



# **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**

BOARD OF COUNTY COMMISSIONERS

WARREN COUNTY, OHIO

MINUTES: Regular Session – December 19, 2023

*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 12, 2023, meeting.

Shannon Jones – present

Tom Grossmann – present

David G. Young – present

Tina Osborne, Clerk – present

Minutes of the December 12, 2023 meeting were read and approved.

- 23-1721      A resolution was adopted to approve appointment of Martin Russell to the position of County Administrator. Vote: Unanimous
- 23-1722      A resolution was adopted to approve appointment of Krystal Powell to the position of Clerk to the Board of Commissioners. Vote: Unanimous
- 23-1723      A resolution was adopted to end temporary reclassification and increase for Alden Payzant as Electrical Supervisor within Building and Zoning Department. Vote: Unanimous
- 23-1724      A resolution was adopted to approve promotion of Alec Smith to the position of Management Information Specialist I within the Warren County Department of Job and Family Services, Human Services Division. Vote: Unanimous
- 23-1725      A resolution was adopted to approve the promotion of David Shiverdecker from Data Systems Analyst I to the position of Data Systems Analyst II within the Telecommunications Department. Vote: Unanimous
- 23-1726      A resolution was adopted to approve promotion of Delaney Max to the position of Training Coordinator within the Warren County Department of Job and Family Services, Children Services Division. Vote: Unanimous

- 23-1727 A resolution was adopted to approve pay increase for Tyler Blair, Infrastructure Systems Analyst I, within the Telecommunications Department. Vote: Unanimous
- 23-1728 A resolution was adopted to approve the lateral transfer of Thomas Kramer from Communications Systems Analyst I to Data Systems Analyst I within the Telecommunications Department. Vote: Unanimous
- 23-1729 A resolution was adopted to authorize the posting of “Communications Systems Analyst I” position, within the Telecommunications Department, in accordance with Warren County Personnel Policy Manual, Section 2.02(a). Vote: Unanimous
- 23-1730 A resolution was adopted to authorize the posting for Administrative Support position, within the Department of Job and Family Services, Human Services Division, in accordance with Warren County Personnel Policy Manual, Section 2.02(A). Vote: Unanimous
- 23-1731 A resolution was adopted to hire Patricia Coldiron as Custodial Worker I within the Warren County Department of Facilities Management. Vote: Unanimous
- 23-1732 A resolution was adopted to accept resignation of Virginia Books, Emergency Communications Operator, within the Warren County Emergency Services Department Effective December 1, 2023. Vote: Unanimous
- 23-1733 A resolution was adopted to accept resignation of Austin Price, Emergency Communications Operator, within the Warren County Emergency Services Department effective December 1, 2023. Vote: Unanimous
- 23-1734 A resolution was adopted to accept resignation of Rachel Meaninch, On Going Caseworker II within the Warren County Department of Job and Family Services, Children Services Division, effective March 1, 2024. Vote: Unanimous
- 23-1735 A resolution was adopted to accept resignation of Ameila Jones, Custodial Worker within the Warren County Facilities Management Department effective December 27, 2023. Vote: Unanimous
- 23-1736 A resolution was adopted to approve pay increase for Alden Payzant, Residential Building Official, within the Building and Zoning Department. Vote: Unanimous
- 23-1737 A resolution was adopted to approve appointment to the Warren County Port Authority. Vote: Unanimous
- 23-1738 A resolution was adopted to cancel regularly scheduled Commissioners’ meetings of Tuesday December 6, 2023, and Thursday December 28, 2023. Vote: Unanimous
- 23-1739 A resolution was adopted to advertise for bids for the McClure Road Bridge #71-0.39 Rehabilitation Project. Vote: Unanimous



- 23-1740 A resolution was adopted to advertise for the bids for the 2024 Pier Wall Project. Vote: Unanimous
- 23-1741 A resolution was adopted to authorize the President of the Board to sign a Satisfaction of Mortgage for Ethel M. Watson. Vote: Unanimous
- 23-1742 A resolution was adopted to authorize the Warren County Law Library Resources Board pursuant to R.C. 307.51(F) to enter into contracts with private entities for the provision of any services that the Board considers necessary in the year 2024 and that which is subject to the Warren County Board of County Commissioners' approval. Vote: Unanimous
- 23-1743 A resolution was adopted to enter into a professional service agreement with Environmental Educators Inc. relative to the Warren County Water and Sewer Department Source Water Protection Program. Vote: Unanimous
- 23-1744 A resolution was adopted to enter into hardware and service order agreement with Verizon Connect NWF on behalf of Warren County Water and Sewer for purchase of GPS hardware and monthly services subscription for the GPS Monitoring System. Vote: Unanimous
- 23-1745 A resolution was adopted to acknowledge and accept the statement of work (SOW) from CHC Wellbeing for program year effective January 1, 2024. Vote: Unanimous
- 23-1746 A resolution was adopted to authorize clinical documentation form by OptumRx for Clinical Programs effective February 1, 2024. Vote: Unanimous
- 23-1747 A resolution was adopted to enter into agreement with 22three to provide indoor range facility use, on behalf of the Warren County Sheriff's Office. Vote: Unanimous
- 23-1748 A resolution was adopted to authorize the Warren County Sheriff to approve addendum to contract for police protection with the City of South Lebanon, on behalf of the Warren County Sheriff's Office. Vote: Unanimous
- 23-1749 A resolution was adopted to enter into a consulting services contract with Collins Engineers, Inc. for underwater inspection and scour assessment of various Warren County bridges on behalf of the Warren County Engineer's Office. Vote: Unanimous
- 23-1750 A resolution was adopted to approve the amendment to food service contract with Aramark Correctional Services LLC. on behalf of the Warren County Juvenile Court. Vote: Unanimous
- 23-1751 A resolution was adopted to enter into a contract with Carla S. Dreyer, Psy.D. to perform psychological assessment and related services on behalf of the Warren County Juvenile Court. Vote: Unanimous

- 23-1752 A resolution was adopted to authorize transfer of surplus radio equipment from Warren County Telecommunications to the Warren County Career Center.  
Vote: Unanimous
- 23-1753 A resolution was adopted to acknowledge approval of financial transactions.  
Vote: Unanimous
- 23-1754 A resolution was adopted to acknowledge payment of bills. Vote: Unanimous
- 23-1755 A resolution was adopted to enter into subdivision public improvement performance and maintenance security agreement with Grand Communities, LLC for installation of certain improvements in the majors at Shaker Run Subdivision, section two, situated in Turtlecreek Township. Vote: Unanimous
- 23-1756 A resolution was adopted to approve various record plats. Vote: Unanimous
- 23-1757 A resolution was adopted to accept amended certificate for funds 2219, 2280, 2284, 2285, 2296, 3327, 3393, and 6636. Vote: Unanimous
- 23-1758 A resolution was adopted to accept amended certificate for funds 2203, 2238, 2254, 2258, 2265, 2267, 2294, 4401, 4457, 5575, 5583, 6619 and 6630.  
Vote: Unanimous
- 23-1759 A resolution was adopted to accept an amended certificate and approve a supplemental appropriation for the Stephens Road Bridge Project #4452.  
Vote: Unanimous
- 23-1760 A resolution was adopted to create fund #4491 new County Court construction and approve supplemental appropriations into #11011112 and #4494 and operating transfers into County Court Construction Fund. Vote: Unanimous
- 23-1761 A resolution was adopted to approve supplemental appropriations into #11011112 and operating transfer into Facilities Management Construction Fund #4467 & Telecommunication Infrastructure Fund #4492. Vote: Unanimous
- 23-1762 A resolution was adopted to approve supplemental adjustment into General Fund 1101 for operational transfers of interest earnings from Commissioners Fund #11011112 into Water Funds #5510, #5583, Sewer Funds #5580, and #5575.  
Vote: Unanimous
- 23-1763 A resolution was adopted to approve an appropriation decrease for the Hendrickson Road Bridge Rehabilitation Project #4457. Vote: Unanimous
- 23-1764 A resolution was adopted to approve appropriation decreases within the Area 12 Workforce Development Board Fund #2238. Vote: Unanimous
- 23-1765 A resolution was adopted to approve appropriation decrease in the Auditor's County Wide Financial Software Fund 4401. Vote: Unanimous



- 23-1766 A resolution was adopted to approve appropriation decreases Water Construction Project Fund 5583 and Sewer Construction Project Fund 5575. Vote: Unanimous
- 23-1767 A resolution was adopted to approve an appropriation decrease for the King Avenue Bridge Improvement Project #4437. Vote: Unanimous
- 23-1768 A resolution was adopted to approve appropriation adjustment from the Clerk of Courts General Fund #11011260 into County Court Clerk General Fund #11011282. Vote: Unanimous
- 23-1769 A resolution was adopted to approve appropriation adjustment within Economic Development Fund #1101116. Vote: Unanimous
- 23-1770 A resolution was adopted to approve appropriation adjustment within Economic Development Fund #1101116. Vote: Unanimous
- 23-1771 A resolution was adopted to approve appropriation adjustment within County Court Fund #11011280. Vote: Unanimous
- 23-1772 A resolution was adopted to approve appropriation adjustment within County Court Fund #11011280. Vote: Unanimous
- 23-1773 A resolution was adopted to approve appropriation adjustment within the County Court Fund #11011283. Vote: Unanimous
- 23-1774 A resolution was adopted to approve appropriation adjustments within Board of Elections Fund #11011300. Vote: Unanimous
- 23-1775 A resolution was adopted to approve appropriation adjustment within Facilities Management #11011600. Vote: Unanimous
- 23-1776 A resolution was adopted to approve appropriation adjustment within the Water Revenue Fund No. 5510. Vote: Unanimous
- 23-1777 A resolution was adopted to approve appropriation adjustment within Solid Waste Management District Fund #2256. Vote: Unanimous
- 23-1778 A resolution was adopted to approve requisitions and authorize County Administrator to sign documents relative thereto. Vote: Unanimous
- 23-1779 A resolution was adopted to approve supplemental appropriations into #11011110 and operating transfers into Tourism and Economic Development Support Fund #2213. Vote: Unanimous
- 23-1780 A resolution was adopted to approve appropriation adjustment within Building and Zoning Department Fund #11012300. Vote: Unanimous

- 22-1781 A resolution was adopted to establish January 2, 2024, at 9:00 A.M. as the time and date for the Annual Organizational Meeting. Vote: Unanimous
- 22-1982 A resolution was adopted to approve the reclassification of Brian Philip Bomer from Data Systems Technician II to the position of Data Systems Technician III within the Telecommunications department. Vote: Unanimous
- 23-1783 A resolution was adopted to accept the resignation of Alex Wicker, Information Systems Analyst within Warren County Telecommunications Department effective December 18, 2023. Vote: Unanimous
- 23-1784 A resolution was adopted to approve a supplemental appropriation into Health Insurance Fund #6632. Vote: Unanimous
- 23-1785 A resolution was adopted to approve 2024 Annual Appropriations. Vote: Unanimous
- 23-1786 A resolution was adopted to establish Budget Stabilization Account for the unencumbered general fund cash balance. Vote: Unanimous
- 23-1787 A resolution was adopted to amend pay schedule relative to the Warren County Commissioners' Compensation Plan. Vote: Unanimous
- 23-1788 A resolution was adopted to approve wage adjustments for non-bargaining employees under the Warren County Board of Commissioners. Vote: Unanimous
- 23-1789 A resolution was adopted to approve salary adjustments for Department Heads and Deputy Directors under the Warren County Board of Commissioners. Vote: Unanimous
- 23-1790 A resolution was adopted to approve wage increase for Jena Short and Thomas Duffy, both Customer Advocate IIs within OhioMeansJobs. Vote: Unanimous
- 23-1791 A resolution was adopted to approve wage increase for Jordan Barnhart, Business Manager, within the Department of Job and Family Services, Human Services Division. Vote: Unanimous
- 23-1792 A resolution was adopted to amend job title and job description for Eligibility Referral Specialist I within the Department of Job and Family Services, Human Services Division. Vote: Unanimous
- 23-1793 A resolution was adopted to approve reclassifications and wage increase for multiple employees within the Department of Job and Family Services, Children Services Division. Vote: Unanimous
- 23-1794 A resolution was adopted to approve salary increases for County Court Probation Officers. Vote: Unanimous

- 23-1795 A resolution was adopted to approve the road name change for a portion of North Wood Creek Drive to Winding Creek Boulevard in Clearcreek Township. Vote: Unanimous
- 23-1796 A resolution was adopted to approve appropriation adjustment within Commissioners' Funds #11011110 and #11011115, Health Fund 6632, and Workers Comp Fund 6636. Vote: Unanimous

#### DISCUSSIONS

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

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Martin Russell, Deputy County Administrator, was present to present the 2024 budget for consideration for approval.

Mr. Russell presented the following information:

Total Anticipated General Fund Revenue:	\$93,692,316.02
Total 2023 General Fund appropriation:	\$89,924,452.00
Criminal Justice/Public Safety	\$51,539,526 or 57.31%
General Operating	\$37,035,166 or 41.18%
Social Services	\$ 478,534 or 0.53%
Miscellaneous	\$ 871,266 or 0.97%

2024 General Fund budget comparison for salary/capital/operating/allowance:

Salary	\$58,853,174
Capital	\$ 510,000
Operating	\$30,698,797
Allowance	\$ 132,481

Total all appropriations: \$316,656,869.54

The Board discussed the added appropriation to general fund to address cybersecurity and Mr. Russell stated that without that being added, the overall increase in appropriation over the 2023 approved budget would be 3% vs. the 4.53%.

Commissioner Young thanked staff for the work on the budget and also thanked County Administrator Tiffany Zindel for her years of diligence and conservatism with the taxpayers' dollars and also the guidance she has given to Mr. Russell.



Mrs. Zindel shared that the first year she participated in the annual budget was 1987 and the total general fund appropriation was \$11.1 million.

Commissioner Jones thanked the department heads and elected officials for being fiscally prudent and for their cooperation.

Upon further discussion, the Board resolved (Resolution #23-1785) to approve the 2024 annual appropriations.

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

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PUBLIC HEARING  
ROAD NAME CHANGE A PORTION OF NORTH WOOD CREEK DRIVE  
TO WINDING CREEK BOULEVARD IN CLEARCREEK TOWNSHIP

The Board met this 19<sup>th</sup> day of December 2023, for the public hearing to consider the request of the County Engineer to rename a portion of North Wood Creek Drive, a part of a roundabout intersection located in The Villages of Winding Creek, The Boulevards at Winding Creek, Section Eight, Clearcreek Township.

Neil Tunison, County Engineer, stated that an employee of the Ohio Department of Transportation, working on the Warren County road inventory, discovered that a section of North Wood Creek Drive was built and dedicated but when the road was extended in the subsequent phase, it was dedicated and accepted as Winding Creek Boulevard. He stated that there are no houses constructed on this portion of the roadway and requested the Board to rename this section of the roadway to Winding Creek Boulevard.

Mr. Tunison presented a map showing the portion of the roadway being adjacent to the existing roundabout.

Upon further discussion, the Board closed the public hearing and resolved (Resolution #23-1795) to approve the road name change for a portion of North Wood Creek Drive to Winding Creek Boulevard in Clearcreek Township.

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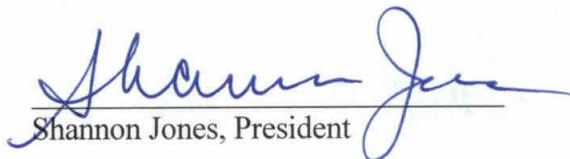
The Board acknowledged that today is the final meeting of County Administrator Tiffany Zindel and Clerk of Commissioners Tina Osborne after over three decades of service to Warren County.

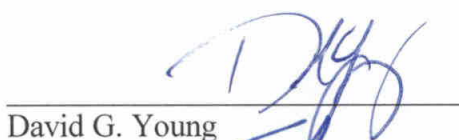
The Board requested Mrs. Zindel and Mrs. Osborne to share some memorable experiences with those present.

Upon discussion, the Board thanked Mrs. Zindel and Mrs. Osborne and wished them well in their new adventures.

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Upon motion the meeting was adjourned.

  
Shannon Jones, President

  
David G. Young

  
Tom Grossmann

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 19, 2023, in compliance with Section 121.22 O.R.C.

  
Tina Osborne, Clerk  
Board of County Commissioners  
Warren County, Ohio