



MELANIE F. WILT

SASHA L. RITTENHOUSE

LOWELL R. MCGLOTHIN

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3130 East Main Street, Springfield, OH 45503 | Phone: 937.521.2005 | Email: [commission@clarkcountyohio.gov](mailto:commission@clarkcountyohio.gov)

# Commission Meeting Agenda

## January 4, 2024

9:00 A.M. Informal Session  
Formal Session

Call to Order President of County Commission  
Resolution 2024-0001

Pledge to the flag

Approve minutes of the last meeting and dispense with reading of same.

*Review/Action:*

Matters before the Board and Departmental Requests: See attached motions

Staff Notes:

9:00 Review Agenda  
County Administrator/Strategic Plan Updates  
Public Information Officer/Calendar/Event Updates  
Formal Session  
10:00 Public Hearing – Veteran’s Service Commission Budget Request

**Connections. Communities. Opportunities.**

The Board of County Commissioners, in and for Clark County, Ohio, met this 4<sup>th</sup> day of January, 2024 in regular session, pursuant to adjournment, in accordance with Section 121.22 O.R.C. (Sunshine Law), with the following members present, viz:

Melanie F. Wilt

Sasha L. Rittenhouse

Lowell R. McGlothlin

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**Resolution 2024-0002**  
**B&GC file**

**Authorize Contract with  
Hauck Brothers Inc.**

Commissioner \_\_\_\_ moved, per the request of the Buildings and Grounds Director, to authorize a contract with:

**Organization Name:** Hauck Brothers Inc.  
**Organization Address:** 1974 Commerce Circle, Springfield, Ohio 45504  
**In the amount of:** \$49,000.00 (not to exceed)  
**Funding Source(s):** General  
**Purpose:** Heating and cooling repairs and maintenance for county owned buildings  
**Effective Dates:** January 1, 2024 through December 31, 2024

Further, move to authorize the County Administrator to execute the contract and related documents, including the purchase order.

Commissioner \_\_\_\_ seconded the motion and the roll being called for its passage, the vote resulted as follows:

Commissioner McGlothlin, Commissioner Rittenhouse, Commissioner Wilt,

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I, Angela Wheeler, Clerk to the Board of County Commissioners, do hereby certify that the above is a true and correct copy of a motion as recorded in the Journal of the Clark County Commissioners, under the date of January 4, 2024.

Angela Wheeler, Clerk

copy: County Auditor  
County Administrator  
Requesting Department(s)

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Sasha L. Rittenhouse

Lowell R. McGlothlin

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**Resolution 2024-0003**  
**PERC file**

**Authorize Contract Renewal with  
UMR, Inc.**

Commissioner \_\_\_\_ moved, per the request of the Assistant County Administrator/HR Director, to authorize the contract renewal with:

**Organization Name:** UMR, Inc.  
**Address:** 5151 Pfeiffer Road, Cincinnati, Ohio 45242  
**Funding Source(s):** Health Insurance Fund  
**Purpose:** Self-Insurance Third Party Administrator  
**Effective Dates:** January 1, 2024 through December 31, 2026

Further, move to authorize the County Administrator to execute the change order and related documents, including the purchase order.

Commissioner \_\_\_\_ seconded the motion and the roll being called for its passage, the vote resulted as follows:

Commissioner McGlothlin, Commissioner Rittenhouse, Commissioner Wilt,

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**Resolution 2024-0004**  
**ENGB file**

**Instruct Clerk to Advertise for Bids for  
Ravenwood Drive Box Culvert Replacement**

Commissioner \_\_\_\_ moved, per the request of the County Engineer, to instruct the Commission Clerk to advertise for bids for the Ravenwood Drive Box Culvert Replacement. Said bids will be opened in public session on Thursday, February 8, 2024, at approximately 10:00 a.m., 3rd Floor, Springview Government Center, 3130 East Main Street, Springfield, Ohio 45503.

Commissioner \_\_\_\_ seconded the motion and the roll being called for its passage, the vote resulted as follows:

Commissioner McGlothlin, Commissioner Rittenhouse, Commissioner Wilt,

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**Resolution 2024-0005**  
**BRDP file**

**Appoint Member(s) to the Clark County Planning Commission**

Commissioner \_\_\_\_ moved to appoint the following member(s) to the Clark County Planning Commission (CPC):

| <b>Name:</b>                    | <b>Township of Residence:</b> | <b>Term Expiration Date:</b> |
|---------------------------------|-------------------------------|------------------------------|
| Jo Anderson (Re-appointment)    | Springfield Township          | December 31, 2026            |
| Mark Scholl (Re-appointment)    | Moorefield Township           | December 31, 2026            |
| David Stickney (Re-appointment) | Pleasant Township             | December 31, 2026            |
| Don Wallace (Re-appointment)    | Bethel Township               | December 31, 2026            |

Commissioner \_\_\_\_ seconded the motion and the roll being called for its passage, the vote resulted as follows:

Commissioner McGlothin, Commissioner Rittenhouse, Commissioner Wilt,

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**Resolution 2024-0006**  
**BRDR file**

**Appoint Member(s) to the Clark County Rural Zoning Commission (RZC)**

Commissioner \_\_\_\_ moved to appoint the following member(s) to the Clark County Rural Zoning Commission (RZC):

| <b>Name:</b>                | <b>Township of Residence:</b> | <b>Term Expiration Date:</b> |
|-----------------------------|-------------------------------|------------------------------|
| Bob Jurick (Re-appointment) | Mad River Township            | December 31, 2026            |

Commissioner \_\_\_\_ seconded the motion and the roll being called for its passage, the vote resulted as follows:

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**Resolution 2024-0007**  
**BRDZ file**

**Appoint Member(s) to the Clark County Board of Zoning Appeals (BZA)**

Commissioner \_\_\_\_ moved to appoint the following member(s) to the Clark County Board of Zoning Appeals (BZA):

| <b>Name:</b>                    | <b>Township of Residence:</b> | <b>Term Expiration Date:</b>              |
|---------------------------------|-------------------------------|---|
| Tom Duffee (Re-appointment)     | Bethel Township               | December 31, 2028                         |
| Jerri Taylor (Alternate Member) | Harmony Township              | As needed (or until<br>December 31, 2025) |

Commissioner \_\_\_\_ seconded the motion and the roll being called for its passage, the vote resulted as follows:

Commissioner McGlothin, Commissioner Rittenhouse, Commissioner Wilt,

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**Resolution 2024-0008**  
**UTLP file**

**Approve Payment #1 to  
Associated Hydro Excavating, Inc.**

Commissioner \_\_\_\_ moved, per request of the Utilities Director, to approve the following payment #1:

**Payment to:** Associated Hydro Excavating, Inc.  
**Address:** 7911 Peters Road, Tipp City, Ohio 45371  
**Services:** General Contractor  
**Project:** Emergency Repair Project – Mud Run Sewer Force Main  
**Funding Source(s):** General Sewer Funds  
**Amount:** \$57,426.00

Commissioner \_\_\_\_ seconded the motion and the roll being called for its passage, the vote resulted as follows:

Commissioner McGlothlin, Commissioner Rittenhouse, Commissioner Wilt,

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**Resolution 2024-0009**  
**FINF file**

**Authorize Intra-Fund Transfer(s)**

Commissioner \_\_\_\_ moved, upon the recommendation of the County Administrator, to authorize the following Intra-Fund Transfer(s):

| <b>From</b>       |                      |               | <b>To</b>         |                      |               |
|-------------------|----------------------|---------------|-------------------|----------------------|---------------|
| <b>Department</b> | <b>Expense Acct.</b> | <b>Amount</b> | <b>Department</b> | <b>Expense Acct.</b> | <b>Amount</b> |
| Fund: General     |                      |               |                   |                      |               |
| Juv. Ct.          | Pers & Fringes       | \$15,000.00   | Comm. Pleas       | Operating Exp.       | \$15,000.00   |
| B&G               | Operating Exp.       | \$ 5,000.00   | Comm. Pleas       | Operating Exp.       | \$ 5,000.00   |

Reason: Transfer needed to cover Common Pleas juror fees.

Commissioner \_\_\_\_ seconded the motion and the roll being called for its passage, the vote resulted as follows:

Commissioner McGlothlin, Commissioner Rittenhouse, Commissioner Wilt,

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**Resolution 2024-0010**  
**FINT file**

**Approve Issuance of Warrants for Then and Now(s)**

Commissioner \_\_\_\_ moved, upon the recommendation of the County Administrator, to approve the issuance of warrants for then and now(s) are as follows:

| <b>P.O. Number</b> | <b>Fund</b>              | <b>Vendor</b>                        | <b>Date</b> | <b>Purchase Amount</b> |
|--------------------|--------------------------|--------------------------------------|-------------|------------------------|
| 230029274          | Special Proj. (Juv. Ct.) | Advocates of Basic<br>Legal Equality | 11/3/23     | \$10,031.21            |

Reason: Community Based Child Abuse Prevention Legal Representation Pilot Project. The previous purchase order was not enough to cover year end invoices.

|           |                        |                                      |          |             |
|-----------|------------------------|--------------------------------------|----------|-------------|
| 230029274 | Spec. Proj. (Juv. Ct.) | Advocates of Basic<br>Legal Equality | 11/14/23 | \$13,997.65 |
|-----------|------------------------|--------------------------------------|----------|-------------|

Reason: Community Based Child Abuse Prevention Legal Representation Pilot Project. The previous purchase order was not enough to cover year end invoices.

Commissioner \_\_\_\_ seconded the motion and the roll being called for its passage, the vote resulted as follows:

Commissioner McGlothlin, Commissioner Rittenhouse, Commissioner Wilt,

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**Resolution 2024-0011**  
**COMO file**

**Resolution to Designate the Official Representative and Alternate for the Purpose of Voting at the Annual Meeting of the County Commissioners Association of Ohio in 2024**

Commissioner \_\_\_\_ moved the adoption of the following resolution:

**WHEREAS**, Article IV, Section 6, of the Code of Regulations of the County Commissioners' Association of Ohio requires each member county to, for the purpose of voting at any annual or special meeting of the Association, designate an Official Representative and Alternate; and

**WHEREAS**, the designation of the Official Representative and Alternate for a county organized under the statutory form of county government shall be by resolution of the Board of County Commissioners; and

**WHEREAS**, in designating the Official Representative and Alternate only a member of the Board of County Commissioners is eligible to be designated as the Official Representative and Alternate;

**NOW THEREFORE BE IT RESOLVED** that \_\_\_\_ is designated as the Official Voting Representative of Clark County.

**BE IT FURTHER RESOLVED** that \_\_\_\_ is designated as the Alternate Voting Representative of Clark County.

Commissioner \_\_\_\_ seconded the motion and the roll being called for its passage, the vote resulted as follows:

Commissioner McGlothlin, Commissioner Rittenhouse, Commissioner Wilt,

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**Resolution 2024-0012**  
**COMO file**

**Election of President for the Board of Clark County Commissioners**

Commissioner \_\_\_\_ opened the floor for nominations for election of the President of the Board of Clark County Commissioners for a period of one year commencing immediately and ending January 2, 2025:

Commissioner \_\_\_\_ nominated \_\_\_\_\_ for Commission President  
Commissioner \_\_\_\_ seconded the nomination

Commissioner \_\_\_\_ moved to close nominations for President of the Board of Clark County Commission, Commissioner \_\_\_\_ seconded the motion. The roll was called for electing \_\_\_\_\_ as Commission President; the vote resulted as follows:

Commissioner Rittenhouse, Commissioner McGlothlin, Commissioner Wilt,

Further move to designate a person to act in the absence of the President.

Commissioner \_\_\_\_ moved to designate \_\_\_\_\_ to act in the absence of the President  
Commissioner \_\_\_\_ seconded the motion

Commissioner \_\_\_\_ moved to close nominations for the person to preside in the absence of the President, Commissioner \_\_\_\_ seconded the motion. The roll was called to designate \_\_\_\_ to act in the absence of the President; the vote resulted as follows:

Commissioner McGlothlin, Commissioner Rittenhouse, Commissioner Wilt,

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Angela Wheeler, Clerk

copy: County Auditor  
County Administrator  
Requesting Department(s)

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Melanie F. Wilt

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Lowell R. McGlothlin

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**Resolution 2024-0013**  
**COMO file**

**Establishing Schedule of Meetings for the Year 2024**

Commissioner \_\_\_\_ moved to establish a schedule of meetings for 2024 as follows:

Meetings of the Board of Clark County Commissioners shall be held in accordance with Section 121.22 ORC (Sunshine Law).

All Wednesdays shall be designated as Regular Meetings for the purpose of conducting all official business of the Board, making a total of at least fifty (50) regular sessions to satisfy Section 305.06 ORC. Said meeting shall be divided into Informal and Formal Sessions. Informal Sessions shall be held in the Commission Public Chambers, 1<sup>st</sup> Floor, 3130 E. Main St., Springfield, Ohio, beginning at 8:30 a.m. and Formal Sessions beginning at 10:00 a.m.

Quarterly Special Sessions for the Investment Advisory Committee will be held in the Commission Conference Room, 3<sup>rd</sup> Floor, 3130 E. Main St., Springfield, Ohio, beginning at 10:30 a.m. on Wednesday, April 17, 2024; Wednesday, July 17, 2024, Wednesday, October 16, 2024 and Wednesday, December 11, 2024.

Special Sessions shall be called as needed with 24-hour notice in accordance with Section 305.07 ORC and shall be for the purpose of conducting work sessions with the staff, Department Directors, and/or other County Elected Officials. The time and place of Special Sessions shall be determined at the time they are called.

Commissioner \_\_\_\_ seconded the motion and the roll being called for its passage, the vote resulted as follows:

Commissioner McGlothlin, Commissioner Rittenhouse, Commissioner Wilt,

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Angela Wheeler, Clerk

copy: County Auditor  
County Administrator  
County Department Directors  
Springfield New Sun

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Melanie F. Wilt

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Lowell R. McGlothlin

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**Resolution 2024-0014**  
**COMO file**

**Authorize County Departments to Utilize Internet Based System for Disposal of Surplus County Equipment**

Commissioner \_\_\_\_ moved to authorize, in accordance with section 307.12(E) of the Ohio Administrative Code, for county departments to utilize internet based GovDeals, Inc. for the purpose of disposal of surplus county equipment. Said authorization is for the period of January 1, 2024 through December 31, 2024 and said notice is to be provided per the requirements of the ORC. Departments utilizing GovDeals, Inc., PropertyRoom.com, or another internet based system must be in compliance with the ORC stipulations governing length of auction period and other requirements.

Commissioner \_\_\_\_ seconded the motion and the roll being called for its passage, the vote resulted as follows:

Commissioner McGlothlin, Commissioner Rittenhouse, Commissioner Wilt,

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copy: County Auditor  
County Administrator  
Requesting Department(s)

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**Resolution 2024-0015**  
**COMO file**

**Authorize Expenditure of Public Funds for  
Proper Public Purpose for Calendar Year 2024**

Commissioner \_\_\_\_ moved, pursuant to Ohio Auditor of State Technical Bulletin 2003-005, to authorize the expenditure of public funds for meals, coffee, refreshments, and other amenities. Such expenditures should be de minimis in amount. Further move to find this to be proper public purpose.

Commissioner \_\_\_\_ seconded the motion and the roll being called for its passage, the vote resulted as follows:

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Lowell R. McGlothlin

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**Resolution 2024-0016**  
**ENGO file**

**Authorizing the County Engineer to use the “Force Account” pursuant to the Ohio Revised Code Section 5543.19, and Administer Right of way and Storm Water Permits**

**WHEREAS**, a request has been received from the Office of the County Engineer to have procedures established under Section 5543.19 of the Ohio Revised Code of the State of Ohio, relative to force account work; and,

**WHEREAS**, it being determined by the Board of Clark County Commissioners that the health, welfare and safety of the people of Clark County can best and efficiently be served by force account in matters pertaining to the maintenance and repair of roads, bridges and culverts in Clark County; and,

**WHEREAS**, the Ohio Revised Code Section 153.64, 4931 and 4933, provides to the Board of Clark County Commissioners, the authority to control the installation and placement of any public utilities within the dedicated public right-of-ways of all County maintained highways; and,

**WHEREAS**, the Ohio Revised Code Section 5589 and 5543 provides to the Board of Clark County Commissioners, the authority to control any digging and excavating on or along a County maintained highway and for the placement of a private driveway approach to a County maintained highway; and,

**WHEREAS**, the Ohio Revised Code Section 4513.34 provides to the Board of Clark County Commissioners, the authority to permit oversize and overweight vehicles using County maintained highways; and,

**WHEREAS**, the Ohio Revised Code Section 307.79 provides to the Board of Clark County Commissioners, the authority to adopt rules to regulate storm water permits and to designate an official to review, approve or disapprove plans, issue permits within the unincorporated areas of Clark County;

**THEREFORE, BE IT RESOLVED** that the Board of Clark County Commissioners does hereby authorize Johnathan A. Burr, Clark County Engineer, to proceed by force account on all bridge, culvert, and road work during 2024, absent action by the Board of Clark County Commissioners to let a construction contract (Ohio Revised Code §5543.19), and further authorizes the Clark County Engineer to develop and administer permits for the above described activities and to keep said permits on file with the permanent road records of Clark County.

Commissioner \_\_\_\_ seconded the motion and the roll being called for its passage, the vote resulted as follows:

Commissioner Rittenhouse, Commissioner McGlothlin, Commissioner Wilt,

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Angela Wheeler, Clerk

copy: County Auditor, County Administrator, Requesting Department(s)



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**Resolution 2024-0017**  
**ENGO file**

**Mileage Certification**  
**Ohio Department of Transportation**

Commissioner \_\_\_\_ moved, per the request of the County Engineer, to acknowledge and certify the County's total road mileage of 306.945 miles for the year 2023.

**Agreement with:** Ohio Department of Transportation  
**Purpose:** Annual County Highway System Mileage Certification  
**Effective Dates:** January 1, 2024

Commissioner \_\_\_\_ seconded the motion and the roll being called for its passage, the vote resulted as follows:

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Angela Wheeler, Clerk

copy: County Auditor  
County Administrator  
County Engineer

The Board of County Commissioners, in and for Clark County, Ohio, met this 4<sup>th</sup> day of January, 2024 in regular session, pursuant to adjournment, in accordance with Section 121.22 O.R.C. (Sunshine Law), with the following members present, viz:

Melanie F. Wilt

Sasha L. Rittenhouse

Lowell R. McGlothlin

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**Resolution 2024-0018**

**PUR file**

**Authorize Clark County Offices to Participate in  
State of Ohio and ODOT 2024 and 2025 Cooperative Purchasing Programs**

Commissioner \_\_\_\_ moved, upon the recommendation of the County Administrator, per the request of the Commission Clerk, to authorize Clark County Departments to participate in the State of Ohio and ODOT Cooperative Purchasing Programs for 2024 and 2025.

Section 5513.01 (B) provides the opportunity for Counties, Townships, Municipal Corporations, Conservancy Districts, Township Park Districts created under Chapter 1545 of the Revised Code, Port Authorities, Regional Transit Authorities, Regional Airport Authorities, Regional Water and Sewer Districts, County Transit Boards, State Universities or Colleges to participate in contracts of the Ohio Department of Transportation of the purchase of machinery, material, supplies and other articles.

The Clark County Engineer request authority in the name of Clark County, Ohio to participate in the Ohio Department of Transportation contracts for the purchase of machinery, materials, supplies or other articles which the Department has entered into pursuant to Ohio Revised Code Section 5513.01 (B).

The County Engineer is hereby authorized to agree in the name of Clark County, Ohio to be bound by all terms and conditions as the Direction of Transportation prescribes.

The County Engineer is hereby authorized to agree in the name of Clark County, Ohio to directly pay vendors, under each such contract of the Ohio Department of Transportation in which Clark County participates, for items it receives pursuant to the contract.

Commissioner \_\_\_\_ seconded the motion and the roll being called for its passage, the vote resulted as follows:

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Sasha L. Rittenhouse

Lowell R. McGlothlin

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**Resolution 2024-0019**  
**VET\$ file**

**10:00 a.m. Public Hearing for the  
Clark County Veteran's Service Commission 2024 Budget Request**

This is the date and time set by the Board of County Commissioners, Clark County, Ohio, to hold a public hearing for the Clark County Veteran's Service Commission 2024 Budget Request.

Public Hearing opened by the Commission President at \_\_ a.m.

*Staff Report:*

*Audience Comments:*

Commissioner \_\_\_\_ moved to close the public hearing at \_\_ a.m.

Commissioner \_\_\_\_ seconded the motion and the roll being called for its passage, the vote resulted as follows:

Commissioner McGlothlin, Commissioner Rittenhouse, Commissioner Wilt,

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I, Angela Wheeler, Clerk to the Board of County Commissioners, do hereby certify that the above is a true and correct copy of a motion as recorded in the Journal of the Clark County Commissioners, under the date of January 4, 2024.

Angela Wheeler, Clerk

copy: County Auditor  
County Administrator  
Requesting Department(s)