

**City of Fairfield
Minutes
Regular Meeting of City Council
July 11, 2022**

Council-Manager Briefing

Zoning & Property Maintenance Update

Mayor Rhodus called the briefing to order at 6:00 PM. Councilmembers present: Leslie Besl, Dale Paullus, Terry Senger, Tim Meyers, Matt Davidson and Gwen Brill.

Staff members present: Scott Timmer, Greg Kathman, Laurie Murphy, Steve Wolterman, Nathaniel Kaelin, Lee Rosato, Jeff Timpe, Carol Mayhall, Steve Maynard, Ben Mann, Tiphannie Mays, Don Bennett, Adam Sackenheim.

Development Services Director Kathman presented the Zoning & Property Maintenance Update. See attached slides.

Business Meeting Call to Order

Mayor Rhodus called the Regular Meeting of Council to order at 7:00 PM.

Prayer/Pledge of Allegiance

Councilmember Davidson led in prayer and Pledge of Allegiance.

Roll Call

Councilmembers present included:

Attendee Name	Title	Status	Arrived
Tim Meyers	Councilmember, At-Large	Present	
Matt Davidson	Councilmember, At-Large	Present	
Gwen Brill	Councilmember, At-Large	Present	
Leslie Besl	Councilmember, 1st Ward	Present	
Dale Paullus	Councilmember, 2nd Ward	Present	
Terry Senger	Councilmember, 3rd Ward	Present	
Mitch Rhodus	Mayor	Present	

Agenda Modifications

None.

Executive Session Requests

Councilmember Senger, seconded by Councilmember Paullus, moved for Executive Session to discuss the appointment, employment, promotion, demotion or compensation of a public

employee or official and pending or imminent litigation. Clerk Wilson took a roll call vote. Motion carried 6-0.

Special Presentations

a. Police Department Oath of Office - Major Rebecca Ervin & Sergeant Bryan Carnes

Mayor Rhodus administered the ceremonial oath of office for Major Ervin and Sergeant Carnes and congratulated both of them on their promotions.

Citizen Comments

Kathy Wolpert, 330 River Valley Court

Mrs. Wolpert addressed Council regarding the accidents on River Road. She thanked Council for everything the City had done so far and requested that the City look into more ways to make that stretch of road safer for the residents and motorists. Councilmember Meyers thanked her for her comments and requested regular updates from City administration regarding the ongoing efforts in this area of the City.

Public Hearing(s)

2023 Tax Budget Public Hearing

Mayor Rhodus opened the public hearing at 7:22 PM. Clerk Wilson read the meeting notice. There were no comments from Council, staff or the public. Mayor Rhodus closed the public hearing at 7:23 PM.

Approval of Minutes

The Regular Meeting Minutes of June 13, 2022 were approved as written and submitted.

OLD BUSINESS AND REPORTS

Community & Public Relations Committee

Leslie Besl, Chair; Gwen Brill, Vice Chair; Vacant, Member

Development Services Committee

Matt Davidson, Chair; Terry Senger, Vice Chair; Dale Paullus, Member

Parks, Recreation and Environment Committee

Gwen Brill, Chair; Matt Davidson, Vice Chair; Leslie Besl, Member

Public Safety Committee

Tim Meyers, Chair; Dale Paullus, Vice Chair; Leslie Besl, Member

Public Utilities Committee

Dale Paullus, Chair; Vacant, Vice Chair; Tim Meyers, Member

Public Works Committee

Terry Senger, Chair; Tim Meyers, Vice Chair; Matt Davidson, Member

Finance & Budget Committee

Gwen Brill, Chair; Vacant, Vice Chair; Terry Senger, Member

NEW BUSINESS

Councilmember Besl, seconded by Councilmember Davidson, moved to read all New Business by title only. Motion carried 6-0.

Public Safety Committee

Tim Meyers, Chair; Dale Paullus, Vice Chair; Leslie Besl, Member

Simple Motion: Motion to not request a hearing regarding a liquor permit application in the name of Pathivara Stores Ltd LLC dba Food Mart, 5059 Camelot Drive, Fairfield, OH 45014 (Permit Class C2).

Recommendation:

It is recommended that City Council request, by simple motion, that **no hearing be held** on the liquor permit application in the name of Pathivara Stores Ltd LLC dba Food Mart, 5059 Camelot Drive, Fairfield, OH 45014 (Permit Class C2).

SIMPLE MOTION NO. 13-22. APPROVED 6-0.

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Tim Meyers, Councilmember, At-Large
SECONDER:	Gwen Brill, Councilmember, At-Large
AYES:	Meyers, Davidson, Brill, Besl, Paullus, Senger

Public Utilities Committee

Dale Paullus, Chair; Vacant, Vice Chair; Tim Meyers, Member

Motion to Suspend Second and Third Readings

Councilmember Paullus presented the first reading of this ordinance.

RESULT:	CARRIED [UNANIMOUS]
MOVER:	Dale Paullus, Councilmember, 2nd Ward
SECONDER:	Leslie Besl, Councilmember, 1st Ward
AYES:	Meyers, Davidson, Brill, Besl, Paullus, Senger

Ordinance to authorize the City Manager to enter into a contract with Welsh Excavation Co., Inc. for the 2022 Commerce Center Drive Relief Sewer Project and declaring an emergency.

Recommendation:

It is recommended that City Council authorize the City Manager to enter a contract with Welsh Excavation Co., Inc., and appropriate project funding in the amount of \$873,000.00 for the 2022 Commerce Center Drive Relief Sewer Project. Rules suspension is being requested in order to expedite the project.

ORDINANCE NO. 91-22. APPROVED 6-0.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Dale Paullus, Councilmember, 2nd Ward
SECONDER:	Leslie Besl, Councilmember, 1st Ward
AYES:	Meyers, Davidson, Brill, Besl, Paullus, Senger

Public Works Committee

Terry Senger, Chair; Tim Meyers, Vice Chair; Matt Davidson, Member

Motion to Suspend Second and Third Readings

Councilmember Senger presented the first reading of this ordinance.

RESULT:	CARRIED [UNANIMOUS]
MOVER:	Terry Senger, Councilmember, 3rd Ward
SECONDER:	Dale Paullus, Councilmember, 2nd Ward
AYES:	Meyers, Davidson, Brill, Besl, Paullus, Senger

Ordinance to authorize the City Manager to enter into a contract with Barry L Brown Paving Company for the 2022 Parking Lot Paving for 215 Joe Nuxhall Way and declaring an emergency.

Recommendation:

The staff recommends that City Council authorize the City Manager to enter into a contract with the Barry L Brown Paving Company for the 2022 Parking Lot Paving for 215 Joe Nuxhall Way Project at the bid prices indicated.

It is further recommended that City Council authorize an appropriation of \$300,000.00 for parking lot paving (\$275,000.00 base bid and \$25,000.00 in contingency) from the Capital Fund for parking lot improvements and paving.

ORDINANCE NO. 92-22. APPROVED 6-0.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Terry Senger, Councilmember, 3rd Ward
SECONDER:	Dale Paullus, Councilmember, 2nd Ward
AYES:	Meyers, Davidson, Brill, Besl, Paullus, Senger

Finance & Budget Committee

Gwen Brill, Chair; Vacant, Vice Chair; Terry Senger, Member

Motion to Suspend Second and Third Readings

Councilmember Brill presented the first reading of this resolution.

RESULT:	CARRIED [UNANIMOUS]
MOVER:	Gwen Brill, Councilmember, At-Large
SECONDER:	Tim Meyers, Councilmember, At-Large
AYES:	Meyers, Davidson, Brill, Besl, Paullus, Senger

Resolution adopting the tax budget of the City of Fairfield, Ohio, for the fiscal year beginning January 1, 2023 and submitting the same to the Butler County Auditor and declaring an emergency.

Recommendation:

It is recommended that City Council authorize and direct the preparation of a resolution, and pass the resolution approving the 2023 Tax Budget on July 11, 2022.

RESOLUTION NO. 14-22. APPROVED 6-0.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Gwen Brill, Councilmember, At-Large
SECONDER:	Tim Meyers, Councilmember, At-Large
AYES:	Meyers, Davidson, Brill, Besl, Paullus, Senger

Motion to Suspend Second and Third Readings

Councilmember Brill presented the first reading of this ordinance.

RESULT:	CARRIED [UNANIMOUS]
MOVER:	Gwen Brill, Councilmember, At-Large
SECONDER:	Leslie Besl, Councilmember, 1st Ward
AYES:	Meyers, Davidson, Brill, Besl, Paullus, Senger

Ordinance to authorize the City Manager to enter into a one-year contract with Arctic Wolf for Managed Detection and Response service and equipment and declaring an emergency.

ORDINANCE NO. 93-22. APPROVED 6-0.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Gwen Brill, Councilmember, At-Large
SECONDER:	Dale Paullus, Councilmember, 2nd Ward
AYES:	Meyers, Davidson, Brill, Besl, Paullus, Senger

Motion to Suspend Second and Third Readings

Councilmember Brill presented the first reading of this ordinance.

RESULT:	CARRIED [UNANIMOUS]
MOVER:	Gwen Brill, Councilmember, At-Large
SECONDER:	Leslie Besl, Councilmember, 1st Ward
AYES:	Meyers, Davidson, Brill, Besl, Paullus, Senger

Ordinance to establish salaries and hourly rates for certain Municipal Court employees of the City of Fairfield, Ohio and to authorize and limit the numbers and types of certain Municipal Court employees to repeal Ordinance No. 70-21 and all amendments thereto and declaring an emergency.

Recommendation:

It is recommended that City Council approve this ordinance, suspending the rules and declaring an emergency to allow for the expeditious implementation of the new rate and addition of a Part-Time Deputy Clerk.

ORDINANCE NO. 94-22. APPROVED 6-0.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Gwen Brill, Councilmember, At-Large
SECONDER:	Leslie Besl, Councilmember, 1st Ward
AYES:	Meyers, Davidson, Brill, Besl, Paullus, Senger

Motion to Suspend Second and Third Readings

Councilmember Brill presented the first reading of this ordinance.

RESULT:	CARRIED [UNANIMOUS]
MOVER:	Gwen Brill, Councilmember, At-Large
SECONDER:	Dale Paullus, Councilmember, 2nd Ward
AYES:	Meyers, Davidson, Brill, Besl, Paullus, Senger

Ordinance to Amend Ordinance no. 148-21 Entitled "An Ordinance to make estimated appropriations for the expenses and other expenditures of the City of Fairfield, Ohio, during a period beginning January 1, 2022 and ending December 31, 2022." - Supplemental Appropriations

Recommendation:

It is recommended that City Council authorize and direct the preparation of legislation amending the annual operating budget.

ORDINANCE NO. 95-22. APPROVED 6-0.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Gwen Brill, Councilmember, At-Large
SECONDER:	Tim Meyers, Councilmember, At-Large
AYES:	Meyers, Davidson, Brill, Besl, Paullus, Senger

Motion to Suspend Second and Third Readings

Councilmember Brill presented the first reading of this ordinance.

RESULT:	CARRIED [UNANIMOUS]
MOVER:	Gwen Brill, Councilmember, At-Large
SECONDER:	Dale Paullus, Councilmember, 2nd Ward
AYES:	Meyers, Davidson, Brill, Besl, Paullus, Senger

Ordinance to amend Ordinance No. 148-21 entitled “An Ordinance to make estimated appropriations for the expenses and other expenditures of the City of Fairfield, Ohio, during a period beginning January 1, 2022, and ending December 31, 2022.”

Recommendation:

It is recommended that City Council suspend the rules requiring a second and third reading of this Ordinance and adopt the appropriations listed above.

ORDINANCE NO. 96-22. APPROVED 6-0.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Gwen Brill, Councilmember, At-Large
SECONDER:	Tim Meyers, Councilmember, At-Large
AYES:	Meyers, Davidson, Brill, Besl, Paullus, Senger

Motion to Suspend Second and Third Readings

Councilmember Brill presented the first reading of this ordinance.

RESULT:	CARRIED [UNANIMOUS]
MOVER:	Gwen Brill, Councilmember, At-Large
SECONDER:	Tim Meyers, Councilmember, At-Large
AYES:	Meyers, Davidson, Brill, Besl, Paullus, Senger

Ordinance to amend Ordinance No. 148-21 entitled “An Ordinance to make estimated appropriations for the expenses and other expenditures of the City of Fairfield, Ohio, during a period beginning January 1, 2022, and ending December 31, 2022.”

Recommendation:

It is recommended that City Council suspend the rules requiring a second and third reading of this Ordinance and adopt the appropriations listed above.

ORDINANCE NO. 97-22. APPROVED 6-0.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Gwen Brill, Councilmember, At-Large
SECONDER:	Leslie Besl, Councilmember, 1st Ward
AYES:	Meyers, Davidson, Brill, Besl, Paullus, Senger

Meeting Schedule

Clerk Wilson read the following meeting notice:

- A. Monday, August 8th - Council-Manager Briefing, 6:00 PM; Regular Meeting 7:00 PM
- B. Monday, September 12th - Council-Manager Briefing, 6:00 PM; Regular Meeting 7:00 PM
- C. Monday, September 26th - Council-Manager Briefing, 6:00 PM; Regular Meeting 7:00 PM

Executive Session of Council (if needed)

Council recessed to Executive Session at 7:40 PM.

15. ADJOURNMENT

The Regular Meeting adjourned at 8:55 PM.

ATTEST:

Clerk of Council

Mayor's Approval

Date Approved _____



Zoning & Property Maintenance

Council-Manager Briefing
July 11, 2022

FAIRFIELD

Contents

- ✓ Overview
- ✓ Metrics
- ✓ Success Stories
- ✓ Process & Process Improvements
- ✓ Moving Forward



What is Zoning & Property Maintenance?



7/8/2022

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Fairfield Forward

Housing Plan

What We Heard

- No more multi-family apartment complexes
- Continue to enforce building and property maintenance codes
- Provide/update existing condo and townhouse complexes to appeal to all ages
- Higher end single-family detached houses and patio homes are needed
- More senior housing is needed
- Affordable housing for all
- Encourage green and sustainable building materials

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FORWARD

1. Route 4 Corridor

What We Heard

- Promote redevelopment of blighted and underutilized properties
- Create service drives or frontage roads to help bypass congested intersections
- Improve pedestrian environment on Route 4. Sidewalks, lighted crossings, better signage, pedestrian bridges are options, especially near schools
- More/better options for sit-down restaurants and local businesses
- Better property maintenance is needed, especially for vacant structures and older, run-down locations
- Establish a consistent sign design to promote a uniform appearance

2. Town Center

What We Heard

- Encourage new, small businesses
- Replace pole signage with ground signage
- Create a bike trail connection between Town Center and the Great Miami River Trail
- Increase pedestrian connectivity to the Town Center
- Encourage redevelopment of older buildings in a style compatible with Village Green
- Enforce property maintenance requirements to keep property owners accountable

HOW WAS THIS PLAN CREATED?

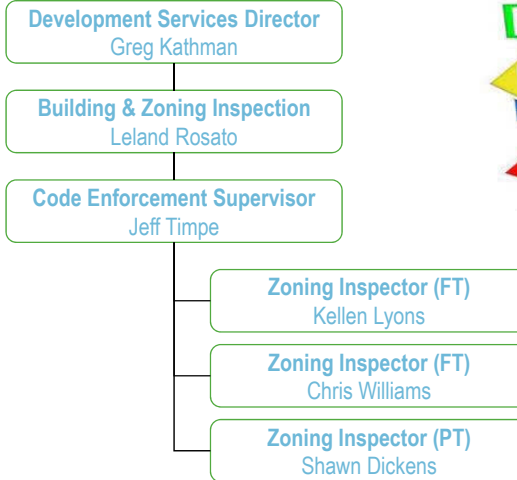
Popular comments received during the planning process include:

- 1 Continue to provide excellent public services
- 2 More sidewalks, trails, and paths are needed for better overall connectivity throughout the city
- 3 Better property maintenance is needed

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Staffing Overview



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Reactive & Proactive

- Reactive = Complaint driven
 - ✓ Telephone Hotline
 - ✓ Email/Website
 - ✓ Social Media
 - ✓ Fairfield FYI app
- Proactive = Identified by staff
 - ✓ Strategic driving and walking
 - ✓ Rental Inspection Program (RIP)

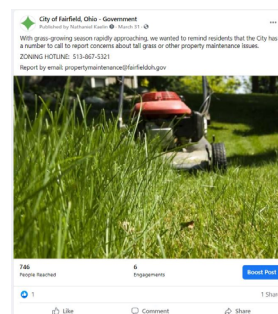


**PROPERTY
MAINTENANCE
HOTLINE**

☎ (513) 867-5321 or email
PropertyMaintenance@Fairfield-City.org

REPORT:

- Tall Grass
- Inoperable Vehicle
- Trash/Litter
- Graffiti
- Other Problems



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Rental Inspection Program

- Proactive inspections of multi-family complexes
 - ✓ 70 complexes
 - ✓ 7,728 housing units
- Focus on exterior conditions
 - ✓ Complaint-driven for interior conditions
- Relationship-building with complex ownership or local management



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Common Violations

- Tall Grass & Overgrowth
- Garbage & Debris
- Building Maintenance Issues
- Inoperable / Unlicensed Motor Vehicles
- Parking Violations
- Accessory Structure Maintenance Issues
- Construction Work Without Permit



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Common Reasons for Violations

- Rental Property Ownership
 - ✓ Residential
 - ✓ Commercial
- Mental Health Issues
- Age / Physical Health
- Economic Distress
- Lack of Education



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Metrics

	<u>2020</u>	<u>2021</u>	<u>2022 (as of 6/30)</u>
Cases Opened	1,526	1,294	905
Cases Active	0	10	181
Cases Closed	1,526	1,284	724
Inspections	5,003	4,050	2,119
Court Cases	61	67	12
% of Cases	4.0%	5.2%	

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Metrics

Permit Application Reviews

	<u>2020</u>	<u>2021</u>	<u>2022 as of 6/30</u>
• Signs	62	66	35
• Pools	60	52	26
• Fences	196	172	80
• Sheds	97	93	48
• Driveways	<u>32</u>	<u>46</u>	<u>16</u>
• Total	447	429	205

Temporary Sign Permits

	223	77	43
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Metrics

Municipal Cut Program

- ✓ 2020 – 28 cases
- ✓ 2021 – 26 cases
- ✓ 2022 – 19 cases as of 6/30
- ✓ Only occurs on vacant properties
- ✓ Sometimes includes additional work
- ✓ Charges assessed on property tax bills



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Success Stories



BEFORE



AFTER



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Success Stories



BEFORE



AFTER



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Success Stories



BEFORE



AFTER



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Success Stories



BEFORE



AFTER

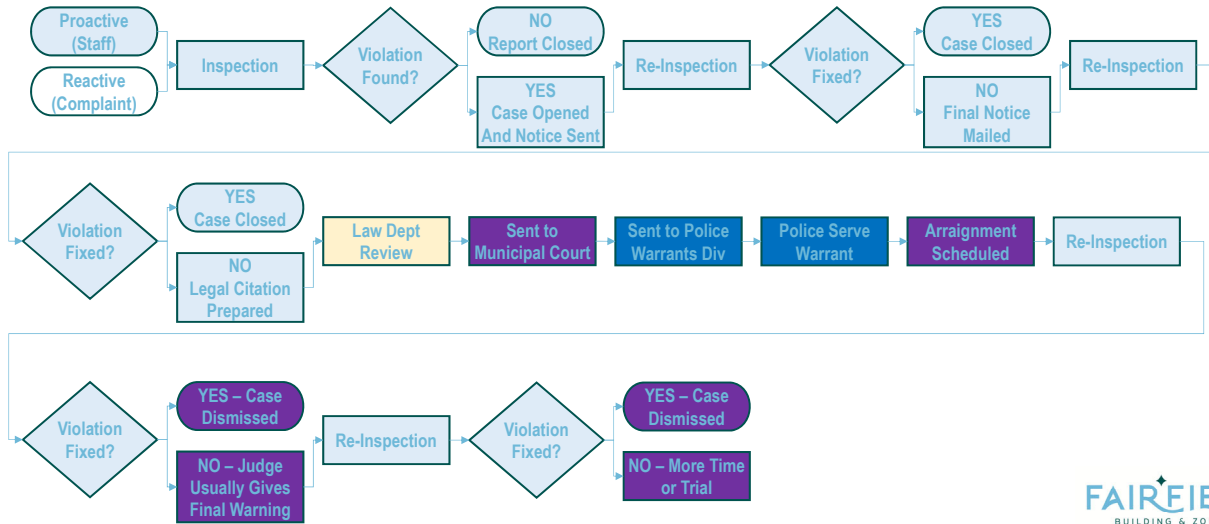


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Property Maintenance Process Map



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Process Improvements

- Personnel Utilization
 - ✓ Full-Time Staffing Changes
 - ✓ Part-Time Prioritization Changes
 - ✓ Staff Cross-Training
- Embrace Technology
 - ✓ iPad Implementation
 - ✓ OpenGov Software Updates
 - ✓ Geographic Information System (GIS) Analysis
 - ✓ Fairfield FYI (SeeClickFix Mobile App)
- Resource Identification



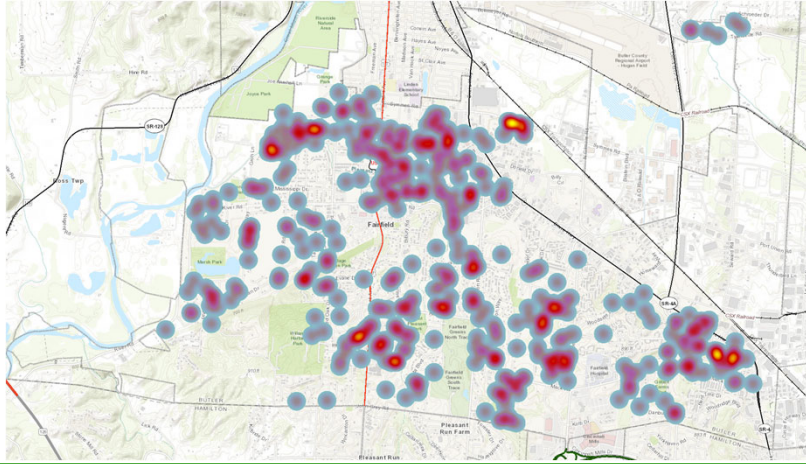
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Process Improvements

- Geographic Information System (GIS) Analysis



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Process Improvements

✓ Fairfield FYI (SeeClickFix Mobile App)

- Launched April 18, 2022
- 129 Registered Users
- 170 Issues Reported as of 6/30
 - 73 Active Days
 - 2.3 Submissions / Day



Category	Created	Closed	Average Days-to-Close
Grass & Weeds	37	27	6.0
Vehicle	26	22	5.3
Traffic Issues, Lights & Signs	21	21	6.2
Property in poor condition	12	1	15.6
Storm water drainage	12	11	1.3
Litter, Debris, or Junk	10	9	6.7
Tree Issue	10	9	2.7
Non-Emergency Police	8	8	1.9
Abandoned property	6	1	6.0
Parks	5	4	2.2
Accessory Structures	4	1	-
Animals	4	4	2.7
Graffiti	4	4	3.4
Fire Safety Concern	3	1	6.4
Illegal dumping	2	2	5.2
Road Repair	2	2	3.1
Sidewalk	2	2	10.3
Utilities-Water	2	2	0.6
Totals	170	132	4.7

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Resource Identification

- Programs for All Residents
- Programs for Seniors
- Programs for Military / Veterans
- Income-Based Support Programs



<https://www.fairfield-city.org/164/Building-Zoning-Division>

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OHIO
HOMEOWNER'S RESOURCE GUIDE

7/8/2022

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Moving Forward

- Deeper Analysis on Data and Metrics
- Research Best Practices from Other Communities
- Identify Additional Resources and Possible Volunteer Opportunities
- Utilize ARPA Funds for Property Maintenance



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