



**BOARD OF COUNTY COMMISSIONERS  
WARREN COUNTY, OHIO**

406 Justice Drive, Lebanon, Ohio 45036

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

**GENERAL SESSION AGENDA**

*March 12, 2024*

- #1                      *Clerk—General*
- #2      9:05              *Executive Session—to Discuss Details Relative to the Security Arrangements and Emergency Response Protocols for a Public Body Or Public Office if Disclosure of the Matters Discussed Could Reasonably be Expected to Jeopardize the Security of the Public Body Or Public Office Pursuant to ORC 121.22(G)(6)*

**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
CLK	QUADIENT LEASING USA INC	CLK MAILING SYSTEM	\$ 10,580.48 *contract in packet
CSV	MCCLUSKEY CHEVROLET	CSV (2) NEW 2024 CHEVY MALIBU	\$ 53,520.00 *vehicle
TEL	GEN CORE CANDEO LTD	TEL RENEWAL GENWATCH RADIO MON	\$ 7,698.00 *contract in packet
WAT	OHIO MACHINERY CO	WAT ATLAS COPCO KUBOTA AIR COM	\$ 16,450.00 *state contract
SHE	AFFORDABLE LANGUAGE SERVICES	SHE INTERPRETATION SERVICES	\$ 1,000.00 *contract in packet
FAC	RJE BUSINESS INTERIORS CINCINNATI OH INC	FAC OFFICE FURNITURE	\$ 6,286.76 *state contract

3/12/2024 APPROVED:

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Martin Russell, County Administrator

**CONSENT AGENDA\***

**March 12, 2024**

**Approve the minutes of the March 5, 2024, Commissioners' General Session Meeting and the March 5, 2024 Commissioners' Work Session Meeting.**

**PERSONNEL**

- 1. Approve reclassification of Ray Dratt from Zoning Inspector to Chief Zoning Inspector and Brooke Hill from Cashier Receptionist to Zoning Inspector I within B/Z**
- 2. Authorize posting of "Cashier/Receptionist" position within B/Z**
- 3. Hire Serena Vick as Emergency Communications Operator within Emergency Services and Andrew Ward as Infrastructure Systems Analyst I within Telecommunications**
- 4. Approve promotion of Chris Lemming to Control Systems Technician I within W/S**
- 5. Accept resignation of Chris Wojnicz, Deputy Sanitary Engineer, within W/S and authorize posting of vacant position**
- 6. Approve amendment to the Work Rules for Emergency Communication Operators within Emergency Services**

**GENERAL**

- 7. Cancel regularly schedule Commissioners' Meeting of Thursday, March 14, 2024**
- 8. Advertise for bids for the 2024 Chip Seal Project and 2024 Resurfacing Project on behalf of the Engineer**
- 9. Advertise for Request for Proposals for an enterprise surveillance camera system for various county facilities on behalf of Facilities Management**
- 10. Approve various addendums and agreements with various providers relative to home placement on behalf of Children Services**
- 11. Enter into rental agreement with Quadient, Inc. on behalf of the Clerk of Courts**
- 12. Enter into service agreement with the Humane Association of Warren County**
- 13. Approve agreement with Affordable Language Services on behalf of the Sheriff**
- 14. Enter into annual maintenance agreement with Gencore Candeo, LTD. on behalf of Telecommunications**
- 15. Accept Tax Incentive Review Council recommendations for the 2023 Enterprise Zone Program and Community Reinvestment Area Program**
- 16. Approve ODJFS Local Workforce Development agreement on behalf of Workforce Investment Board**
- 17. Approve extension of agreement with Real Workforce Solutions, Inc. on behalf of Workforce Investment Board**
- 18. Declare various items as surplus and authorize disposal of said items through internet auction**
- 19. Acknowledge receipt of February 2024 Financial Statement**
- 20. Acknowledge payment of bills**
- 21. Approve performance bond release for Woodlands at Morrow in the Village of Morrow**
- 22. Approve final plats**

**FINANCIAL**

- 1. Approve cash advance from County Motor Vehicle 2202 into Mason Morrow Millgrove Bridge 4456**
- 2. Declare surplus in the Clerk of Courts Certificate of Title 2250 and approve an operational transfer into Commissioners' 11011112**
- 3. Approve operational transfer from Commissioners' 11011112 into Child Support 2263**
- 4. Approve supplemental appropriations into Commissioners' 11011112 and operational transfers from Commissioners' 11011112 into Clerk of Courts 2282 and County Court Construction 4491**
- 5. Approve supplemental appropriation into within Common Pleas 2228, Clerk of Courts 2250, Grants 2261, and King Avenue Bridge 4437**
- 6. Approve appropriation adjustment from Commissioners' 11011110 into County Court 11011282 for payout**
- 7. Approve appropriation adjustment within Treasurer's and Engineer's**

**\*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. Modifying various Sections of the Rules and Regulations of the Warren County Water and Sewer Department Including Schedule of Charges and Rates and Tap-in Connection Charges
2. Modifying Section 9.11 (1 & 2) of the Rules and Regulations of the Warren County Water and Sewer Department

**MODIFYING VARIOUS SECTIONS OF THE RULES AND REGULATIONS OF THE WARREN COUNTY WATER AND SEWER DEPARTMENT INCLUDING SCHEDULE OF CHARGES AND RATES AND TAP-IN CONNECTION CHARGES**

WHEREAS, on March 5, 2024, this Board adopted changes to the water and sewer user fees for 2024, 2025, and 2026 and changes to the water tap fees, sewer connection fees, and other fees and charges (Resolution # 24-0437); and

WHEREAS, this Board requested to amend the Rules and Regulations pertaining to Section VIII Schedule of Charges and Rates and Section IX Tap-In, Connection Charges of the Warren County Water and Sewer Department with the approved user fees, water tap fees, sewer connection fees, and other fees, and charges; and

NOW THEREFORE BE IT RESOLVED:

- 1.** That Section 8.02.A (Water Rates) of the Rules and Regulations of the Warren County Water and Sewer Department is hereby amended to read as follows:

For the minimum amount of usage up to 6,000 gallons per a bi-monthly billing period, the rate shall be as follows:

2024	\$30.30
2025	\$32.58
2026	\$34.20

For all usage over the minimum 6,000 gallons per bi-monthly billing period, the rates per 1,000 gallons shall be as follows:

2024	\$5.05
2025	\$5.43
2026	\$5.70

For every bi-monthly water bill a Replacement & Improvement Fee will be as follows:

2024	\$5.00
2025	\$5.00
2026	\$5.00

Minimum bi-monthly charges and water usages shall be based on size of meter as follows:

Size of Meter	Minimum Bi-Monthly Charge	Minimum Bi-Monthly Charge	Minimum Bi-Monthly Charge	Gallons of Water
	2024	2025	2026	
5/8"	30.30	32.58	34.20	6,000
3/4"	50.50	54.30	57.00	10,000

1"	101.00	108.60	114.00	20,000
1-1/2"	202.00	217.20	228.00	40,000
2"	505.00	543.00	570.00	100,000
3"	909.00	977.40	1026.00	180,000
4"	1818.00	1954.80	2052.00	360,000
6"	3030.00	3258.00	3420.00	600,000
8"	5555.00	5973.00	6270.00	1,100,000
10"	8080.00	8688.00	9120.00	1,600,000
12"	11615.00	12489.00	13110.00	2,300,000

**2.** That Section 8.02B (Sprinkler/Hydrant Rates) of the Rules and Regulations of the Warren County Water and Sewer Department is hereby amended to read as follows:

Sprinkler Meters: Per bi-monthly billing period, or any portion thereof, the rate shall be \$5.00 plus water usage per 1000 gallons as follow:

2024	\$5.05
2025	\$5.43
2026	\$5.70

Hydrant Meters: In addition to deposits and rental fees the rate for water usage per 1000 gallons shall be as follows:

2024	\$5.05
2025	\$5.43
2026	\$5.70

**3.** That Section 8.03A (Sewer Rates) of the Rules and Regulations of the Warren County Water and Sewer Department is hereby amended to read as follows:

For the minimum of 6,000 gallons per single-family equivalent residential unit per bi-monthly billing period, the rates will be as follows:

2024	\$30.00
2025	\$32.10
2026	\$34.32

For every bi-monthly sewer bill a Replacement & Improvement Fee will be as follows:

2024	\$2.50
2025	\$2.50
2026	\$2.50

For usage over the minimum of 6,000 gallons per single-family equivalent residential unit per bi-monthly billing period, the rate per 1,000 gallons of usage shall be as follows:

2024	\$5.00
2025	\$5.35
2026	\$5.72

For the following subdistricts, which are billed bi-monthly on a flat rate basis, the sewer charge per single family equivalent residential unit shall be as follows:

Subdistrict	<u>2024</u>	<u>2025</u>	<u>2026</u>
Carlisle Bi-Monthly	\$69.96	\$74.86	\$80.10

**4.** That Section 8.01A (Construction Charges) of the Rules and Regulations of the Warren County Water and Sewer Department is hereby amended to read as follows:

**A. CONSTRUCTION CHARGES**

**1. Inspection Fees:**

a) Water Service Lateral	\$ 150.00
b) Sewer Service Lateral	\$ 150.00
c) Re-inspection	\$ 150.00
d) Re-inspection of maintenance bond punch list (3 <sup>rd</sup> Inspection)	\$ 200.00
e) Regular Time - per hour	\$ 20.00
f) Weekend and overtime inspections - per hour (3 Hour Minimum)	\$ 30.00

**2. Service Connection Fees:**

a) 3/4" Service, 5/8" Meter	\$ 1200.00
b) 3/4" Service, 3/4" Meter	\$ 1500.00
c) 1" Service and Meter	\$ 1800.00
d) 1-1/2" Service and Meter	\$ 2100.00
e) 2" Service and Meter	\$ 2400.00

**3. Meter Set Fees:**

Fees are for the purchase and installation of water meters only. Tapping of the main installation of the copper lateral, angle valve, check valve, meter pit and meter set is provided by others.

a) 5/8" Meter	\$ 350.00
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- b) 3/4" Meter \$ 400.00
- c) 1" Meter \$ 480.00
- d) 1-1/2" Meter \$ 800.00
- e) 2" Meter \$ 1100.00

f) Meters larger than 2" must be purchased by the property owner. All costs and expenses incident to the installation, restoration and connection of such a water service connection shall be borne entirely by the property owner. All such meters, and the installation of such meters, must be approved by the County.

- 4. Sprinkler Meter Installation \$ 550.00  
(in existing meter pit)

Fees and charges for services larger than 3/4" and for meters larger than 5/8" shall be calculated by the Sanitary Engineer.

5. Equipment/Personnel Fees

- a) Backhoe & Operator (per hour) \$ 225.00
- b) Vactor & Operator (per hour) \$ 250.00
- c) Laborer (per hour) \$ Employee Expense
- 6. Contractor Registration Fee \$ 25.00  
(Application/Renewal/Year)

**5.** That Section 9.02 (Water Tap Fees) of the Rules and Regulations of the Warren County Water and Sewer Department is hereby amended to read as follows:

Single Family Residential The Tap-In charge for single family residential dwelling units shall be as follows:

	4/1/2024
Single Family Residential Unit	\$5,000.00

ii) Multifamily Residential Developments The Tap-In charge for multifamily customers including, but not limited to apartments, condominiums, landominiums, and cottages shall be based on the meter size of the water service lateral serving the property, as set forth below, or the number of single-family residential (SFR) units with each dwelling unit assigned one SFR, whichever is greater:

Size of Meter	
5/8"	\$5,000.00
3/4"	\$10,000.00

1"	\$20,000.00
1 1/2"	\$35,000.00
2"	\$72,500.00
3"	\$92,500.00
4"	\$130,000.00
6"	\$145,000.00
8"	\$260,000.00

**6.** That Section 9.08 (Sewer Connection Charges) of the Rules and Regulations of the Warren County Water and Sewer Department is hereby amended to read as follows:

i) Single Family Residential The Connection Charge for single-family residential dwelling unit shall be as set forth below:

	<u>4/1/2024</u>
Single Family Residential Unit	\$5,500.00

**7.** That all other provisions of Sections 8.01, 8.02, 8.03, 9.02, and 9.08 shall remain unchanged by this action.

**8.** That these modifications to the new user rates and replacement and improvement fees are effective during the next scheduled utility billing cycle.

**9.** That these modifications to the Water Tap-In, Sewer Connection Charges, Meter Fees and other miscellaneous fees be effective April 1, 2024.

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

M  
M  
M

Resolution adopted this 12th day of March 2024.

BOARD OF COUNTY COMMISSIONERS

\_\_\_\_\_  
Krystal Powell, Clerk

mbz  
i:modifyrulesregswatersewerrates2024

cc: Water/Sewer (file) \_\_\_\_

MODIFY<sup>ING</sup> SECTION 9.11 (1 & 2) OF THE RULES AND REGULATIONS OF THE WARREN COUNTY WATER AND SEWER DEPARTMENT

WHEREAS, it is necessary to modify Section 9.11 (1 & 2) of the Rules and Regulations of the Water and Sewer Department; and

NOW THEREFORE BE IT RESOLVED that section 9.11 (1 & 2) of the Rules and Regulation of the Water and Sewer Department is hereby amended to read as follows:

1.) CARLISLE AREA

The System Capacity Charge for residential units shall be \$1,166 with an effective date of April 1, 2024.

The System Capacity Fee increases annually based on the Consumer Price Index (CPI-U) for Cincinnati for the previous 12 months.

System Capacity Charges for other than an equivalent single-family residence shall be the System Capacity Charge multiplied by a factor representing the number of equivalent single-family residences.

The System Capacity Charge for structures other than residential units shall be based on Ohio EPA's "Suggested Sewage Flow Guide", with an estimated sanitary sewage flow of 400 gpd for a single-family residence.

2.) HUNTER AREA – DICK’S CREEK SEWER IMPROVEMENT AREA

The System Capacity Charge for residential units shall be \$1,166 with an effective date of April 1, 2024.

The System Capacity Fee increases annually based on the Consumer Price Index (CPI-U) for Cincinnati for the previous 12 months.

System Capacity Charges for other than an equivalent single-family residence shall be the System Capacity Charge multiplied by a factor representing the number of equivalent single-family residences.

The System Capacity Charge for structures other than residential units shall be based on Ohio EPA's "Suggested Sewage Flow Guide", with an estimated sanitary sewage flow of 400 gpd for a single-family residence.

RECEIVED  
2024 MAR -7 PM 4:35

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 12<sup>th</sup> day of March 2024.

BOARD OF COUNTY COMMISSIONERS

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Krystal Powell, Clerk

cc: Water/Sewer (file)

# Memo

**To:** *Germantown  
Franklin  
Carlisle  
Warren County*

**From:** Cheryl Shields - Franklin Regional Wastewater Treatment Corporation

**Date:** March 6, 2024

**Re:** 2024 Rate Adjustment Fee

Effective April 1, 2024 the Rate Adjustment Fee for new sewer tap-ins will increase to \$1,166 per equivalent single-family residential unit. This increase reflects a 3.8% increase in the CPI-U for the Midwest Region for the 12 month period of 2023 per the Intergovernmental Agreement.

This rate will remain in effect until March 31, 2025. In March of 2025, a notification of the new rate will be sent out to all communities.

Please submit all Rate Adjustment Fees for the previous year (2023) no later than May 1, 2024. When submitting your Rate Adjustment Fee, please include an itemized listing of each fee payment including the date of the tap-in, the address, a description of the entity and the fee collected.

Calculation of the appropriate fee should be based on the Suggested Flow values outlined in the attached Table from the Ohio EPA and converted to an equivalent single-family residential unit as shown in the attached.

If you have any questions, please call me at 746-7634 (office), 937-546-0414 (cell) or email -- franklinwwtc@gmail.com.

Sincerely,



Cheryl Shields, Administrator  
Franklin Regional Wastewater Treatment Corporation

TAP IN FEES  
Rate Adjustment Fund

*Residential Units: The fee charged for each equivalent single-family residential unit upon connection to a sanitary sewer or for additional sewer service to a property already connected to a sewer. Effective April 1, 2024, the Rate Adjustment Fee will be \$1,166 per equivalent single-family residential unit.*

*Non-residential Units: The Rate Adjustment Fee for other than single-family residential units shall be established by multiplying the Rate Adjustment Fee by a factor representing the number of equivalent single-family residential units based on OAC 3745-42-05 Table A-1 Design Flow Requirements, with an estimated sanitary sewage flow of four hundred gallons per day (400 gpd) for a single-family unit.*

**Examples**

1. Per Table A-1, a mobile home is assumed to have a flow of 300 gpd. Therefore, a **mobile home park with 25 sites** would have a total flow of 7,500 gpd and would pay a \$21,862.50 tap-in fee calculated as follows:

$$\begin{aligned} \frac{400 \text{ gpd}}{300 \text{ gpd}} &= \frac{\$1,166 \text{ tap-in fee}}{x} \\ 400x &= 349,800 \\ x &= \$874.50 \text{ per site} \\ \$874.50 \times 25 \text{ sites} &= \$21,862.50 \end{aligned}$$

2. Per Table A-1, a **factory or manufacturing facility with showers and 125 employees** would have a flow of 35 gpd/employee for a total of 4,375 gpd and would pay a \$12,753 tap-in fee.

$$\begin{aligned} \frac{400 \text{ gpd}}{4,375 \text{ gpd}} &= \frac{\$1,166 \text{ tap-in fee}}{x} \\ 400x &= 5,101,250 \\ x &= \$12,753 \text{ (rounded up)} \end{aligned}$$

3. Per Table A-1, a **Convenience Store, Service Station/Gas Station** would have a flow of 500 gpd/ pump island or service bay, 250 gpd/shower and 15 gpd/employee. Total the flows that apply. If a Convenience Store has 2 pump islands, no showers and typically 4 employees working at the same time, total flow would be 1,060 gpd and would pay a \$3,090 tap-in fee.

$$\begin{aligned} \frac{400 \text{ gpd}}{1,060 \text{ gpd}} &= \frac{\$1,166 \text{ tap-in fee}}{x} \\ 400x &= 1,253,960 \\ x &= \$3,090 \text{ (rounded up)} \end{aligned}$$

## FLOW GUIDELINES

Place	Notes	Design Flow (gpd)
Airport		15 gpd/employee 4 gpd/parking space
Apartment		120 gpd/bedroom
Assembly/Banquet Hall	w/o Kitchen with Kitchen	15 gpd/employee 3 gpd/seat 7 gpd/seat
Barber Shop		80 gpd/basin
Beauty/Styling Salon		200 gpd/basin
Bowling Alley		75 gpd/lane
Car Wash	Base on Anticipated Water Usage	
Campground/Rec Park	Primitive camp w/o Showers Primitive Camp w/Showers Camp w/o water Camp w/water	30 gpd/site 60 gpd/site 60 gpd/site 90 gpd/site
Church (Less than 200 seats)	w/o kitchen w/kitchen	3 gpd/seat 5 gpd/seat
Church (more than 200 seats)	w/o kitchen w/kitchen	5 gpd/seat 7 gpd/seat
Coffee Shop		15 gpd/employee 5 gpd/seat
Convenience Store	facility with gas is a min of 500 gpd	15 gpd/employee 500 gpd/pump island
Gun Club		50 gpd/member
Dance Hall/Music Venue	w/o kitchen w/kitchen	15 gpd/employee 3 gpd/seat 7 gpd/seat

Daycare		35 gpd/employee 10 gpd/student
Dentist/Doctor Office		35 gpd/employee 75 gpd/doctor
Factory	w/o showers w/showers	25 gpd/employee 35 gpd/employee
Food Service/Restaurant	Ordinary Restaurant 24 hour Restaurant Tavern/Bar (Full Food Service) Curb Service (drive-in)	35 gpd/seat 60 gpd/seat 35 gpd/seat 40 gpd/car space
Homes	Single Family	400 gpd
Hospital		35 gpd/employee 300 gpd/bed
Hotel/Motel		100 gpd/room
Prison/Psychiatric Hosp		35 gpd/employee 100 gpd/bed
Laundromat		400 gpd/machine
Mobile Home Park		300 gpd/space
Nursing/Rest Home		100 gpd/resident Employee 50 gpd/non resident Employee
Office Building		20 gpd/employee
Playground/Day Park	w/Restrooms	12 gpd/parking space
School	Elementary School Junior/High School	15 gpd/employee plus: 15 gpd/pupil 20 gpd/pupil
Shopping Center	w/food service w/o food service	15/employee 5 gpd/parking space 2 gpd/parking space
Theater		5 gpd/seat
Vet/Animal Hospital		100 gpd/Doctor 20 gpd/run or cage





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

BOARD OF COUNTY COMMISSIONERS  
WARREN COUNTY, OHIO

MINUTES: Regular General Session – March 5, 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 February 27, 2024, meeting.

David G. Young – present

Shannon Jones – present

Tom Grossmann – present

Krystal Powell, Clerk – present

Minutes of the February 6, 2024 work session, February 20, 2024, and February 27, 2024 meetings were read and approved.

24-0304 A resolution was adopted hiring Clayton Harper as Emergency Communications Operator within the Warren County Emergency Services Department.  
Vote: Unanimous

24-0305 A resolution was adopted hiring Lydia Shannon as Emergency Communications Operator within the Warren County Emergency Services Department.  
Vote: Unanimous

24-0306 A resolution was adopted hiring Hunter Wiseman as Emergency Communications Operator within the Warren County Emergency Services Department. Vote: Unanimous

24-0307 A resolution was adopted hiring Criag Myers as Water Treatment Operator I, within the Warren County Water and Sewer Department. Vote: Unanimous

24-0308 A resolution was adopted approving end of 365-day probationary period and approve a pay increase for Samantha Pastrana within the Warren County Job and Family Services, Children Services Division. Vote: Unanimous

- 24-0309 A resolution was adopted approving reclassification of Jena Short from Customer Advocate II to OMJ Supervisor within the Warren County OhioMeansJobs. Vote: Unanimous
- 24-0310 A resolution was adopted approving wage increase for Kyle Reddick, Collections Worker III, within the Water and Sewer Department. Vote: Unanimous
- 24-0311 A resolution was adopted approving a wage increase for Stephanie Abbott within the Warren County Department of Emergency Services. Vote: Unanimous
- 24-0312 A resolution was adopted amending job title for Tom Duffy from Customer Service Advocate II to Business Services and Public Relations Advocate within OhioMeansJobs Warren County. Vote: Unanimous
- 24-0313 A resolution was adopted accepting last chance agreement entered into by and between Kelly Fiebig, Emergency Communications Operator and Warren County Department of Emergency Services and Warren County Dispatch Association. Vote: Unanimous
- 24-0314 A resolution was adopted accepting resignation of Patricia Coldiron, Custodial Worker I, within Warren County Facilities Management, effective February 22, 2024. Vote: Unanimous
- 24-0315 A resolution was adopted authorizing the posting of the "Custodial Worker I" position, within the Department of Facilities Management, in accordance with Warren County Personnel Policy Manual, Section 2.02(A). Vote: Unanimous
- 24-0316 A resolution was adopted approving reappointments to the Warren County Port Authority. Vote: Unanimous
- 24-0317 A resolution was adopted approving the Countywide 9-1-1 final plan. Vote: Unanimous
- 24-0318 A resolution was adopted authorizing President of the Board to sign Permit Application from the Ohio Department of Commerce, Division of Liquor Control for an event at the Warren County Fairgrounds. Vote: Unanimous
- 24-0319 A resolution was adopted advertising for electronic sealed bids for the purchase of 29,000 Tons of Bulk Ice Control Salt. Vote: Unanimous
- 24-0320 A resolution was adopted entering into contract with DDK Construction for the McClure Road Bridge Rehabilitation Project. Vote: Unanimous
- 24-0321 A resolution was adopted advertising for bids for the Stephens Road Bridge #158-0.92 Replacement Project (War-TR 158-0.92) Vote: Unanimous
- 24-0322 A resolution was adopted approving notice of intent to award bid to Moody's of Dayton, Inc. for the 2024 Well Redevelopment Project. Vote: Unanimous

- 24-0323 A resolution was adopted approving amendment No. 1 – Demolition, to Guaranteed Maximum Price to the Design-Build contract with HGC Construction for the new Warren County Court Project. Vote: Unanimous
- 24-0324 A resolution was adopted advertising for bids for the 2024 Carlisle Area Lift Station Upgrades – Phase 3. Vote: Unanimous
- 24-0325 A resolution was adopted approving a Memorandum of Understanding with Warren County Community Services on behalf of the Department of Warren County Children Services. Vote: Unanimous
- 24-0326 A resolution was adopted entering into an engineering services contract with Korda/Nemeth Engineering, Inc. on behalf of the Warren County Engineer. Vote: Unanimous
- 24-0327 A resolution was adopted approving the contract with Clinton County Family and Children First Council and Warren County Commissioners on behalf of the Warren County Juvenile Court Mary Haven Youth Center Division. Vote: Unanimous
- 24-0328 A resolution was adopted entering into a contract with Rumpke of Ohio, Inc for solid waste services for various Warren County building locations. Vote: Unanimous
- 24-0329 A resolution was adopted entering into Career Exploration and Job Shadow Agreement on behalf of OhioMeansJobs Warren County. Vote: Unanimous
- 24-0330 A resolution was adopted authorizing acceptance of annual quote for tower lighting replacement and monitors with Lumenserve on behalf of Warren County Telecommunications. Vote: Unanimous
- 24-0331 A resolution was adopted authorizing acceptance of the quote for additional work from Tri County Tower on behalf of Warren County Telecommunications. Vote: Unanimous
- 24-0332 A resolution was adopted entering into a purchase agreement with Murphy Tractor & Equipment on behalf of Warren County Water and Sewer for the purchase of a John Deere Heavy Duty 45-inch frame and set of forks as an attachment for compact track loader. Vote: Unanimous
- 24-0333 A resolution was adopted approving easement acquisitions for Township Road Watermain Relocation. Vote: Unanimous
- 24-0334 A resolution was adopted acknowledging payment of bills. Vote: Unanimous
- 24-0335 A resolution was adopted entering into a street and appurtenances (including sidewalks) security agreement with Prus Properties, LLC for installation of certain improvements in the Villages of Classicway Subdivision, Section 9B situated in Hamilton Township. Vote: Unanimous

- 24-0336 A resolution was adopted entering into a subdivision public improvement performance and maintenance security agreement with Prus Properties, LLC for installation of certain improvements in the Villages of Classicway Subdivision, section 9B situated in Hamilton Township. Vote: Unanimous
- 24-0337 A resolution was adopted entering into a street and appurtenances (including sidewalks) security agreement with Prus Properties, LLC for installation of certain improvements for right of way dedication – Sir Barton Drive situated in Hamilton Township. Vote: Unanimous
- 24-0338 A resolution was adopted approving various record plats. Vote: Unanimous
- 24-0339 A resolution was adopted approving a supplemental appropriation into Domestic Relations Court Fund #11011230. Vote: Unanimous
- 24-0340 A resolution was adopted approving an appropriation adjustment within Building and Zoning Department Fund #11012300. Vote: Unanimous
- 24-0341 A resolution was adopted approving an appropriation adjustment within Human Services Fund 2203. Vote: Unanimous
- 24-0342 A resolution was adopted approving requisitions and authorizing County Administrator to sign documents relative thereto. Vote: Unanimous
- 24-0343 A resolution was adopted approving an easement agreement with the United States Department of the Army for Radio Tower Facility located in Caesar Creek Lake State Park. Vote: Unanimous
- 24-0344 A resolution was adopted authorizing amendment No. 4 to the engineering agreement with AECOM Technical Services, Inc., increasing purchase order No. 25074 for the design of Water Treatment Plant Upgrades and Softening Facilities. Vote: Unanimous
- 24-0345 A resolution was adopted approving the promotion of Joesph Bishop to the position of Emergency Communications Supervisor within the Emergency Services Department. Vote: Unanimous
- 24-0346 A resolution was adopted approving the promotion of Jennifer Key to the position of Emergency Communications Supervisor within the Emergency Services Department. Vote: Unanimous

#### DISCUSSIONS

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

---

The Board met with students from Lebanon High School for Student Government Day.

---

On motion, upon unanimous call of the roll, the Board entered into executive session at 9:12 a.m. to discuss employment within Emergency Services pursuant to Ohio Revised Code Section 121.22(G)(1) and exited at 9:29 a.m.

Upon further discussion, the Board resolved (Resolution 24-0345) approving the promotion of Joseph Bishop to the position of Emergency Communications Supervisor within Emergency Services and resolved (Resolution 24-0346) approving the promotion of Jennifer Key to the position of Emergency Communications Supervisor within Emergency Services.

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Upon motion the meeting was adjourned.

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David G. Young, President

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Tom Grossmann

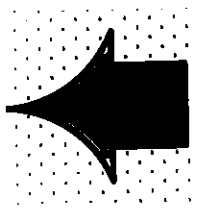
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Shannon Jones

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 March 5, 2024, in compliance with Section 121.22 O.R.C.

---

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





**BOARD OF COUNTY COMMISSIONERS**  
**WARREN COUNTY, OHIO**  
406 Justice Drive, Lebanon, Ohio 45036  
[www.co.warren.oh.us](http://www.co.warren.oh.us)  
[commissioners@co.warren.oh.us](mailto:commissioners@co.warren.oh.us)

Telephone (513) 695-1250  
Facsimile (513) 695-2054

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

BOARD OF COUNTY COMMISSIONERS  
WARREN COUNTY, OHIO

MINUTES: Regular Work Session – March 5, 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 March 5, 2024, General Session meeting.

David G. Young – present

Shannon Jones – present

Tom Grossmann – present

Krystal Powell, Clerk – present

24-0347      A resolution was adopted to establish water and sewer user rates, water tap fees, sanitary sewer connection fees, and other fees and charges for 2024, 2024, and 2026 and modify the Warren County Water and Sewer Department Rules and Regulation relating thereto. Vote: Unanimous

#### DISCUSSIONS

---

Jonathan Sams, Turtlecreek Township Trustee, was present to discuss the need for zoning changes within Turtlecreek Township. Mr. Sams presented the attached maps showing the areas currently zoned Mixed Use throughout the township. He stated the need to coordinate with local property owners to develop a plan for future use of the zoned areas.

There was discussion relative to the Board's view on changing the current zoning within the township and the need for balanced growth.

Commissioner Jones stated she was in favor of supporting the community request to meet the needs of Turtlecreek Township.

Mr. Sams stated he would begin the process of working with Regional Planning and stakeholders to begin the process of developing a future use plan.

---

Susanne Mason, Program Manager, Warren County Office of Grants Administration, was present to discuss project applications for 2024 Community Development Block Grant Funding.

Mrs. Mason presented the attached list of public service projects and construction projects which includes a project description, recent awards, whether this funding is being used as a match to leverage additional dollars, and the amount requested.

Mrs. Mason stated that the final determination of the funds Warren County will receive has not yet been made by the Department of Housing of Urban Development (HUD).

The Board determined that a final decision is not needed today. The Board requested Mrs. Mason bring this matter back for a final decision once we have received the final funding amount from HUD.

---

Matt Latham, Chief Executive Officer of Warren County Park District, presented the attached PowerPoint presentation to provide the Board with an update on the state of the Park District. Mr. Latham stated the need to develop a strategic plan process by creating a steering committee to develop a desired plan for the Park District

There was discussion relative to Park District funding and the ability to place a tax levy on the ballot to increase funding.

Ben Yoder, Park Board President, stated the Park District has no desire to place a levy on the ballot to increase Park District funding.

Commissioner Jones stated she would be happy to participate as a member of the steering committee to learn more about the Park District and to help identify additional funding resources for the Park District.

---

Scott Hagemeyer, Washington Township Trustee, was present to discuss solar utility facilities in Washington Township. Mr. Hagemeyer stated Vesper Energy has approached various landowners within the township to propose a 4,000-acre solar utility facility. He stated the

township's concerns regarding the volume of acres, the impacted tracts of land currently used for commercial agriculture, and the proposed term of Vesper's lease.

Bruce McGary, Assistant Prosecuting Attorney, stated solar facilities less than 50 megawatts are regulated through the Zoning Board and facilities greater than 50 megawatts are regulated by the Power Zoning Board. Mr. McGary stated there are two different processes in which the Board can regulate solar utility facilities. He then outlined the procedure for each process.

Upon discussion, the Board stated their desire to have no involvement in the aforementioned processes involving solar utility facilities.

Greg Meyer, Educator for the Ohio State University Warren County Extension, stated Turtlecreek Township has also been approached by Vesper Energy for the use of land for a proposed solar utility facility.

Mr. McGary stated the Board has discretion to prohibit or limit any proposed solar utility facility when the issue arises with the Board.

Commissioner Young recommended the Zoning Department staff begin drafting policy options relative to proposed solar utility facilities that would fall under County zoning jurisdiction.

---

Ryan Cook, Regional Planning Commission, presented the attached PowerPoint presentation stating the need to amend the current Subdivision Regulations Standards relative to fire access roads. Mr. Cook stated the proposed amendment would require two access roads, one of which must be a fire apparatus road, for developments with more than 30 dwellings. He further stated the amendment is a result of the Subdivision Regulations Standards needing to be compliant with the current Ohio Fire Code Standards.

Bruce McGary, Assistant Prosecuting Attorney, stated applicants can seek a waiver and present to the Regional Planning Commission their desire to deviate from the access road requirement through an administrative hearing. Mr. McGary stated the Regional Planning Executive Committee has the authority to determine the need for the access points. He further stated the Regional Planning Commission is looking for the Board's direction relative to a text amendment to the current Subdivision Regulation Standards because there is no current zoning code standard.

Upon further discussion, the Board expressed their recommendation for the Regional Planning Commission to begin working on the proposed text amendment.

---



Chris Brausch, Sanitary Engineer, presented the drafted resolution establishing water and sewer user rates, water tap fees, sanitary sewer connection fees, and other fees. Mr. Brausch stated the resolution includes specific projects listed that are to be grandfathered into the old rate schedule.

Upon further discussion, the Board resolved (Resolution 24-0347) establishing water and sewer user rates, water tap fees, sanitary sewer connection fees, and other fees and charges for 2024, 2024, and 2026 and modify the Warren County Water and Sewer Department Rules and Regulations relating thereto.

---

Bruce McGary, Assistant Prosecuting Attorney, brought an issue before the Board relative to a Notice of Violation from the City of Lebanon Code Enforcement Inspector. Mr. McGary stated the violation is a result of the county owning property where a political sign has been displayed in a parked vehicle. He further stated the particular sign involved Commissioner Grossmann's wife and recommended Commissioner Grossmann recuse himself from any discussion. Mr. McGary also stated the Board is under obligation to dissolve the issue.

Mr. McGary asked the Board if they would like him to prepare a resolution relative to parking vehicles on county owned property. He then presented Resolution 16-0335, adopted March 1, 2016 which prohibits signs on county owned property.

There was discussion relative to the intent of the resolution adopted in 2016 and the course of action taken for those who violate the policy.

Commissioner Jones stated although she was not present in 2016 when the resolution was adopted, the text simply states the public can not advertise on our property and the sign is a violation of the Board policy.

Commissioner Young stated the resolution allows no signs on County owned property.

Upon further discussion, Commissioner Jones recommended we continue the discussion at a later date.

---

Upon motion the meeting was adjourned.

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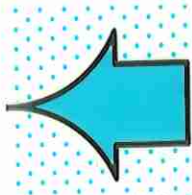
David G. Young, President

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Tom Grossmann

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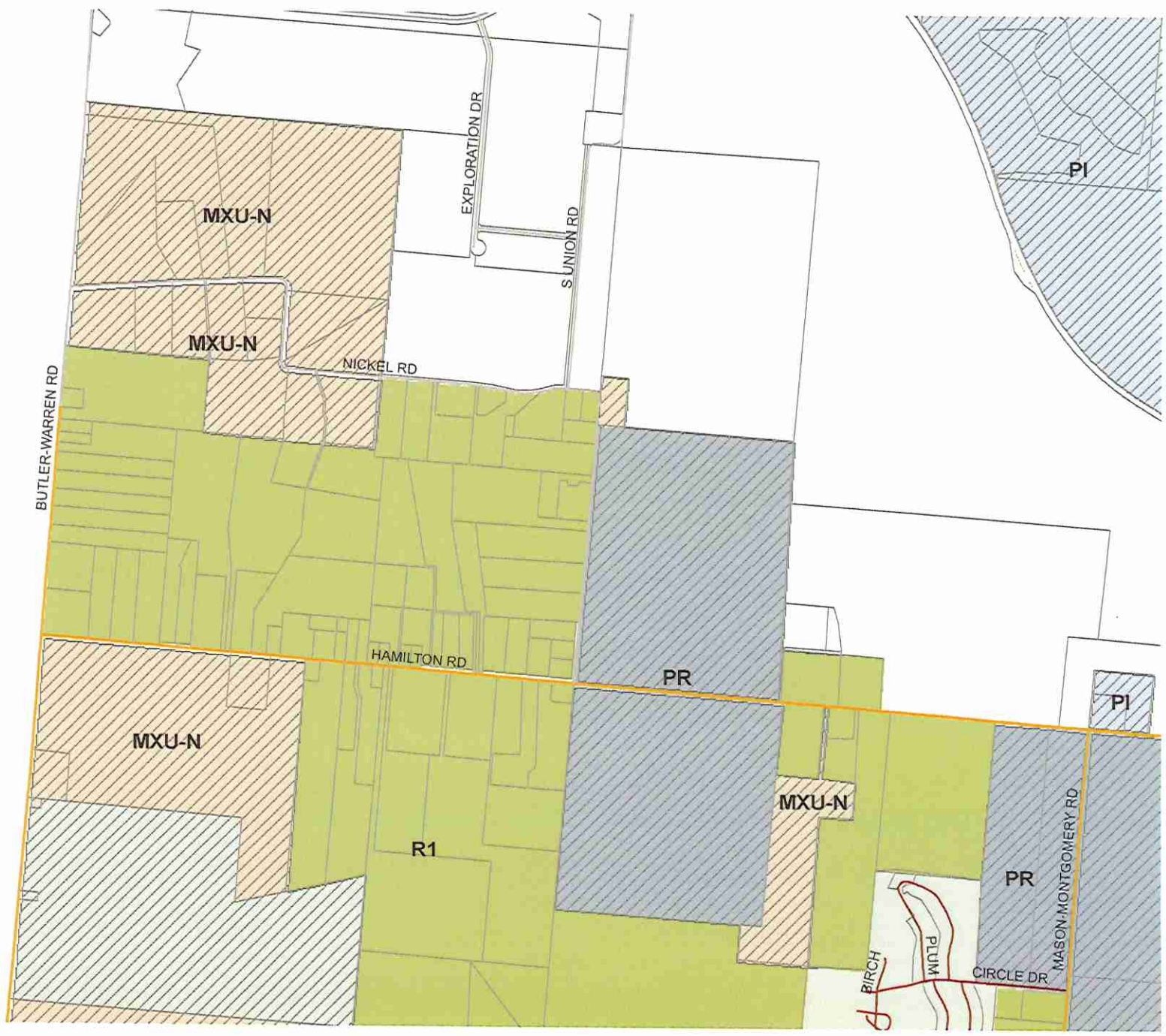
Shannon Jones



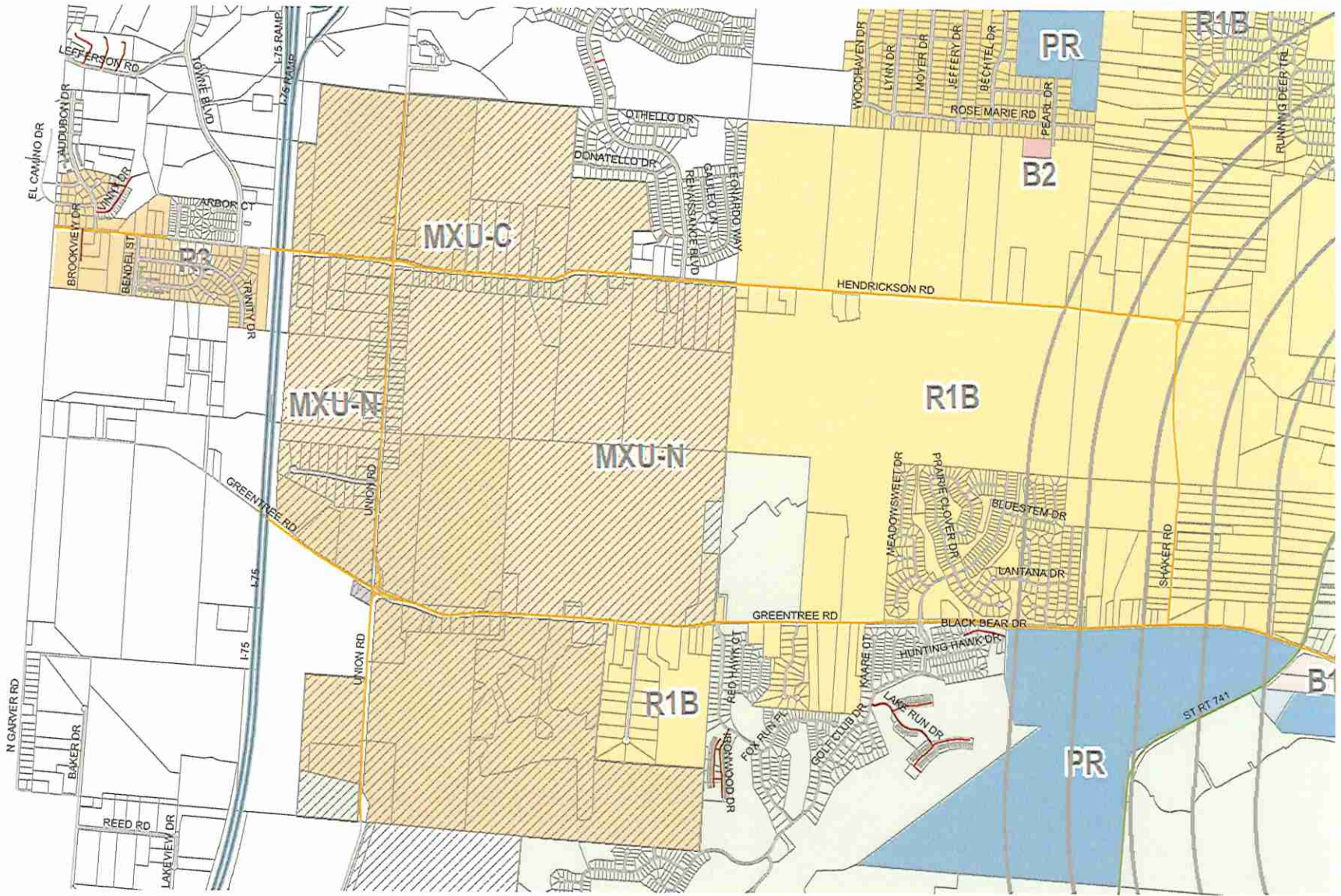
I hereby certify that the foregoing is a true and correct copy of the minutes of the meeting of the Board of County Commissioners held on March 5, 2024, in compliance with Section 121.22 O.R.C.

---

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







## 2024 CDBG Application Summary

Estimated Funding from HUD	\$	680,000.00
Less Admin Costs	\$	75,000.00
Amount to Allocate	\$	605,000.00
(To be divided between Public Service and Construction Projects)		

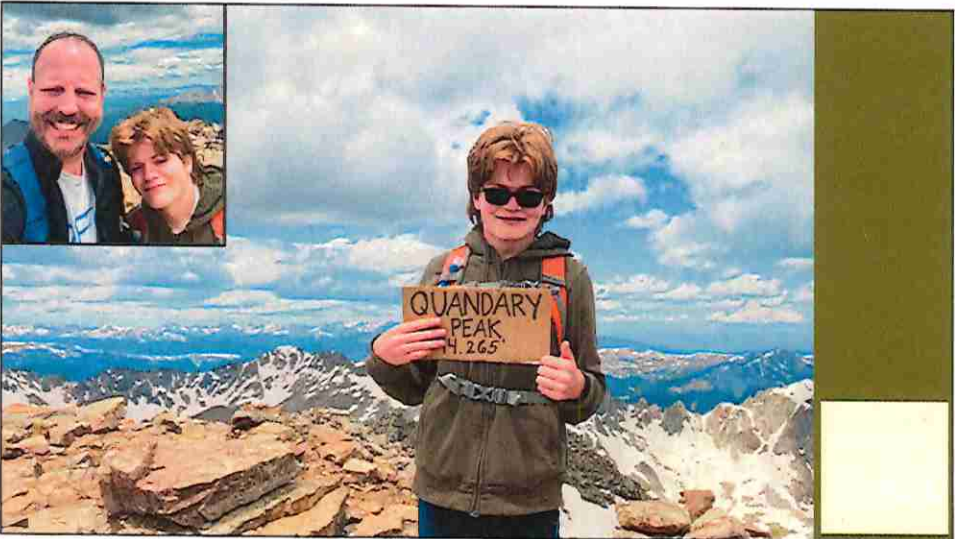
Public Service Projects - Please select up to two projects. Total should be between \$0 and \$85,000				
Project Name	Recent Awards	Match	Current Request	Award Amount
<b>Family Promise of Warren County</b> Assistance to homeless	2020: \$100,000 2020: \$69,450 2021: \$270,515 2021: \$22,550 2021: \$30,000 2022: \$64,000 2023: \$75,000	\$300,000 from various sources	\$75,000	
<b>Safe on Main</b> Assistance to victims of domestic abuse	2020: \$42,000 2020: 50,000 2021: \$67,640 2021: \$30,000 2022: \$36,000	\$762,000 from various sources	\$60,000	
				\$ -
				\$ 605,000.00
Less Public Service Total				\$ -
Total to Allocate for Construction Projects:				\$ 605,000.00

Construction Projects - Select up to five project equaling approximately \$605,000 minus Public Service Amount				
Project Name	Recent Awards	Match	Current Request	Award Amount
<b>Butlerville Road Project - Final Phase</b> Repave 2nd, 3rd, and 4th Street	2022: \$17,512 2023: \$29,350		\$ 38,000.00	
<b>City of Franklin Storm Sewer Project</b> Mill pavement on Bryant and Judy Dr, replace storm pipes and catch basins	2019: \$165,000 2021: \$180,000 2023: \$180,000	Street Funds: \$50,000 Stormwater Fund: \$50,000.00	\$ 199,000.00	
<b>Franklin Twp: Morningstar Road Project</b> Mill and resurface Morningstar Road	2019: \$49,300 2020: \$87,600 2021: \$160,000 2022: \$140,654		\$ 166,000.00	
<b>Harveysburg: South Street Improvements</b> Pave 1,700 feet of South, Frost, and Grant Streets	2019: \$124,500 2022: \$90,000	Local Village Funds: \$22,000.00	\$ 195,074.00	
<b>Morrow RR Bridge Lighting</b> Install LED lighting at bridge over bike trail	2019: \$77,000 2020: \$158,500 2021: \$170,000	Village : \$20,000.00	\$ 180,000.00	
<b>South Lebanon - King Ave Improvement</b> Repave 850 LF King Ave between Hobart Ave and Mary Ellen St	2020: \$200,000 2023: \$84,788	City: \$25,000.00	\$ 147,301.00	
				\$ -





1



2



3

### Warren County Park District

- 1,721 acres
- 19 properties
  - 13 parks open to public
  - 6 undeveloped conservation areas (future parks)
  - Armco Park, on 741 NW of Lebanon
  - Landen-Deerfield Park, on 22-3 in Landen

4



### What We Offer

- The Great Outdoors
- Nature Education Programs
- Trails / Walking / Jogging
- Little Miami Scenic Trail Access
- Fishing / Boating
- Canoe / Kayak
- Playgrounds / Nature Play
- Sports Fields
- Executive Golf Course
- Disc Golf
- MORE

5

### Governance

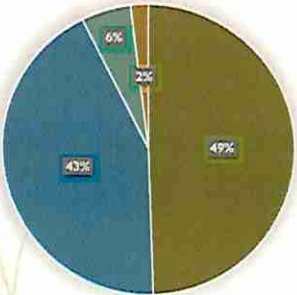
- County-wide Park District
- Formed in 1970
- Political Subdivision
- Park Commissioners
  - Ben Yoder, President
  - Jeff Blazey, VP
  - Wendy Monroe
- Appointing Authority
  - Hon. Joseph W. Kirby  
Warren County  
Probate Judge



6



### Funding Sources



- County Commissioners
- Armco Park Venues
- Grants & Donations
- Other

7

### What is a Park District?



8

### What is a Park District?

ORC 1545.11: The board of park commissioners may acquire lands...  
 ...for conversion into **forest reserves** and for the **conservation of the natural resources** of the state...  
 ...and to those ends may create **parks, parkways, forest reservations, and other reservations** and **afforest, develop, improve, protect, and promote** the use of the same.



9

### What do Park Districts do?

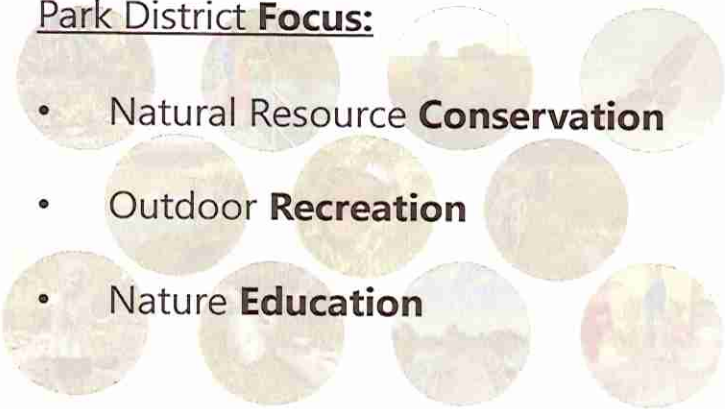


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### What do Park Districts do?

**Park District Focus:**


- Natural Resource **Conservation**
- Outdoor **Recreation**
- Nature **Education**



11

<b>Health</b>	<b>Economy</b>	<b>Attract &amp; Retain Residents</b>
<b>Attract &amp; Retain Businesses</b>	<b>Build Social Connections</b>	<b>Clean Air and Water</b>
<b>Conserve Open Space</b>	<b>Promote Environmental Stewardship</b>	

12



## Health

- 20-minute walk in nature **reduces ADHD symptoms** in children<sup>1</sup>
- **28% reduced stress** level in children<sup>2</sup>
- **33% lower rate of depression** in adults<sup>3</sup>
- **\$3 in health care costs saved** for every \$1 invested in trails<sup>4</sup>

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## Economy

- Properties **\$2,262 more valuable** on average when near a park.<sup>8</sup>
- **75% want public hiking and biking trails close to home.**<sup>7</sup>
- **84% seek high-quality parks when choosing where to live.**<sup>6</sup>
- Quality of life **second most important** factor that **companies** consider when selecting **where to locate.**<sup>5</sup>



14





15



### Projects

- **Synthetic Turf** Infields at Armco Park Softball Complex
- Made possible due to ARPA grant from Warren County Commissioners
- **Ribbon Cutting**  
**Friday April 26, 3:00pm**

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## Projects

- Simpson Creek  
**Headwaters Restoration**  
at Landen-Deerfield Park
- H2Ohio & ARPA
- 2025



17

## Simpson Creek Headwaters Restoration

- ARPA: \$500,000
- H2Ohio: \$423,179
- Stream & Wetland Restoration
- Trails & Overlooks
- Interactive Water Play / Creeking
- Education
- Mitigate Long-Term  
Maintenance Liability



18

## Projects


- **New Website**  
Coming!  
Summer 2024
- **Online Reservation System** (ongoing)
- **Shelter Renovations**
  - 2 completed
  - 5 in 2024



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## 2023 Accomplishments

- Launched **WCPD Charitable Fund**
  - Managed by Warren County Foundation
  - Thanks to a \$50,000 gift towards a restroom at Morrow Veterans Park in honor of Carl & Verna Rae Oeder
- **\$423,179** H2Ohio grant
  - for Simpson Creek Restoration at Landen-Deerfield Park
- **15% YOY revenue increase** at Armco Park venues
  - **92%** of Armco Park operational expenses covered through non-tax revenue in 2023
- Approx. **2,000** nature education program participants
- Approx. **700,000** park visitor occasions



20



## Pursuing Operational Excellence

- A Work in Progress
- Staff Reorganization
  - CEO
  - Park Operations Manager for Armco
- Employee Handbook
- Policies and Procedures
- Performance Management
- Budget Tracking, P&L

Strategy Development

Leadership & Culture

Performance Management

Process Excellence

Team Performance

21

## Strategic Plan

HUMAN NATURE

22



## Strategic Planning Goals

- **Understand community needs and trends** as they relate to parks, open space, and trails
- Craft the Park District's **mission, vision, goals, and objectives**
- Define the Park District's **unique value proposition** – i.e. what sets a Park District apart from municipal and township park providers?

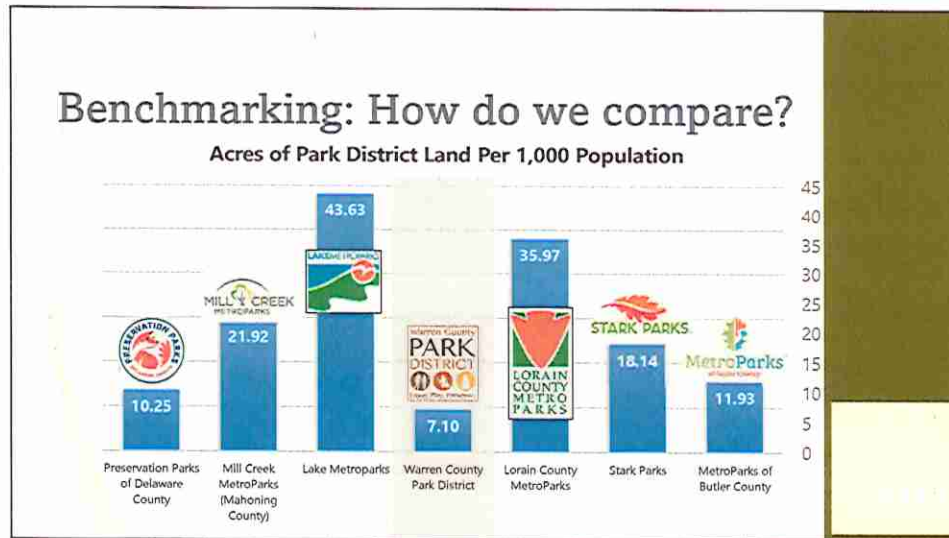


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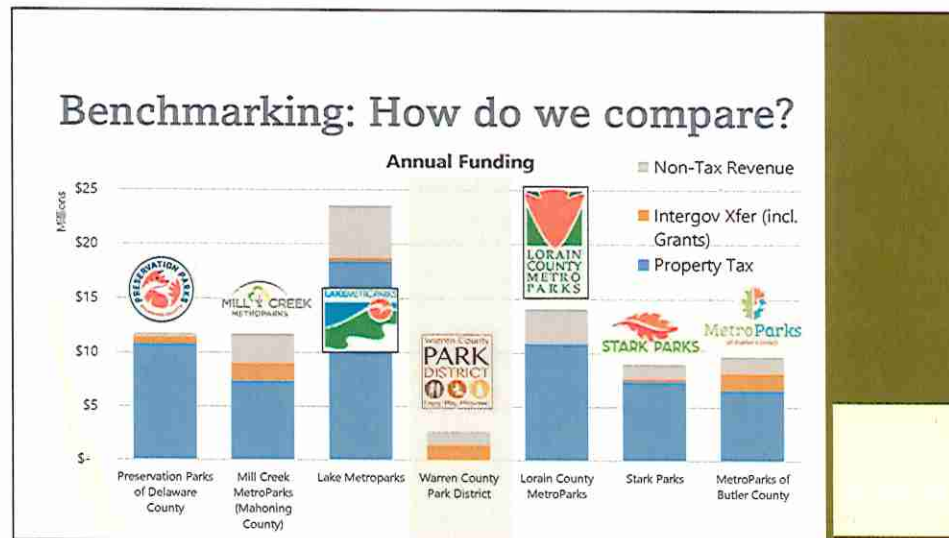
## Benchmarking: How do we compare? Six closest Ohio counties by population

	County	Park District	Population
	Delaware	Preservation Parks of Delaware County	214,120
	Mahoning	Mill Creek MetroParks	228,621
	Lake	Lake MetroParks	232,524
	Warren	Warren Co. Park District	242,338
	Lorain	Lorain Co. Metro Parks	312,974
	Stark	Stark Parks	374,853
	Butler	MetroParks of Butler Co.	390,378

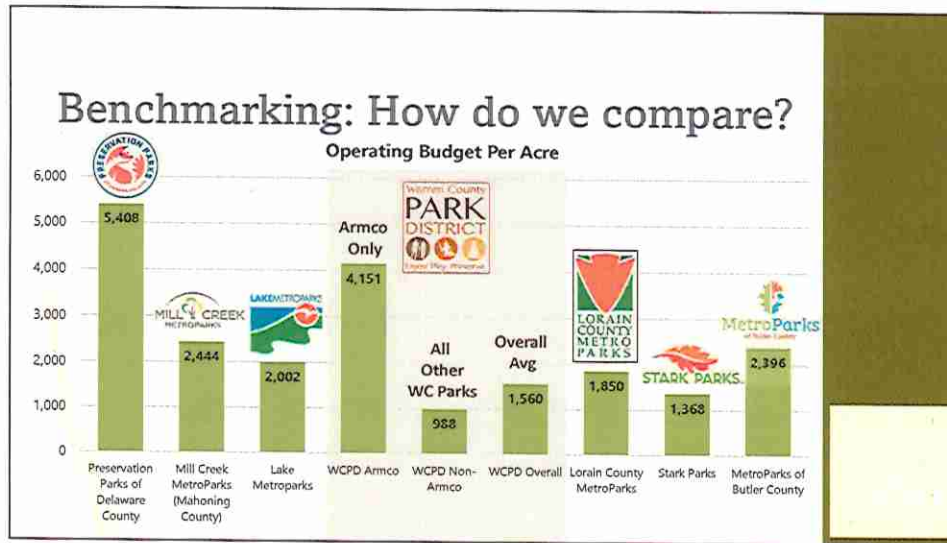
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25



26



27



28

**Outdated Facilities**

**Poor Service**

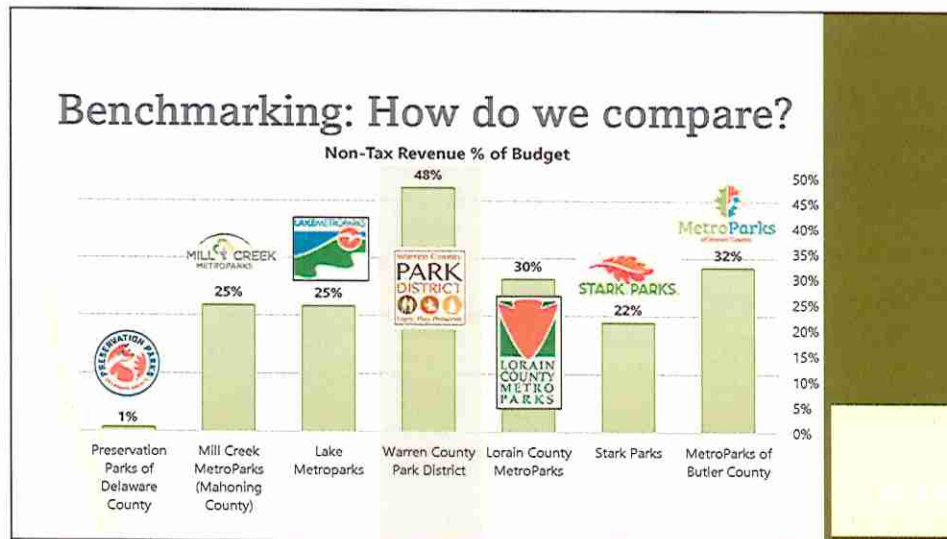
**Inability to Leverage Grant Funds**

**Lack of Amenities**

**Illegal Activity**

**Inefficiency**

29



30



## Strategic Plan Process & Timeline

- Guided by a **Steering Committee** of ~20 individuals
  - Representing different geographic areas of the County
  - Representing various stakeholder groups (health, business, trails, tourism, conservation, recreation, nonprofit etc.)
- Online **surveys**
- **Open houses** across the County
- Statistically valid survey
- Now through the end of 2024



Image by Michigan Municipal League via Flickr, cc 2.0 license

31



32

## References

1. Making the Case for Designing Active Cities, Active Living Research (King's Fund, 2013), 2015
2. Infographic: Children & Nature, National Environmental Education Foundation
3. Infographic: Children & Nature, National Environmental Education Foundation
4. Infographic: the Role of Parks and Recreation in Promoting Physical Activity, Active Living Research
5. Area Development Magazine, Q1 2023
6. NRPA 2023 Engagement with Parks Report
7. NRPA 2023 Engagement with Parks Report
8. NRPA Economic Impact of Local Parks 2021



# **Work Session**

# **Fire Access Roads**

## Current Subdivision Regulations Standards — added in 2017

---

### **SECTION 403: TRAFFIC MANAGEMENT (G)**

ACCESS POINTS. The minimum access point requirements for major subdivisions which involve the construction/extension of public streets are as follows:

1. Access points to existing roadways adjacent to the subdivision site, including arterial, collector/distributor, collector and local roads, as well as local subdivision streets, are required as follows:
  - a. For subdivisions with less than fifty (50) units, a minimum of one (1) access point to an existing roadway is required.
  - b. For subdivisions with fifty (50) units or more, a minimum of two (2) access points to an existing roadway or roadways are required, except in cases where the access management regulations of Warren County or ODOT (as applicable) would prevent the provision of a second location.**



# Ohio Fire Code

## **APPENDIX D, SECTION D107, ONE- OR TWO-FAMILY RESIDENTIAL DEVELOPMENTS**

Developments of one- or two-family dwellings where the number of dwelling units exceeds **30** shall be provided with separate and approved fire apparatus access roads, and shall meet the requirements of Section D104.3.

### **Exceptions:**

1. Where there are 30 or fewer dwelling units on a single public or private access way and all dwelling units are protected by approved residential sprinkler systems, access from two directions shall not be required.
2. The number of dwelling units on a single fire apparatus access road shall not be increased unless fire apparatus access roads will connect with future development, as determined by the fire code official.

# Definitions

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## **Fire Apparatus Access Road**

Same as “Fire lane”.

A road or other passageway developed to allow the passage of fire apparatus. A fire lane is not necessarily intended for vehicular traffic other than fire apparatus. A fire lane shall not be interpreted to mean a residential and/or public street.

## Construction standards of a fire apparatus access road (within fire code)

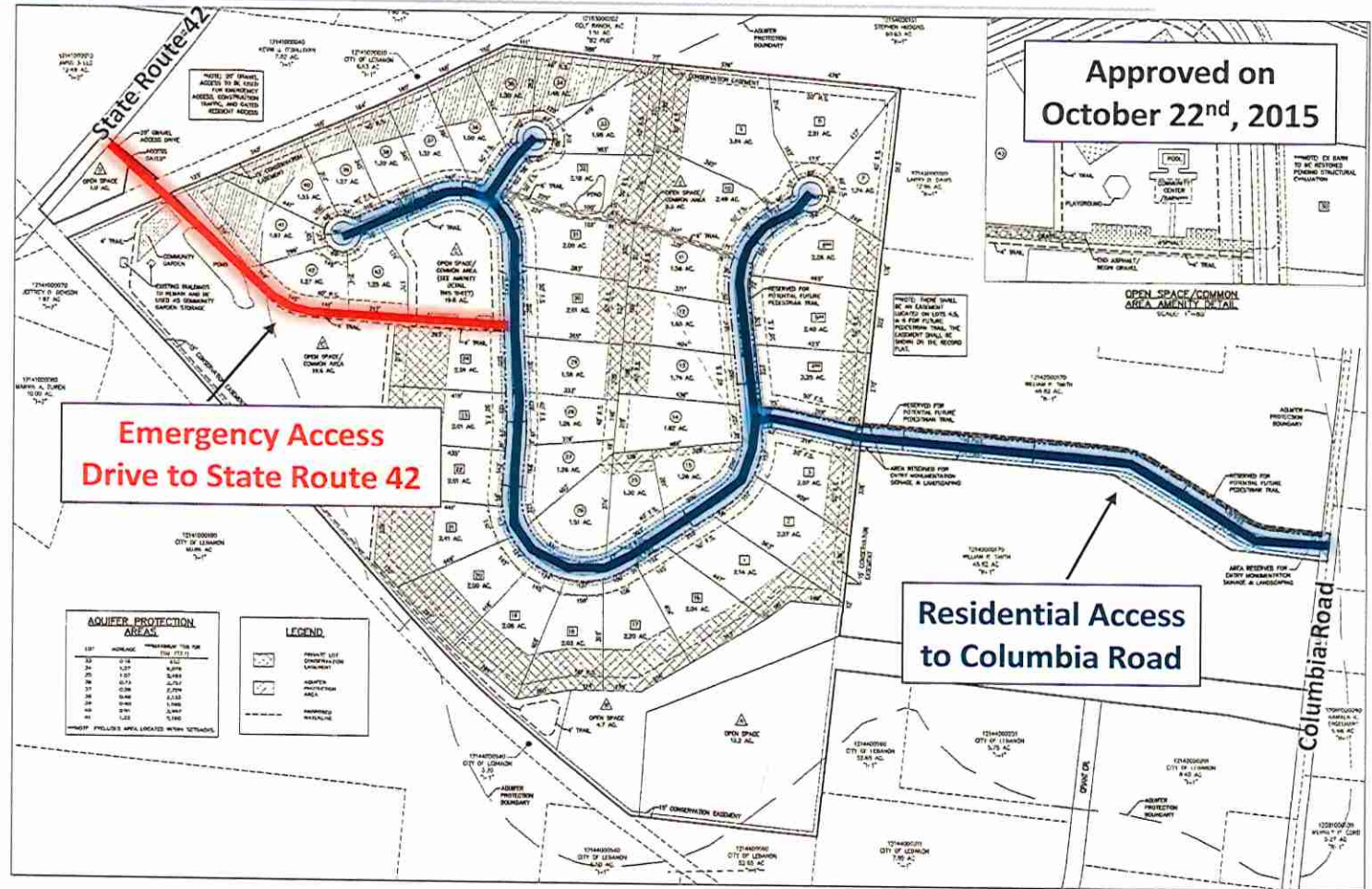
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### **(2) 503.2 Specifications.**

- (a) 503.2.1 Dimensions.** Fire apparatus access roads shall have an unobstructed width of not less than 20 feet (6096 mm), except for approved security gates in accordance with paragraph (C)(6)(503.6) of this rule, and an unobstructed vertical clearance of not less than 13 feet 6 inches (4115 mm).
- (b) 503.2.2 Authority.** The fire code official shall have the authority to require an increase in the minimum access widths where they are inadequate for fire or rescue operations.
- (c) 503.2.3 Surface.** Fire apparatus access roads shall be designed and maintained to support the imposed loads of fire apparatus and shall be surfaced so as to provide all weather driving capabilities.

# Example – Highlands at Heritage Hill

- 43 residential lots approved
- Residential access on Columbia Road
- Emergency Access Drive to State Route 42





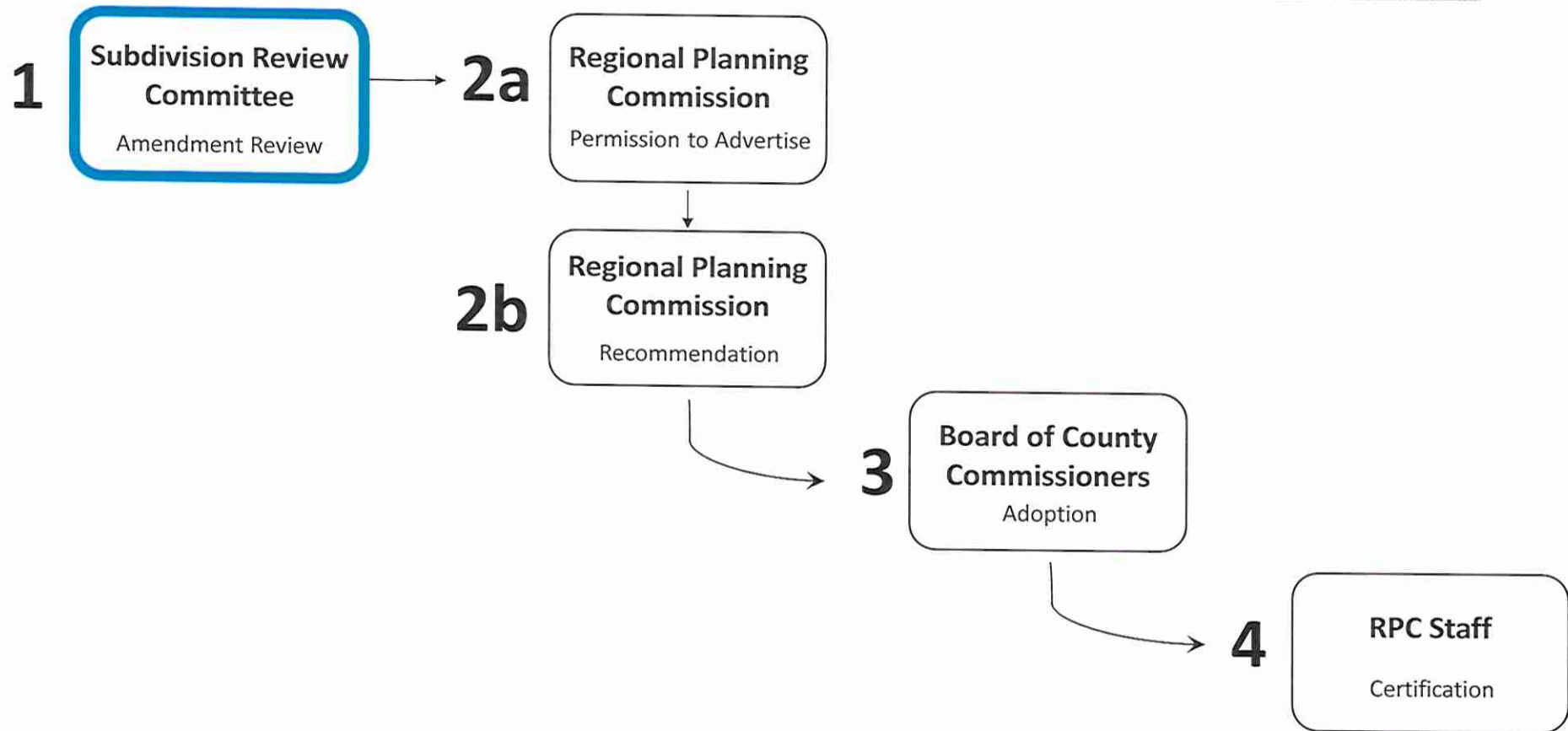


## Amending the Subdivision Regulations

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- Research other Regional Planning Commission regulations
  - Work with local agencies
  - Discuss with HBA
-

# Process to Amend Subdivision Regulations



## Topics of Discussion

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- Should fire apparatus access roads be permitted through on-lot access easements?
- Otherwise, should fire apparatus access roads only be permitted on open space lots?
- Timing of installation?



## Topics of Discussion

---

- Is the RPC Executive Committee able to grant this waiver or variance request?
- Otherwise, who would review this waiver or variance?

## Construction standards of a fire apparatus access road (within fire code)

---

- d) **503.2.4 Turning radius.** The required turning radius of a fire apparatus access road shall be determined by the fire code official.
- e) **503.2.5 Dead ends.** Dead-end fire apparatus access roads in excess of 150 feet (45 720 mm) in length shall be provided with an approved area for turning around fire apparatus.

## Construction standards of a fire apparatus access road (within fire code)

---

- f) **503.2.6 Bridges and elevated surfaces.** Where a bridge or an elevated surface is part of a fire apparatus access road, the bridge shall be constructed and maintained in accordance with AASHTO Standard Specification for Highway Bridges as listed in rule 1301:7-7-45 of the Administrative Code. Bridges and elevated surfaces shall be designed for a live load sufficient to carry the imposed loads of fire apparatus. Vehicle load limits shall be posted at both entrances to bridges when required by the fire code official. Where elevated surfaces designed for emergency vehicle use are adjacent to surfaces which are not designed for such use, approved barriers, approved signs or both shall be installed and maintained when required by the fire code official.
- g) **503.2.7 Grade.** The grade of the fire apparatus access road shall be within the limits established by the fire code official based on the fire department's apparatus.

## D104.3 Remoteness

---

Where two access roads are required, they shall be placed a distance apart equal to not less than one half of the length of the maximum overall diagonal dimension of the property or area to be served, measured in a straight line between accesses.



**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: Tanya Sellers DEPARTMENT: Children Services

\*POSITION: Deputy Director DATE: 03/05/2024

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:  
NACo Cohort

LOCATION:  
Phoenix, AZ

DATE(S): 04/29/24-05/03/2024

TYPE OF TRAVEL: (Check one)

AIRLINE  STAFF CAR PRIVATE VEHICLE OTHER

LODGING: Hyatt Place Downtown-Phoenix

ESTIMATED COST OF TRIP: All reimbursements will come directly from NACo

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:

Tanya Sellers / Deputy Director 3/5/24  
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:

Josh Hisle-Deputy Director, OMJ





**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: Krystal Powell DEPARTMENT: BOCC

\*POSITION: Clerk DATE: 3/7/24

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:

CCAO Regional Training Meeting

LOCATION:

Moraine, Ohio

DATE(S): 3/15/24

TYPE OF TRAVEL: (Check one)

AIRLINE STAFF CAR PRIVATE VEHICLE  OTHER

LODGING: N/A

ESTIMATED COST OF TRIP: \$24.20

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:

Krystal Powell 3/7/24  
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:

\_\_\_\_\_







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: Jacob Halsey DEPARTMENT: Sheriff's Office

\*POSITION: Deputy DATE: 3/6/24

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: Attend training related to his job duties.

LOCATION: Reynoldsburg, OH

DATE(S): May 1-3, 2024

TYPE OF TRAVEL: (Check one)

AIRLINE STAFF CAR PRIVATE VEHICLE OTHER

LODGING: N/A

ESTIMATED COST OF TRIP: \$500

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: [Signature] Date: 03/06/2024

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]

54307 211 PC 111 14-11-1100-00734864





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

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\*NAME OF ATTENDEE: Andrew Disbennett DEPARTMENT: Water and Sewer

\*POSITION: Chief Water Plant Operator DATE: 3/6/2024

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:

Training Courses for CEU hours

LOCATION:

Highland County Water Company

DATE(S): 3/19-20/24,

TYPE OF TRAVEL: (Check one)

AIRLINE      STAFF CAR       PRIVATE VEHICLE      OTHER

LODGING: N/A

ESTIMATED COST OF TRIP: \$350.00

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:

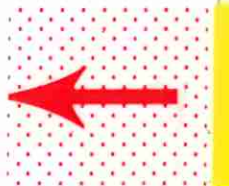
*Chris Bennett*      3/6/24  
Signature/Title      Date

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.



**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: Jon Collins DEPARTMENT: Water / Sewer

\*POSITION: Lab DATE: March 1, 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:

Water and Wastewater workshop for Contact hours for Water / Wastewater License

LOCATION:

Hillsboro, Ohio

DATE(S): March 19th , 20th

TYPE OF TRAVEL: (Check one)

AIRLINE      STAFF CAR      PRIVATE VEHICLE       OTHER

LODGING:      NA

ESTIMATED COST OF TRIP:      \$700.00

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:

*Chris Brumby*      3/4/24  
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:

Lorri Buckler

RECEIVED  
WARREN COUNTY  
2024 MAR -5 PM 1:16

