



**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

Faeximile (513) 695-2054

TOM GROSSMANN

SHANNON JONES

DAVID G. YOUNG

GENERAL SESSION AGENDA

September 10, 2024

#1

Clerk—General

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

CONSENT AGENDA*

September 10, 2024

***Approve the minutes of the September 3, 2024 General Session and
September 3, 2024 Work Session Commissioners' Meetings.***

PERSONNEL

- 1. Hire Chanda Titus as Protective Services Caseworker II within Children Services***
- 2. Hire Tyler Horton as Emergency Communications Operator within Emergency Services***
- 3. Approve wage increase for Curtis Holman within Emergency Services***
- 4. Approve promotion of Brian Simpson to Sewer Collections Worker II within Water & Sewer***
- 5. Authorize posting of Administrative Support position within the Office of Management & Budget***

GENERAL

- 6. Approve appointment of Chris Balster, Assistant Health Commissioner to the Warren County Transit Advisory Committee***
- 7. Set public hearing to consider text amendments to the Warren County Rural Zoning Code initiated by the County Commissioners***
- 8. Cancel regularly scheduled Commissioners' meeting of Thursday, September 12, 2024***
- 9. Authorize AECOM Technical Services to advertise for bids for procurement of anion exchange equipment for the RAR Water Treatment Plant***
- 10. Enter into professional service contract with the City of Lebanon for building permit processing and inspection services***
- 11. Approve Notice of Intent to Award Bid to DDK Construction for the Dry Run Road Bridge Replacement Project***
- 12. Approve Change Order #1 with The Aero-Mark Company for the 2024 Striping Project***
- 13. Approve amendment to the contract with Lifespan, Inc. on behalf of Human Services***
- 14. Authorize County Administrator to sign a Memorandum of Understanding with the Warren County Deputy Sheriff's Benevolent Association***
- 15. Acknowledge receipt of August 2024 financial statement***
- 16. Acknowledge payment of bills***
- 17. Approve performance bond releases and street acceptances for Roberts Park in Deerfield Township***

FINANCIALS

- 18. Accept an amended certificate for Health Insurance fund***
- 19. Accept an amended certificate and approve a supplemental appropriation into Tourism & Economic Development Support fund***
- 20. Approve supplemental appropriations into Board of Elections, Senior Citizen fund, Local Fiscal Recovery, Community Corrections, and Road Infrastructure fund***
- 21. Approve appropriation adjustments within Clerk of Courts, Mary Haven, Water Revenue, and Health Insurance***

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

APPROVING REQUISITIONS AND AUTHORIZING THE 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

Krystal Powell, Clerk

/kp

cc:

Commissioners' file

REQUISITIONS

Department	Vendor Name	Description	Amount
TEL	MOBILCOMM, INC	TEL- NEW BATTERY POWER PLANT-	\$ 33,568.03 *cap purchase - Goose Creek Tower
TEL	MOBILCOMM, INC	TEL- NEW BATTERY PLANT - BLACK	\$ 33,568.03 *cap purchase - Black Hawk Tower

PO CHANGE ORDERS

Department	Vendor Name	Description	Amount
ENG	AERO MARK COMPANY LLC	2024 STRIPING PROJECT	\$ 24,478.25 increase

9/10/24 APPROVED:

Martin Russell, County Administrator



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**TOM GROSSMANN
SHANNON JONES
DAVID G. YOUNG**

BOARD OF COUNTY COMMISSIONERS
WARREN COUNTY, OHIO

MINUTES: Regular General Session – September 3, 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 August 27, 2024, meeting.

David G. Young – present

Shannon Jones – present

Tom Grossmann – present

Krystal Powell, Clerk – present

Minutes of the August 20, 2024 and August 27, 2024 meetings were read and approved.

24-1136 A resolution was adopted hiring Dylan Thomas as Emergency Communications Operator within the Warren County Emergency Services Department.
Vote: Unanimous

24-1137 A resolution was adopted hiring Melody Roth as Emergency Communications Operator within the Warren County Emergency Services Department.
Vote: Unanimous

24-1138 A resolution was adopted hiring Ella Riddiough as Emergency Communications Operator within the Warren County Emergency Services Department.
Vote: Unanimous

24-1139 A resolution was adopted hiring Lacie Decatur as Emergency Communications Operator within the Warren County Emergency Services Department.
Vote: Unanimous

24-1140 A resolution was adopted hiring Matthew Stewart as Emergency Communications Operator within the Warren County Emergency Services Department. Vote: Unanimous

MINUTES
SEPTEMBER 3, 2024
PAGE 2

- 24-1141 A resolution was adopted approve reclassification of Michael Morris from the position of Custodial Worker I to the position of Service Worker I within the Facilities Management Department. Vote: Unanimous
- 24-1142 A resolution was adopted amending Resolution #24-0139 to include conditions of approval for the rezoning application of Mark and Connie Burton, Royce Machine (Case #2023-08), to rezone approximately 2.165 acres from General Industrial Manufacturing Zone "I2" to General Industrial Manufacturing Zone "I2" as a Planned Unit Development in Union Township. Vote: Unanimous
- 24-1143 A resolution was adopted setting public hearing concerning proposed amendments to the Warren County Subdivision Regulations. Vote: Unanimous
- 24-1144 A resolution was adopted authorizing President of the Board to execute an Assignment and Assumption Agreement, A Release and Termination of the Limited & Revocable Use and Indemnification Agreement with Right of First Refusal/Option to Purchase with Eric Fields relative to 2381 and 2355 Greentree Road in Turtlecreek Township across form the Warren County Airport/ John Lane Field (I-68). Vote: Unanimous
- 24-1145 A resolution was adopted certifying delinquent water and/or sewer accounts – Warren County Water and Sewer Department. Vote: Unanimous
- 24-1146 A resolution was adopted entering into a contract with Proline Technology relative to the RFQ for Warren County Enterprise Surveillance Camera System for Warren County Facilities, Water and Sewer Department Sites, and Communication Tower Sites. Vote: Unanimous
- 24-1147 A resolution was adopted approving agreement and addendums with various providers relative to home placement and related services on behalf of Warren County Children Services. Vote: Unanimous
- 24-1148 A resolution was adopted entering into a cooperative agreement with the Village of Harveysburg to submit an application to the Ohio Public Works Commission (OPWC) and to participate in the Maple Street Improvement Project on behalf of Warren County Engineer. Vote: Unanimous
- 24-1149 A resolution was adopted authorizing the Warren County Sanitary Engineer or Senior Engineer to prepare and submit an application to participate in the Ohio Public Works Commission State Capital Improvement and/or Local Transportation Improvement Program(s) and the execute contracts required. Vote: Unanimous
- 24-1150 A resolution was adopted authorizing the Warren County Sanitary Engineer or Senior Engineer to prepare and submit an application to participate in the Ohio Public Works Commission State Capital Improvement and/or Local Transportation Improvement Program(s) and the execute contracts required. Vote: Unanimous

- 24-1151 A resolution was adopted acknowledging payment of bills. Vote: Unanimous
- 24-1152 A resolution was adopted approving a subdivision public improvement performance and maintenance security release with HT Crossing, LLC. for Pond View Estates, situated in Clearcreek Township. Vote: Unanimous
- 24-1153 A resolution was adopted approving a subdivision improvement performance and maintenance security release for completion of improvements in Legacy Landing Subdivision, situated in Clearcreek Township. Vote: Unanimous
- 24-1154 A resolution was adopted approving a supplemental appropriation into Common Pleas Court Special Projects Fund #2224. Vote: Unanimous
- 24-1155 A resolution was adopted approving supplemental appropriation into Lodging Tax Fund #2232. Vote: Unanimous
- 24-1156 A resolution was adopted approving supplemental appropriation into Sheriff's Office Fund #2285. Vote: Unanimous
- 24-1157 A resolution was adopted approving an appropriation adjustment within Commissioners Fund #1101110. Vote: Unanimous
- 24-1158 A resolution was adopted approving an appropriation adjustment within Telecommunications Department Fund #11012810. Vote: Unanimous
- 24-1159 A resolution was adopted approving requisitions and authorizing the County Administrator to sign documents relative thereto. Vote: Unanimous
- 24-1160 A resolution was adopted waiving permit fees associated with the installation of a new digital sign for Bethany Baptist Church in Washington Township. Vote: Unanimous
- 24-1161 A resolution was adopted authorizing County Administrator to execute a cooperative agreement with Warren County Port Authority relative to the Acquisition, Project reimbursement, Lease-Back Management, and Future Conveyance Back of Real Property. Vote: Unanimous

DISCUSSIONS

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

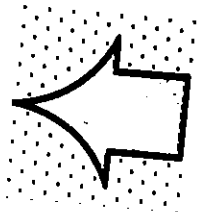
The Board acknowledged the receipt of the annexation of 19.665 acres of municipal owned property to the City of Franklin.

Upon motion the meeting was adjourned.

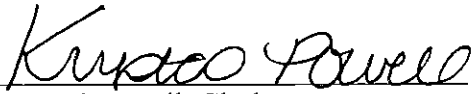
David G. Young, President

Tom Grossmann

Shannon Jones



I hereby certify that the foregoing is a true and correct copy of the minutes of the meeting of the Board of County Commissioners held on September 3, 2024, in compliance with Section 121.22 O.R.C.


Krystal Powell, Clerk
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 Work Session – September 3, 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 September 3, 2024, General Session meeting.

David G. Young – present

Shannon Jones – present

Tom Grossmann – present

Krystal Powell, Clerk – present

24-1162 A resolution was adopted create rates and charges for the County Storm Water Management District No. 1 in accordance with section 6117 of Ohio Revised Code. Vote: Unanimous

24-1163 A resolution was adopted determining necessity for the water main replacement along Mulberry Street, Maineville for public use. Vote: Unanimous

24-1164 A resolution was adopted approve revised general plan for Waterworks Facilities in the Warren County Water District, to include water main replacement along Mulberry Street, Maineville. Vote: Unanimous

DISCUSSIONS

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

MINUTES
SEPTEMBER 3, 2024
PAGE 2

Neil Tunison, County Engineer, was present along with Kurt Weber, Deputy County Engineer, for the Board to consider the continuation of rates and charges for the County Storm Water Management District No. 1 in accordance with Section 6117 of the Ohio Revised Code.

Upon discussion, the Board Resolved (Resolution #24-1162) creating rates and charges for the County Storm Water Management District No. 1 in accordance with Section 6117 of the Ohio Revised Code.

Susanne Mason, Director of Transit Service, was present for a work session to update the Board relative to transit services provided to county residents. Ms. Mason also introduced Anirudh Mohan, Chief Financial Officer, Valley Transport.

Mr. Mohan presented the attached PowerPoint presentation summarizing the changes and progress of the public transit program since Valley Transport was awarded the operating contract in December of 2023.

There was discussion relative to the cost of operating the program, the amount of residents utilizing the program, and current rates charged for users.

Matt Schnipke, Director of Development, was present for a work session to seek guidance relative to the Greentree Road and State Route 741 Roundabout Project. Mr. Schnipke stated the Port Authority has the ability to transfer 4 million dollars from Miami Valley Gaming Tax Increment Financing (TIF) funds to use on the proposed project.

The Board directed Mr. Schnipke to proceed with taking the necessary actions in order to utilize the TIF funds on the roundabout project.

Chris Brausch, Sanitary Engineer, was present for a work session to discuss the necessity of a watermain replacement project along Mulberry Street in Maineville. Mr. Brausch showed the Board a corroded watermain pipe removed from the area that was installed in the 1970's. He presented the attached PowerPoint presentation and stated there were 15 watermain breaks in the same vicinity during the month of August. Mr. Brausch explained 120 customers went without water service for 32-36 hours and the only solution for the ongoing issue is to replace 3,500 feet of pipe.

There was discussion relative to the cost necessary for projects to sustain water service to residents in relation to the low usage and service rates currently charged by the County.

Upon further discussion, the Board Resolved (Resolution #24-1163) determining the necessity for the water main replacement along Mulberry Street in Maineville for public use and (Resolution #24-1164) approving the revised general plan for waterworks facilities in the Warren County Water District to include water main replacement along Mulberry Street in Maineville.

Susan Walther, Deputy County Administrator, was present for a work session to discuss the Emergency Rental Assistance Program. Ms. Walther stated the County is still in possession of 1.6 million dollars in funding relative to the Emergency Rental Assistance Program. She further stated the funds can be used for housing and utility assistance until September 2025.

Commissioner Jones stated the funds were previously approved ARPA funds that were underspent. She also stated the county is able to contract with Warren County Community Services to have them act as the program administrator to allocate the funds to residents in need of support.

There was discussion relative to program eligibility, the number of Warren County residents in need of assistance, the program end date, and what happens to the allocated funds if they are not spent.

Upon further discussion, the Board directed Ms. Walther to proceed with taking necessary action to begin the contract process with Warren County Community Services.


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 meeting of the Board of County Commissioners held on September 3, 2024, in compliance with Section 121.22 O.R.C.


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





Warren County
TRANSIT SERVICE

 **Valley**
Transport

Agenda

- Overview Of Transit Program
- Changes & Progress in 2024
 - New Provider - Valley Transport
 - Technology (Accountability, Data, Efficiency)
- Ridership Increase
- The Future
- Questions

WCTS Overview



Waukesha County
TRANSIT SERVICE
WCTS



WCTS Overview

Low-cost public transportation service available to any one in Warren County regardless of age or income.

Service is provided Monday through Friday, 6am – 6pm.

Regular Fare: \$3.00 one-way trip, Discounted Fare for Children through age 12, Elderly, or Disabled: \$1.50 one-way trip

Tickets can be purchased online or exact change can be given at the time of pickup.



Changes & Progress in 2024





New Provider – Valley
Transport



In January 2024, WCTS
began management
under a new provider –
Valley Transport.

What Is Valley Transport?

Valley Transport is a **family-owned** logistics and healthcare organization.

We have owned the company for 10 years as of September 2024.

We have 4 locations – Dayton, Cincinnati, Columbus & Lebanon.

We complete approximately 2000 trips per day across the state of Ohio with extreme cost effectiveness and efficiency.

We accomplish this by building our own logistics and routing software and technology.

Technology & Safety Improvements



Digital - Every ride conducted by WCTS has now been digitized. No paper is used throughout the transportation process. This is done with our proprietary TripWizard app.



Efficiency - TripWizard uses a Google Maps API to create the most efficient and cost-effective routes possible.



Safety - Every ride is tracked throughout transport. We know where every client is at every step of transport. We also have inside-outside cameras installed in every vehicle.



Demographic Data – We finally have data on trip volume, call volume, ride trends. This allows us to better predict demand and understand usage.

The Ridership



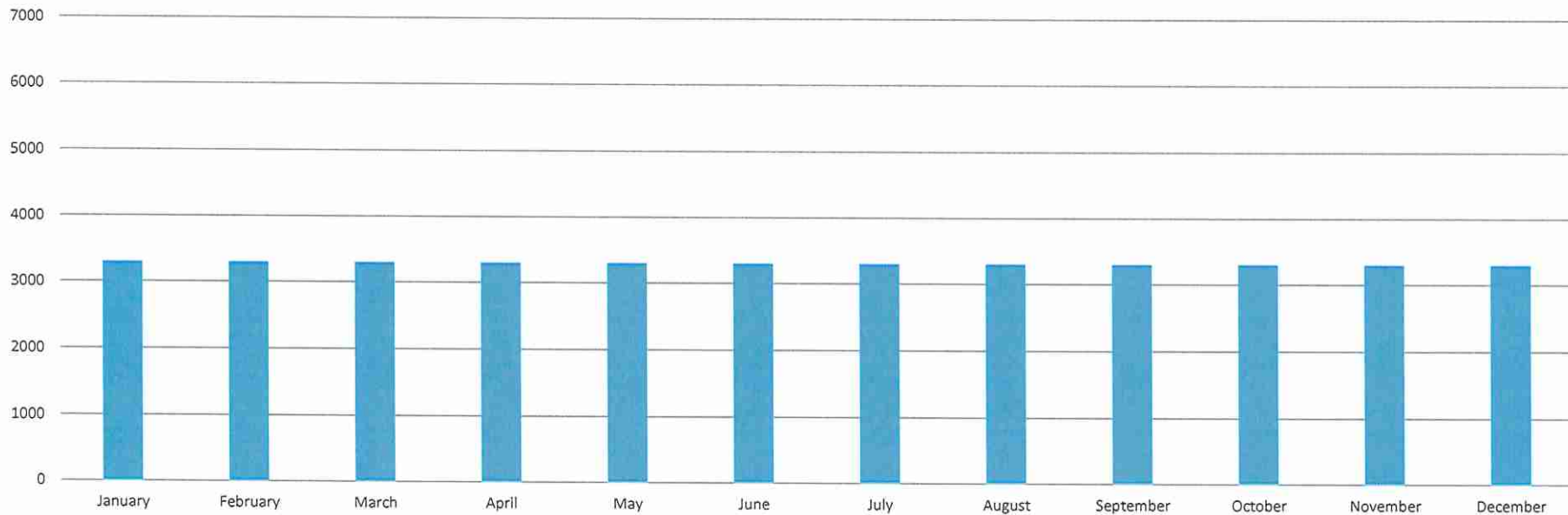
Wascon County
TRANSIT SERVICE
Plus



The Past

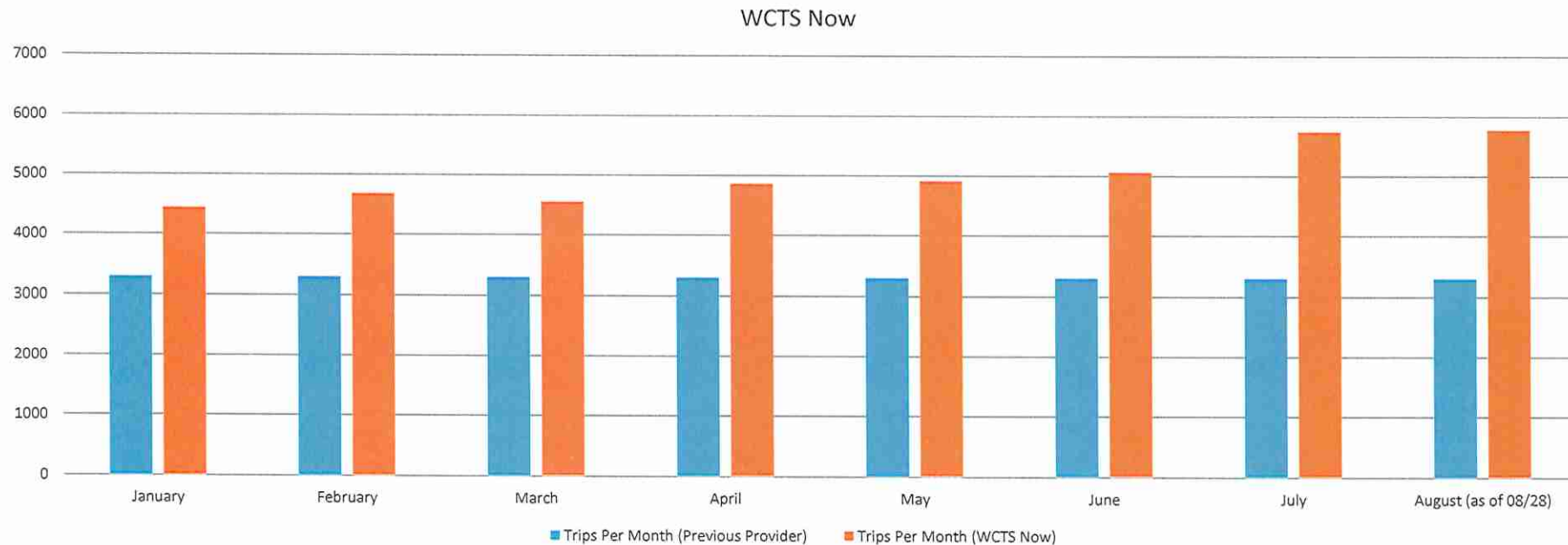
- The RFP released in 2023 had annual ridership at approximately 40000 passenger trips in a year.
- For comparison's sake, we have broken this down into 3300 trips per month.

Trips Per Month (Previous Provider)



2024 – WCTS Now

- Since we have taken over in January 2024, ridership has seen an increase of anywhere between 32.65% to 70.08% per month as seen below.



The Future



Demand is strong and we can expect it to sustain and/or increase during the fall and holiday season.



We are expecting a shipment of 4 new vehicles for the Transit service. This will help us accommodate more trips.



We are working on a system to eliminate tickets and send clients a reloadable, reusable rider card completely eliminating paper.

Questions?



Waukesha County
TRANSIT SERVICE





MULBERRY AND SYCAMORE WATERMAIN REPLACEMENT

September 3, 2024

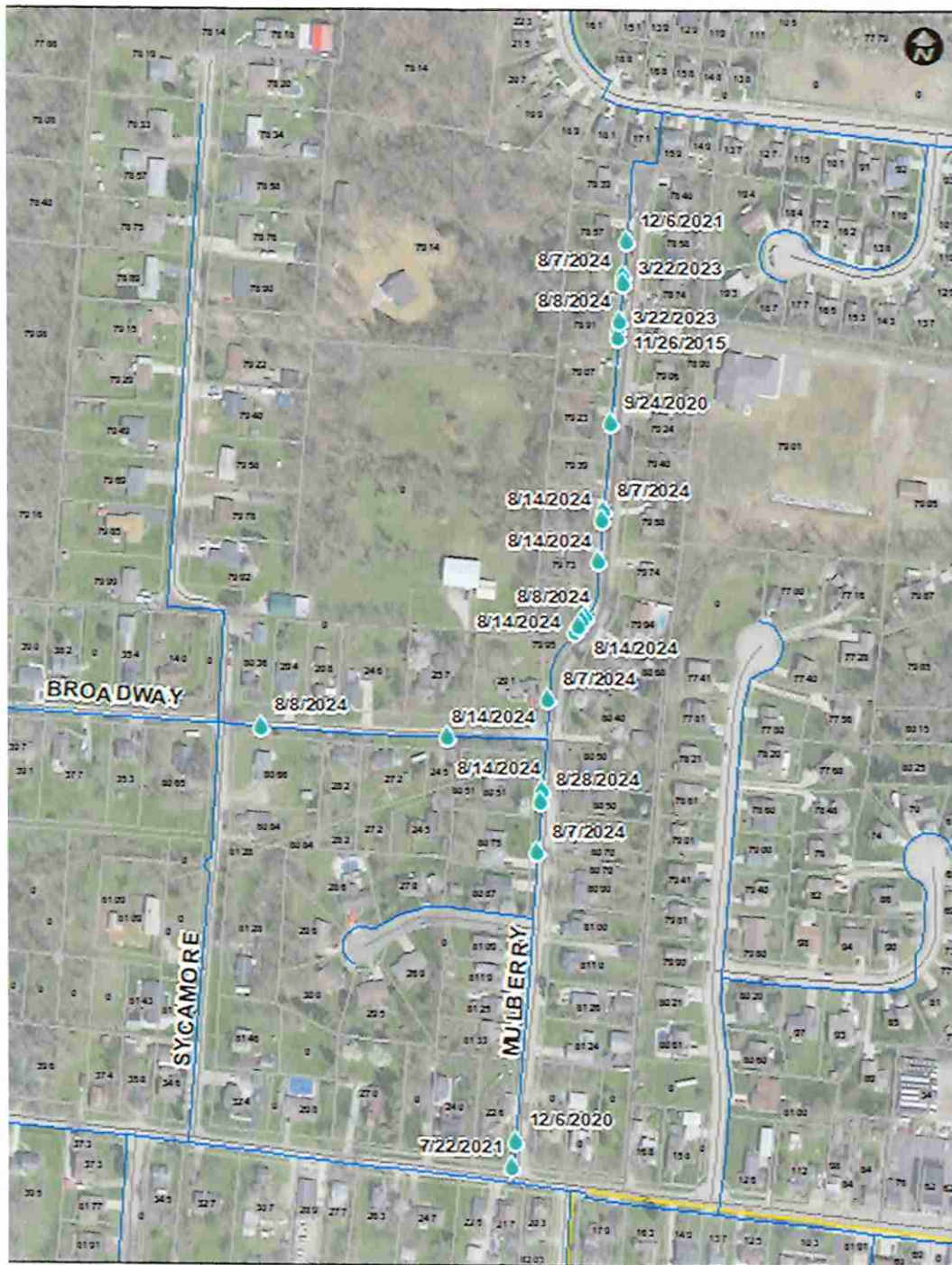


Water & Sewer Department

MULBERRY & BROADWAY STREETS

Problem Area

- 22 Main breaks since Fall of 2020
- 15 Main breaks in August 2024.
- 1960s cast iron and 1970s ductile iron.
- Challenging and time-consuming repairs due to other utilities in same trench as water.
- Customers out of water for 24+ hours.



0 125 250 500 Feet



MULBERRY & BROADWAY
VILLAGE OF MAINEVILLE

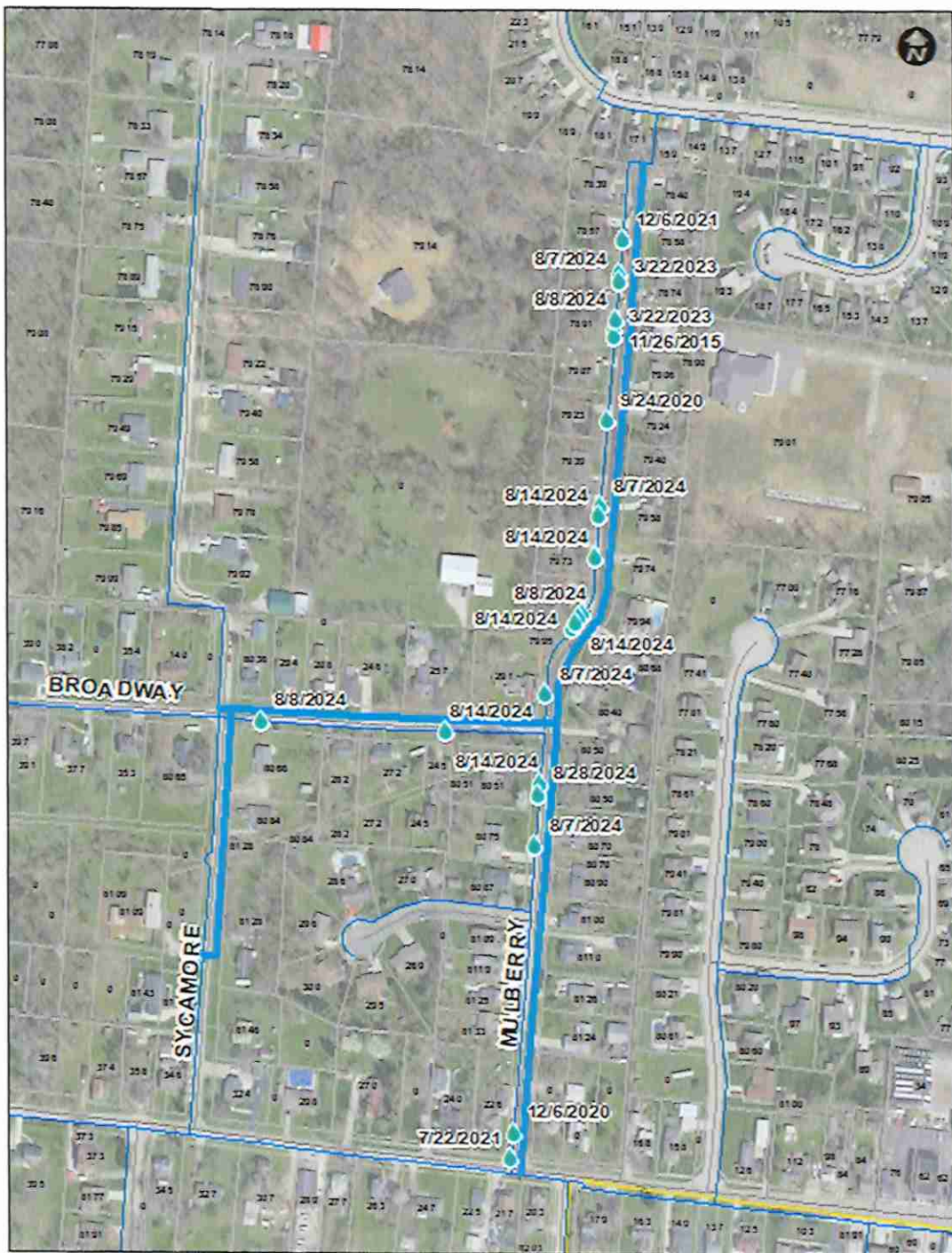
MULBERRY & BROADWAY STREETS

Water Main Replacement

- 3,500 feet of water line
- New water line to be installed in the roadway.
- Coordinate with Village of Maineville and Hamilton Township to preform water main replacement at same time as culvert replacement along Mulberry and Sycamore Streets.
- Estimated Budget Cost: \$880,000

Request:

- Amend the Water Capital Improvement Plan to include 3,500 feet of waterline.



0 125 250 500 Feet

MULBERRY & BROADWAY
VILLAGE OF MAINEVILLE



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: Mark Dawson DEPARTMENT: County Engineer

*POSITION: Deputy of Operations DATE: September 3, 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:

Superintendents & Mechanics Conference

LOCATION:

Deer Creek State Park Lodge & Conference Center
22300 State Park Rd. #20, Mt. Sterling, Ohio

DATE(S): October 29 - 30, 2024

TYPE OF TRAVEL: (Check one)

AIRLINE STAFF CAR PRIVATE VEHICLE OTHER

LODGING: Deer Creek Park Lodge

ESTIMATED COST OF TRIP: \$229 Conference fee, \$129 Lodging fee = \$358/ Person → \$2,506.00 TOTAL

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:

Neil F. Mison 9/3/2024
Signature/Title Date

BOARD OF COMMISSIONERS' APPROVAL:

Commissioner Date

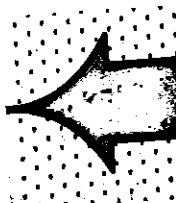
Commissioner Date

Commissioner Date

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

ALEX FOLTE, KEVIN STODER, DENNIS NEW, JIM ARINGTON,
BILLY DEATH, BRENT WELLS

61:8 HV 2-1358702
2025 SEP -2 AM 8:19
BOARD OF COMMISSIONERS
HAMILTON COUNTY, OHIO





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

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*NAME OF ATTENDEE: Jena Short DEPARTMENT: OhioMeansJobs

*POSITION: Supervisor DATE: 9/6/2024

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:

Transfrx Conference - discuss the role immersive career exploration and training can play in creating classroom-to-career pathways for all.

LOCATION:

Civic Hall, 124 E 14th Street, New York, NY 10003

DATE(S): 10/21/2024 - 10/22/2024

TYPE OF TRAVEL: (Check one)

AIRLINE STAFF CAR PRIVATE VEHICLE OTHER

LODGING: Hotel

ESTIMATED COST OF TRIP: \$1500

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] DEPUTY DIRECTOR 9.6.24
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:

Empty box for listing additional attendees.

RECEIVED
AM 10:15
11-17-2024



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

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*NAME OF ATTENDEE: Jen Conover DEPARTMENT: Records Center

*POSITION: Director DATE: 9-23-2024

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:

Caring for Digital Collections: Taking Steps Now to Ensure Future Access - OMA Webinar

LOCATION:

Online

DATE(S): 9-23-2024

TYPE OF TRAVEL: (Check one)

AIRLINE STAFF CAR PRIVATE VEHICLE OTHER

LODGING: _____

ESTIMATED COST OF TRIP: \$15 for webinar cost

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:

Jen Conover Director / 9/23/2024
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:

RECEIVED
40:11HW 4-4
2023 SEP -4
AM 11:04



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

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*NAME OF ATTENDEE: RAY DRATT DEPARTMENT: BUILDING/ZONING

*POSITION: CHIEF ZONING INSPECTOR DATE: 08/29/24

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:
2024 NOVEMBER WEBINAR - MAINTAINING CIVILITY AT PUBLIC MEETING
THE ROLE OF A BZA AND EFFECTIVE COMMUNICATION DURING ROADWAY EMERGENCY

LOCATION:
WARREN COUNTY BUILDING/ZONING DEPARTMENT

DATE(S): NOVEMBER 19, 20, 21

TYPE OF TRAVEL: (Check one)

AIRLINE STAFF CAR PRIVATE VEHICLE OTHER

LODGING: N/A

ESTIMATED COST OF TRIP: \$60.00

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:
 8/30/24
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:

RECORDED



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

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*NAME OF ATTENDEE: Shea Flannery DEPARTMENT: WATER

*POSITION: PLANT OPERATOR II DATE: 8/29/24

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:

Contact Hours For License

LOCATION:

WEBINAR

DATE(S): 9/11/24 + 9/26/24

TYPE OF TRAVEL: (Check one)

AIRLINE STAFF CAR PRIVATE VEHICLE OTHER

LODGING: NA

ESTIMATED COST OF TRIP: \$390

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:

Chay Branch 9/4/24
Signature/Title Date

BOARD OF COMMISSIONERS' APPROVAL:

Commissioner Date

Commissioner Date

Commissioner Date

2025 SEP -2 PM 1:00

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