



**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**

*December 19, 2023*

- #1                      *Clerk — General*
- #2      9:00              *Work Session— Martin Russell, Deputy County Administrator, Approve  
2024 Annual Appropriations*
- #3      9:15              *Public Hearing— Consider Road Name Change from North Wood  
Creek Drive to Winding Creek Boulevard in Clearcreek Township*

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

APPROVE REQUISITIONS AND AUTHORIZE COUNTY ADMINISTRATOR TO SIGN DOCUMENTS RELATIVE THERETO

BE IT RESOLVED, to approve requisitions as listed in the attached document and authorize Tiffany Zindel, 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    2023.

BOARD OF COUNTY COMMISSIONERS

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Tina Osborne, Clerk

/tao

cc:  
Commissioners' file

**REQUISITIONS**

<b>Department</b>	<b>Vendor Name</b>	<b>Description</b>	<b>Amount</b>
TEL	SDS WEATHER LLC	TEL SDS WEATHER REPLACING EMA	\$ 47,694.00
FAC	KY-OH PROPERTIES LLC	FAC NEW DISPATCH WORKSTATIONS	\$ 21,450.00
TEL	ACG SYSTEMS INC	TEL ACG - RADIO - PROTOCOL COM	\$ 10,005.00
SHE	22 THREE INC	SHE.INDOOR RANGE FACILITY	\$ 2,400.00
ENG	COLLINS ENGINEERS INC	ENG. CONSULTING SERV UNDERWATE	\$ 30,668.66
FAC	ARCHITECTURAL MESSAGING INC	FAC COURTHOUSE SIGNAGE	\$ 37,069.10
ITD	CDW LLC	ITD SUPERMICRO BACKUP STORAGE	\$ 25,945.00
FAC	FRED B DE BRA CO	FAC BOILER REPLACEMENT	\$ 169,701.00
WAT	ENVIRONMENTAL EDUCATORS INC	WAT ENVIRONMENTAL EDUCATORS AG	\$ 10,500.00

**PO CHANGE ORDER**

ENG	LJB INC	STEPHENS RD BRIDGE #158-0.92 REPLACEMENT PROJ	\$ 4,662.77	DECREASE
HUM	VALLEY TRANSPORT/ANIRUDAH MOHA NET/TIP TRANSPORTAITON		\$ 100,817.92	DECREASE

12/19/2023 APPROVED:

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Tiffany Zindel, County Adminsitrator

**CONSENT AGENDA\***

**December 19, 2023**

*Approve the minutes of the December 12, 2023, Commissioners' Meeting.*

**PERSONNEL**

- 1. Approve appointment of Martin Russell to the position of County Administrator*
- 2. Approve appointment of Krystal Powell to the position of Clerk to the Commissioners*
- 3. End temporary reclassification and increase for Alden Payzant within B/Z*
- 4. Approve promotion of Alec Smith to Management Information Specialist I within Human Services*
- 5. Approve promotion of David Shiverdecker to Data Systems Analyst II within Telecom*
- 6. Approve promotion of Delainey Max to Training Coordinator within Children Services*
- 7. Approve pay increase for Tyler Blair, Infrastructure Systems Analyst within Telecom*
- 8. Approve lateral transfer of Tommy Kramer from Communications Systems Analyst I to Data Systems Analyst I within Telecom*
- 9. Authorize posting of Communications Systems Analyst I within Telecom and Administrative Support within Human Services*
- 10. Hire Patricia Coldiron as Custodial Worker I within Facilities Management*
- 11. Accept resignation of Virginia Books and Austin Price, Emergency Communications Operator I within Emergency Services, Rachel McAninch, On Going Caseworker II, within Children Services, and Amelia Jones, Custodial Worker I, within Facilities Management*
- 12. Approve pay increase for Alden Payzant, Residential Building Official within B/Z*

**GENERAL**

- 13. Approve appointment of Martin Russell to the Warren County Port Authority*
- 14. Cancel regularly scheduled Commissioners' meetings of Tuesday, December 26, 2023 and Thursday, December 28, 2023*
- 15. Advertise for bids for the McClure Road Bridge Rehabilitation project and the 2024 Pier Wall project for the Engineer's Office*
- 16. Authorize President of the Board to sign a satisfaction of mortgage for Ethel Watson*
- 17. Authorize Law Library Board to approve contracts pursuant to ORC 307.51(F)*
- 18. Enter into professional service agreement with Environmental Educators Inc relative to Water & Sewer Department Source Water Protection Program*
- 19. Enter into a hardware and service order agreement with Verizon Connect NWF on behalf of the Water and Sewer department*
- 20. Acknowledge and accept the Statement of Word from CHC Wellbeing for Program Year effective January 1, 2024*
- 21. Authorize clinical documentation for by OptumRx for clinical programs effective February 1, 2024*
- 22. Enter into agreement with 22three for indoor range facility use on behalf of the Sheriff's Office*
- 23. Authorize the Warren County Sheriff to sign the addendum to the contract for Police Protection with the City of South Lebanon*
- 24. Enter into a consulting services contract with Collins Engineers Inc for underwater inspection and assessment of various bridges on behalf of the Engineer's Office*
- 25. Approve amendment to the food service contract with Aramark Correctional Services on behalf of Juvenile Court*
- 26. Enter into contract with Carla Dreyer, PSY,D to perform psychological assessments and related services on behalf of Juvenile Court*

27. *Authorize transfer of surplus radio equipment to the Warren County Career Center from Telecom*
28. *Acknowledge approval of financial transactions*
29. *Acknowledge payment of bills*
30. *Enter into performance and maintenance agreement with Grand Communities for improvements in the Majors at Shaker Run in Turtlecreek Township*
31. *Approve final plats*

**FINANCIAL**

32. *Accept amended certificates for various funds*
33. *Accept an amended certificate and approve a supplemental appropriation into the Stephens Road Bridge project fund 4452*
34. *Create fund 4491, New County Court Construction and approve supplemental appropriations into 11011112 and 4494 and operating transfers into County Court Construction fund*
35. *Approve supplemental appropriations into 11011112 and operating transfers into Facilities Management construction 4467 and Telecom infrastructure 4492*
36. *Approve supplemental appropriation into 11011112 and operational transfer for interest earnings from Commissioners 1101112 into Water/Sewer*
37. *Approve appropriation adjustments within Clerk of Courts, Economic Development, County Court, Board of Election, Facilities Management, Water, and Solid Waste*

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

**December 19, 2023**

**FOR CONSIDERATION NOT ON CONSENT AGENDA**

1. Approve supplemental appropriation into #11011110 and operating transfers into Tourism and Economic Development Support fund #2213

APPROVE SUPPLEMENTAL APPROPRIATIONS INTO #11011110 AND OPERATING TRANSFERS INTO TOURISM AND ECONOMIC DEVELOPMENT SUPPORT FUND #2213

BE IT RESOLVED, to approve the following supplemental appropriations:

\$12,000,000 into #11011110-5997 (County Construction Projects)

BE IT FURTHER RESOLVED, to approve the following operational transfers and local contribution:

\$12,000,000 from #11011110-5997 (County Construction Projects)  
Into #2213 49000 (Tourism & Econ Support – County Transfers)

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 2023.

BOARD OF COUNTY COMMISSIONERS

\_\_\_\_\_  
Tina Osborne, Clerk

tz/operational transfer (2023 for 2024) Fund 2213

cc: Auditor \_\_\_\_\_  
Supplemental App. file      Operating Transfer file  
OMB                                      Econ Development (file)

522



**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: Jerry Ferris DEPARTMENT: Veterans

\*POSITION: Board Member DATE: 12/12/23

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 State Association of County Veteran Commissioners - Spring Conference & Training

LOCATION:  
Embassy Suites, 5100 Upper Metro Place, Dublin, OH

DATE(S): March 22 - 24

TYPE OF TRAVEL: (Check one)

AIRLINE      STAFF CAR      PRIVATE VEHICLE       OTHER

LODGING: Hotel \$931 (133ea) - Mileage \$588 (98ea) - Meals \$600 (100ea)

ESTIMATED COST OF TRIP: Total for all 6 = \$2119      Only Kilgore stays 2 nights

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]      12-9-23  
Signature/Title      Date

BOARD OF COMMISSIONERS' APPROVAL:

\_\_\_\_\_  
Commissioner      Date

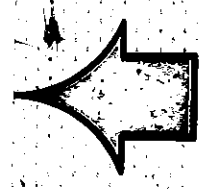
\_\_\_\_\_  
Commissioner      Date

\_\_\_\_\_  
Commissioner      Date

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

Gary Copeland, Darrell Holbrook, John Looker, James Kilgore & John Agenbroad (Director)

RECEIVED IN ... 3:06







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

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\*NAME OF ATTENDEE: Jerry Ferris DEPARTMENT: Veterans

\*POSITION: Board Member DATE: 12/12/23

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 State Association of County Veteran Commissioners - Summer Conference & Training

LOCATION:  
Embassy Suites, 5100 Upper Metro Place, Dublin, OH

DATE(S): July 26 - 28

TYPE OF TRAVEL: (Check one)

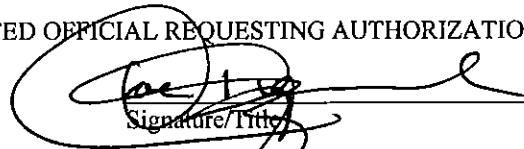
AIRLINE      STAFF CAR      PRIVATE VEHICLE       OTHER

LODGING:      Hotel \$931 (133ea) - Mileage \$588 (98ea) - Meals \$600 (100ea)

ESTIMATED COST OF TRIP:      Total for all 6 = \$2119      Only Kilgore stays 2 nights

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:

      12-11-23  
Signature/Title      Date

BOARD OF COMMISSIONERS' APPROVAL:

\_\_\_\_\_  
Commissioner      Date

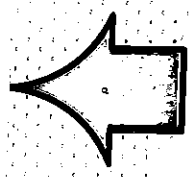
\_\_\_\_\_  
Commissioner      Date

\_\_\_\_\_  
Commissioner      Date

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

Gary Copeland, Darrell Holbrook, John Looker, James Kilgore & John Agenbroad (Director)

12-11-23 10:06





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CONVENTION OR TRAINING SEMINAR/SESSION**

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\*NAME OF ATTENDEE: Jerry Ferris DEPARTMENT: Veterans  
\*POSITION: Board Member DATE: 12/12/23

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 State Association of County Veteran Commissioners - Fall Conference & Training

LOCATION:  
Embassy Suites, 5100 Upper Metro Place, Dublin, OH

DATE(S): November 22 - 24

TYPE OF TRAVEL: (Check one)

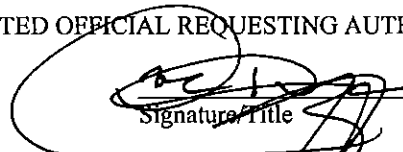
AIRLINE STAFF CAR PRIVATE VEHICLE ✓ OTHER

LODGING: Hotel \$931 (133ea) - Mileage \$588 (98ea) - Meals \$600 (100ea)

ESTIMATED COST OF TRIP: Total for all 6 = \$2119 Only Kilgore stays 2 nights

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/Title Date 12-11-23

BOARD OF COMMISSIONERS' APPROVAL:

Commissioner Date

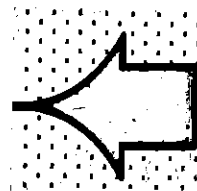
Commissioner Date

Commissioner Date

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

Gary Copeland, Darrell Holbrook, John Looker, James Kilgore & John Agenbroad (Director)

90  
11/13/05  
11/13/05





**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***

December 19, 2023

Registrar  
Ohio Bureau of Motor Vehicles  
Gratis Section  
P.O. Box 16521  
Columbus, Ohio 43216-6521

To Whom It May Concern:

Please be advised that Krystal Powell, Clerk to the Board of Commissioners, or Martin Russell, County Administrator, is hereby authorized and designated by the Warren County Board of Commissioners as the official signature on all first issuance applications, renewal or transfers of regular plates or Investigative Covert/Fictitious License Plates. This authorization shall be valid until revoked by this Board of Commissioners.

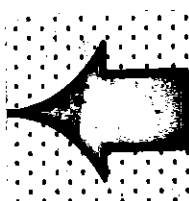
Should you need any additional information, please do not hesitate to contact us.

Sincerely,

BOARD OF COUNTY COMMISSIONERS

Shannon Jones, President

SJ:tao



# **Proclamation**

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

**HONOR WARREN EDWARDS  
ON THE OCCASION OF HIS 100<sup>TH</sup> BIRTHDAY  
AND PROCLAIM DECEMBER 23, 2023, AS  
“WARREN EDWARDS DAY” IN WARREN COUNTY**

*WHEREAS, Warren Edwards was born in Freeborn, Kentucky on December 23, 1923, the youngest of eight siblings; and*

*WHEREAS, Warren began his service in the United States Army on January 15, 1943; and*

*WHEREAS, during his service, Warren was assigned to the 102 OZARK Infantry Division Company I 407 Regiment. On September 12, 1944, the 407<sup>th</sup> sailed for Cherbourg, France. They converged with the forces of Normandy in the ARDENNES FORREST also known as the Battle of the Bulge; and*

*WHEREAS, as a result of his service, Warren was awarded with the Combat Infantryman Badge, American Theater Campaign Ribbon, EAME Theater Ribbon with two Bronze Stars, Good Conduct Medal, and the World War II Victory Medal; and*

*WHEREAS, after the War, Warren moved to Franklin, Ohio and was a charter member of the Franklin Emergency Squad; and*

*WHEREAS, Warren is celebrating his 100<sup>th</sup> birthday with friends and family on December 23, 2023; and*

*NOW THEREFORE BE IT RESOLVED, by this Board of Warren County Commissioners, that December 23, 2023, be proclaimed as*

**“WARREN EDWARDS DAY”**

*in Warren County, in recognition and appreciation of his long life and service to his country and community.*

*IN WITNESS WHEREOF, we have hereunto subscribed our names and caused the seal of Warren County to be affixed at Lebanon this 19<sup>th</sup> day of December in the year of our Lord, Two Thousand Twenty-Three.*

**WARREN COUNTY BOARD OF COMMISSIONERS**

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*Shannon Jones, President*

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*David G. Young*

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*Tom Grossmann*

APPROVE 2024 ANNUAL APPROPRIATIONS

BE IT RESOLVED, to approve 2024 annual appropriations for funds 1101 to 6650 as attached hereto and made a part hereof.

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 19<sup>th</sup> day of December 2023.

BOARD OF COUNTY COMMISSIONERS

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Tina Osborne, Clerk

/tao

cc: Auditor \_\_\_\_\_  
Budget file  
Martin Russell  
Suan Walther

## BUDGET RELATED CONSENT AGENDA

12/19/23

1. Establish budget stabilization account from the unencumbered general fund cash balance
2. Amend pay schedule relative to the Warren County Commissioners' Compensation Plan
3. Approve wage adjustment from non-bargaining employees under the Warren County Board of Commissioners
4. Approve salary adjustment for department heads under the Warren County Board of Commissioners
5. Approve wage increases for Jena Short and Thomas Duffy, Customer Advocate II within OhioMeansJobs
6. Approve wage increase for Jordan Barnhart, Business Manager within Human Services
7. Amend job title and job description for Eligibility Referral Specialist within Human Services
8. Approve reclassifications and wage increases for multiple employees within Children Services
9. Approve salary increases for County Court Probation Officers

ESTABLISH BUDGET STABILIZATION ACCOUNT FROM THE UNENCUMBERED GENERAL FUND CASH BALANCE

WHEREAS, pursuant to ORC 5705.13(A)(1) the Board of County Commissioners may establish, by resolution, a reserve balance account to accumulate money from currently available resources to stabilize budgets against cyclical changes in revenues and expenditures; and

WHEREAS, the Warren County Auditor's Office has advised that said reserve balance must be established every year regardless of whether there was a change from the prior year allocation; and

WHEREAS, the total of the reserve balance for 2023 is not to be greater than one-sixth of the expenditures from the General Fund in 2022; and

WHEREAS, it is recommended by the County Administrator based upon the one-sixth calculation that this Board allocate \$12,000,000 in the General Fund Budget Stabilization Account for 2023; and

NOW THEREFORE BE IT RESOLVED, to allocate \$12,000,000, from the current unencumbered General Fund cash balance, to the General Fund Budget Stabilization Account.

Mrs. Jones moved for adoption of the foregoing resolution being seconded by Mr. Young. Upon call of the roll, the following vote resulted:

Mr. Grossmann – yea  
Mr. Young – yea  
Mrs. Jones – yea

Resolution adopted this 19<sup>th</sup> day of December 2023.

BOARD OF COUNTY COMMISSIONERS

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Tina Osborne, Clerk

TZ/

cc: Auditor (file) \_\_\_\_\_  
Commissioners file  
T. Zindel M. Russell  
D. Gray

AMEND PAY SCHEDULE RELATIVE TO THE WARREN COUNTY COMMISSIONERS' COMPENSATION PLAN

BE IT RESOLVED, to increase the minimum and maximum wage rates for each pay range for the pay schedule relative to the Warren County Commissioner Compensation Plan; as attached hereto and made a part hereof effective pay period starting December 30, 2023.

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

Mr.  
Mr.  
Mr.

Resolution adopted this day of December 2023.

BOARD OF COUNTY COMMISSIONERS

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Tina Osborne, Clerk

HR

cc: Classification/Compensation Plan file      Dog and Kennel (file)  
OhioMeansJobs (file)                              Facilities Management (file)  
Emergency Services (file)                        Water and Sewer (file)  
Commissioners file                                  Garage (file)  
Telecommunications (file)                         Solid Waste (file)  
Building and Zoning (file)                        Grants (file)  
Human Services (file)                              Economic Development (file)  
OMB (Sue Spencer)                                 Children Services (file)



12/30/2023				
COMMISSIONER DEPARTMENTS				
COMPENSATION SCHEDULE "A"				
EXEMPT (SALARIED PERSONNEL)				
PAY RANGE		MINIMUM		MAXIMUM
A	13-19	\$41,948.19		\$88,298.19
B	20-26	\$54,202.72		\$105,702.72
C	Department Heads and Deputy Directors			
COMPENSATION SCHEDULE "B"				
NON-EXEMPT (HOURLY PERSONNEL)				
PAY RANGE		MINIMUM		MAXIMUM
7		\$16.48		\$21.39
8		\$17.05		\$22.60
9		\$17.55		\$23.80
10		\$18.13		\$25.12
11		\$18.56		\$26.39
12		\$19.45		\$28.12
13		\$20.17		\$29.28
14		\$20.86		\$30.41
15		\$21.65		\$31.74
16		\$22.39		\$32.90
17		\$23.26		\$34.24
18		\$24.15		\$36.65
19		\$25.08		\$37.83
20		\$26.06		\$39.42
21		\$27.10		\$40.69
22		\$28.20		\$42.00
23		\$29.34		\$43.31
24		\$30.54		\$44.62
25		\$31.78		\$45.84
26		\$33.12		\$47.17

APPROVE WAGE ADJUSTMENTS FOR NON-BARGAINING EMPLOYEES UNDER THE WARREN COUNTY BOARD OF COMMISSIONERS

WHEREAS, the Board of Commissioners have evaluated wages and wish to adjust wages for employees; and

NOW THEREFORE BE IT RESOLVED, to adjust the wages of non-bargaining employees under the Warren County Board of Commissioners, effective pay period beginning December 30, 2023; as reflected in the attached schedule

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

- Mr.
- Mr.
- Mr.

Resolution adopted this day of December 2023.

BOARD OF COUNTY COMMISSIONERS

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Tina Osborne, Clerk

- |     |                              |                          |               |
|-----|------------------------------|--------------------------|---------------|
| cc: | Facilities Management (file) | Building/Zoning(file)    | OMB (file)    |
|     | Commissioners file           | OhioMeansJobs (file)     | M. Russell    |
|     | Telecom (file)               | Water/Sewer (file)       | Sue Spencer   |
|     | Dog/Kennel (file)            | Human Serv. (file)       | Susan Walther |
|     | Economic Dev. (file)         | Children Services (file) |               |
|     | All personnel files          |                          |               |

<b>Building and Zoning</b>		
	Steve Scott	\$ 3,631.54
	Alan Higgins	\$ 36.13
	Michael Gladwell	\$ 36.13
	Dusty Johnson	\$ 35.00
	Anna Helton	\$ 27.19
	Ron Sempsrott	\$ 3,138.69
	Jacqueline Hankins	\$ 21.12
	Brooke Hill	\$ 20.03
	Kalena Kemp	\$ 20.03
	Candy Massle	\$ 21.01
	Ray Dratt	\$ 24.72
	Tyler Johnson	\$ 30.08
	Austin Powell	\$ 24.40
<b>Children Services</b>		
	Ashley Stutzman	\$ 2,555.19
	Kelly Carpenter	\$ 2,682.95
	Amber Pleasant	\$ 2,555.19
	Dana Gerstner	\$ 2,555.19
	Dara Geiger	\$ 2,555.19
	Jodi Stone-Dana	\$ 2,555.19
	Lisa Benton	\$ 2,476.12
	Tara Koger	\$ 2,555.19
	Brittany Smith	\$ 2,480.76
	Jennifer Carman	\$ 2,398.48
	Katie Taylor	\$ 22.30
	Kaylie French	\$ 19.45
	Emily Harris	\$ 18.13
	Cayden Westendorf	\$ 16.55
	Linda Peters	\$ 29.28
	Desiree Dielmeyer	\$ 21.49
	Cara Harrison	\$ 23.06
	Miranda Griffith	\$ 20.03
	Kelly Monk	\$ 20.03
	Kaylie French	\$ 19.45
	Melissa Pittman	\$ 26.87
	Kyla New	\$ 25.28
	Samantha Pastrana	\$ 22.39
	Chelsae Fisco	\$ 22.39
	Kelsey Sams	\$ 24.79
	McKenna Hammonds	\$ 22.39
	Kayelee Carman	\$ 22.39
	Amanda Rauh	\$ 25.28
	Leigh Anne Gebel	\$ 22.39
	Ashlin Benne	\$ 20.86
	Katherine Mullins	\$ 25.75
	Renee Taylor	\$ 25.28
	Laura Short	\$ 22.39
	Jamie Riley	\$ 22.39
	Tonia Farley	\$ 25.75
	Natia Hill	\$ 23.06
	Joseph Staudt	\$ 23.06
	Evan Mahle	\$ 23.06
	Breanna Brunzman	\$ 23.06
	Emilia Donald	\$ 23.06
	Cayley Saunders	\$ 22.39
	Sydney Newell	\$ 23.06
	Rachel McAninch	\$ 22.39
	Emily Gibson	\$ 22.39
	Annaliese Powelett	\$ 22.39
	Kelly Hester	\$ 22.39
	Emma Wilcox	\$ 20.86
<b>Commlsioners</b>		
	Laura Lander	\$ 24.87
	Ashley Watts	\$ 18.13

<b>Dog/Kennel</b>		
	Michael Hurst	\$ 26.88
	Scott Dunning	\$ 24.87
	Zachary Thompson	\$ 24.87
<b>Facilities Management</b>		
	Mark Harrison	\$ 2,645.77
	Tamara May	\$ 2,437.53
	Wayne Click	\$ 27.30
	William David	\$ 27.30
	David Gross	\$ 28.43
	Mark Zindel	\$ 35.26
	Garrell Wilson	\$ 34.63
	Robert Isbell	\$ 28.43
	Christopher Carman	\$ 28.43
	Mark Johnson	\$ 28.43
	Dave Nolen	\$ 28.43
	Jeremy Miller	\$ 25.86
	Wesley Baker	\$ 24.73
	Blake Pottorf	\$ 27.57
	Matthew Atkins	\$ 22.30
	Kody Sanders	\$ 22.30
	Mark Hobbs	\$ 22.95
	David Helton	\$ 23.18
	Robert Redmon	\$ 19.88
	Leslie Smith	\$ 18.40
	Daniel Young	\$ 18.85
	Amelia Jones	\$ 17.13
	Jacqueline Ruffner	\$ 18.85
	Kathy Lundy	\$ 18.08
	Glen Anderson	\$ 17.23
	Sandy Howard	\$ 17.23
	William Howard	\$ 17.75
	Ehren McClelland	\$ 17.44
	Mary Allyson Mckenzie	\$ 17.13
	Joy Harrison	\$ 17.13
	Ibrahim Dabdoub	\$ 17.13
	Bart Saltgaver	\$ 17.13
	Kathryn Marks	\$ 17.13
	Seth Sandlin	\$ 17.05
	Bryanna Mize	\$ 17.05
	Kimberly Radcliffe	\$ 16.55
	Michael Morris	\$ 16.55
	Bailey Snider	\$ 17.05
	Ricky Sheppard	\$ 17.05
<b>Garage</b>		
	Nicole Remenowsky	\$ 25.13
	Jason Campbell	\$ 28.98
	Darrell Lamb	\$ 28.98
	Darrin Sparks	\$ 30.90
	David Edwards	\$ 26.76
<b>Grants</b>		
	Sarah Hull	\$ 20.17
<b>Human Services</b>		
	Lisa Walton	\$ 2,410.20
	Svillana V. Lytvynyuk	\$ 2,410.20
	Kiley Dane	\$ 2,410.20
	Jordan Barnhart	\$ 28.84
	Clay Cleaver	\$ 25.75
	Tim Hunsaker	\$ 22.52
	Heidi Base-Smith	\$ 22.62
	Shannon Oxley	\$ 21.49
	Rebecca Bradley	\$ 21.49
	Anna White	\$ 21.49
	Jodi Campbell	\$ 20.60
* Denotes Part-Time	Courtney Wilson	\$ 22.80

	Michelle McIntyre	\$ 21.17
	Theresa Evans	\$ 21.17
	Terry Flamore	\$ 21.17
	John Seibert II	\$ 20.60
	Ryane Sorrell	\$ 20.60
	Stacie Biggs	\$ 20.60
	Elizabeth Loesch	\$ 20.03
	Nakita Sanders	\$ 20.03
	Ruth Stilgenbauer	\$ 20.03
	Kari Blake	\$ 20.03
	Kathleen Pena	\$ 20.03
	Irina Avdeeva	\$ 20.03
	Jennifer Francis	\$ 20.03
	Misty Mullett	\$ 20.03
	Alexander Stern	\$ 20.03
	Stephanie Davis	\$ 20.03
	Jade Hollon	\$ 20.03
	Carrie Marshall	\$ 20.03
	Michele Branham	\$ 19.45
	Sarah Smith	\$ 20.03
	Jody Schenkel	\$ 19.45
	Alec Smith	\$ 19.45
	Dale Corwin	\$ 18.67
	Angela Barnes	\$ 18.67
	Kristina Forsey	\$ 18.67
	Jennifer Powell	\$ 18.67
	Kristina Eitzroth	\$ 18.13
	Heather Glardon	\$ 18.13
	Kimberly Frick	\$ 25.04
	Brenda Everett	\$ 26.07
	Caitlyn Russell	\$ 18.13
<b>Economic Developemnt</b>		
	Candace Miller	\$ 2,393.14
	Alyson Davidson	\$ 20.78
<b>Emergency Services</b>		
	Melissa Abrams	\$ 27.09
	Sherri Holliday	\$ 20.78
	Samantha Hall	\$ 35.02
	Sydney Renner	\$ 25.83
	Alyssa Hardin	\$ 20.78
	Francis Ficke	\$ 21.65
	Brian Holtel	\$ 33.01
	Chris Dill	\$ 33.01
	Jonathan Bright	\$ 33.01
	Kimberly Jent	\$ 33.01
	Brandy Cooper	\$ 33.01
<b>OhlomeansJobs</b>		
	Luclan Hatfield	\$ 23.59
	Deric Lucas	\$ 20.86
	Sarah Roberts	\$ 21.12
	McKayla Berberich	\$ 20.86
	Margarette Huddleston	\$ 22.27
<b>OMB</b>		
	Tammy Whitaker	\$ 3,169.23
	Susan Spencer	\$ 3,050.39
	Unika Miller	\$ 27.81
	Julle Driscoll	\$ 18.91
	Jeffery Stilgenbauer	\$ 22.30
	Faith Stone	\$ 24.87
	Victoria Caldwell	\$ 18.13
<b>Solid Waste</b>		
	Ron VanHook	\$ 22.66
	Darren Morsie	\$ 23.16

<b>Telecommunications</b>		
	Jordan Snyder	\$ 36.15
	Jeffrey Cebin	\$ 3,379.22
	Dustin Flint	\$ 3,745.79
	Corey Burton	\$ 2,913.40
	Steven Jennison	\$ 24.87
	William Cornett	\$ 36.05
	Lisa Hicks	\$ 33.23
	Alex Mokrycki	\$ 31.62
	Joseph Newton	\$ 35.54
	Rhonda Bernard	\$ 31.93
	Joshua Moyer	\$ 39.12
	Alexander Wicker	\$ 24.87
	Charles Zugaro	\$ 24.15
	Jeffery Boutell	\$ 24.87
	Jeremiah Marcum	\$ 29.87
	Deborah Griffith	\$ 22.68
	Jessica Johnson	\$ 22.47
	Kristy Oeder	\$ 27.09
	Kimberly McKinney	\$ 20.78
	Olivia Siegmann	\$ 19.57
	Tim Simpson	\$ 24.15
<b>Water/Sewer</b>		
	Kathryn Gilbert	\$ 41.12
	Michael Zelher	\$ 3,513.95
	Jeffrey Byrd	\$ 3,376.75
	Jason Sorrell	\$ 3,376.75
	Edward Turner	\$ 3,376.75
	Taylor Bishop	\$ 3,376.75
	Donald Brewer	\$ 3,376.75
	Jodi Davis	\$ 29.98
	Traci Guthrie	\$ 27.45
	Laura Gray	\$ 33.96
	Thomas Barnes	\$ 30.49
	Amy Hensley	\$ 24.64
	Rhonda Day	\$ 22.50
	Tiffany Alexander	\$ 22.51
	Janet Lundy	\$ 27.45
	Ila Hartrum	\$ 21.03
	Jennifer Guthrie	\$ 20.03
	Jenna Bour	\$ 19.45
	Madison McClain	\$ 19.45
	Michael Gates	\$ 29.87
	Charles Allen	\$ 30.90
	Arron Tate	\$ 34.61
	Travis Allen	\$ 32.96
	Doug Ingram Jr.	\$ 34.61
	Camille Hughes	\$ 28.84
	Nathan Baker	\$ 28.84
	James Stephens	\$ 28.84
	Kenneth Cole	\$ 28.84
	Jared Perkins	\$ 24.72
	Bo Harner	\$ 21.63
	Nathan Shutts	\$ 21.63
	Nate Alfrey	\$ 28.84
	Mike Lamb	\$ 24.72
	Brendan Czinege	\$ 28.84
	Devin Dawson	\$ 28.84
	James Brewer	\$ 28.84
	Hunter Langdon	\$ 28.84
	Kevin Curran	\$ 29.87
	Robert Ruffner	\$ 28.84
	Ryan Powell	\$ 24.72
	Brent Powell	\$ 24.72
	Andrew Disbennet	\$ 37.90
	Nicholas Zimmerman	\$ 37.90
	Tal Jernigan	\$ 26.78
	Shawn Martin	\$ 26.78
	John Sibcy	\$ 27.81

\* Denotes Part-Time

	Jadon Flannery	\$ 26.00
	Jeremy Turnmire	\$ 26.00
	Nick Vearil	\$ 26.78
	Shea Flannery	\$ 31.38
	Doyle Johnson	\$ 33.99
	Robert Leak	\$ 32.96
	Gary Grismer	\$ 26.78
	Nicholas Brewer	\$ 26.78
	Chris Lemming	\$ 21.00
	David Rentz	\$ 21.85
	Jason Faulkner	\$ 27.85
	Claude Powers	\$ 27.85
	Mitchell Viars	\$ 30.17
	Angie Tipton	\$ 32.96
	Jon Collins	\$ 27.60
	Jason Strickland	\$ 24.72
	Michael Beers	\$ 24.72
	Lori Buckler	\$ 29.87
	Connor Davis	\$ 36.34
	John Kendrick	\$ 34.61
	Nathan Marshall	\$ 21.00
	Brian Simpson	\$ 21.00
	Noah Faulkner	\$ 24.00
	Kyle Purdy	\$ 24.72
	Ken Malicote	\$ 25.75
	Brian Bailey	\$ 24.72
	Arlis Shane Ammons	\$ 28.84
	David Barnes	\$ 28.84
	Kyle Reddick	\$ 28.84
	John McIntosh	\$ 28.84
	Roy Noe	\$ 29.87
	Charlie Walker	\$ 28.84
	Trevor Fields	\$ 28.84
	Theresa Reier	\$ 32.96

APPROVE SALARY ADJUSTMENTS FOR DEPARTMENT HEADS AND DEPUTY DIRECTORS UNDER THE WARREN COUNTY BOARD OF COMMISSIONERS

WHEREAS, the Board of Commissioners wishes to adjust the bi-weekly salary of their department heads; and

NOW THEREFORE BE IT RESOLVED, to adjust the bi-weekly salary of the following department heads, effective pay period beginning December 30, 2023; as reflected in the attached schedule

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

Mr.  
Mr.  
Mr.

Resolution adopted this day of December 2023.

BOARD OF COUNTY COMMISSIONERS

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Tina Osborne, Clerk

cc: Facilities Management (file) Building/Zoning(file) OMB (file)  
Commissioners file OhioMeansJobs (file) Martin Russell  
Telecom (file) Water/Sewer (file) Sue Spencer  
Dog/Kennel (file) Human Serv. (file) Susan Walther  
Economic Dev. (file) Children Services (file)  
All personnel files



**Department Heads & Deputy Directors****2024 Wage  
Bi-weekly**

Deputy County Administrator	Susan Walther	\$	4,951.92
Facilities Management	Trevor Hearn	\$	3,829.04
Facilities Management Deputy	Betsy Sammons	\$	3,391.58
Building/Zoning	Michelle Tegtmeier	\$	3,631.54
Buldign/Zoning Chief	Gary Hubbs	\$	3,631.54
Economic Development	Matt Schnipke	\$	4,038.46
Emergency Serv.	Melissa Bour	\$	3,961.53
Emergency Serv. Operation Mgr	Jesse Madden	\$	3,213.60
Dog & Kennell	Nathan Harper	\$	2,884.62
Telecom.	Paul Kindell	\$	4,973.57
Telecom Deputy	Gary Estes	\$	4,176.20
Water and Sewer	Chris Brausch	\$	4,848.76
Water and Sewer Deputy	Chris Wojnicz	\$	4,176.20
Garage	Nolan Cook	\$	3,076.92
Human Services	Arlene Byrd	\$	3,422.77
Human Services	James Ryan	\$	2,872.11
OhioMeansJobs Deputy	Josh Hisle	\$	2,872.11
Children Services	Shawna Jones	\$	3,687.53
Children Services Deputy	Tanya Sellers	\$	3,213.60
Prgram Mgr. SW & Grants	Susanne Mason	\$	3,247.61

*Jena* *THOMAS*

APPROVE WAGE INCREASES FOR ~~JENNA~~ <sup>Jena</sup> SHORT AND ~~TOM~~ <sup>THOMAS</sup> DUFFY, BOTH CUSTOMER ADVOCATE IIS WITHIN OHIOMEANSJOBS

WHEREAS, the Deputy Director and Director of Development have requested wage increases for Ms. Short and Mr. Duffy, as the department will not be replacing an open supervisor position and have assigned additional duties to Ms. Short and Mr. Duffy to cover the vacancy; and

NOW THEREFORE BE IT RESOLVED, to approve the following wage increases, effective pay period beginning December 30, 2023, as follows:

- <sup>Jena</sup>~~Jenna~~ Short, Customer Advocate II, paygrade 15, wage \$23.65 per hour
- <sup>Thomas</sup>~~Tom~~ Duffy, Customer Advocate II, paygrade 15, wage \$24.76 per hour.

BE IT FURTHER RESOLVED, Ms. Short will be eligible for a 3% increase upon completion of her probationary period in February 2024.

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 n day of December 2023.

BOARD OF COUNTY COMMISSIONERS

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Tina Osborne, Clerk

cc: OhioMeansJobs (file)  
*J.S.* Short's Personnel file  
T. Duffy's Personnel file  
OMB-Sue Spencer

APPROVE WAGE INCREASE FOR JORDAN BARNHART, BUSINESS MANAGER. WITHIN JOB AND FAMILY SERVICES, HUMAN SERVICES DIVISION

WHEREAS, due to the recent re-organization of OhioMeansJobs and Development Departments, Mr. Barnhart has been assisting with fiscal duties for OhioMeansJobs; and

WHEREAS, the Deputy Director of OhioMeansJobs and Director of Job and Family Services, Human Services Division have requested a wage increase for Mr. Barnhart as he will continue to complete the fiscal duties for OhioMeansJobs along with his current fiscal duties in Human Services; and

NOW THEREFORE BE <sup>IT</sup> RESOLVED, to approve a wage increase for Jordan Barnhart, Business Manager, within Job and Family Services, Human Services, pay grade 18, wage \$34.48 per hour, effective pay period beginning December 30, 2023. *Div.*

BE IT FURTHER RESOLVED, Mr. Barnhart's wage reflects the completion of his probation period met January 2, 2024.

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 2023.

BOARD OF COUNTY COMMISSIONERS

\_\_\_\_\_  
Tina Osborne, Clerk

- cc: *Human Services*  
OhioMeansJobs (file)  
~~S. Short's Personnel file~~  
~~T. Duffy's Personnel file~~  
OMB-Sue Spencer  
*J. Barnhart pers. file*

AMEND JOB TITLE AND JOB DESCRIPTION FOR ELIGIBILITY REFERRAL  
SPECIALIST I WITHIN <sup>Dept of</sup> JOB AND FAMILY SERVICES, HUMAN SERVICES DIVISION

WHEREAS, during a state audit the department was advised to adjust the job description and title for Eligibility Referral Specialist I, as current staff are not performing duties involving casework as indicated in the job description; and

WHEREAS, the job description and classification specification that is most consistent with the current duties of staff and has the same pay range is an Administrative Support; and

NOW THEREFORE BE IT RESOLVED, to amend the job title of Eligibility Referral Specialist I to Administrative Support, within Job and Family Services and update the job description as attached hereto and made a part hereof; and

BE IT FURTHER RESOLVED, the following employees job title will change to Administrative Support effective December 19, 2023:

- Dale Corwin
- Angela Barnes
- Kristina Forsey
- Kristina Elzroth
- Heather Glardo (..)

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 2023.

BOARD OF COUNTY COMMISSIONERS

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Tina Osborne, Clerk

- cc: Human Services (file)  
Job Classification (file)  
Personnel Files  
OMB S. Spencer

# WARREN COUNTY COMMISSIONERS POSITION DESCRIPTION

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Department:	Warren County JFS, Division of Human Services	Employee:	
Class Title:	Administrative Support	Position Title:	Administrative Support
Class Number:	30112	Reports to:	ER Supervisor I
Probation:	365 Days	FLSA:	Non-exempt
Civil Service Status:	Classified	Lunch:	Unpaid
Employment Status:	Full Time	Pay Range:	10

## **SUMMARY OF ESSENTIAL DUTIES**

The primary purpose of the Administrative Support position is to assist Client Services personnel (e.g., Social Service Workers, Investigators, Eligibility Referral Specialists) by assisting, interviewing, and screening incoming public assistance applicants. This classification also performs general clerical duties and provides assistance to Client Services personnel.

**QUALIFICATIONS:** Any combination of training and work experience which indicates possession of the skills, knowledge and abilities listed above. An example of an acceptable qualification for this position is:

Completion of a secondary education or its equivalent and demonstrable skills in typing and dictation; training and/or work experience which evidences a basic knowledge of office practices and procedures, a basic knowledge of bookkeeping, and/or equivalent combination of training and/or experience.

## **LICENSURE AND CERTIFICATION REQUIREMENTS:**

Ohio Valid Driver's License

## **UNUSUAL WORKING CONDITIONS/HAZARDS**

The position requires no unusual physical effort. Occasional walking, standing, bending, or lifting light objects is required. The incumbent works in an office setting where the probability of injury is low.

# WARREN COUNTY COMMISSIONERS POSITION DESCRIPTION

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## **ESSENTIAL FUNCTIONS**

1. Directs, assists, and interviews incoming Agency clients. Screens applications and perform general clerical duties (e.g., files; obtain records; schedules appointments; issues letters). Provides technical assistance to Client Services Workers in completing case work.
2. Assists clients by taking incoming telephone requests and making referrals to appropriate services and personnel.
3. Gathers information from new or ongoing applicants and records information on computer system.
4. Maintains client file, containing copies of follow-up letters, client responses to follow-up letter, and any other clerical related duties.
5. Researches case information, provides general information and transmits messages to appropriate personnel.
6. Performs clerical functions (e.g., files, retrieves documents, copies, collates materials, sorts and distributes mail, etc.).
7. Operates equipment (e.g., computer, scanner, calculator, copier, fax, etc.).
8. Demonstrates a regular and predictable attendance.

## **OTHER DUTIES AND RESPONSIBILITIES:**

1. Works on special assignments and projects as directed.
2. Performs other duties as assigned by supervisor.

## **KNOWLEDGE, SKILLS AND ABILITIES**

<b>Knowledge</b>	<b>Skills</b>	<b>Abilities</b>
Office practices and procedures	Oral communication	Give or exchange facts or routine information
Computer operations	Typing and Writing	Answer routine questions/inquiries
Office equipment	Organization	Maintain accurate records
Mailing procedures	Computer Skills	Interview clients
Typing principles and Word Processing functions	Time Management	Refer clients to appropriate personnel
Data entry functions		Determine services clients need
English grammar and composition		Perform full range of standard clerical assignments

**WARREN COUNTY COMMISSIONERS  
POSITION DESCRIPTION**

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*This position description in no manner states or implies that these are the only duties and responsibilities of Administrative Support. My signature below signifies that I have reviewed the contents of my position description and that I am aware of the requirements of my position. I further certify that I have reviewed the most recent copy of the Warren County Commissioners Personnel Policy Manual.*

\_\_\_\_\_  
**Employee's Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Signature of Agency Representative and Title**

\_\_\_\_\_  
**Date**

APPROVE RECLASSIFICATIONS AND WAGE INCREASES FOR MULTIPLE EMPLOYEES  
WITHIN THE JOB AND FAMILY SERVICES, CHILDREN SERVICES DIVISION

<sup>Dept of</sup>  
WHEREAS, the Director and Deputy Director of Children Services have requested employee reclassifications and wage increases as employees are performing the essential functions of advanced positions; and

NOW THEREFORE BE IT RESOLVED, approve reclassifications and wage increases for multiple employees within the Job and Family Services, Children Services Division effective pay period, beginning December 30, 2023. as follows:

- Tiffany Kitchen to Foster Care/Adoption CW II, pay grade 18, wage of \$24.87 per hour
- Amand Kneece to Protective Services CW III, pay grade, wage of \$24.87 per hour
- Theresa Davis to Lead Foster Care Caseworker pay grade 18, wage of \$26.50 per hour
- Jennifer Stacy to Lead Foster Care Caseworker pay grade 18, wage of \$26.50 per hour
- Olivia Elter to Lead Investigative Caseworker, pay grade 18 wage of 18, \$26.01 per hour
- Sydney Wyatt to Lead Adoption Caseworker, pay grade 18, wage \$26.01 per hour
- Britne Wilmer to Lead Investigative CW/Court Liaison, pay grade 18, wage \$26.01 per hour
- Michelle Turley Lead Adoption Caseworker, pay grade, wage \$26.50 per hour

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 2023.

BOARD OF COUNTY COMMISSIONERS

\_\_\_\_\_  
Tina Osborne, Clerk

cc: Children Services (file)  
Personnel files  
OMB-Sue Spencer



APPROVE SALARY INCREASES FOR COUNTY COURT PROBATION OFFICERS

WHEREAS, the Ohio Revised Code 1907.201 indicates that the Judge shall appoint probation officers and that their compensation is prescribed by the Board of County Commissioners; and

WHEREAS, during the 2023 budget process, the County Court Judge requested increases for said probation officers; and

WHEREAS, the Board has agreed to the County Court Judge's request for increases for said probation officers; and

NOW THEREFORE BE IT RESOLVED, to adjust the hourly wage for the following probation officers effective the pay period beginning December 16, 2023:

Donna C. Conn	2024 Hourly Rate	\$28.65
Mary Velde	2024 Hourly Rate:	\$28.65
Kimberly Lee	2024 Hourly Rate:	\$24.00

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 2022

BOARD OF COUNTY COMMISSIONERS

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Tina Osborne, Clerk

cc: County Court (file)  
Personnel files  
OMB – Sue Spencer

# Resolution

Number 23-1555

Adopted Date November 21, 2023

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

WHEREAS, this Board is in receipt of a request for a road name change from County Engineer to change a portion of North Wood Creek Drive to Winding Creek Boulevard in Clearcreek Township; and

WHEREAS, it is the desire of this Board to consider said request; and

NOW THEREFORE BE IT RESOLVED, to set December 19, 2023, at 9:15 a.m. as the date and time for considering said road name change; and

BE IT FURTHER RESOLVED, to this Board does hereby direct the Clerk to notify property owners within said area of the date and time of the public hearing; and

BE IT FURTHER RESOLVED, to direct the Clerk to publish notice of said public hearing in Today's Pulse – Lebanon and Mason newspaper for two consecutive weeks.

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

Mrs. Jones – yea  
Mr. Young – yea  
Mr. Grossmann – yea

Resolution adopted this 21<sup>st</sup> day of November 2023.

BOARD OF COUNTY COMMISSIONERS



Tina Osborne, Clerk

/kp

cc: Property Owners  
Clearcreek Township  
Engineer (file)  
Road Name Change file  
Auditor  
Dispatch  
GIS  
Sheriff's Office



October 20, 2023

Warren County  
Board of Commissioners  
406 Justice Drive  
Lebanon, Ohio 45036

**RE: North Wood Creek Drive, Winding Run Boulevard and Winding Creek Boulevard**

Dear Warren County Board of Commissioners;

A section of street in The Villages of Winding Creek, The Falls at Winding Creek, Clearcreek Township, was built and dedicated as North Wood Creek Drive. When the street was extended in the subsequent phase of The Villages of Winding Creek, The Boulevards at Winding Creek, Section Eight, it was dedicated as Winding Creek Boulevard. It was recently discovered while reviewing the road inventory that this section of road was accepted in 2010 as Winding Run Boulevard.

There is no driveway access from this section of North Woods Creek Drive and it is a part of a roundabout intersection. The two adjoining lots are *Reserve* areas and owned by The Villages of Winding Creek Master Property Owners Association. The attached copy of the recorded plat shows this section of street that was named in a prior record plat and Winding Creek Boulevard that this office desires to use for the stub.

Therefore, please accept this request the Board to initiate and approve a road name change for a section of road 2417T from North Wood Creek Drive to Winding Creek Boulevard subject to a public hearing and other requirements of the Ohio Revised Code.

If you have any questions or need additional information to move forward with this request, please contact me. Your attention to this matter is greatly appreciated.

Sincerely,

A handwritten signature in black ink that reads "Neil F. Tunison".

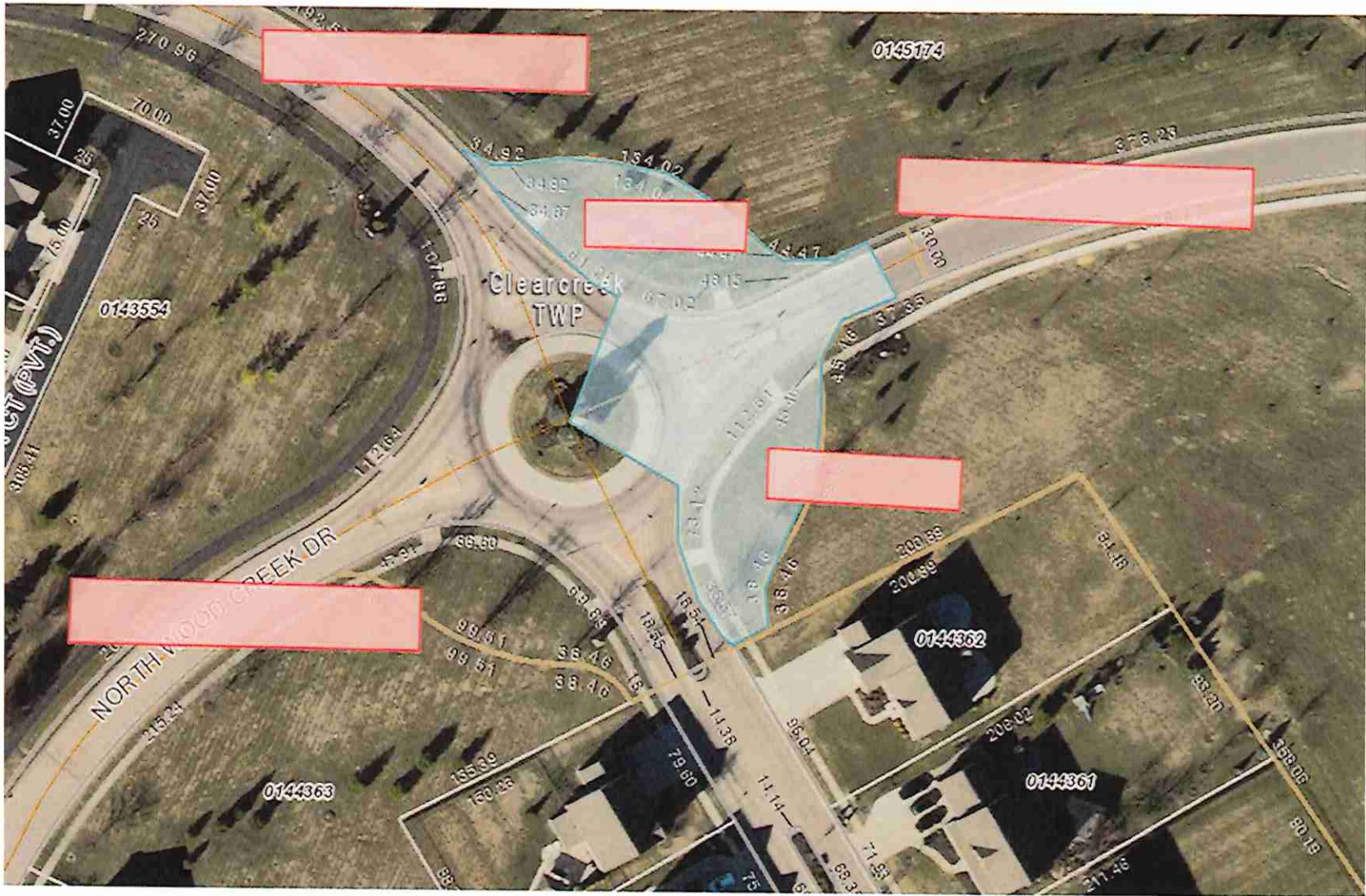
NEIL F. TUNISON, PE, PS  
WARREN COUNTY ENGINEER

CC: File

**WARREN COUNTY ENGINEER'S OFFICE**

ADMINISTRATION and ENGINEERING  
210 W Main St, Lebanon, OH 45036  
Telephone (513) 695-3301 Fax (513) 695-7714

HIGHWAY MAINTENANCE, PERMITS, and INSPECTION  
105 Markey Rd, Lebanon, OH 45036  
Telephone (513) 695-3336 Fax (513) 695-3323



Portion of North Wood Creek Drive being requested to be changed to Winding Creek Boulevard