



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

June 20, 2023

- #1** **Clerk — General**
- #2** **9:00** **Executive Session — Imminent Litigation with Legal Counsel**
Present Pursuant to ORC 121.22 (G)(3)

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

APPROVE 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 Martin Russell, 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 20th day of June 2023.

BOARD OF COUNTY COMMISSIONERS

Tina Osborne, Clerk

/tao

cc:

Commissioners' file

REQUISITIONS

Department	Vendor Name	Description	Amount
WAT	72 HOUR LLC	SEW 2023 FORD F350 SRW XL 4WD	53,824.18
WAT	WARREN CO ENGINEER	WAT CB HOPKINSVILLE AREA WATER	3,165,800.35
FAC	KAFFENBARGER TRUCK EQUIPMENT	FAC VAN UPFITTING	3,501.00
FAC	MIAMI VALLEY POWER EQUIPMENT LLC	FAC MOWING EQUIPMENT	13,319.50

PO CHANGE ORDER

Department	Vendor Name	Description	Amount
WAT	DEERFIELD TOWNSHIP	KINGS MILLS INFRASTRUCTURE PHASE 2	456,215.00 INCREASE

6/23/2023 APPROVED:

Martin Russell, Deputy County Administrator

CONSENT AGENDA*

June 20, 2023

PERSONNEL

1. *Approve end of 365-day probationary period and pay increase for Camille Hughes, Kyle Purdy and Bo Harner within W/S Department and Sherry Holliday within Emergency Services*
2. *Accept resignation of Kristie Howell, Eligibility Referral Specialist II within Human Services and authorize posting of vacated position*

GENERAL

1. *Cancel Thursday June 22, 2023, Commissioners' Meeting*
2. *Authorize service agreement with Bethesda Healthcare Inc for employee assistance program effective July 1, 2023*
3. *Enter into contract with Allied Construction for the 2023 Chip Seal Project*
4. *Approve notice of intent to award bid to SmithCorp Inc. for the Moreland Acres Water Main Replacement Project*
5. *Enter into contract with Lifespan, Inc. on behalf of Human Services*
6. *Enter into pooled funding agreement relative to Clinical Committee services to multi-need children on Warren County*
7. *Approve Community Corrections grant agreement with ODRC on behalf of Common Pleas Court*
8. *Authorize publication of public review for Warren County's consolidated annual performance evaluation report relative to CDBG Program*
9. *Approve Area 12/Workforce Development System MOU*
10. *Authorize reimbursement to M/I Homes of Cincinnati, LLC for the relocation of County owned waterline along Irwin-Simpson Road to be constructed as part of the Losh Landing Development, Warren County Water District*
11. *Authorize payment of bills*

FINANCIAL

12. *Approve operational transfer from Commissioners 11011112 into Human Services 2203*
13. *Approve supplemental appropriation into WIB 2238*
14. *Approve appropriation adjustments from Commissioners 11011110, Common Pleas 11011223 and 2289, Juvenile Probate 11012500 and Telecomm 11012810*

**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. Submittal of a 90-day F-12 Beer and Wine Permit Application for the sale of beer and wine slushies at the Warren County Fair (F-12 permits are for 90 days)
2. Request from St. Margaret of York Catholic Church for a building permit fee waiver for their annual festival

AUTHORIZE SUBMITTAL OF 90 DAY F-12 BEER AND WINE PERMIT APPLICATION FROM THE OHIO DEPARTMENT OF COMMERCE, DIVISION OF LIQUOR CONTROL BY THE WARREN COUNTY AGRICULTURAL SOCIETY FOR THE WARREN COUNTY FAIR AND FUNDRAISING EVENTS AT THE WARREN COUNTY FAIRGROUNDS

WHEREAS, the Warren County Agriculture Association desire to expand the beer garden during the Warren County Fair to include wine slushies which requires an F-12 Liquor Permit which is valid for 90 days; and

NOW THEREFORE BE IT RESOLVED, to authorize the submittal of an F-12 Liquor Permit Application from the Ohio Department of Commerce, Division of Liquor by the Warren County Agriculture Association for the purpose of obtaining a liquor license during the Warren County Fair being held at the Warren County Fairgrounds; copy of said application is 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 22nd day of February 2022.

BOARD OF COUNTY COMMISSIONERS

Tina Osborne, Clerk

tao/

cc: Warren County Agricultural Society (file)
C/A—Ohio Department of Commerce, Division of Liquor Control



OHIO DEPARTMENT OF COMMERCE, DIVISION OF LIQUOR CONTROL
 6606 Tussing Road, P.O. Box 4005, Reynoldsburg, Ohio 43068-9005
 Call (614) 387-7407 Fax (614) 644-6965 Email: liquortemporarylicensing@com.ohio.gov
 Visit <http://www.com.ohio.gov/liqr>

F-12 PERMIT APPLICATION

PERMIT FEE \$500.00

APPLICATION MUST BE FILED AT LEAST THIRTY (30) DAYS PRIOR TO THE EVENT DATE

Under R.C. 4303.2012, an F-12 temporary liquor permit is valid for up to 90 days and can be issued to any qualifying organization to sell beer or wine at a special function that is not for profit. Only one F-12 permit can be issued to the same applicant within any one-year period. Alcohol sales end at 1 a.m.

Name of Applicant Organization (Exact Name must be uniform on all documents - please do not abbreviate)			
warren county ag. soc.			
Street Address Where Function Will Be Held - BE SPECIFIC (Must be uniform on all documents - For Street Closures see Street Closure Form)			
665 North Broadway Street			
Township (Only if outside city or village limits)	City	Zip Code	County:
	Lebanon	45036	
Send Temporary Permit and Correspondence To: Name: Eugene Steiner			
Street Address:	665 North Broadway Street	City: Lebanon	State: OH Zip Code: 45036
Phone #:	5136164086	Fax #:	
Email Address:	executivedirector@warrencountyfairhio.org		
Individual responsible for making sure that Ohio's liquor laws, including the sale and consumption of alcoholic beverages at the event will be followed:	Name: Eugene Steiner	Title: Executive Director	Phone #: 513-616-4086
Date and Time Event Begins:	7/17/2023 5:30:00 AM		
Date and Time Event Ends:	9/16/2023 11:59:00 PM		
Please indicate the type of organization:			
Charitable Organization			

FOR OFFICE USE ONLY

Taxing District	Remarks:	Reviewer Action:
Permit Number		
Receipt #		

1. What is the purpose of the event? Agricultural Educational Event

(NOTE: The proceeds of the function shall not be used for the profit or gain of any individuals).

2. Will 100% of the proceeds, less expenses, from the Applicant's sale of alcoholic beverages either be retained by the Applicant or distributed by the Applicant for non-profit social, recreational, benevolent, charitable, fraternal, political, patriotic, or other athletic purposes? YES NO

If "NO", please give detailed explanation:

3. Will any individual or for profit association, corporation, or other legal entity receive any percentage of the proceeds after expenses from the event for which you are requesting the F-12 permit? YES NO

If "YES", please explain and identify the share of profit or gain each person/party will receive:

4. Will the members of the Applicant organization coordinate and operate the event and conduct the sale of alcoholic beverages? YES NO

If "NO", please submit a detailed explanation of the non member involvement and their financial compensation.

5. Give the name and address from whom beer and/or wine will be purchased.

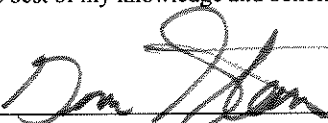
Bonbright, Heidelberg

The Division of Liquor Control does not regulate or advise individuals regarding Ohio's gambling laws. Any legal questions regarding gambling should be directed to your attorney or the Ohio Attorney General's Office, Charitable Gaming Section, at (614) 466-3181.

THE FOLLOWING MUST BE COMPLETED BY THE APPLICANT(S):

CERTIFICATION OF APPLICATION

By signing below, I certify that I have authority to execute this document and that the information provided is true, correct, and complete to the best of my knowledge and belief.


(Signature)

Key DM
(Position)

6-14-23
(Date)

(Residence Address)

(City)

(State)

(Zip Code)

(Area Code & Telephone Number)



DIAGRAM OF PROPOSED PERMIT PREMISES FOR TEMPORARY LIQUOR PERMIT

Organization Name: warren county ag. soc.

Every applicant for a temporary liquor permit must submit with the application a diagram of the event premises where alcoholic beverages will be stored, sold and consumed. If the diagram is not included, the application will be returned to the applicant.

FOR EVENTS HELD INDOORS: Diagram must identify the room(s) in which the alcoholic beverages will be sold, stored and consumed.

FOR EVENTS HELD ENTIRELY or PARTIALLY OUTDOORS: Diagram must show shape and measured dimensions of the area to be used. Location of barriers must be shown, and an explanation of the type of barriers used (e.g., chain link fence, snow fence, brick wall, rope, etc.) which will separate permit premises from other areas which are not permit premises.

DIAGRAM MUST APPEAR IN THE SPACE BELOW, OR ON AN ATTACHED SHEET

(if submitting diagram on attached sheet, the diagram must be signed by the person who prepared diagram or applicant)



Signature of person who prepared diagram or applicant

Print Name

Title

Phone #

TEMPORARY PERMIT CHIEF PEACE OFFICER NOTIFICATION FORM

Section A: TEMPORARY PERMIT INFORMATION

The warren county ag. soc. will be conducting an

event at: 665 North Broadway Street

Lebanon 45036
Township (Only if outside city or village limits) City Zip Code

and has applied for a temporary liquor permit to be held on the date and time specified below:

Date/Time Function Begins: 7/17/2023 5:30:00 AM

Date/Time Function Ends: 9/16/2023 11:59:00 PM

Will there be any type of street, alley, or public sidewalk closure for this event? YES NO
If "YES", please attach an acknowledgement from the legislative or police authority in control, authorizing the closure, and attach a copy of the "Event Street Use Form" describing those streets for their reference.

Section B: NOTICE TO CHIEF PEACE OFFICER (Completed by City/Township Police or County Sheriff)

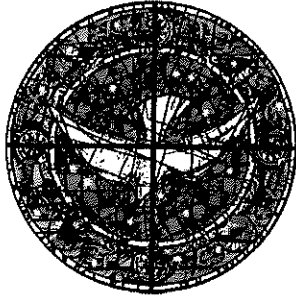
This portion must be signed by the Chief Peace Officer or his or her designee in the municipality or township where this function will be held, indicating that he/she has been notified of the date, time, place and duration of the event. (If the township does not have a Chief Peace Officer, the County Sheriff's Office must be notified accordingly.)

I, being the Chief Peace Officer or his or her designee where the function listed above in Section A will be held, acknowledge that I have received notification that the organization listed above will hold a special function on the date(s) specified.

X _____
(Signed) (Title) (Date)

(Print Name)

- City Police
- Township Police
- County Sheriff
- University Police



St. Margaret of York Catholic Church
9499 Columbia Rd
Loveland OH 45140
513-683-7100

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

RE: SMOY Fest 2023

June 13, 2023

Dear Honorable Board of County Commissioners:

St. Margaret of York Catholic Church will be holding their annual festival on July 28-30, 2023. The income generated from this festival will be used for many purposes including helping those in need throughout Warren County.

In past years, the Board has so graciously waived our building permit fees so that we may maximize our proceeds and continue serving those residents of Warren County that are in need.

I respectfully request your consideration in waiving our building permit fee again this year so that we may continue our charitable work to the fullest.

Thank you for your consideration of our request. If you have any questions, please feel free to contact me at your convenience at 513-615-9588.

Sincerely,

A handwritten signature in black ink, appearing to read 'Greg Bickford'.

Greg Bickford
SMOYFEST 2023

CC: Warren County Building Department

Osborne, Tina

From: Tegtmeier, Michelle R.
Sent: Tuesday, June 13, 2023 9:06 AM
To: Osborne, Tina
Subject: RE: Annual request to Board of County Commissioners

Tina,
The fee for this would typically be \$406.00 for one tent.
If waived, we would still charge \$6.00 for state surcharge, no matter, it must be paid.
Thanks
M

PS. This is normally a large event with several tents, and we pull multiple inspectors to the site to get it done in time. It puts other inspections late and possibly OT or comp but we make it work.

From: Osborne, Tina <Tina.Osborne@co.warren.oh.us>
Sent: Tuesday, June 13, 2023 8:30 AM
To: Tegtmeier, Michelle R. <Michelle.Tegtmeier@co.warren.oh.us>
Cc: Powell, Krystal L. <Krystal.Powell@co.warren.oh.us>; Russell, Martin T. <Martin.Russell@co.warren.oh.us>; Zindel, Tiffany M. <Tiffany.Zindel@co.warren.oh.us>
Subject: FW: Annual request to Board of County Commissioners

Michelle,

Can you please tell me the \$ amount that they are consider being waived? I think every time we have a request, we should let them know what they are waiving.

Thanks

Tina

From: darby427 <darby427@gmail.com>
Sent: Tuesday, June 13, 2023 8:19 AM
To: Osborne, Tina <Tina.Osborne@co.warren.oh.us>; Lander, Laura <Laura.Lander@co.warren.oh.us>
Subject: Annual request to Board of County Commissioners

Some people who received this message don't often get email from darby427@gmail.com. [Learn why this is important](#)
Hello - Please accept this letter to the Commissioners requesting a waiver of our building permit fees for the 2023 Annual St. Margaret of York Festival. As always, we appreciate the Board's willingness to help the Church!

Thanks!

Greg Bickford

SMOYFEST 2023

WAIVE PERMIT FEES ASSOCIATED WITH THE ST. MARGARET OF YORK ANNUAL FESTIVAL

BE IT RESOLVED, to waive the permit fees associated with the St. Margaret of York Annual Festival; and

BE IT FURTHER RESOLVED that St. Margaret of York Church 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 20th day of June 2023.

BOARD OF COUNTY COMMISSIONERS

Tina Osborne, Clerk

/to

cc: Building/Zoning (file)
Greg Bickford (darby427@gmail.com)



**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: Matt Nolan DEPARTMENT: Auditor

*POSITION: Auditor DATE: 6/05/2023

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:
Annual Auditors Conference

LOCATION:
Cuyahoga Falls

DATE(S): 6/5/23-6/8/23

TYPE OF TRAVEL: (Check one)
AIRLINE STAFF CAR PRIVATE VEHICLE OTHER

LODGING: 301.64

ESTIMATED COST OF TRIP: \$600

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:
 6-16-23
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:



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

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*NAME OF ATTENDEE: Shannon Jones DEPARTMENT: BOCC

*POSITION: Commissioner DATE: 6/6/2023

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:
Warren County Chamber Alliance DC Fly-In

LOCATION:
Washington DC

DATE(S): September 17-20

TYPE OF TRAVEL: (Check one)
AIRLINE STAFF CAR PRIVATE VEHICLE OTHER

LODGING: Sofitel Hotel

ESTIMATED COST OF TRIP: \$3000

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:
Shannon Jones
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:
