 1.304.5.

**1.304.5 Decision-Making Determination Considerations:** The approving authority shall review the proposed Zoning Amendment in the interest of public health and safety, as well as the public convenience, comfort, prosperity, or general welfare, as applicable, by considering the following factors:

**RZC Recommendation Based on Criteria A & D**

- (A) Is the proposed amendment consistent with the purposes and intent of this Zoning Code?**
- (B) Does the proposed amendment deviate from the suggestions of the Warren County Comprehensive Plan?
- (C) Is the proposed amendment justified because of changed or changing conditions of the surrounding area since the time the current zoning designation for the property was established, and has assumptions on, capital investments, road locations, population trends, land committed to development, density, use, or other elements changed to justify the amendment?
- (D) Is the proposed zoning compatible with the present zoning, nearby uses, and the character of the surrounding area?**
- (E) Is the site suitable for the uses to which it has been restricted, or does the current zoning deprive the site of all economically viable uses?
- (F) How long has the property remained vacant as zoned and is it zoned different from an adjacent properties?
- (G) Are there available sites elsewhere in the County that are already zoned for the proposed use?
- (H) Are public central sanitary sewer, stormwater facilities, roads and other public facilities available and do they have adequate capacity to serve allowable uses?
- (I) Will approval of this amendment result in existing land uses, parcels, or structures becoming non-conforming or somehow result in conflict with any provision, restriction, or requirement of this code?

ANY  
QUESTIONS?





# Allowable Uses within I1

All identified uses require Conditional Use and/or Site Plan approval.

Acid, Chemicals, Inflammable Liquids or Gases Manufacturing & Storage [C]	Bakery or Candy Making Facility	Building Trusses Manufacture or Wood Milling Facility	Cosmetics Manufacture
Electrical Device or Component Manufacture or Assembly	Furniture Making, Wood Products & Upholstering	Heating / AC / Sheet Metal Manufacturing	Light Manufacturing
Music Instrument Novelty or Toy Manufacture	Pharmaceuticals Manufacture	Plastic & Rubber Products Manufacture	Pre-Made Parts & Materials Processing or Assembly
Sheet Metal & Machine Shops	Signs, Lightning, Outdoor Advertising & Manufacture	Creamery, Bottling, Ice Making or Cold Storage Plant	Food Production, Processing or Packaging Plant
Carpet/Rug Cleaning or Uniform Service	Container / POD Storage Facility	Industrial Printer	Heating / AC, Building Exterior Trim & Roofing Repair, Supply or Service Shop
Mover Storage Facility	Paint Mixing or Spraying Facility	Petroleum or Related Products Refining or Distributer Depot	Research and Development
Truck Terminals and Distribution Facilities	Warehousing / Depot	Welding Shop	Class IV Composting Facility
Energy Recycling Plant	Motor Vehicle Impound Lot	Recycling and Salvage Center	Sexually Oriented Business [C]

**C = Conditional Use subject to BZA approval and or Site Plan approval**

**S = A Permitted Use subject to BOCC approval of Site Plan Review**

# Buffers

## Western & Southern Property Line

- Buffer "D" required adjacent to Residential District

## Eastern Property Line

- Buffer "B" required adjacent to Commercial District

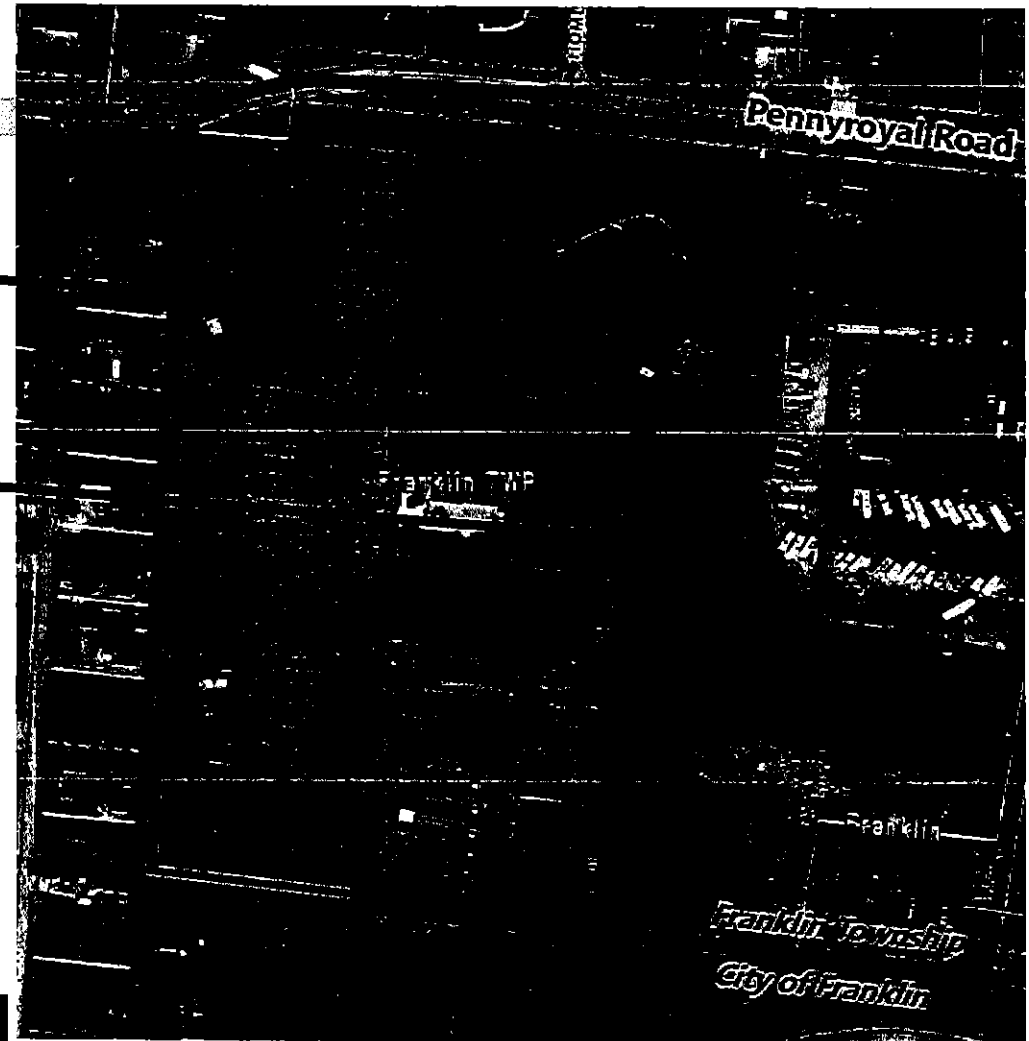


Table 3.405-1: Lot Perimeter Buffer Type

PROPOSED USE	ADJACENT TO				
	Single-Family or Two-Family Residential District, Recorded Subdivision or lot used for single family residential purposes	Multi-Family Residential Use or District	Office Use or District	Commercial/ Business Use or District	Industrial Use or District
Single-Family or Two-Family	None	None	None	None	None
Multi-Family	Buffer "C"	None	None	None	None
Commercial/ Business	Buffer "D"	Buffer "C"	Buffer "A"	Buffer "A"	Buffer "B"
Office	Buffer "D"	Buffer "B"	Buffer "A"	Buffer "A"	Buffer "C"
Industrial	Buffer "D"	Buffer "D"	Buffer "C"	Buffer "C"	Buffer "A"

# Buffer Types

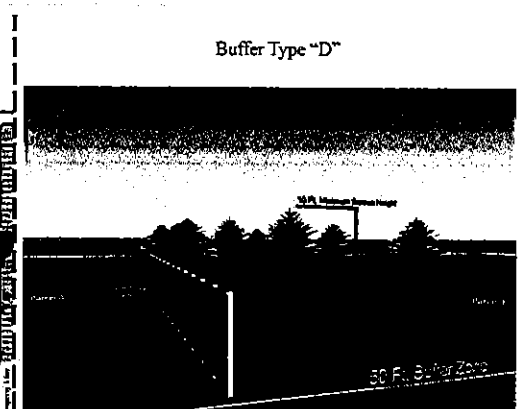
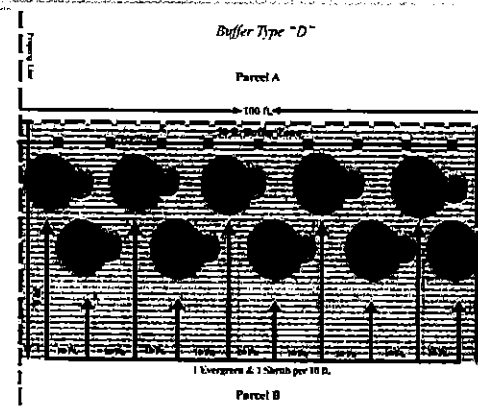
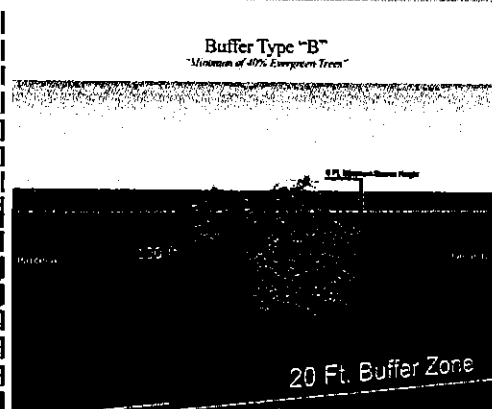
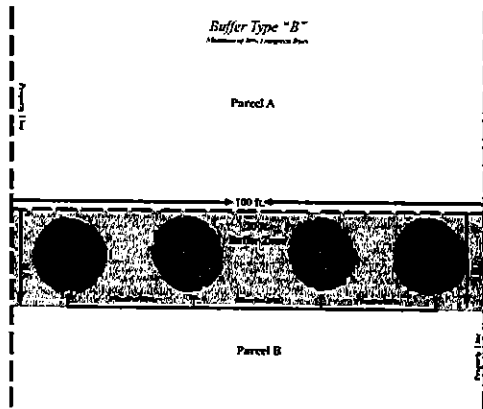


Table 3.405-2: Minimum Requirements For Buffer Type

Buffer Type	Minimum Buffer Width	Minimum Screen Height	Minimum Plant Materials
"A"	10 Feet	None [1]	1 deciduous or evergreen tree per every 40 lineal feet as required in Note [4]
"B"	20 Feet	6 feet	1 tree per 25 lineal feet with a minimum of 40% evergreen trees as required in Note [4]
"C"	30 Feet	8 feet	1 tree per 20 lineal feet with a minimum of 50% evergreen trees as required in Note [4]
"D" [2]	50 Feet	10 feet [3]	1 evergreen, 1 deciduous tree and 1 shrub per 10 lineal feet along the residential side of the wall or fence as required in Notes [3] and [4]



**REQUEST FOR AUTHORIZATION TO ATTEND ASSOCIATION MEETING,  
CONVENTION OR TRAINING SEMINAR/SESSION**

This form is to be completed by Department Head/Elected Official requesting authorization to attend an Association Meeting or Convention or Training Seminar/Session sponsored by an Association as required by O.R.C. Section 325.20. Additionally, authorization is required for any training seminar/session held more than 250 miles from county campus;

\*NAME OF ATTENDEE: MELISSA NIEMEYER DEPARTMENT: CPL

\*POSITION: ASSOCIATE DIRECTOR COURT SV DATE: 12/18/2024

REQUEST FOR AUTHORIZATION FOR THE ABOVE-NAMED EMPLOYEE/ELECTED OFFICIAL TO ATTEND THE FOLLOWING:

ASSOCIATION MEETING CONVENTION ASSOCIATION SPONSORED TRAINING SEMINAR/SESSION  
TRAINING MORE THAN 250 MILES

PURPOSE:

APPA 2025 WINTER TRAINING INSTITUTE

LOCATION:

PLANET HOLLYWOOD  
LAS VEGAS, NV

DATE(S): 1/25-1/29/25

TYPE OF TRAVEL: (Check one)

AIRLINE  STAFF CAR PRIVATE VEHICLE  OTHER

LODGING:

\$159+ TAX = \$800 (EST) 4 nights

ESTIMATED COST OF TRIP: FLIGHT \$250; REG \$670; TRX VEGAS \$300; MLG TO ARPT \$43.10; meals + 387.00

I CERTIFY THAT DIRECTION HAS BEEN GIVEN TO ALL EMPLOYEES ATTENDING THIS FUNCTION, THAT IT IS EXPECTED OF THEM TO ATTEND APPLICABLE SESSIONS.

DEPARTMENT HEAD/ELECTED OFFICIAL REQUESTING AUTHORIZATION:

*[Signature]* 12/18/24  
Signature/Title Date

BOARD OF COMMISSIONERS' APPROVAL:

\_\_\_\_\_  
Commissioner Date

\_\_\_\_\_  
Commissioner Date

\_\_\_\_\_  
Commissioner Date

\*If additional employees will be attending the Association Meeting, Convention or Training Seminar/Session please list names and positions here:

DORA VRETTOS, MOLLY ROSE, CHANDLYR GATCH

All 4 total \$9,806.40

\$2456.10 each



**REQUEST FOR AUTHORIZATION TO ATTEND ASSOCIATION MEETING,  
CONVENTION OR TRAINING SEMINAR/SESSION**

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\*NAME OF ATTENDEE: Gary A. Loxley DEPARTMENT: County Court

\*POSITION: Judge DATE: 12/17/2024

REQUEST FOR AUTHORIZATION FOR THE ABOVE-NAMED EMPLOYEE/ELECTED OFFICIAL TO ATTEND THE FOLLOWING:

ASSOCIATION MEETING      CONVENTION      ASSOCIATION SPONSORED TRAINING  
TRAINING MORE THAN 250 MILES      SEMINAR/SESSION

PURPOSE: 2025 AMCJO WINTER CONFERENCE

LOCATION: EMBASSY SUITES BY HILTON COLUMBUS, DUBLIN, OHIO

DATE(S): JAN 29-31, 2025

TYPE OF TRAVEL: (Check one)

AIRLINE      STAFF CAR      PRIVATE VEHICLE      OTHER

LODGING: EMBASSY SUITES, DUBLIN, OHIO \$139 X 3 nights(1/28-1/31)

ESTIMATED COST OF TRIP: REG\$350, LODGE \$450, MILEAGE \$ 92 = APPROX \$890 X2

I CERTIFY THAT DIRECTION HAS BEEN GIVEN TO ALL EMPLOYEES ATTENDING THIS FUNCTION, THAT IT IS EXPECTED OF THEM TO ATTEND APPLICABLE SESSIONS.

DEPARTMENT HEAD/ELECTED OFFICIAL REQUESTING AUTHORIZATION:

Melissa Morley Court Administrator 12/17/2024  
Signature/Title      Date

BOARD OF COMMISSIONERS' APPROVAL:

\_\_\_\_\_  
Commissioner      Date

\_\_\_\_\_  
Commissioner      Date

\_\_\_\_\_  
Commissioner      Date

\*If additional employees will be attending the Association Meeting, Convention or Training Seminar/Session please list names and positions here:

Judge Robert Fischer



**REQUEST FOR AUTHORIZATION TO ATTEND ASSOCIATION MEETING, CONVENTION OR TRAINING SEMINAR/SESSION**

This form is to be completed by Department Head/Elected Official requesting authorization to attend an Association Meeting or Convention or Training Seminar/Session sponsored by an Association as required by O.R.C. Section 325.20. Additionally, authorization is required for any training seminar/session held more than 250 miles from county campus;

\*NAME OF ATTENDEE: Joanne Bernal DEPARTMENT: CSEA

\*POSITION: Legal Coordinator DATE: 12/11/24

REQUEST FOR AUTHORIZATION FOR THE ABOVE-NAMED EMPLOYEE/ELECTED OFFICIAL TO ATTEND THE FOLLOWING:

ASSOCIATION MEETING      CONVENTION      ASSOCIATION SPONSORED TRAINING SEMINAR/SESSION   
TRAINING MORE THAN 250 MILES

PURPOSE:  
Ohio Child Support Professionals Association Supervisor Series

LOCATION:  
Nationwide Hotel and Conference Center, 100 Green Meadows Drive South, Lewis Center, OH 43035

DATE(S): January 21, 2025; February 18, 2025; March 20, 2025

TYPE OF TRAVEL: (Check one)

AIRLINE      STAFF CAR       PRIVATE VEHICLE      OTHER

LODGING: N/A

ESTIMATED COST OF TRIP: \$0.00

I CERTIFY THAT DIRECTION HAS BEEN GIVEN TO ALL EMPLOYEES ATTENDING THIS FUNCTION, THAT IT IS EXPECTED OF THEM TO ATTEND APPLICABLE SESSIONS.

DEPARTMENT HEAD/ELECTED OFFICIAL REQUESTING AUTHORIZATION:

[Signature] 12-11-24  
Signature/Title      Date

BOARD OF COMMISSIONERS' APPROVAL:

\_\_\_\_\_  
Commissioner      Date

\_\_\_\_\_  
Commissioner      Date

\_\_\_\_\_  
Commissioner      Date

NOV 13 12:03 PM '24

\*If additional employees will be attending the Association Meeting, Convention or Training Seminar/Session please list names and positions here:

Stephen Kelly, Supervisor



**REQUEST FOR AUTHORIZATION TO ATTEND ASSOCIATION MEETING,  
CONVENTION OR TRAINING SEMINAR/SESSION**

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\*NAME OF ATTENDEE: Melissa Bour DEPARTMENT: Emergency Services

\*POSITION: Director DATE: 12/5/2024

REQUEST FOR AUTHORIZATION FOR THE ABOVE-NAMED EMPLOYEE/ELECTED OFFICIAL TO ATTEND THE FOLLOWING:

ASSOCIATION MEETING      CONVENTION       ASSOCIATION SPONSORED TRAINING SEMINAR/SESSION   
TRAINING MORE THAN 250 MILES

PURPOSE:

NPERLA (National Public Employer Labor Relations Association) Annual Training Conference. The training received helps tremendously with managing our Union body and overall dpt. goals.

LOCATION:

Portland, Oregon

DATE(S): 6/21/2025-06/25/2025

TYPE OF TRAVEL: (Check one)

AIRLINE     STAFF CAR    PRIVATE VEHICLE    OTHER

LODGING: Marriott Riverfront Downtown

ESTIMATED COST OF TRIP: Registration \$1780/Hotel \$2000/Flight \$2000/Meals \$200

I CERTIFY THAT DIRECTION HAS BEEN GIVEN TO ALL EMPLOYEES ATTENDING THIS FUNCTION, THAT IT IS EXPECTED OF THEM TO ATTEND APPLICABLE SESSIONS.

DEPARTMENT HEAD/ELECTED OFFICIAL REQUESTING AUTHORIZATION:

Melissa Bour/Director      12-5-2024  
Signature/Title      Date

BOARD OF COMMISSIONERS' APPROVAL:

\_\_\_\_\_  
Commissioner      Date

\_\_\_\_\_  
Commissioner      Date

\_\_\_\_\_  
Commissioner      Date

\*If additional employees will be attending the Association Meeting, Convention or Training Seminar/Session please list names and positions here:

Jesse Madden



**REQUEST FOR AUTHORIZATION TO ATTEND ASSOCIATION MEETING,  
CONVENTION OR TRAINING SEMINAR/SESSION**

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\*NAME OF ATTENDEE: Jena Short DEPARTMENT: OhioMeansJobs

\*POSITION: Supervisor DATE: 01/15/2025

REQUEST FOR AUTHORIZATION FOR THE ABOVE-NAMED EMPLOYEE/ELECTED OFFICIAL TO ATTEND THE FOLLOWING:

ASSOCIATION MEETING      CONVENTION      ASSOCIATION SPONSORED TRAINING SEMINAR/SESSION   
TRAINING MORE THAN 250 MILES

PURPOSE:

Technology First: Dayton AI Day presented by Derek Chancellor

LOCATION:

Sinclair Community College

DATE(S): 01/15/2025

TYPE OF TRAVEL: (Check one)

AIRLINE      STAFF CAR       PRIVATE VEHICLE      OTHER

LODGING: N/A

ESTIMATED COST OF TRIP: \$300.00

I CERTIFY THAT DIRECTION HAS BEEN GIVEN TO ALL EMPLOYEES ATTENDING THIS FUNCTION, THAT IT IS EXPECTED OF THEM TO ATTEND APPLICABLE SESSIONS.

DEPARTMENT HEAD/ELECTED OFFICIAL REQUESTING AUTHORIZATION:

[Signature]      12-18-24  
Signature/Title      Date

BOARD OF COMMISSIONERS' APPROVAL:

\_\_\_\_\_  
Commissioner      Date

\_\_\_\_\_  
Commissioner      Date

\_\_\_\_\_  
Commissioner      Date

\*If additional employees will be attending the Association Meeting, Convention or Training Seminar/Session please list names and positions here:

Josh Hisle, Deputy Director





**REQUEST FOR AUTHORIZATION TO ATTEND ASSOCIATION MEETING, CONVENTION OR TRAINING SEMINAR/SESSION**

This form is to be completed by Department Head/Elected Official requesting authorization to attend an Association Meeting or Convention or Training Seminar/Session sponsored by an Association as required by O.R.C. Section 325.20. Additionally, authorization is required for any training seminar/session held more than 250 miles from county campus;

\*NAME OF ATTENDEE: Angie Tipton DEPARTMENT: Waste-Water

\*POSITION: operator III DATE: 10-8-24

REQUEST FOR AUTHORIZATION FOR THE ABOVE-NAMED EMPLOYEE/ELECTED OFFICIAL TO ATTEND THE FOLLOWING:

ASSOCIATION MEETING      CONVENTION      ASSOCIATION SPONSORED TRAINING SEMINAR/SESSION  
TRAINING MORE THAN 250 MILES

PURPOSE:

Ohio EPA Contact Hours

LOCATION:

Roberts Center Wilmington OH

DATE(S): 10-8-24

TYPE OF TRAVEL: (Check one)

AIRLINE       STAFF CAR      PRIVATE VEHICLE      OTHER

LODGING: N/A

ESTIMATED COST OF TRIP: 150.00

I CERTIFY THAT DIRECTION HAS BEEN GIVEN TO ALL EMPLOYEES ATTENDING THIS FUNCTION, THAT IT IS EXPECTED OF THEM TO ATTEND APPLICABLE SESSIONS.

DEPARTMENT HEAD/ELECTED OFFICIAL REQUESTING AUTHORIZATION:

Amy Branch      12/12/24  
Signature/Title      Date

BOARD OF COMMISSIONERS' APPROVAL:

\_\_\_\_\_  
Commissioner      Date

\_\_\_\_\_  
Commissioner      Date

\_\_\_\_\_  
Commissioner      Date

\*If additional employees will be attending the Association Meeting, Convention or Training Seminar/Session please list names and positions here:

[Empty box for listing additional attendees]

RECEIVED  
DEC 12 2024



**REQUEST FOR AUTHORIZATION TO ATTEND ASSOCIATION MEETING,  
CONVENTION OR TRAINING SEMINAR/SESSION**

This form is to be completed by Department Head/Elected Official requesting authorization to attend an Association Meeting or Convention or Training Seminar/Session sponsored by an Association as required by O.R.C. Section 325.20. Additionally, authorization is required for any training seminar/session held more than 250 miles from county campus;

\*NAME OF ATTENDEE: Claude Powers JR DEPARTMENT: Waste - water

\*POSITION: Operator DATE: 10-8-24 / 10-9-24

REQUEST FOR AUTHORIZATION FOR THE ABOVE-NAMED EMPLOYEE/ELECTED OFFICIAL TO ATTEND THE FOLLOWING:

ASSOCIATION MEETING      CONVENTION      ASSOCIATION SPONSORED TRAINING SEMINAR/SESSION  
TRAINING MORE THAN 250 MILES

PURPOSE:

OHIO E.P.A. Contact hrs

LOCATION:

Robert center Wilminston OH

DATE(S): 10-8-24 / 10-9-24

TYPE OF TRAVEL: (Check one)

AIRLINE      STAFF CAR      PRIVATE VEHICLE      OTHER

LODGING: N/A

ESTIMATED COST OF TRIP: ~~200.00~~ 200.00

I CERTIFY THAT DIRECTION HAS BEEN GIVEN TO ALL EMPLOYEES ATTENDING THIS FUNCTION, THAT IT IS EXPECTED OF THEM TO ATTEND APPLICABLE SESSIONS.

DEPARTMENT HEAD/ELECTED OFFICIAL REQUESTING AUTHORIZATION:

Clay B...      12/12/24  
Signature/Title      Date

BOARD OF COMMISSIONERS' APPROVAL:

\_\_\_\_\_  
Commissioner      Date

\_\_\_\_\_  
Commissioner      Date

\_\_\_\_\_  
Commissioner      Date

\*If additional employees will be attending the Association Meeting, Convention or Training Seminar/Session please list names and positions here:

[Empty box for listing additional attendees]

RECEIVED  
DEC 12 PM 9:51

REORGANIZING THE CHILD ADVOCACY CENTER OF WARREN COUNTY AND ACCEPTING RESPONSIBILITY AS THE FISCAL AGENT OF THE CHILD ADVOCACY CENTER AND AUTHORIZE COUNTY ADMINISTRATOR TO EXECUTE NECESSARY ORGANIZATION AND ACCREDITATION APPLICATION DOCUMENTS

WHEREAS, this Board assisted in forming the Child Advocacy Center of Warren County [hereinafter "CACWC"], and has a representative on its Executive Steering Committee, pursuant to a memorandum of understanding last executed by the Core Members of the Executive Steering Committee on February 10, 2014, [hereinafter "MOU"]; and,

WHEREAS, said MOU designated Dayton Children's Hospital as the legal entity responsible for the fiscal operations of the CACWC, and refers to Dayton Children's Hospital as the "fiscal agent" of the CACWC; and,

WHEREAS, on October 1, 2024, pursuant to Resolution Number 24-1305, this Board authorized the Warren County Prosecutor's Office to negotiate the transfer of fiscal operation responsibility from Dayton Children's Hospital to the Warren County Board of Commissioners; and,

WHEREAS, the necessary transfer of asset agreements has not yet been agreed upon, however, Dayton Children's Hospital does not intend to participate in any manner with the CACWC after December 31, 2024. The CACWC Executive Steering Committee and this Board realize that there must be a continuation of operations of the Child Advocacy Center of Warren County beginning January 1, 2025, for the care and protection of Warren County's children that are alleged to be abused.

NOW THEREFORE BE IT RESOLVED, by the Board of Commissioners of Warren County, Ohio, at least a majority of its members casting a vote concur as follows:

- 1.) Accept the responsibility of fiscal agent of the Child Advocacy Center of Warren County effective January 1, 2025, so that there may be a continuation of operations while transfer of assets documentation is negotiated and ongoing accreditation is sought.
- 2.) Accept the transfer of non-cash assets from Dayton Children's Hospital effective immediately and accept cash assets upon the approval of a special fund from the Auditor of State.
- 2.) Terminate the lease agreement with Dayton Children's Hospital for the CACWC premises effective immediately and authorize the County Administrator to execute a termination of lease.
- 3.) Authorize the County Administrator to execute any necessary organizational MOUs, interagency protocol, or National Children's Alliance accreditation documents on behalf of the CACWC.

4.) All action taken relating to and this Resolution occurred in an open meeting of the Board in compliance with the Ohio Public Meeting Act, Section 121. 22, et seq. of the Ohio Revised Code.

5.) This resolution shall take effect immediately.

M. moved for adoption of the foregoing resolution being seconded by M. Upon call of the roll, the following vote resulted:

M  
M  
M

Resolution adopted this 20<sup>th</sup> day of December 2024.

BOARD OF COUNTY COMMISSIONERS

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Krystal Powell, Clerk

cc: Child Advocacy Center (file)  
Children Services (file)  
Prosecutor's Office  
Commissioners' file

**CERTIFICATION**

I hereby certify that the foregoing is a true, accurate, and complete copy of Resolution #24-\_\_\_\_\_ adopted \_\_\_\_\_, 2024, by the Board of Commissioners of Warren County, Ohio.

BOARD OF COUNTY COMMISSIONERS

---

Krystal Powell, Clerk

CREATING CHILD ADVOCACY CENTER FUND #2214

WHEREAS, the Warren County Board of Commissioners (hereinafter "County"), has resolved to be the fiscal agent for the Child Advocacy Center of Warren County pursuant to Section 2151.425 of the Ohio Revised Code, et seq., and the accreditation standards set forth by the National Children's Alliance; and

WHEREAS, this responsibility will entail employing personnel, receiving grants and donations and making expenditures for operational expenses to further the purpose of protecting and serving the Warren County's children that are alleged to be abused, all in accordance with sections 2151.427 and 2151.1428 of the Revised Code, the interagency agreement entered into under section 2151.428 of the Revised Code relative to the center, and the standards for full membership established by the National Children's Alliance; and

WHEREAS, it is necessary to create a new fund in order to track and audit the revenue and expenses associated with the Child Advocacy Center of Warren County.

NOW THEREFORE BE IT RESOLVED, to create Child Advocacy Center Fund #2214, and to apply to the Auditor of State for fund approval.

M. moved for adoption of the foregoing resolution, being seconded by M. Upon call of the roll, the following vote resulted:

M  
M  
M

Resolution adopted this XXth day of December 2024.

BOARD OF COUNTY COMMISSIONERS

\_\_\_\_\_  
Krystal Powell, Clerk

cc: OMB  
Warren County Auditor

**AUDITOR OF STATE  
REQUEST FOR FUND APPROVAL**

**NOTE:** Attach a copy of the resolution requesting approval to establish the fund.

**Entity:** Warren County, Ohio

**Fiscal Officer:** Matt Nolan

**Phone No.:** 513-695-1101

**Request Date:** December 11, 2024

**Fund Requested:** Special Revenue Fund 2214 Child Advocacy Center

**Purpose of Fund:** Operate Child Advocacy Center of Warren County pursuant to R.C. 2151.425, et seq.

**Sources of Revenue:** General revenue; Grants, including but not limited to VOCA grant, ONCAC grant, National Children's Alliance grant, Title XX grant, etc; Donations

**Anticipated Expenditures (Types):** Staff compensation, general operation expenses, professional services contracts

HIRING HEATHER RAMMEL AS A PROTECTIVE SERVICES CASEWORKER III, WITHIN THE WARREN COUNTY DEPARTMENT OF JOB AND FAMILY SERVICES, CHILDREN SERVICES DIVISION

WHEREAS, the Deputy Director has requested to hire Ms. Rammel as a Protective Services Caseworker III due to her experience in forensic interviewing.

NOW THEREFORE BE IT RESOLVED, to hire Heather Rammel as a Protective Services Caseworker III, within the Warren County Department of Job and Family Services, Children Services Division, classified, full-time permanent, non-exempt status (40 hours per week), Pay Grade #18, \$27.87 per hour, effective January 6, 2025, subject a negative background check, drug screen and a 365-day probationary period.

M moved for adoption of the foregoing resolution being seconded by M. Upon call of the roll, the following vote resulted:

- M
- M
- M

Resolution adopted this day of December 2024.

BOARD OF COUNTY COMMISSIONERS

\_\_\_\_\_  
Krystal Powell, Clerk

H/R

- cc: Children Services (file)
- H. Rammel's Personnel file
- OMB – Sue Spencer

HIRING JODI BAKER PROTECTIVE SERVICES CASEWORKER III, WITHIN THE WARREN COUNTY DEPARTMENT OF JOB AND FAMILY SERVICES, CHILDREN SERVICES DIVISION

WHEREAS, the Deputy Director has requested to hire Ms. Baker as a Protective Services Caseworker III due to her extensive experience in forensic interviewing.

NOW THEREFORE BE IT RESOLVED, to hire Jodi Baker as a Protective Services Caseworker III, within the Warren County Department of Job and Family Services, Children Services Division, classified, full-time permanent, non-exempt status (40 hours per week), Pay Grade #18, \$33.63 per hour, effective January 6, 2025, subject a negative background check, drug screen and a 365-day probationary period.

M moved for adoption of the foregoing resolution being seconded by M. Upon call of the roll, the following vote resulted:

- M
- M
- M

Resolution adopted this day of December 2024.

BOARD OF COUNTY COMMISSIONERS

\_\_\_\_\_  
Krystal Powell, Clerk

H/R

- cc: Children Services (file)
- J. Baker's Personnel file
- OMB – Sue Spencer