



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

406 Justice Drive, Lebanon, Ohio 45036

[www.co.warren.oh.us](http://www.co.warren.oh.us)

[commissioners@co.warren.oh.us](mailto:commissioners@co.warren.oh.us)

Telephone (513) 695-1250

Facsimile (513) 695-2054

**TOM GROSSMANN**

**SHANNON JONES**

**DAVID G. YOUNG**

**GENERAL SESSION AGENDA**

*June 4, 2024*

#1

*Clerk—General*

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

APPROVING REQUISITIONS AND AUTHORIZE DEPUTY COUNTY ADMINISTRATOR  
TO SIGN DOCUMENTS RELATIVE THERETO

BE IT RESOLVED, to approve requisitions as listed in the attached document and authorize Susan Walther, Deputy 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 4<sup>th</sup> day of June 2024.

BOARD OF COUNTY COMMISSIONERS

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Krystal Powell, Clerk

/lkl

cc:

Commissioners' file

**REQUISITIONS**

Department	Vendor Name	Description	Amount
WAT	RACK & BALLAUER EXCAVATING CO INC	WAT STATE ROUTE 48 MAINEVILLE	\$ 651,200.00 *cost proposal/ contract in packet
WAT	KARL ERICH ROSE	SEW SERVICE BODY AND INSTALLAT	\$ 15,750.00 *vehicle/ 3 quotes
WAT	KARL ERICH ROSE	WAT FURNISH AND INSTALL STEEL	\$ 19,295.00 *vehicle/ 3 quotes

**PO CHANGE ORDERS**

Department	Vendor Name	Description	Amount
ENG	LIB INC	ENG STPHNS RD BRDG REPLC PROJ	\$ 1,468.81 *decrease/ ODOT payment

6/4/24 APPROVED :

Susan Walther, Deputy County Administrator

**CONSENT AGENDA\***

***June 4, 2024***

***Approve the minutes of the May 28, 2024 Commissioners' Meeting.***

**GENERAL**

- 1. Advertise and set the public hearing to consider the County's Year 2025 Tax Budget***
- 2. Enter into contract with Rack and Ballauer Excavating Company, Inc. for the State Route 48 - Maineville Watermain Replacement Project***
- 3. Enter into negotiations with various engineering firms for the RFQ for Waterline and Sanitary Sewer Design Services for 2024 through 2026***
- 4. Enter into negotiations with Titan Energy for the RFP for the procurement of energy generation for various Warren County Facilities***
- 5. Authorize the President of the Board to sign Request for Release of Funds and Certification Form 7015.15 relative to FY2024 CDBG Projects***
- 6. Enter into agreement with Dental Assistant Pro on behalf of OhioMeansJobs Warren County***
- 7. Acknowledge payment of bills***
- 8. Approve performance bond agreement with Red Hawk Land, LLC for the Woodlands at Morrow in the Village of Morrow***
- 9. Approve performance bond release with Grand Communities, LLC for Wynstead in South Lebanon***

**FINANCIALS**

- 10. Create Butler Warren Road Bridge Project Fund within Engineer's***
- 11. Approve supplemental appropriations within Common Pleas***
- 12. Approve appropriation adjustment within Common Pleas, Emergency Services, and Facilities for payout***
- 13. Approve appropriation adjustment within Engineer's, Human Services, Juvenile, Sheriff's, and Common Pleas***

***\*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. Waiving fees associated with the installation of a tent during a donor appreciation event on behalf of Back2Back Ministries
2. Terminating the FY21 Village of Morrow – Train Depot Renovations Community Block Grant Project mechanical HVAC improvements contract with Arrowhead Heating and Cooling

WAIVE <sup>ING</sup> FEES ASSOCIATED WITH THE INSTALLATION OF A TENT DURING A DONOR APPRECIATION EVENT ON BEHALF OF BACK2BACK MINISTRIES

WHEREAS, Back2Back Ministries is submitting permit applications for the installation of a tent during a donor appreciation event; and

WHEREAS, we are in receipt of a letter from Back2Back Ministries, a non-profit organization, requesting said fees be waived.

NOW THEREFORE BE IT RESOLVED, to waive fees associated with the permit application of Back2Back Ministries; and

BE IT FURTHER RESOLVED, that Back2Back Ministries be responsible for the surcharge required by the State of Ohio.

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 4<sup>th</sup> day of June 2024.

BOARD OF COUNTY COMMISSIONERS

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Krystal Powell, Clerk

kp/

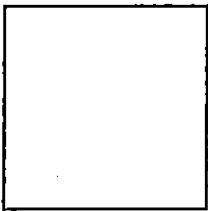
cc: Building/Zoning (file)  
Back2Back Ministries ([tvanderwoude@back2back.org](mailto:tvanderwoude@back2back.org))

We'd like for Warren Co. to consider waiving the building permit fee as we're a non-profit organization looking to steward our resources. The tent we're erecting will be a one-day structure (through A&S Party Rental) for use during our cookout on July 27th from 11-3:00. The event is a 'thank-you' for our many donors who help us care for the world's most vulnerable. I can supply you with any documentation you may require from A&S.

Back2Back Ministries

Thank you for your consideration,

Tia Vanderwoude  
Advancement Administrative Coordinator



[tvanderwoude@back2back.org](mailto:tvanderwoude@back2back.org)  
513.608.2389  
8118 Corporate Way, Ste 200

Mailing Address:  
P.O. Box 70  
Mason, OH 45040  
[www.back2back.org](http://www.back2back.org)

On Tue, May 28, 2024 at 9:51 AM Tegtmeier, Michelle R. <[Michelle.Tegtmeier@co.warren.oh.us](mailto:Michelle.Tegtmeier@co.warren.oh.us)> wrote:

Tia,  
  
Can you provide 5013C paperwork and a brief description of the event so we can have a better understanding for the request.  
  
Thanks  
  
M

**From:** Tia Vanderwoude <[tvanderwoude@back2back.org](mailto:tvanderwoude@back2back.org)>  
**Sent:** Tuesday, May 28, 2024 9:17 AM

To: Tegtmeier, Michelle R. <[Michelle.Tegtmeier@co.warren.oh.us](mailto:Michelle.Tegtmeier@co.warren.oh.us)>

Cc: Russell, Martin T. <[Martin.Russell@co.warren.oh.us](mailto:Martin.Russell@co.warren.oh.us)>

Subject: Re: FW: Mitel voice message from M VANDERWOUDE, +15136082389 for mailbox 1994

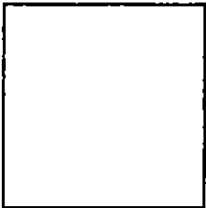
Good Morning,

I'd be happy to meet and/or talk virtually about this possibility.

Thank you,

Tia Vanderwoude

Advancement Administrative Coordinator



[tvanderwoude@back2back.org](mailto:tvanderwoude@back2back.org)

513.608.2389

8118 Corporate Way, Ste 200

Mailing Address:

P.O. Box 70

Mason, OH 45040

[www.back2back.org](http://www.back2back.org)



**~~RESOLUTION~~ RESOLUTION TERMINATING THE FY21 VILLAGE OF MORROW – TRAIN DEPOT RENOVATIONS COMMUNITY BLOCK GRANT PROJECT MECHANICAL / HVAC IMPROVEMENTS CONTRACT WITH ARROWHEAD HEATING & COOLING**

WHEREAS, on September 26, 2023, this Board of Commissioners of Warren County, Ohio (the “Board”) adopted Resolution Number 23-1229 and entered into the FY21 Village of Morrow – Train Depot Renovations Community Block Grant Project for Mechanical / HVAC Improvements Contracts with Arrowhead Heating & Cooling; and,

WHEREAS, paragraph 1.1 of the said Contract required Arrowhead Heating & Cooling to commence the Mechanical / HVAC Improvements within 60 days of execution of the Contract, and to complete the Mechanical / HVAC Improvements by December 31, 2023; and,

WHEREAS, as of today, Arrowhead Heating & Cooling has not commenced any of the Mechanical / HVAC Improvements; and,

WHEREAS, the County Grants Administrator, Suzanne Mason, recommended to the Board that the said Contract be terminated.

**NOW, THEREFORE, BE IT RESOLVED**, by at least a majority of the Board concurring:

**SECTION 1.** The Board finds that Arrowhead Heating & Cooling is in breach of the FY21 Village of Morrow – Train Depot Renovations Community Block Grant Project for Mechanical / HVAC Improvements Contract.

**SECTION 2.** The Board authorizes the County Administrator to send written notice on the Board’s behalf to Arrowhead Heating & Cooling terminating the Contract with Arrowhead Heating & Cooling for FY21 Village of Morrow – Train Depot Renovations Community Block Grant Project for Mechanical / HVAC Improvements.

**SECTION 3.** That the Clerk is hereby directed to forward a copy of this Resolution to the County Auditor and the Village of Morrow.

**SECTION 4.** That it is hereby found and determined that all formal actions of this Board concerning and relating to the adoption of this Resolution were taken in an open meeting of this Board, and that all deliberations of this Board that resulted in such formal action were taken in meetings open to the public, in compliance with all legal requirements including Section 121.22 of the Ohio Revised Code.

MAY 30 PM 4:42

SECRET

RESOLUTION NUMBER 24-\_\_\_\_\_

JUNE \_\_\_\_, 2024

PAGE 2

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

Mr. Young -  
Mr. Grossmann -  
Mrs. Jones -

Resolution adopted this \_\_\_\_<sup>th</sup> day of June, 2024.

BOARD OF COUNTY COMMISSIONERS

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

cc: Suzanne Mason, Grants Administration

**CERTIFICATE**

I hereby certify that the foregoing is a true and correct copy of a Resolution adopted by the Board of Commissioners of Warren County, Ohio, and was certified to the County Auditor of Warren County and the Village of Morrow.

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

Dated: \_\_\_\_\_



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

**VIA CERTIFIED MAIL, RETURN RECEIPT REQUESTED**

June 4, 2024

Attn. Thomas D. Jones, Jr.  
Arrowhead Heating & Cooling  
208 S. Columbus Street  
Blanchester, OH 45107

Re: Train Depot CDBG Project -- Mechanical/HVAC Improvements  
Contract executed and effective 9.26.2023

Dear Mr. Jones:

In accordance with the enclosed Resolution, the purpose of this communication is to give you notice that the Board of County Commissioners has terminated the above referenced contract due to your breach of paragraph 1.1 that required your company to commence work within 60 days of the execution of the contract and to be completed by December 31, 2023.

Respectfully,

Susan Walther, Deputy County Administrator

cc: Suzanne Mason, Grants Administrator



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

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

**MINUTES: Regular General Session – May 28, 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 May 21, 2024, meeting.

David G. Young – present

Shannon Jones – present

Tom Grossmann – present

Krystal Powell, Clerk – present

Minutes of the May 21, 2024 meeting were read and approved.

- 24-0677      A resolution was adopted approving the end of 365-day probationary period and pay increase for Emily Gibson within the Warren County Department of Job and Family Services, Children Services Division. Vote: Unanimous
- 24-0678      A resolution was adopted approving the end of 365-day probationary period and pay increase for Cayley Saunders within the Warren County Department of Job and Family Services, Children Services Division. Vote: Unanimous
- 24-0679      A resolution was adopted approving the end of 365-day probationary period and pay increase for Laura Short within the Warren County Department of Job and Family Services, Children Services Division. Vote: Unanimous
- 24-0680      A resolution was adopted approving the end of 365-day probationary period and pay increase for Michele Branham within the Warren County Department of Job and Family Services, Human Services Division. Vote: Unanimous
- 24-0681      A resolution was adopted hiring Rachel Stern as Temporary Youth Employment Worksite Supervisor, within OhioMeansJobs Warren County. Vote: Unanimous

- 24-0682 A resolution was adopted hiring Sara Hull as Emergency Communications Operator within the Warren County Emergency Services Department. Vote: Unanimous
- 24-0683 A resolution was adopted approving the transfer of Leigh Ann Gebele to the position of Emergency Communications Operator within the Department of Emergency Services from the Warren County Department of Job and Family Services, Children Services Division. Vote: Unanimous
- 24-0684 A resolution was adopted accepting the resignation of Cayden Westendorf, Administrative Clerk, within the Warren County Department of Job and Family Services, Children Services Division, effective June 5, 2024. Vote: Unanimous
- 24-0685 A resolution was adopted accepting the resignation of Tonia Farley, Protective Services Caseworker III, within the Warren County Department of Job and Family Services, Children Services Division, effective May 31, 2024. Vote: Unanimous
- 24-0686 A resolution was adopted accepting the resignation of Amanda Kneece, Protective Services Caseworker II, within the Warren County Department of Job and Family Services, Children Services Division, effective June 14, 2024. Vote: Unanimous
- 24-0687 A resolution was adopted accepting the resignation of Kayelee Carman, Investigative Caseworker II, within the Warren County Department of Job and Family Services, Children Services Division, effective June 21, 2024. Vote: Unanimous
- 24-0688 A resolution was adopted accepting resignation of Alyssa Hardin, EMA Planner, within the Warren County Emergency Services Department effective July 10, 2024. Vote: Unanimous
- 24-0689 A resolution was adopted creating County Road #182 Bridge Project Fund #4462, and Grog Run Rd Bridge Project Fund #4464 within the Engineer's Office. Vote: Unanimous
- 24-0690 A resolution was adopted approving the replacement of Bridge WA 22-2.18 on Lower Springboro Road under Force Account. Vote: Unanimous
- 24-0691 A resolution was adopted authorizing posting of Notice to Public of a Finding of No Significant Impact on the Environment and Notice to the Public of Request for Release of Funds relative to the Fiscal Year 2024 Community Development Block Grant Projects. Vote: Unanimous
- 24-0692 A resolution was adopted entering into contract with Aero-Mark Company, LLC, for the 2024 Striping Project. Vote: Unanimous

- 24-0693 A resolution was adopted entering into contract with M.P. Dory Co., for the 2024 Guardrail Replacement Project. Vote: Unanimous
- 24-0694 A resolution was adopted authorizing the President of the Board to sign Simple Cyber Advanced Risk Controls Affidavit with Crum & Forster relative to Excess Cyber Liability Insurance. Vote: Unanimous
- 24-0695 A resolution was adopted approving addenda to agreement with Nu Beginnings II, LLC relative to home placement and related services on behalf of Warren County Children Services. Vote: Unanimous
- 24-0696 A resolution was adopted approving contract with Clark County Board of Commissioners on behalf of Clark County Juvenile Court, and Warren County Commissioners on behalf of the Warren County Juvenile Court Mary Haven Youth Center Division. Vote: Unanimous
- 24-0697 A resolution was adopted approving an enrollment agreement with Professional Development Academy. Vote: Unanimous
- 24-0698 A resolution was adopted entering into Classroom Training Agreement on behalf of OhioMeansJobs Warren County. Vote: Unanimous
- 24-0699 A resolution was adopted entering into a career exploration and job shadow agreement on behalf of OhioMeansJobs Warren County. Vote: Unanimous
- 24-0700 A resolution was adopted approving amendment #1 to the Career Services Sub-Recipient Agreement with the Area 12-BCW/Workforce Development Board. Vote: Unanimous
- 24-0701 A resolution was adopted acknowledging payment of bills. Vote: Unanimous
- 24-0702 A resolution was adopted approving operational transfer of interest earnings from Commissioners Fund #11011112 into Water Funds #5510 & #5583, and Sewer Funds #5580, & #5575. Vote: Unanimous
- 24-0703 A resolution was adopted approving supplemental appropriation into Commissioners Fund #11011110. Vote: Unanimous
- 24-0704 A resolution was adopted approving appropriation adjustment within Children Services Fund #2273. Vote: Unanimous
- 24-0705 A resolution was adopted approving appropriation adjustment within Board of Developmental Disabilities Fund #2205. Vote: Unanimous
- 24-0706 A resolution was adopted approving appropriation adjustment within Children Services Fund #2273. Vote: Unanimous

- 24-0707 A resolution was adopted approving appropriation adjustment within Transit Fund #2299. Vote: Unanimous
- 24-0708 A resolution was adopted approving appropriation adjustment within Transit Fund #2299. Vote: Unanimous
- 24-0709 A resolution was adopted approving requisitions and authorizing 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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Dawna Fogarty, Chief Executive Officer of Warren County Community Services was present to provide updates relative to support programs and services offered to residents throughout the county.

Upon discussion, the Board proclaimed May 2024 as "Community Action Month" in Warren County.

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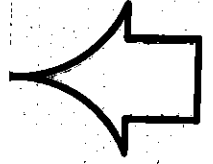
On motion, upon unanimous call of the roll, the Board entered into executive session at 9:19 a.m. to discuss litigation with legal counsel present pursuant to Ohio Revised Code Section 121.22(G)(3) and to consider the employment, dismissal, discipline, and/or investigation of complaints against a public employee or official pursuant to Ohio Revised Code Section 121.22(G)(1) and exited at 10:03 a.m.

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 May 28, 2024, 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 CHRISTOPHER A. WATKINS ON THE  
OCCASION OF HIS RETIREMENT AND PROCLAIM JUNE 30, 2024 AS  
"CHRISTOPHER A. WATKINS DAY"  
IN WARREN COUNTY**

WHEREAS, Christopher A. Watkins is an outstanding public servant 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, Chris has been licensed to practice law in the state of Ohio for 41 years. Chris practiced law in the private sector for 19 years where he was a well-respected real estate attorney and real estate title insurance agent. On December 3, 2001, Chris started his 22-year career as an assistant prosecuting attorney with the Warren County Prosecutor's Office under Prosecuting Attorney Timothy A. Oliver. Chris continued in that same capacity under Prosecuting Attorney Rachel A. Hutzel, and currently under Prosecuting Attorney David P. Fornshell; and

WHEREAS, during his time as an assistant prosecuting attorney in the Civil Division, Chris provided outstanding legal counsel to the County Treasurer, including playing a big part in Warren County having one of the lowest delinquent real property tax percentages in the entire state. Chris tried, briefed, and argued cases before the Ohio Board of Tax Appeals, the Warren County Common Pleas Court, the 12<sup>th</sup> District Court of Appeals, and the Supreme Court of Ohio. Chris also served as legal counsel for the County Auditor, County Recorder, and the Board of Revision. He served as an invaluable resource for the County Engineer's Tax Map Department, the Sheriff's Office for Sheriff's sales, and the County Commissioners for hotel/motel tax collection; and

WHEREAS, Chris always represented the Warren County Prosecutor's Office in a positive manner, and earned a reputation amongst his colleagues for his kindness and service to others; including serving as a member of the Warren County Bar Admissions Committee, the Warren County Grievance Committee, a Warren County Bar Association officer-serving one year as president, a member of the board of trustees of his church, a youth ministry teacher, a dedicated routine blood donor, a participant in numerous 5K fundraisers, a volunteer with Big Brothers Big Sisters of America, and countless other community service projects; and

WHEREAS, Chris is being honored on the occasion of his retirement from over 22 years of dedicated and loyal service to the citizens of Warren County, Ohio, and it is the desire of this Board to honor him on this special occasion;

NOW THEREFORE BE IT RESOLVED, to honor Christopher A. Watkins and recognize him on this memorable occasion by proclaiming June 30, 2024 as

**"CHRISTOPHER A. WATKINS 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.

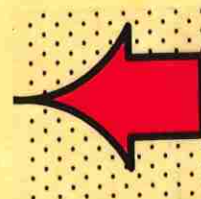
IN WITNESS WHEREOF, we have hereunto subscribed our names and caused the seal of Warren County to be affixed at Lebanon, Ohio this 4<sup>th</sup> day of June in the year of Our Lord, Two Thousand Twenty-Four.

WARREN COUNTY BOARD OF COMMISSIONERS

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

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

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





**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: Michael Wilcher DEPARTMENT: CSEA

\*POSITION: Supervisor DATE: May 28th, 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:

De-escalation Techniques & Self-Care Strategies

LOCATION:

Quest Conference Center, 9200 Worthington Road, Suite 400, Westerville, Ohio 43082

DATE(S): June 4th, 2024

TYPE OF TRAVEL: (Check one)

AIRLINE      STAFF CAR       PRIVATE VEHICLE      OTHER

LODGING:

ESTIMATED COST OF TRIP: \$ 48.00: lunch reimbursement for 4 employees

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:

*Kristi Bushuqi* / HR Coordinator 5-28-24  
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:

Brianna Alcorn, Barbara Agnor, & Trissanna Todd

MAY 28 PM 12:00

