



**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

GENERAL SESSION AGENDA

January 21, 2025

#1

Clerk—General

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

Krystal Powell, Clerk

/kp

cc:

Commissioners' file

PO CHANGE ORDERS

Department	Vendor Name	Description	Amount
FAC	PROLINE DEVELOPMENT	FAC ENTRPRS SURVLLCE CAMERS SYSTEM	\$ 7,980.00 *increase

Approved 1/21/25 by:

Martin Russell, County Administrator

CONSENT AGENDA*

January 21, 2025

Approve the minutes of the January 14, 2025 Commissioners' Meeting.

PERSONNEL

1. *Adopt classifications specifications and point factor assignments of Family Service Coordinator and Director within the CAC*
2. *Authorize the posting for a Director within the CAC*
3. *Hire Chelsea Siler within Children Services and Tabitha Mason, Alexis Bailey, Sarah Murphy, and Alycia Trefzger within Emergency Services*
4. *Approve a temporary wage increase for Jodi Baker within Children Services*
5. *Approve promotion of Kyle Creech to Distribution Worker II within W/S*
6. *Accept resignation of Melody Roth within Emergency Services*

GENERAL

7. *Designate Krystal Powell as a representative to receive HB 9 training on behalf of the Commissioners*
8. *Amend Resolution#25-0025 to reflect the correct acreage and parcel number*
9. *Rescind Resolution #25-0046 approving a supplement appropriation into County Court*
10. *Cancel the regularly scheduled Commissioners' Meeting of Thursday, January 23, 2025*
11. *Remove Chris Wojnicz from the Tax Review Council and appoint Michelle Tegtmeier as said replacement*
12. *Advertise for bids for the FY24 South Lebanon- King Avenue Street Improvements CDBG Project*
13. *Approve Notice of Intent to award bid to Ford Development Corporation for the Mason Morrow Millgrove Bridge Replacement Project*
14. *Approve County Highway System Mileage Certification on behalf of the Engineer*
15. *Enter into agreement with Southwest Ohio Regional Transit Authority on behalf of Transit Service*
16. *Authorize transfer of unused radios to the City of Carlisle*
17. *Acknowledge payment of bills*
18. *Approve various record plats*

FINANCIALS

19. *Approve an amended certificate for Engineer project*
20. *Approve operational transfer from Commissioners' into /Sewer funds*
21. *Approve supplemental appropriation, operational transfer, and cash advance into County Motor Vehicle*
22. *Approve supplemental appropriations into Common Pleas, Treasurer's, County Court, and Sheriff's*
23. *Approve appropriation decrease for Sewer Construction*
24. *Approve appropriation adjustment from Commissioners' into Sheriff's, Emergency Services, and Children Services for payout*
25. *Approve appropriation adjustment within Common Pleas, Facilities Management, County Court, and Sheriff's*

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

FOR CONSIDERATION NOT ON CONSENT AGENDA

1. Modifying Section 9.11 (3) of the Rules and Regulations of the Warren County Water and Sewer Department

MODIFYING SECTION 9.11 (3) OF THE RULES AND REGULATIONS OF THE WARREN COUNTY WATER AND SEWER DEPARTMENT

WHEREAS, it is necessary to modify Section 9.11 (3) of the Rules and Regulations of the Water and Sewer Department; and

NOW THEREFORE BE IT RESOLVED that section 9.11 (3) of the Rules and Regulation of the Water and Sewer Department is hereby amended to read as follows:

3. POLK RUN AREA

In accordance with the Section 10 of the 2013 Agreement with Hamilton County (Resolution 13-1232), a System Capacity Fee (aka Connection Fee) shall be collected and paid monthly to Cincinnati MSD as follows:

40% of MSD Tap-in-Fee Rate

2025 MSD Tap-in-Fee Rate = \$5,420.00

\$5,420.00* 40% = \$2,168.00

The System Capacity Fee for structures other than single-family residences shall be based on Ohio EPA's "Suggested Sewage Flow Guide", with an estimated sanitary sewage flow of 400 gpd for a single-family residence.

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 21st day of January 2025.

BOARD OF COUNTY COMMISSIONERS

Krystal Powell, Clerk

cc: Water/Sewer (file)



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

BOARD OF COUNTY COMMISSIONERS
WARREN COUNTY, OHIO

MINUTES: Regular Session – January 14, 2025

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 January 3, 2025 organizational meeting.

Tom Grossmann – present

David G. Young – present

Shannon Jones – present

Krystal Powell, Clerk – present

Minutes of the December 20, 2024 and January 3, 2025 meetings were read and approved.

- 25-0006 A resolution was adopted approving salary increases for County Court Probation Officers. Vote: Unanimous
- 25-0007 A resolution was adopted hiring James Bennett as Wastewater Chief Operator, within the Warren County Water and Sewer Department. Vote: Unanimous
- 25-0008 A resolution was adopted accepting the resignation of Lacie Decatur, Emergency Communications Operator, within the Warren County Emergency Services Department, effective January 8, 2025. Vote: Unanimous
- 25-0009 A resolution was adopted accepting the resignation of Michael Wiggins, Emergency Communications Operator, within the Warren County Department of Emergency Services, effective January 8, 2025. Vote: Unanimous
- 25-0010 A resolution was adopted terminating the employment of probationary employee Matthew Stewart, within the Emergency Services Department. Vote: Unanimous
- 25-0011 A resolution was adopted terminating the employment of probationary employee Kimberly Walker, within Job and Family Services, Human Services Division. Vote: Unanimous

- 25-0012 A resolution was adopted approving appointment to the Criminal Justice Board of Warren County. Vote: Unanimous
- 25-0013 A resolution was adopted removing Chris Wojnicz from the Tax Incentive Review Council and appointing Michelle Tegtmeier as said replacement. Vote: Unanimous
- 25-0014 A resolution was adopted entering into contract with Lake Erie Construction Company for the WAR-VAR Guardrail FY25 Project. Vote: Unanimous
- 25-0015 A resolution was adopted advertising for bids for the 2025 Drilled Pier Wall project. Vote: Unanimous
- 25-0016 A resolution was adopted advertising for bids for the FY24 Village of Morrow Bridge Lighting CDBG project. Vote: Unanimous
- 25-0017 A resolution was adopted approving Notice of Intent to Award Bid to Neyra Paving for the FY24 Village of Harveysburg South Street Paving CDBG project. Vote: Unanimous
- 25-0018 A resolution was adopted acknowledging Certificate of Excess Insurance and Commitment Letter with Arch Insurance for the provision of stop loss coverage for 2025 relative to the self-insured Workers' Compensation program. Vote: Unanimous
- 25-0019 A resolution was adopted acknowledging terms of engagement with Bricker Graydon LLP for update and training on the Warren County HIPAA policy. Vote: Unanimous
- 25-0020 A resolution was adopted approving and administrative service agreement with Chard, Snyder & Associates LLC for third party administrative services of Section 125 Flexible Benefits Cafeteria Plan and Section 105 Health Reimbursement Arrangement Plan effective January 1, 2025. Vote: Unanimous
- 25-0021 A resolution was adopted authorizing amendment to the Summary Plan Description maintained by United Healthcare for the Warren County Medical Plan in areas pertaining to the prescription plan and coverage administered by EVO ARORx effective January 1, 2025. Vote: Unanimous
- 25-0022 A resolution was adopted entering into a professional service agreement with Clinton County relative to building inspection services. Vote: Unanimous
- 25-0023 A resolution was adopted approving addenda to agreement with Just Like Us Enrichment Agency relative to home placement and related services on behalf of Warren County Children Services. Vote: Unanimous

- 25-0024 A resolution was adopted approving agreement and addendum with Pressley Ridge Agency relative to home placement and related services on behalf of Warren County Children Services. Vote: Unanimous
- 25-0025 A resolution was adopted entering into an easement agreement with the City of Franklin for the grant of a 0.481-acre perpetual easement, for highway purposes, from a 4.823-acre tract of the former Miami and Erie Canal, owned by the Board of County Commissioners, to the City of Franklin for the purpose of constructing improvement over the tract for the North Dixie Highway/Dayton-Cincinnati Pike project. Vote: Unanimous
- 25-0026 A resolution was adopted authorizing the President of the Board to sign a satisfaction of mortgage for Cindy Halvorson. Vote: Unanimous
- 25-0027 A resolution was adopted approving an amendment to the contract with LifeSpan, Inc on behalf of the Warren County Department of Human Services. Vote: Unanimous
- 25-0028 A resolution was adopted entering into a service agreement with Cincinnati Bell Telephone Co. LLC dba Altafiber on behalf of Warren County Telecommunications. Vote: Unanimous
- 25-0029 A resolution was adopted authorizing the seventh amendment to the Warren County Water Area contract with the City of Cincinnati. Vote: Unanimous
- 25-0030 A resolution was adopted authorizing the Warren County Sanitary Engineer to prepare and submit a final application to participate in the Ohio Public Works Commission State Capital Improvement Program for the South Cove Roadway Improvement and Waterline Replacement project for PY39 (2026)/FY27. Vote: Unanimous
- 25-0031 A resolution was adopted acknowledging receipt of December 2024 financial statement. Vote: Unanimous
- 25-0032 A resolution was adopted acknowledging approval of financial transactions. Vote: Unanimous
- 25-0033 A resolution was adopted approving a subdivision public improvement performance and maintenance security release with Headwaters Capital, Ltd. for Clearcreek Reserve, situated in Clearcreek Township. Vote: Unanimous
- 25-0034 A resolution was adopted approving a street and appurtenances bond reduction for Legacy Landing, LLC for completion of performance of construction of improvements and enter into the maintenance security for Legacy Landing situated in Clearcreek Township. Vote: Unanimous
- 25-0035 A resolution was adopted acknowledging payment of bills. Vote: Unanimous
- 25-0036 A resolution was adopted approving various record plats. Vote: Unanimous

- 25-0037 A resolution was adopted approving an operational transfer from Commissioners fund #11011112 into Crime Victim/Witness fund #2245. Vote: Unanimous
- 25-0038 A resolution was adopted approving operational transfers from County Commissioners' fund #11011112 into Emergency Services funds #2264 and #2290. Vote: Unanimous
- 25-0039 A resolution was adopted approving operational transfers from Water 5510 (Surplus) into 5583 Water Revenue Projects fund. Vote: Unanimous
- 25-0040 A resolution was adopted approving operational transfers from Sewer 5580 (Surplus) into 5575 Sewer Revenue Projects. Vote: Unanimous
- 25-0041 A resolution was adopted approving operational transfers from Veterans fund #11105210 into Common Pleas Court #2288 and County Court #2283. Vote: Unanimous
- 25-0042 A resolution was adopted approving a supplemental appropriation into Commissioners fund #11011110. Vote: Unanimous
- 25-0043 A resolution was adopted approving supplemental appropriations into Rental Assistance fund #2204. Vote: Unanimous
- 25-0044 A resolution was adopted approving a supplemental appropriation into Common Pleas Community Corrections Mental Health fund #2228. Vote: Unanimous
- 25-0045 A resolution was adopted approving a supplemental appropriation into Common Pleas Community Corrections Mental Health fund #2228. Vote: Unanimous
- 25-0046 A resolution was adopted approving a supplemental appropriation into County Court fund #2283. Vote: Unanimous
- 25-0047 A resolution was adopted approving a supplemental appropriation into Sheriff's Office fund #2295. Vote: Unanimous
- 25-0048 A resolution was adopted approving a supplemental appropriation into Health Insurance fund #6632. Vote: Unanimous
- 25-0049 A resolution was adopted approving a supplemental appropriation into Workers Comp fund #6636. Vote: Unanimous
- 25-0050 A resolution was adopted approving an appropriation adjustment from Commissioners General fund #11011110 into Sheriff's Office fund #11012200. Vote: Unanimous
- 25-0051 A resolution was adopted approving an appropriation adjustment from Commissioners General fund #11011110 into Sheriff's Office fund #11012200. Vote: Unanimous

- 25-0052 A resolution was adopted approving an appropriation adjustment from Commissioners General fund #11011110 into Sheriff's Office fund #11012210. Vote: Unanimous
- 25-0053 A resolution was adopted approving an appropriation adjustment within Engineer's Office fund #2202. Vote: Unanimous
- 25-0054 A resolution was adopted approving an appropriation adjustment within Facilities Management fund #11011600. Vote: Unanimous
- 25-0055 A resolution was adopted approving an appropriation adjustment within Economic Development fund #11101116. Vote: Unanimous
- 25-0056 A resolution was adopted approving an appropriation adjustment within Building and Zoning Department fund #11012300. Vote: Unanimous
- 25-0057 A resolution was adopted approving an appropriation adjustment within Juvenile Court fund #2243. Vote: Unanimous
- 25-0058 A resolution was adopted approving an appropriation adjustment within Workers Comp fund #6636. Vote: Unanimous
- 25-0059 A resolution was adopted approving requisitions and authorizing the County Administrator to sign documents relative thereto. Vote: Unanimous
- 25-0060 A resolution was adopted approving the annexation of 6.9697 acres to the City of Springboro, Gerald L. McDonald, Agent, pursuant to Ohio Revised Code Section 709.022 [A.K.A. Expedited Type 1 Annexation]. Vote: Unanimous

DISCUSSIONS

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

This Board met on this 14th day of January 2025, to consider the annexation of 6.9697 acres to the City of Springboro, Gerald L. McDonald, Agent, pursuant to Ohio Revised Code Section 709.022 (A.K.A. Expedited Type 1 Annexation) was present and requested the Board's approval.

Upon discussion, the Board resolved (Resolution #25-0060) to approve the annexation petition.

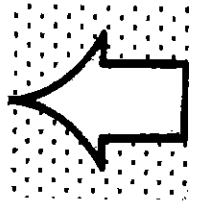
Mrs. Jones moved to enter into executive session being seconded by Mr. Young and upon unanimous call of the roll, the Board entered into executive session at 9:06 a.m., with Assistant Prosecuting Attorney, Bruce McGary present, to discuss the acquisition of property to consider the purchase for public purposes to prevent premature disclosure of information giving an unfair competitive or bargaining advantage to a person whose personal, private interest is adverse to the general public interest pursuant to ORC 121.22(G)(2) and personnel matters to consider appointing and employing public employees of the Water and Sewer Department and setting their compensation pursuant to ORC 121.22(G)(1). The Board exited executive session at 10:00 a.m. with no action being taken.

Upon motion the meeting was adjourned.

Tom Grossmann, President

Shannon Jones

David G. Young



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 January 14, 2025, in compliance with Section 121.22 O.R.C.

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



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

The Honorable Secretary of Transportation
U.S. Department of Transportation
1200 New Jersey Ave., SE
Washington, D.C. 20590

January 21, 2025

Dear Mr. Secretary,

We write to express our support as the Warren County Board of Commissioners for the City of Franklin's (Franklin) application to the Rebuilding American Infrastructure with Sustainability and Equity (RAISE) grant program for the Franklin Riverfront Revitalization: Connectivity for Community Transformation (Project). Funds from this grant will be used to directly improve the safety, accessibility, resilience, and economic vitality of Franklin and the surrounding communities in Southwest Ohio.

The Project, a multimodal riverfront transformation with connectivity and intersection improvements, will transform this small municipality on the edge of Dayton's urbanized area and reestablish it as a river-oriented community. It will rebuild aging infrastructure to create access to the Great Miami River, its Bike and Water trails; complete the Great Little Miami Trail; and link dozens of communities in Southwest Ohio via a system of over 150 miles of safe and separate no-motorized trails. The Project creates a regional destination for visitors, businesses, and new residents and thereby creating new jobs and economic opportunity for those that already call Franklin and the nearby communities home.

As a small community in the northwest corner of Warren County, Franklin is facing some massive infrastructure challenges that require assistance beyond what even state resources can provide. The Federal Government has a vested interest in supporting the critical infrastructure needs, supplemented by other public and private investments needed to stabilize and transform this community. Franklin's dedication to collaboration is recognized by the substantial regional effort that has brought Warren, Butler, and Montgomery Counties together in support of this catalytic effort.

Any and all portions of Franklin's Project – from the safety and mobility improvements to the bike and water trails and civic plazas to the generated destinations and jobs – will benefit our residents as well, and for that our support is fully given. Federal funding through a RAISE capital grant is essential to construct the Project and support the continued economic growth of Southwest Ohio. I encourage you to give Franklin's application your full consideration.

Sincerely,

BOARD OF COUNTY COMMISSIONERS
WARREN COUNTY, OHIO

Tom Grossmann, President

Shannon Jones, Vice President

David G. Young



**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: Niccl Cepin DEPARTMENT: Auditor's Office

*POSITION: Applications Administrator DATE: 01/16/25

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:

Tyler Technologies Annual Training Conference / Training and Seminars covering multiple Tyler Tech products utilized by Warren County

LOCATION:

San Antonio, TX

DATE(S): 05/10/25 - 05/14/25

TYPE OF TRAVEL: (Check one)

AIRLINE STAFF CAR PRIVATE VEHICLE OTHER

LODGING: \$1,224.96

ESTIMATED COST OF TRIP: \$3,536.06
*Attendance Fee = \$1199.00 Flight = \$707 (est) tax = \$70 (est)
Lodging = \$1224.96 meals = \$292 (est) mileage to airport/back = \$43.10 (est)*

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] *01-16-25*
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:

WARREN COUNTY AUDITOR

406 JUSTICE DRIVE, LEBANON, OHIO 45036



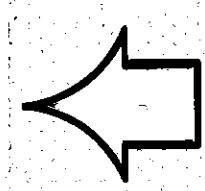
Signature Authorization Form For Payroll Functions

Department: Economic Development

Three-Character Department Code: EDV

Date: 12-16-2024

Approved by: X
Signature of Elected Official or Board of Directors Resolution Attached



The following employees are authorized for the corresponding payroll responsibility listed below:

1. Authorized to sign payroll vouchers and vacation/sick leave pay out form:

Candace Miller, Matt Schnipke
Candace Miller, Matt Schnipke

2. Authorized to sign payroll maintenance forms:

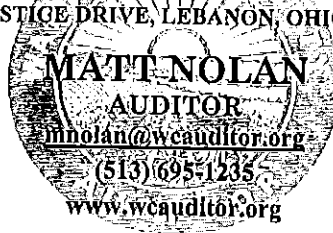
Candace Miller, Matt Schnipke
Candace Miller, Matt Schnipke

3. Authorized to request Munis user permissions:

Candace Miller, Matt Schnipke
Candace Miller, Matt Schnipke

WARREN COUNTY AUDITOR

406 JUSTICE DRIVE, LEBANON, OHIO 45036



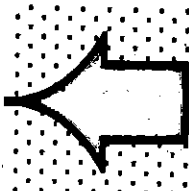
Signature Authorization Form For Accounting Functions

Department: Economic Development

Three-Character Department Code: EDV

Date: 12-16-2024

Approved by: X
Signature of Elected Official or Board of Directors Resolution Attached



The following employees are authorized for the corresponding accounting responsibility listed below:

1. Authorized to sign adjustment of receipts, adjustment of expenses, intercounty transfers, project adjustments:

Candace Miller, Matt Schnipke
Candace Miller, Matt Schnipke

2. Authorized to request Munis user permissions:

Candace Miller, Matt Schnipke
Candace Miller, Matt Schnipke