



**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**

*February 13, 2024*

**#1**

***Clerk—General***

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

APPROVING REQUISITIONS AND AUTHORIZING COUNTY ADMINISTRATOR TO SIGN DOCUMENTS RELATIVE THERETO

BE IT RESOLVED, to approve requisitions as listed in the attached document and authorize Martin Russell, 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    2024.

BOARD OF COUNTY COMMISSIONERS

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Krystal Powell, Clerk

/kp

cc:            Commissioners' file

## REQUISITIONS

Department	Vendor Name	Description	Amount	
ENG	MIAMI VALLEY POWER EQUIPMENT LLC	ENG PRO TURN 560 /ZEROP TURN M	\$ 13,077.45	*state contract
TEL	BUCKEYE POWER SALES CO INC	TEL BUCKEYE POWER SALES GENERA	\$ 1,685.27	*contract in packet
WAT	WATER SOLUTIONS UNLIMITED	SEW TB SODIUM HYPOCHLORITE (NA	\$ 10,000.00	*bid project
WAT	WATER SOLUTIONS UNLIMITED	SEW TB FERRIC CHLORIDE (FECI3)	\$ 18,000.00	*bid project
WAT	CHEMICAL INC	SEW TB SODIUM BISULFITE (NAHSO	\$ 7,500.00	*bid project

## PO CHANGE ORDERS

FAC	KY-OH PROPERTIES LLC	FAC NEW DISPATCH WORKSTATIONS	\$ 1,950.00	*increase
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2/13/2024 APPROVED:

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Martin Russell, County Administrator

**CONSENT AGENDA\***

**February 13, 2024**

***Approve the minutes of the February 6, 2024, Commissioners' General Session Meeting.***

**PERSONNEL**

- 1. Hire Shyanne McElley as Protective Services Caseworker II and Amanda Johnson as Protective Services Caseworker I within Children Services***
- 2. Approve pay increase for Alden Payzant within B/Z and temporary pay increase for Arron Tate within W/S***
- 3. Amend Resolution #23-1110, adopted August 29, 2023, to reflect the correct pay grade for Administrative Clerk Cayden Westendorf within Children Services***

**GENERAL**

- 4. Approve notice of intent to award bid to DDK Construction for the McClure Road Bridge Rehabilitation Project***
- 5. Award bid to Water Solutions Unlimited and Chemicals Inc., USA for the 2024 Sewer Treatment Chemicals Project***
- 6. Approve Local Support Agency Memorandum of Understanding with LCI and Warren Correctional Institution on behalf of Emergency Services***
- 7. Enter into joint agreement with Hamilton County Commissioners relative to Fields Ertel Road widening on behalf of County Engineer***
- 8. Approve maintenance and support agreement with Justice AV Solutions***
- 9. Approve quote with Buckeye Power Sales Co., Inc. on behalf of Telecommunications***
- 10. Approve Ohio transit Program 2024 Grant Contract with ODOT on behalf of Grants Administration***
- 11. Transfer vehicle and equipment no longer being utilized by Sheriff's Office to the Village of Greenfield***
- 12. Declare various items as surplus and authorize disposal through internet auction***
- 13. Acknowledge receipt of January 2024 Financial Statement***
- 14. Acknowledge payment of bills***
- 15. Approve bond release for the Woodlands at Morrow , Phase 4 in the Village of Morrow***
- 16. Enter into various performance bond agreements***
- 17. Approve final plats***

**FINANCIAL**

- 18. Accept an amended certificate and approve a supplemental appropriation for McClure Road Bridge 4460***
- 19. Approve supplemental appropriation into County Construction 11011112 and operating transfers into Road Infrastructure 4451***
- 20. Approve supplemental appropriations within Local Fiscal Recovery, Common Pleas, and Sheriff***

***\*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. Entering into a professional service contract with the City of Hillsboro relative to building inspection services

ENTERING INTO A PROFESSIONAL SERVICE CONTRACT WITH THE CITY OF HILLSBORO RELATIVE TO BUILDING INSPECTION SERVICES

BE IT RESOLVED, to enter into a professional service contract with the City of Hillsboro for the purpose of Warren County providing building inspection services, plan review and Building Official services on behalf of the City of Hillsboro; copy of said contract 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 13<sup>th</sup> day of February 2024.

BOARD OF COUNTY COMMISSIONERS

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Krystal Powell, Clerk

cc: c/a—City of Hillsboro  
Building Department (file)

**Professional Services Contract for Building Code Enforcement  
between the  
City of Hillsboro, Ohio, and Warren County Board of Commissioners**

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This Professional Services Contract (the Agreement) is made by and between the CITY OF HILLSBORO, an Ohio municipal corporation, whose mailing address is 130 N. High Street, Ohio 45133 (the "CITY") and the WARREN COUNTY BOARD OF COMMISSIONERS, an Ohio county and political subdivision, whose mailing address is 406 Justice Drive, Lebanon, Ohio 45036 (the "COUNTY"):

1. **Professional Services:** The COUNTY agrees to perform professional services as outlined in Appendix A (Scope of Services) attached hereto and made a part hereof.
2. **Terms:** The performance of professional services by the COUNTY shall commence upon execution of this Agreement by both parties. All terms of the Agreement shall remain in force and effect unless and until such time that either party terminates the Agreement as provided in Section 6 hereinafter.
3. **Compensation:** The CITY agrees to compensate COUNTY in accordance with the terms and conditions set forth in Appendix B (Compensation).
4. **Responsibilities of the CITY:** If the services performed by the COUNTY are dependent upon the CITY furnishing data or other information to the COUNTY, all such data, information, reports, and other material as are existing, available, and necessary for the carrying out of the work shall be furnished to the COUNTY without charge by the CITY, and the CITY shall cooperate with the COUNTY in every way possible in carrying out the professional services.
5. **Personnel:** The COUNTY represents that it currently employs all personnel required in performing the services under the Agreement. Such personnel shall not be deemed employees of, or have any personal contractual or agency relationship with, the CITY.
6. **Insurance:** The CITY shall provide COUNTY with a Certificate of Insurance (or other documentation satisfactory to the COUNTY) that the CITY has in effect, without interruption, during the term of this Agreement, a policy of general commercial liability insurance or the equivalent thereof that names the County and its elected officials and employees as additional insureds relating to the scope of services of this Agreement. The Certificate of Insurance shall further require the COUNTY be given advance notice at the address in the introductory paragraph in the event of termination of such policy during the term of this Agreement. The CITY'S insurance coverage shall be the primary liability coverage and the COUNTY's self-insured pooled coverage shall be secondary. ~~The COUNTY is self-insured for Worker's Compensation and its employees shall be covered under the COUNTY'S worker's compensation coverage.~~
7. **Termination of Contract:** The Agreement may be terminated by either party, without cause, which shall be evidenced by receipt of a thirty (30) day prior written notice from the other party of its intent to terminate, and upon expiration of the thirty (30) days the Agreement shall be terminated.
8. **Waivers or Revisions:** To be valid, any waiver, amendment, or revision of any portion of this Agreement shall be in writing and shall not take effect until signed by the duly authorized representatives of both the CITY and the COUNTY.

9. **Computerized Records:** Upon request, and to the extent the COUNTY's software program can generate such reports, the COUNTY shall furnish the CITY such reports as requested pertaining to the services undertaken pursuant to this Agreement. All records produced for the purpose provided herein will remain a part of the COUNTY archives, subject to the COUNTY's records retention schedule, and shall be considered public records unless an express exception or exemption provided by state or federal law applies.

10. **Authority:** The CITY and the COUNTY have each authorized and directed their undersigned representative to enter into this Agreement, and any addendums thereto, by and through their respective legislative authorities in accordance with Resolution No. \_\_\_\_\_ adopted by the COUNTY on \_\_\_\_\_, 20\_\_\_\_, and in accordance with Ordinance/Resolution No. N/A, passed on N/A, 20N/A

11. **Governing Law and Venue.** This Agreement shall be construed under the laws of the State of Ohio regardless of choice of law rules. The parties irrevocably agree to the venue for any and all claims, disputes, interpretations, and litigation of any kind arising out of this Agreement or related thereto being exclusively in the Warren County, Ohio Court of Common Pleas (unless both parties mutually agree in writing to private mediation), and each party waives any right to bring or remove such matters in or to any other state or federal court. In the event any party breaches this provision, the non-breaching party shall be entitled to recover its costs and expenses, including reasonable attorney fees, to remove an action to the Warren County, Ohio Court of Common Pleas.

12. **SEVERABILITY.** In the event that any provision of this Agreement is declared or determined to be unlawful, invalid, or otherwise unenforceable, such declaration shall not affect, in any manner, the legality of the remaining provisions and each provision of the Agreement will be and is deemed to be separate and severable from each other provision.

**IN EXECUTION THEREOF**, the parties have caused this Agreement to be duly executed by their duly authorized representatives, all as of the day and year written herein as the date of execution.

City of Hillsboro

Warren County Board of Commissioners

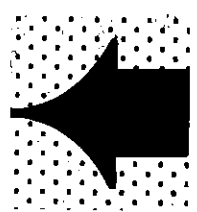
By: *Brianne Abbott*  
Name: Brianne Abbott  
Title: Safety & Service Director  
Date: 2-7-2024

By: \_\_\_\_\_  
Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Date: \_\_\_\_\_

APPROVED AS TO FORM:

*[Signature]*  
Solicitor/Law Director  
Date: 2/10/24

\_\_\_\_\_  
Assistant Warren County Prosecutor  
\_\_\_\_\_  
Date





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## APPENDIX A: SCOPE OF SERVICES

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The COUNTY shall, per the attached Agreement, perform the following professional services for the CITY:

### DESCRIPTION OF SERVICES

1. CITY agrees that COUNTY shall exercise enforcement authority for inspections and make inspections on behalf of the CITY and shall review plans and specifications. Such authority conveyed to COUNTY by this agreement shall be no more than the authority conveyed to the CITY by its Building Codes and by the Ohio Revised Code Sections 3781.10 (E) (1) and (E) (2).
2. COUNTY agrees to exercise enforcement authority for inspections and plan review within the City of Hillsboro, Ohio and to make inspections and plan review on behalf of the CITY. No waiver of code requirements shall be issued by COUNTY. Inspections shall be performed on a daily basis during regular business hours except for inspections that must be performed during hours of darkness or during commercial "Shut-down" conditions. Plan review shall routinely be performed within 72 hours of receipt of plans, for 1, 2, and 3 family dwellings. Plans to be reviewed under the requirements of the Ohio building Code will routinely be reviewed within 7 to 10 business days from receipt of plans but never longer than 30 days as required by code. Failure to render services in compliance with the Ohio Building Code will result in non-payment to COUNTY. Plans are to be submitted to the CITY'S Building and Zoning Office at its address as identified above.
3. COUNTY agrees that inspectors will be available by telephone to respond to citizen queries between 7am and 8am Monday through Friday. All inspectors and plan reviewers will maintain the relevant state certification as required by law.
4. CITY has established a statutory building permit fee schedule, as enumerated in the ordinances of the City of Hillsboro, Ohio. The fee schedule may be changed upon approval by the CITY Council. COUNTY agrees to submit any dispute regarding the City of Hillsboro, Ohio Building code to the duly appointed Appeals Board for final decision and to accept such decision.
5. COUNTY agrees to furnish the following specific services to the CITY:
  - a. Examine plans and specifications for proposed work, as required by the City of Hillsboro, Ohio Building Code, the Ohio Residential Code and the Ohio Building Code. Such examination and plan approval pertains only in general to technical, accessibility, fire and energy code compliance. Any part which may be in violation will not be considered as being approved. Site plan and related zoning permit fees shall be reviewed and retained by the CITY. COUNTY will not knowingly issue any building permit until a zoning certificate has been approved.

- b. CITY shall process all building permits and appropriate fees at their location and shall pay COUNTY based upon the agreed-upon fee as outlined in this agreement on a monthly basis.
- c. Upon request, COUNTY will advise applicants on Code Requirements, but shall not perform design services for the completion of inadequate applications.
- d. Perform job inspections of all work described on the application and plans, including the installation of equipment. Such services shall be provided promptly in the order received or scheduled without regard to type or extent of work, but within normal scheduling.
- e. Upon request of the CITY, make itself reasonably available for and shall testify in any judicial proceeding or any formal or informal dispute resolution proceeding involving issues arising from the performance of the services herein described.
- f. All documents including applications, plan review, job progress reports and inspections reports shall remain the property of the CITY.

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**APPENDIX B: COMPENSATION**

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The compensation for the services rendered in the attached Agreement shall be as follows:  
COUNTY shall receive monthly installments of \$6,166.67 for a total annual compensation of \$74,000.04 for services rendered. The supplemental 1% or 3% OBBS fee shall be paid directly to the Ohio Board of Building Standards.



# **BOARD OF COUNTY COMMISSIONERS**

## **WARREN COUNTY, OHIO**

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***TOM GROSSMANN***

***SHANNON JONES***

***DAVID G. YOUNG***

**BOARD OF COUNTY COMMISSIONERS**

**WARREN COUNTY, OHIO**

**MINUTES: Regular General Session – February 6, 2024**

*This is a summary of actions and discussions of the meeting. You may view this meeting through our YouTube Channel at <https://www.youtube.com/channel/UC1ELh0jGpXd4VV2DTgsuqPA> or by contacting our office.*

The Board met in regular session pursuant to adjournment of the January 30, 2024, meeting.

David G. Young – absent

Shannon Jones – present

Tom Grossmann – present

Krystal Powell, Clerk – present

Minutes of the January 30, 2024 meeting were read and approved.

24-0185 A resolution was adopted hiring Mindy Adams as Administrative Support, within the Department of Job and Family Services, Human Services Division.

Vote: Unanimous

24-0186 A resolution was adopted rescinding resolution #24-0119 which authorized the hiring of Emily Turner as Protective Services Caseworker I within Warren County Department of Job and Family Services, Children Services Division.

Vote: Unanimous

24-0187 A resolution was adopted approving appointment of alternate members to the Rural Zoning Commission and the Rural Zoning Board of Appeals.

Vote: Unanimous

24-0188 A resolution was adopted approving notice of intent to award bid to W.E Smith Construction for the 2024 Drilled Pier Wall Project. Vote: Unanimous

24-0189 A resolution was adopted approving Notice of Intent to Award Bid to Ford Development Corp. for the Roachester-Cozaddale Road Bridge #52-4.02 Rehabilitation Project. Vote: Unanimous

- 24-0190 A resolution was adopted enter into contract with Husac Paving and Excavating Inc for the FY23 South Lebanon – Hobart Ave Sidewalk CDBG Project. Vote: Unanimous
- 24-0191 A resolution was adopted issuing a Request for Qualifications for Engineering Services for Waterline and Sanitary Sewer Design Services for 2024 through 2026 and appointing a review committee. Vote: Unanimous
- 24-0192 A resolution was adopted entering into an agreement with Millennium Business Systems LLC on behalf of Warren County Building & Zoning Department. Vote: Unanimous
- 24-0193 A resolution was adopted approving addenda to agreement with Beech Acres relative to home placement and related services on behalf of Warren County Children Services. Vote: Unanimous
- 24-0194 A resolution was adopted approving addenda to agreement with Mid-Western Children’s Home relative to home placement and related services on behalf of Warren County Children Services. Vote: Unanimous
- 24-0195 A resolution was adopted entering into an exclusive temporary easement with Kathleen M. Schaffer for the Township Line Road Bridge #134-3.76 Replacement Project. Vote: Unanimous
- 24-0196 A resolution was adopted entering into a lease agreement with Pitney Bowes Global Financial Services, LLC., on behalf of Warren County Probate Court. Vote: Unanimous
- 24-0197 A resolution was adopted entering into an agreement with Clemans Nelson & Associates, Inc. for Internal Equity Analysis Study. Vote: Unanimous
- 24-0198 A resolution was adopted approving the annual Equitable Sharing Agreement and Certification Report with the US Department of Justice for the Warren County Sheriff’s Office. Vote: Unanimous
- 24-0199 A resolution was adopted approving Change Order No.1 to the contract with Building Crafts, Inc. for the Sycamore Trails Wastewater Treatment Plant Upgrades Project, Purchase Order No. 22001686. Vote: Unanimous
- 24-0200 A resolution was adopted entering into a purchase agreement and extended warranty with Murphy Tractor & Equipment on behalf of Warren County Water and Sewer for the purchase of a 2024 John Deere 325G Compact Track Loader. Vote: Unanimous
- 24-0201 A resolution was adopted cancelling regularly scheduled Commissioners’ Meeting of Thursday, February 8, 2024. Vote: Unanimous

- 24-0202 A resolution was adopted acknowledging payment of bills. Vote: Unanimous
- 24-0203 A resolution was adopted approving cash advance from the County Motor Vehicle Fund #2202 into the Roachester Cozaddale Road Bridge #52-4.02 Rehabilitation Project Fund #4459. Vote: Unanimous
- 24-0204 A resolution was adopted approving a supplemental appropriation into Commissioners General Fund #11011111. Vote: Unanimous
- 24-0205 A resolution was adopted approving a supplemental appropriation into Commissioners General Fund #1101272. Vote: Unanimous
- 24-0206 A resolution was adopted approving an appropriation adjustment within Economic Development Fund #11011116. Vote: Unanimous
- 24-0207 A resolution was adopted approve appropriation adjustment within the Water Revenue Fund #5510. Vote: Unanimous
- 24-0208 A resolution was adopted approving requisitions and authorizing County Administrator to sign documents relative thereto. Vote: Unanimous
- 24-0209 A resolution was adopted approving a Change of Township Boundaries of Lebanon Township to make the, in part, identical to those of the City of Lebanon. Vote: Unanimous

#### DISCUSSIONS

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

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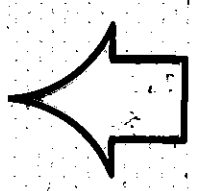
On motion, upon unanimous call of the roll, the Board entered into executive session at 9:02 a.m. to discuss union negotiations for Emergency Services pursuant to Ohio Revised Code Section 121.22 (G)(4) and exited at 9:24 a.m.

Upon motion the meeting was adjourned.

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

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

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



I hereby certify that the foregoing is a true and correct copy of the minutes of the general session meeting of the Board of County Commissioners held on February 6, 2024, in compliance with Section 121.22 O.R.C.

\_\_\_\_\_  
Krystal Powell, Clerk  
Board of County Commissioners  
Warren County, Ohio

# **Proclamation**

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

**RECOGNIZE AND HONOR ALEXANDRA PETTIT  
FOR ATTAINING THE GIRL SCOUT GOLD AWARD**

*WHEREAS, in 1980, the Girl Scouts of the United States of America established the highest Scout merit achievement, "The Girl Scout Gold Award"; and*

*WHEREAS, the requirements for earning this high honor have been increased and specialized over the years; and*

*WHEREAS, approximately 5.4% of all eligible registered Girl Scouts successfully earn the Award; and*

*WHEREAS, those that have earned this award have planned and implemented a project that provides a sustainable, lasting benefit to the girl's community and in doing so, join an elite group of women who inspire girls to find the greatness within themselves and share their ideas and passions with their communities; and*

*WHEREAS, Alexandra is a senior at Springboro High School. For her project, entitled "The Pendragon Space Walk", Alex created and implemented a 3D interactive timeline of the history of aerospace. She presented the information in a way to capture school age children's curiosity, while allowing them to explore at their own pace. Her project is housed at the Challenger Learning Center in Dayton and demonstrates her exemplary caliber of leadership and creativity; and*

*NOW THEREFORE BE IT RESOLVED, by this Board of County Commissioners, to recognize and honor Alexandra Pettit for earning the Girl Scout Gold Award.*

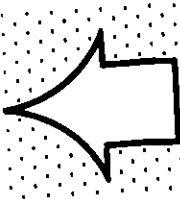
*IN WITNESS WHEREOF, we hereunto subscribe our names and caused the seal of Warren County to be affixed at Lebanon this 13<sup>th</sup> day of February, in the year of our Lord, Two Thousand and Twenty-Four.*

**BOARD OF COUNTY COMMISSIONERS**

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

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

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





# **Proclamation**

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

**RECOGNIZE AND HONOR KATHERINE HOEHN  
FOR ATTAINING THE GIRL SCOUT GOLD AWARD**

*WHEREAS, in 1980, the Girl Scouts of the United States of America established the highest Scout merit achievement, "The Girl Scout Gold Award"; and*

*WHEREAS, the requirements for earning this high honor have been increased and specialized over the years; and*

*WHEREAS, approximately 5.4% of all eligible registered Girl Scouts successfully earn the Award; and*

*WHEREAS, those that have earned this award have planned and implemented a project that provides a sustainable, lasting benefit to the girl's community and in doing so, join an elite group of women who inspire girls to find the greatness within themselves and share their ideas and passions with their communities; and*

*WHEREAS, Katherine is a senior at Springboro High School. For her project, entitled "Hydroponics: Growing A Fresh Start for Seniors", Katherine installed hydroponic equipment in a local Senior Care facility to provide them with fresh, year-round herbs and food. She also held presentations and created educational materials about the benefits of hydroponics demonstrating her exemplary caliber of leadership and creativity; and*

*NOW THEREFORE BE IT RESOLVED, by this Board of County Commissioners, to recognize and honor Katherine Hoehn for earning the Girl Scout Gold Award.*

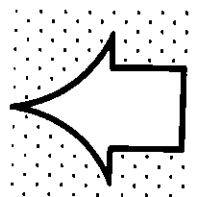
*IN WITNESS WHEREOF, we hereunto subscribe our names and caused the seal of Warren County to be affixed at Lebanon this 13<sup>th</sup> day of February, in the year of our Lord, Two Thousand and Twenty-Four.*

**BOARD OF COUNTY COMMISSIONERS**

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

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

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



MEME

# **Proclamation**

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

**RECOGNIZE AND HONOR SELINI RANATUNGA  
FOR ATTAINING THE GIRL SCOUT GOLD AWARD**

*WHEREAS, in 1980, the Girl Scouts of the United States of America established the highest Scout merit achievement, "The Girl Scout Gold Award"; and*

*WHEREAS, the requirements for earning this high honor have been increased and specialized over the years; and*

*WHEREAS, approximately 5.4% of all eligible registered Girl Scouts successfully earn the Award; and*

*WHEREAS, those that have earned this award have planned and implemented a project that provides a sustainable, lasting benefit to the girl's community and in doing so, join an elite group of women who inspire girls to find the greatness within themselves and share their ideas and passions with their communities; and*

*WHEREAS, Selini is a senior at Springboro High School. For her project, entitled "Tutor with Heart", Selini tutored fifteen 3<sup>rd</sup> and 4<sup>th</sup> grade children from Middletown, OH who needed extra help. Her tutoring sessions lasted six months and focused on reading and math demonstrating her exemplary caliber of leadership and creativity; and*

*NOW THEREFORE BE IT RESOLVED, by this Board of County Commissioners, to recognize and honor Selini Ranatunga for earning the Girl Scout Gold Award.*

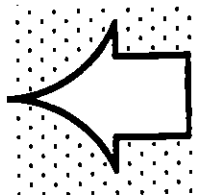
*IN WITNESS WHEREOF, we hereunto subscribe our names and caused the seal of Warren County to be affixed at Lebanon this 13<sup>th</sup> day of February, in the year of our Lord, Two Thousand and Twenty-Four.*

**BOARD OF COUNTY COMMISSIONERS**

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

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

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



# **Proclamation**

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

**RECOGNIZE AND HONOR SYDNEY STADLER  
FOR ATTAINING THE GIRL SCOUT GOLD AWARD**

*WHEREAS, in 1980, the Girl Scouts of the United States of America established the highest Scout merit achievement, "The Girl Scout Gold Award"; and*

*WHEREAS, the requirements for earning this high honor have been increased and specialized over the years; and*

*WHEREAS, approximately 5.4% of all eligible registered Girl Scouts successfully earn the Award; and*

*WHEREAS, those that have earned this award have planned and implemented a project that provides a sustainable, lasting benefit to the girl's community and in doing so, join an elite group of women who inspire girls to find the greatness within themselves and share their ideas and passions with their communities; and*

*WHEREAS, Sydney is a freshman at Cleveland Institute of Art from Springboro, Ohio. She is a 2023 graduate of The Cinday Academy. For her project, entitled "Recycling for the Future", Sydney created an environmental club at her school to raise awareness regarding the problems caused by plastic pollution. She implemented a permanent plastic recycling program for the whole school, demonstrating her exemplary caliber of leadership and creativity; and*

*NOW THEREFORE BE IT RESOLVED, by this Board of County Commissioners, to recognize and honor Sydney Stadler for earning the Girl Scout Gold Award.*

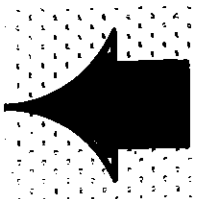
*IN WITNESS WHEREOF, we hereunto subscribe our names and caused the seal of Warren County to be affixed at Lebanon this 13<sup>th</sup> day of February, in the year of our Lord, Two Thousand and Twenty-Four.*

**BOARD OF COUNTY COMMISSIONERS**

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

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

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





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

This form is to be completed by Department Head/Elected Official requesting authorization to attend an Association Meeting or Convention or Training Seminar/Session sponsored by an Association as required by O.R.C. Section 325.20. Additionally, authorization is required for any training seminar/session held more than 250 miles from county campus;

\*NAME OF ATTENDEE: Samantha Hall DEPARTMENT: Emergency Services

\*POSITION: Training Coordinator DATE: 2/6/2024

REQUEST FOR AUTHORIZATION FOR THE ABOVE-NAMED EMPLOYEE/ELECTED OFFICIAL TO ATTEND THE FOLLOWING:

ASSOCIATION MEETING CONVENTION ASSOCIATION SPONSORED TRAINING SEMINAR/SESSION ✓  
TRAINING MORE THAN 250 MILES ✓

PURPOSE:

Attend the International Public Safety Consortium (International CAD Consortium). See attached.

LOCATION:

Marriott Virginia Beach Oceanfront Resort 4201 Atlantic Ave Virginia Beach, Virginia 23451

DATE(S): April 21-25, 2024

TYPE OF TRAVEL: (Check one)

AIRLINE ✓ STAFF CAR PRIVATE VEHICLE OTHER

LODGING: Marriott Virginia Beach Oceanfront Resort \$1200

ESTIMATED COST OF TRIP: See attached

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:

*Melvin Boy* Director 4/6/2024  
Signature/Title Date

BOARD OF COMMISSIONERS' APPROVAL:

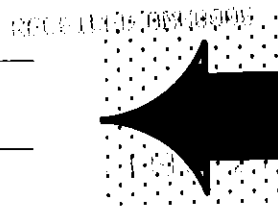
Commissioner Date

Commissioner Date

Commissioner Date

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

Jesse Madden, Operations Manger





**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: Jesse Madden DEPARTMENT: Emergency Services

\*POSITION: Operations Manager DATE: 1/29/2024

REQUEST FOR AUTHORIZATION FOR THE ABOVE-NAMED EMPLOYEE/ELECTED OFFICIAL TO ATTEND THE FOLLOWING:

ASSOCIATION MEETING      CONVENTION       ASSOCIATION SPONSORED TRAINING SEMINAR/SESSION  
TRAINING MORE THAN 250 MILES

PURPOSE:  
See attached. Central Square Engage Conference

LOCATION:  
Gaylord Texan Resort & Convernition Center 1501 Gaylord Trl Grapevine, TX 76051

DATE(S): May 5-9, 2024

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

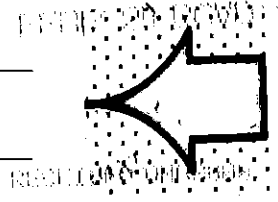
LODGING: Gaylord Texan \$1500 See attached for cost breakdown.

ESTIMATED COST OF TRIP: \$3950 Per Person

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:  
Melvin Bou, Director      2/6/2024  
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:  
Samantha Hall, Training Coordinator & Brian Holtel Supervisor



**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: Sydney Renner DEPARTMENT: Emergency Services

\*POSITION: EMA Operations Manager DATE: 2/5/2024

REQUEST FOR AUTHORIZATION FOR THE ABOVE-NAMED EMPLOYEE/ELECTED OFFICIAL TO ATTEND THE FOLLOWING:

ASSOCIATION MEETING      CONVENTION       ASSOCIATION SPONSORED TRAINING SEMINAR/SESSION   
TRAINING MORE THAN 250 MILES

PURPOSE:

2024 Emergency Management Association of Ohio (EMAO) Spring Conference & 2024 Ohio Emergency Management Agency Spring Conference

LOCATION:

SEU Events Services (8405 Pulsar Place, Columbus OH 43240)

DATE(S):

TYPE OF TRAVEL: (Check one)

AIRLINE      STAFF CAR       PRIVATE VEHICLE      OTHER

LODGING: Drury Inn & Sultes (8805 Orlon Place, Columbus OH 43240)

ESTIMATED COST OF TRIP: \$975 (See attached estimated cost breakdown)

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:

*Melissa Bour Director*      2/5/2024  
Signature/Title      Date

BOARD OF COMMISSIONERS' APPROVAL:

\_\_\_\_\_  
Commissioner      Date

\_\_\_\_\_  
Commissioner      Date

\_\_\_\_\_  
Commissioner      Date

RECEIVED

RECEIVED

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

Melissa Bour's (Director) and Frances Ficke's (LEPC / Grants Coordinator) costs are included in the estimate above.



**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: Erika Bouelle DEPARTMENT: Prosecutor's Office

\*POSITION: Director of Victim Witness Services DATE: 2/5/2024

REQUEST FOR AUTHORIZATION FOR THE ABOVE-NAMED EMPLOYEE/ELECTED OFFICIAL TO ATTEND THE FOLLOWING:

ASSOCIATION MEETING      CONVENTION      ASSOCIATION SPONSORED TRAINING SEMINAR/SESSION  
TRAINING MORE THAN 250 MILES

PURPOSE:  
National Children's Advocacy Center 40th International Symposium on Child Abuse

LOCATION:  
Von Braun Center, 700 Monroe St SW, Huntsville, Alabama 35801

DATE(S): March 18-21, 2024

TYPE OF TRAVEL: (Check one)

AIRLINE      STAFF CAR       PRIVATE VEHICLE      OTHER

LODGING: \_\_\_\_\_

ESTIMATED COST OF TRIP: Fuel \$250

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:

*David Jones*  
\_\_\_\_\_  
Signature/Title      Date

BOARD OF COMMISSIONERS' APPROVAL:

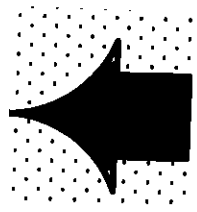
*25-24*  
\_\_\_\_\_  
Commissioner      Date

\_\_\_\_\_  
Commissioner      Date

\_\_\_\_\_  
Commissioner      Date

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

Travis Vieux, Assistant Prosecutor



FILED 2/11/2024  
MADE USING ONLINE



**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: Michelle Tegtmeier DEPARTMENT: B & Z

\*POSITION: Director DATE: 2/6/24

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:

Free leadership training due to husbands employer.  
See attached class list.

LOCATION:

Las Vegas, Nevada

DATE(S): Feb. 26-March 1, 2024

TYPE OF TRAVEL: (Check one)

AIRLINE  STAFF CAR      PRIVATE VEHICLE      OTHER

LODGING: \_\_\_\_\_

ESTIMATED COST OF TRIP: zero

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

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:

\_\_\_\_\_

COMMUNITY DEVELOPMENT  
COUNTY OF WASHOE

2024 FEB -6 PM 1:54

