



BOARD OF COUNTY COMMISSIONERS
WARREN COUNTY, OHIO

406 Justice Drive, Lebanon, Ohio 45036

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Telephone (513) 695-1250

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SHANNON JONES

DAVID G. YOUNG

TOM GROSSMANN

GENERAL SESSION AGENDA

February 4, 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 2025.

BOARD OF COUNTY COMMISSIONERS

Krystal Powell, Clerk

/kp

cc: Commissioners' file

REQUISITIONS

| Department | Vendor Name | Description | Amount |
|------------|-------------|--------------------------------|---|
| WAT | CUMMINS INC | SEW DIESEL GENSET CUMMINS GENE | \$ 168,006.41 *capital purchase/ state contract |

PO CHANGE ORDERS

| | | | |
|-----|--------------------|------------------------------|------------------------|
| WAT | Gonzalez Companies | WAT ENG AGREEMENT SOCI TRANS | \$ 74,140.00 *increase |
|-----|--------------------|------------------------------|------------------------|

Approved 2/4/25 by:

Martin Russell, County Administrator

CONSENT AGENDA*

February 4, 2025

Approve the minutes of the January 28, 2025 Commissioners' Meetings

PERSONNEL

1. *Hire Jourden Cobb within Children Services, Jeremy Cantrell and Dylan Thomas within Human Services, and Kimberly Brayton within Facilities Management*
2. *Approve end of probationary period and reclassification of Holly Wicks to Custodial Worker II within Facilities Management*
3. *Accept resignation of Lynette Richardson within Children Services, Kelly Fiebig within Emergency Services, and Chris Lemming within W/S*

GENERAL

4. *Recommend members to the Local Emergency Planning Committee*
5. *Enter into contract with Neyra Paving for the FY24 Village of Harveysburg South Street Paving CDBG Project*
6. *Approve Notice of Intent to award bid to Howell Contractors, Inc. for the Socialville Transmission Main-Contract 1 Project*
7. *Approve agreement with Franklin County Children Services on behalf of Children Services*
8. *Approve addenda and agreement with Transitions for Youth and UMCH Family Services on behalf of Children Services*
9. *Approve a Memorandum of Understanding with Lebanon Correctional Institution on behalf of Emergency Services*
10. *Authorize the President of the Board to sign a conflict of interest and ethics disclosure relative to the Mason Morrow Millgrove Road Bridge Replacement Project*
11. *Approve replacement of bridge WA 36-1.65 on New Burlington Road and bridge WA 37-4.07 on Clarksville Road under force account*
12. *Enter into agreement with the Warren County Soil and Water Conservation District*
13. *Approve annual equitable sharing agreement and certification report with the US Department of Justice on behalf of the Sheriff's Office*
14. *Authorize County Administrator to sign a Memorandum of Understanding with the Warren County Deputy Sheriff's Benevolent Association*
15. *Declare various items as surplus and authorize disposal of said items*
16. *Acknowledge approval of financial transactions*
17. *Acknowledge payment of bills*

FINANCIALS

18. *Approve an amended certificate and supplemental appropriation for Sheriff's*
19. *Approve supplemental appropriation for Common Pleas and Board of Elections*
20. *Approve appropriation decrease for Gasoline Rotary*
21. *Approve appropriation adjustment from Commissioners' into Sheriff's and Children Services for payouts*
22. *Approve appropriation adjustment within Prosecutor's 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*



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

MINUTES: Regular Session – January 28, 2025

This is a summary of actions and discussions of the meeting. You may view this meeting by contacting our office.

The Board met in regular session pursuant to adjournment of the January 21, 2025 Work Session meeting.

Tom Grossmann – present

David G. Young – present

Shannon Jones – present

Krystal Powell, Clerk – present

Minutes of the January 21, 2025 General Session and the January 21, 2025 Work Session meetings were read and approved.

- 25-0106 A resolution was adopted accepting the resignation of Dylan Thomas, Emergency Communications Operator, within the Warren County Emergency Services Department, effective January 21, 2025. Vote: Unanimous
- 25-0107 A resolution was adopted accepting the resignation of Heidi Sparks, Custodial Worker, within the Warren County Facilities Management Department, effective January 21, 2015. Vote: Unanimous
- 25-0108 A resolution was adopted terminating the employment of probationary employee Kelsey Wright, within the Department of Job and Family Services, Children Services Division. Vote: Unanimous
- 25-0109 A resolution was adopted amending Resolution #25-0002 to establish the 1st and 3rd Tuesday immediately following the General Session meeting as the time for Work Session meetings. Vote: Unanimous
- 25-0110 A resolution was adopted approving an emergency repair to the generator at the Socialville Booster Station. Vote: Unanimous

- 25-0111 A resolution was adopted approving an emergency water connection agreement with the City of Monroe. Vote: Unanimous
- 25-0112 A resolution was adopted approving addenda to agreement with NECCO, Inc. relative to home placement and related services on behalf of Warren County Children Services. Vote: Unanimous
- 25-0113 A resolution was adopted entering into a service agreement with the Humane Association of Warren County. Vote: Unanimous
- 25-0114 A resolution was adopted acknowledging payment of bills. Vote: Unanimous
- 25-0115 A resolution was adopted entering into a subdivision public improvement performance and maintenance security agreement with Otterbein Lebanon, Inc. for installation of certain improvements in the Fairways of Otterbein, Section 1, situated in Turtlecreek Township. Vote: Unanimous
- 25-0116 A resolution was adopted entering into a street and appurtenances (including sidewalks) security agreement with Otterbein Lebanon, Inc. for installation of certain improvements in Fairways of Otterbein, Section 1 situated in Turtle3creek Township. Vote: Unanimous
- 25-0117 A resolution was adopted approving various record plats. Vote: Unanimous
- 25-0118 A resolution was adopted accepting an amended certificate for the Mason-Morrow-Millgrove Road Bridge Replacement project fund #4458 and approving a supplemental appropriation into fund #4458. Vote: Unanimous
- 25-0119 A resolution was adopted approving an operational transfer from Commissioners' fund #11011112 into Mary Haven Youth Treatment Center fund #2270. Vote: Unanimous
- 25-0120 A resolution was adopted approving an operational transfer from Motor Vehicle fund #2202 into State OPWC Loan fund #3360. Vote: Unanimous
- 25-0121 A resolution was adopted approving a supplemental appropriation into Common Pleas Court Community Based Corrections fund #2289. Vote: Unanimous
- 25-0122 A resolution was adopted approving appropriation decreases for County Construction Project fund #4467 and Courts Building fund #4494. Vote: Unanimous
- 25-0123 A resolution was adopted approving an appropriation adjustment from Commissioners General fund #11011110 into Sheriff's Office fund #11012210. Vote: Unanimous

- 25-0124 A resolution was adopted approving an appropriation adjustment within Prosecutor's Office fund #11011150. Vote: Unanimous
- 25-0125 A resolution was adopted approving an appropriation adjustment with Facilities Management fund #11011600. Vote: Unanimous
- 25-0126 A resolution was adopted approving an appropriation adjustment within Mary Haven fund #2270. Vote: Unanimous
- 25-0127 A resolution was adopted approving appropriation adjustments within Telecommunications Department fund #4492. Vote: Unanimous
- 25-0128 A resolution was adopted approving requisitions and authorizing the County Administrator to sign documents relative thereto. Vote: Unanimous
- 25-0129 A resolution was adopted approving an appropriation adjustment within Children Services fund #2273. Vote: Unanimous

DISCUSSIONS

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

Commissioner Young asked about the progress of the current County Court Construction Project.

Martin Russell, County Administrator, stated the transition to allow County Court to utilize the new building is on schedule to take place this summer.

Commissioner Grossmann then stated he has been approached by the County Court Judges and they have expressed their desire to control their own Clerk of County Court.

Mr. Russell stated he would talk to the current Clerk of Courts, Brighton Smith, who oversees both Common Pleas and County Court.

Bruce McGary, Assistant Prosecuting Attorney, stated County Court Judges originally controlled the Clerk of their Court. He further stated the Clerk of Courts began overseeing County Court after an internal issue occurred under the control of Judge Powers many years ago.

Mr. Russell stated he would acquire more information from the inquiring parties to discuss the matter at a later date.

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

Proclamation

*From the Office of the Board of County Commissioners
Warren County, Ohio*

**HONOR JOHN J. ARNOLD ON THE
OCCASION OF HIS RETIREMENT AND PROCLAIM FEBRUARY 7, 2025, AS
"JOHN J. ARNOLD DAY"
IN WARREN COUNTY**

WHEREAS, John J. Arnold is an outstanding public servant of Warren County who has devoted himself to his family, the residents of Warren County, his community, and his fellow members of the Warren County Prosecutor's Office; and

WHEREAS, on June 2, 2008, John started as an Assistant Prosecuting Attorney with the Warren County Prosecutor's Office under Prosecuting Attorney Rachel A. Hutzler, and continued in that same capacity under Prosecuting Attorney David P. Fornshell, where he served with distinction, bringing his expertise to bear in numerous high-profile and complex cases; and

WHEREAS, prior to his service with Warren County, John served twenty-five years with the Hamilton County Prosecutor's Office, contributing to both the Criminal and Civil Divisions; and

WHEREAS, his military service as a Captain and later as a Lieutenant Colonel in the Judge Advocate General's Corps of the United States Army has provided invaluable legal support to soldiers, their families, and in international law matters; and

WHEREAS, his contributions extend to agricultural advocacy through his involvement with the Warren County Farm Bureau and support for 4-H programs, reflecting his deep commitment to the community and youth development; and

WHEREAS, his long-standing service to both the legal profession and community affairs, coupled with his military service, has earned him respect and admiration from peers and residents alike; and

WHEREAS, it is the desire of this Board to honor him on this special occasion;

NOW THEREFORE BE IT RESOLVED, to honor John J. Arnold and recognize him on this memorable occasion by proclaiming February 7, 2025, as

"JOHN J. ARNOLD DAY"

in Warren County and encourage others to follow his example for being an outstanding community leader, mentor, and caring human being and send best wishes as he begins this new phase in his life.

IN WITNESS WHEREOF, we have hereunto subscribed our names and caused the seal of Warren County to be affixed at Lebanon, Ohio this 4th day of February in the year of Our Lord, Two Thousand Twenty-Five.

WARREN COUNTY BOARD OF COMMISSIONERS

Tom Grossmann, President

Shannon Jones

David G. Young

Proclamation

*From the Office of the Board of County Commissioners
Warren County, Ohio*

**HONOR CHIEF WILLIAM "BILL" HARRISON
ON THE OCCASION OF HIS RETIREMENT
AND PROCLAIM FEBRUARY 13, 2025, AS
"CHIEF WILLIAM "BILL" HARRISON DAY" IN WARREN COUNTY**

WHEREAS, Chief William "Bill" Harrison is an outstanding citizen of Warren County who has devoted himself to the service of the citizens in Warren County; and

WHEREAS, Bill began his fire career as a volunteer Firefighter/EMT in 1997 with the Loveland-Symmes Fire Department; and

WHEREAS, Chief Harrison began his service in Warren County working part-time with the Salem/Morrow Fire Department in 1999; and

WHEREAS, Bill became the Department's first full-time Captain and was promoted to Assistant Chief in December 2002 and to Chief in August 2015; and

WHEREAS, Chief Harrison has been a Fire/EMS instructor at the Warren County Career Center since 2003; and

WHEREAS, Bill was instrumental in the creation of the Warren County Technical Rescue Team and was named Deputy Squad Leader in February 2012; and

WHEREAS, Chief Harrison has over 28 years of service at multiple departments from full-time to part-time; and

WHEREAS, after retirement Bill plans on spending time traveling, bowling, relaxing, and spending time with his family and friends.

NOW THEREFORE BE IT RESOLVED, by this Board of Warren County Commissioners, that February 13, 2025, be proclaimed as

"CHIEF WILLIAM "BILL" HARRISON DAY"

in Warren County and extend our best wishes to him as he begins this new phase in his life.

IN WITNESS WHEREOF, we have hereunto subscribed our names and caused the seal of Warren County to be affixed at Lebanon this 4th day of February in the year of our Lord, Two Thousand Twenty-Five.

WARREN COUNTY BOARD OF COMMISSIONERS

Tom Grossmann, President

Shannon Jones

David G. Young

Proclamation

*From the Office of the Board of County Commissioners
Warren County, Ohio*

**HONOR RICHARD OEDER
ON THE OCCASION OF HIS RETIREMENT
AND PROCLAIM FEBRUARY 13, 2025, AS
"RICHARD OEDER DAY" IN WARREN COUNTY**

WHEREAS, Richard Oeder is an outstanding citizen of Warren County who has devoted himself to the service of the citizens in Warren County; and

WHEREAS, Richard grew up in Hamilton Township, Ohio and attended Tri-State College where he graduated in 1965 with a Bachelor of Science degree in civil engineering; and

WHEREAS, Mr. Oeder began his firefighting career with the Perrysburg Fire Department in 1978, then transferred to Arlington Fire Department; and

WHEREAS, Richard has been a Trine University Trustee Board Member since 1995 and has served on various boards and committees; and

WHEREAS, Richard joined the Salem/Morrow Fire Department as a firefighter/EMT in 2000 and was promoted to Lieutenant and then to his current rank of Captain ; and

WHEREAS, Mr. Oeder has over forty-seven years of service with multiple fire stations; and

WHEREAS, after retirement Richard plans to spend time with his wife Kathy, his children, and his grandchildren.

NOW THEREFORE BE IT RESOLVED, by this Board of Warren County Commissioners, that February 13, 2025, be proclaimed as

"RICHARD OEDER DAY"

in Warren County and extend our best wishes to him as he begins this new phase in his life.

IN WITNESS WHEREOF, we have hereunto subscribed our names and caused the seal of Warren County to be affixed at Lebanon this 4th day of February in the year of our Lord, Two Thousand Twenty-Five.

WARREN COUNTY BOARD OF COMMISSIONERS

Tom Grossmann, President

Shannon Jones

David G. Young

Proclamation

*From the Office of the Board of County Commissioners
Warren County, Ohio*

**HONOR RALPH BLANTON
ON THE OCCASION OF HIS RETIREMENT
AND PROCLAIM FEBRUARY 13, 2025, AS
“RALPH BLANTON DAY” IN WARREN COUNTY**

WHEREAS, Ralph Blanton is an outstanding citizen of Warren County who has devoted himself to the service of the citizens in Warren County; and

WHEREAS, Ralph is a graduate of Little Miami High School and attended the University of Cincinnati where he graduated with a bachelor's degree majoring in Management; and

WHEREAS, Mr. Blanton began his career at Morrow Fire Department in 1976 as a volunteer Firefighter/EMT; and

WHEREAS, during his 43 years of service at the Salem/Morrow Fire Department, Ralph has served as Lieutenant, Assistant Chief, and Captain; and

WHEREAS, Mr. Blanton is a Salem Township Trustee and is currently serving his third term; and

WHEREAS, after retirement Ralph plans on selling houses and spending time with his wife Debi, his children, and grandchildren.

NOW THEREFORE BE IT RESOLVED, by this Board of Warren County Commissioners, that February 13, 2025, be proclaimed as

“RALPH BLANTON DAY”

in Warren County and extend our best wishes to him as he begins this new phase in his life.

IN WITNESS WHEREOF, we have hereunto subscribed our names and caused the seal of Warren County to be affixed at Lebanon this 4th day of February in the year of our Lord, Two Thousand Twenty-Five.

WARREN COUNTY BOARD OF COMMISSIONERS

Tom Grossmann, President

Shannon Jones

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: Jen Haney Conover DEPARTMENT: Records Center

*POSITION: Director DATE: 1/30/2025

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:

Spring Ohio CARMA Meeting

LOCATION:

Ohio History Center, 800 E 17th, Columbus, OH, 43211

DATE(S): 4/4/2025

TYPE OF TRAVEL: (Check one)

AIRLINE STAFF CAR PRIVATE VEHICLE OTHER

LODGING: N/A

ESTIMATED COST OF TRIP: \$140 for gas

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:

Jen Haney Conover Director 1/30/2025
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:

Mackenzie Stotts

WARREN COUNTY COMMISSIONERS
APR 30 AM 8:37