

**City of Fairfield
Minutes
Regular Meeting of City Council
January 28, 2019**

Council-Manager Briefing

Mayor Miller called the briefing to order at 6:00 PM. Councilmembers present were: Leslie Besl, Craig Keller, Debbie Pennington, Tim Abbott, Chad Oberson and Bill Woeste. Staff members present were Alisha Wilson, Mark Wendling, Dan Wendt, Steve Maynard, Tiphannie Howard, Jenny Dexter, Greg Kathman, Dave Butsch, Adam Sackenheim, Steve Wolterman and Scott Timmer.

Ohio Recycling Contamination Grant Presentation with Anne Fiehrer-Flaig, Executive Director of Butler County Recycling & Solid Waste

Anne Fiehrer-Flaig discussed the Ohio Recycling Contamination Grant and her plans to use that grant to benefit the Fairfield community. This grant will not cost the City anything, other than a small amount of staff time to deal with any phone calls that are received. See attached slides.

Parks & Recreation Structure Update

Parks & Recreation Director Tiphannie Howard explained the organizational changes she is implementing in the department and how those changes will benefit the organization. See attached slides.

Business Meeting Call to Order

Mayor Miller called the Regular Meeting to order at 7:00 PM.

Prayer/Pledge of Allegiance

Councilmember Keller led in prayer and Pledge of Allegiance.

Roll Call

Councilmembers present included:

Attendee Name	Title	Status	Arrived
Ron D'Epifanio	Council Member at Large	Excused	
Chad Oberson	Council Member at Large	Present	
Bill Woeste	Council Member at Large	Present	
Leslie Besl	Council Member, 1st Ward	Present	
Craig W. Keller	Council Member, 2nd Ward	Present	
Debbie Pennington	Council Member, 3rd Ward	Present	
Tim Abbott	Council Member, 4th Ward	Present	
Steve Miller	Mayor	Present	

Councilmember Keller, seconded by Councilmember Pennington, moved to excuse Councilmember D'Epifanio. Motion carried 6-0.

Agenda Modifications

None.

Executive Session Requests

None.

Special Presentations and Citizen Comments

a. Recognition of Myles MacBeth & Dispatcher Amanda Robinette

Deputy Fire Chief Tom Wagner presented Myles MacBeth with a plaque and a Fire Department Challenge Coin to recognize his heroic action and calm demeanor in an emergency situation involving his grandfather. He also presented Dispatcher Amanda Robinette with a plaque to recognize her professional and calm demeanor in handling the call and dispatching emergency personnel. Mayor Miller thanked them both for their quick action and gave Myles his lapel pin in gratitude.

b. Proclamation for Joan Schwab's 90th Birthday

Mayor Miller presented Mrs. Joan Schwab with a proclamation in recognition of her 90th birthday and thanked her for her contributions to Fairfield.

Public Hearing(s)

Approval of Minutes

a. Regular Meeting Minutes - January 14, 2019

The Regular Meeting minutes of January 14, 2019 were approved as written and submitted.

OLD BUSINESS AND REPORTS

Community & Public Relations Committee

Leslie Besl, Chair; Debbie Pennington, Vice Chair; Craig Keller, Member

Development Services Committee

Bill Woeste, Chair; Tim Abbott, Vice Chair; Ron D'Epifanio, Member

Ordinance amending Ordinance No. 166-84, the Codified Ordinances of Fairfield, Ohio, Section 1141.02, the City of Fairfield, Ohio, Zoning Map, by approving an amendment to the Final Development Plan for the Symmes and Pleasant Planned Unit Development.

Recommendation:

It is recommended that City Council have a first reading on this item at the November 26, 2018 meeting, set the public hearing date for December 3 and await the written recommendation from the Planning Commission.

This ordinance was tabled to the February 11 meeting at the request of the applicant.

RESULT:	TABLED [UNANIMOUS]	Next: 2/11/2019 7:00 PM
AYES:	D'Epifanio, Oberson, Woeste, Besl, Keller, Pennington, Abbott	

Parks, Recreation and Environment Committee

Craig Keller, Chair; Bill Woeste, Vice Chair; Debbie Pennington, Member

Public Safety Committee

Ron D'Epifanio, Chair; Craig Keller, Vice Chair; Tim Abbott, Member

Public Works Committee

Chad Oberson, Chair; Ron D'Epifanio, Vice Chair; Bill Woeste, Member

Resolution declaring necessity of repairing sidewalks (including aprons).

Recommendation:

It is recommended that City Council authorizes and directs the preparation of a Resolution of Necessity for the sidewalk/driveway apron repairs.

Councilmember Oberson presented the second reading of this resolution.

RESULT:	SECOND READING	Next: 2/11/2019 7:00 PM
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Ordinance to authorize the City Manager to enter into a contract with TR Gear Landscaping for a three (3) year term for the landscape care and maintenance for the State Route 4 & Patterson Blvd. streetscape.

Recommendation:

It is recommended that City Council direct the legislation authorizing the City Manager to enter into a contract with TR Gear Landscaping for a three (3) year term. Funding is requested in the amount of \$67,659.00 from the Capital Improvements Fund for the first year of the contract.

Councilmember Oberson presented the second reading of this ordinance.

RESULT:	SECOND READING	Next: 2/11/2019 7:00 PM
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Public Utilities Committee

Debbie Pennington, Chair; Chad Oberson, Vice Chair; Leslie Besl, Member

Finance & Budget Committee

Tim Abbott, Chair; Leslie Besl, Vice Chair; Chad Oberson, Member

NEW BUSINESS

Development Services Committee

Bill Woeste, Chair; Tim Abbott, Vice Chair; Ron D'Epifanio, Member

Motion to Read by Title Only

Motion to read ordinance by title only.

RESULT:	CARRIED [UNANIMOUS]
MOVER:	Bill Woeste, Council Member at Large
SECONDER:	Tim Abbott, Council Member, 4th Ward
AYES:	Oberson, Woeste, Besl, Keller, Pennington, Abbott
EXCUSED:	D'Epifanio

Ordinance amending Ordinance NO. 166-84, the Codified Ordinances of Fairfield, Ohio, Section 1141.02, the City of Fairfield, Ohio, Zoning Map by changing the current Frederic's Corporation Planned Unit Development Plant to M-2, General Industrial District.

Recommendation:

It is recommended that City Council have a first reading on this item at the January 28, 2019 meeting, set the joint public hearing date for February 11, and await the written recommendation from the Planning Commission.

Councilmember Woeste presented the first reading of this ordinance and set a public hearing date for February 11, 2019.

RESULT:	FIRST READING	Next: 2/11/2019 7:00 PM
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Public Safety Committee

Ron D'Epifanio, Chair; Craig Keller, Vice Chair; Tim Abbott, Member

Simple Motion: Motion to not request a hearing regarding a liquor permit application in the name of JSSizemore LLC dba Cobblestone Tavern, 4735-37 Dixie Highway & Patio, Fairfield, OH 45014 (Permit Class D5 & D6).

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 JSSizemore LLC dba Cobblestone Tavern, 4735-37 Dixie Highway & Patio, Fairfield, OH 45014 (Permit Class D5 & D6).

SIMPLE MOTION NO. 2-19. APPROVED 6-0.

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Craig W. Keller, Council Member, 2nd Ward
SECONDER:	Debbie Pennington, Council Member, 3rd Ward
AYES:	Oberson, Woeste, Besl, Keller, Pennington, Abbott
EXCUSED:	D'Epifanio

Public Works Committee

Chad Oberson, Chair; Ron D'Epifanio, Vice Chair; Bill Woeste, Member

Motion to Read by Title Only

Motion to read the following two (2) ordinances by title only.

RESULT:	CARRIED [UNANIMOUS]
MOVER:	Chad Oberson, Council Member at Large
SECONDER:	Bill Woeste, Council Member at Large
AYES:	Oberson, Woeste, Besl, Keller, Pennington, Abbott
EXCUSED:	D'Epifanio

Ordinance to authorize the City Manager to execute a grant of easement to Duke Energy Ohio, Inc. for electric and/or telecommunication overhead lines and related appurtenances to facilitate the River Road and Gray Road project improvements and declaring an emergency.

Recommendation:

It is recommended that the City Council authorize the City Manager to sign the easement for the compensation offered. This easement is for the utility relocation that is needed in conjunction with the River Road and Gray Road Improvements.

ORDIANNCE NO. 6-19. APPROVED 6-0.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Chad Oberson, Council Member at Large
SECONDER:	Craig W. Keller, Council Member, 2nd Ward
AYES:	Oberson, Woeste, Besl, Keller, Pennington, Abbott
EXCUSED:	D'Epifanio

Motion to Suspend Second and Third Readings

Councilmember Oberson presented the first reading of this ordinance.

RESULT:	CARRIED [UNANIMOUS]
MOVER:	Chad Oberson, Council Member at Large
SECONDER:	Bill Woeste, Council Member at Large
AYES:	Oberson, Woeste, Besl, Keller, Pennington, Abbott
EXCUSED:	D'Epifanio

Ordinance to authorize the City Manager to execute a contract with Sunesis Construction for the bridge maintenance improvements project.

Recommendation:

It is recommended that City Council approve legislation for an appropriation of funding for the amounts shown above.

It is also recommended that City Council direct the preparation of legislation authorizing the City Manager to enter into a contract with Sunesis Construction for the Bridge Maintenance Improvements Project.

Councilmember Oberson presented the first reading of this ordinance.

RESULT:	FIRST READING Next: 2/11/2019 7:00 PM
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Finance & Budget Committee

Tim Abbott, Chair; Leslie Besl, Vice Chair; Chad Oberson, Member

Motion to Read by Title Only

Motion to read two (2) ordinances by title only.

RESULT:	CARRIED [UNANIMOUS]
MOVER:	Tim Abbott, Council Member, 4th Ward
SECONDER:	Debbie Pennington, Council Member, 3rd Ward
AYES:	Oberson, Woeste, Besl, Keller, Pennington, Abbott
EXCUSED:	D'Epifanio

Ordinance to amend Ordinance No. 127-18 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, 2019, and ending December 31, 2019.”

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. 7-19. APPROVED 6-0.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Tim Abbott, Council Member, 4th Ward
SECONDER:	Chad Oberson, Council Member at Large
AYES:	Oberson, Woeste, Besl, Keller, Pennington, Abbott
EXCUSED:	D'Epifanio

Motion to Suspend Second and Third Readings

Councilmember Abbott presented the first reading of this ordinance.

RESULT:	CARRIED [UNANIMOUS]
MOVER:	Tim Abbott, Council Member, 4th Ward
SECONDER:	Chad Oberson, Council Member at Large
AYES:	Oberson, Woeste, Besl, Keller, Pennington, Abbott
EXCUSED:	D'Epifanio

Ordinance to amend Ordinance No. 127-18 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, 2019, and ending December 31, 2019.”

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. 8-19. APPROVED 6-0.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Tim Abbott, Council Member, 4th Ward
SECONDER:	Debbie Pennington, Council Member, 3rd Ward
AYES:	Oberson, Woeste, Besl, Keller, Pennington, Abbott
EXCUSED:	D'Epifanio

Motion to Suspend Second and Third Readings

Councilmember Abbott presented the first reading of this ordinance.

RESULT:	CARRIED [UNANIMOUS]
MOVER:	Tim Abbott, Council Member, 4th Ward
SECONDER:	Craig W. Keller, Council Member, 2nd Ward
AYES:	Oberson, Woeste, Besl, Keller, Pennington, Abbott
EXCUSED:	D'Epifanio

Meeting Schedule

Clerk Wilson read the following meeting schedule:

- A. Monday, February 11 - Council-Manager Briefing, 6:00 PM; Regular Meeting 7:00 PM
- B. Monday, February 25 - Council-Manager Briefing, 6:30 PM; Regular Meeting 7:00 PM
- C. Monday, March 11 - Council-Manager Briefing, 6:00 PM; Regular Meeting 7:00 PM

Executive Session of Council (if needed)

None.

14. ADJOURNMENT

The Regular Meeting adjourned at 7:25 PM.

The Regular Meeting adjourned at 7:25 PM.

ATTEST:

Clerk of Council

Mayor's Approval

Date Approved _____

Fairfield City Council – City Manager Briefing

Topics for today's meeting:

- Brief Overview of SW District
- Ohio EPA Grant Opportunity
- Next Steps..

Solid Waste Management Plan

Background

52 solid waste district in Ohio - 37 single county districts, 15 joint county districts. SWDs established as a result of HB 592.

Solid Waste Districts report to both **Ohio EPA** and our board of directors, **Butler County Commissioners**.

In addition, the Solid Waste District is supported by a Solid Waste **Policy Committee** whose purpose is to:

- 1) Develop, certify and obtain ratification of a county Solid Waste Management Plan;
- 2) Levy fees necessary to support implementation of the Solid Waste Plan;
- 3) Annually certify implementation of the approved Plan.

SW Generation Fee in Butler County

Funding

The average cost to a Butler County residents is .78 cents/year,
or, .06/cents mo.

Butler County Recycling Programs & Services

Drop-off & Curbside Recycling Promotion

School Recycling Outreach & Promotion

Household Hazardous Waste (HHW) Collection (July – Oct.)

Electronics Collection (September)

Appliance Collection (June – October)

Roadside Litter Collection (year round with Butler Co. Sheriff)

Waste Tire Collection (November)

Pollution Prevention P2 Internship (May – August) with local industries

Solid Waste Plan Update

Planning Period: 2018-2032

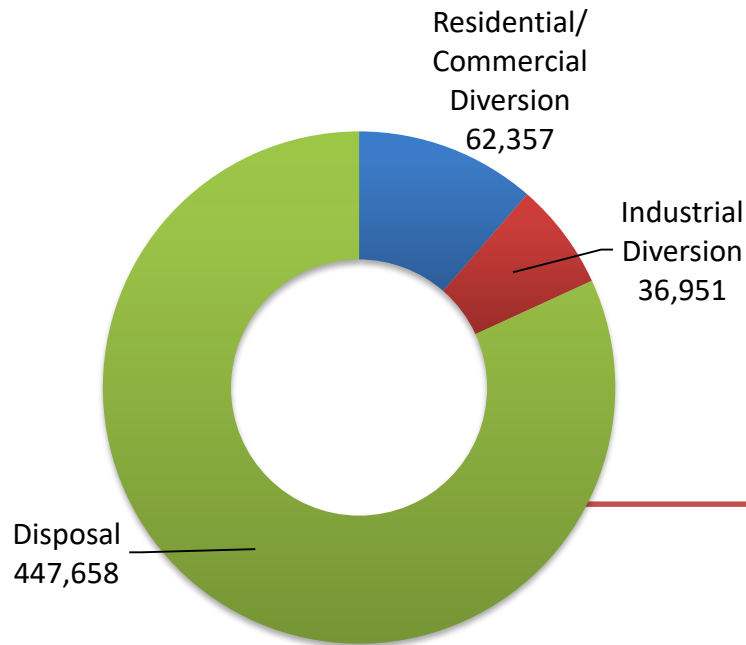
SW Plan reflects infrastructure inventory and examines:

- Landfill capacity, waste transfer stations

- Historical waste generation

- Recycling data

- Waste projections

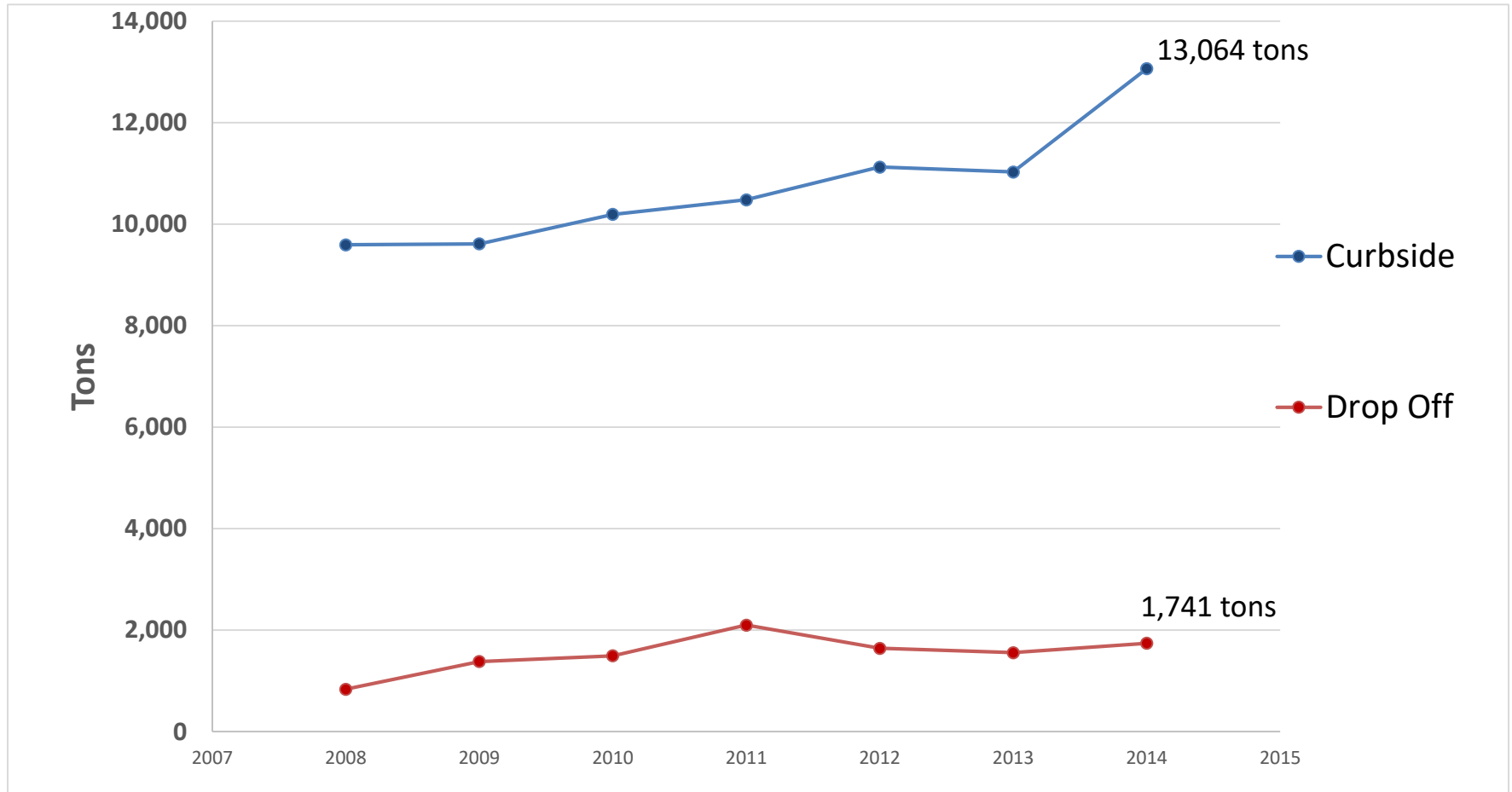


Residential/commercial diversion and Industrial diversion expected to **increase** through the planning period.

Cardboard is the most recycled material for both sectors. Potential to capture more.

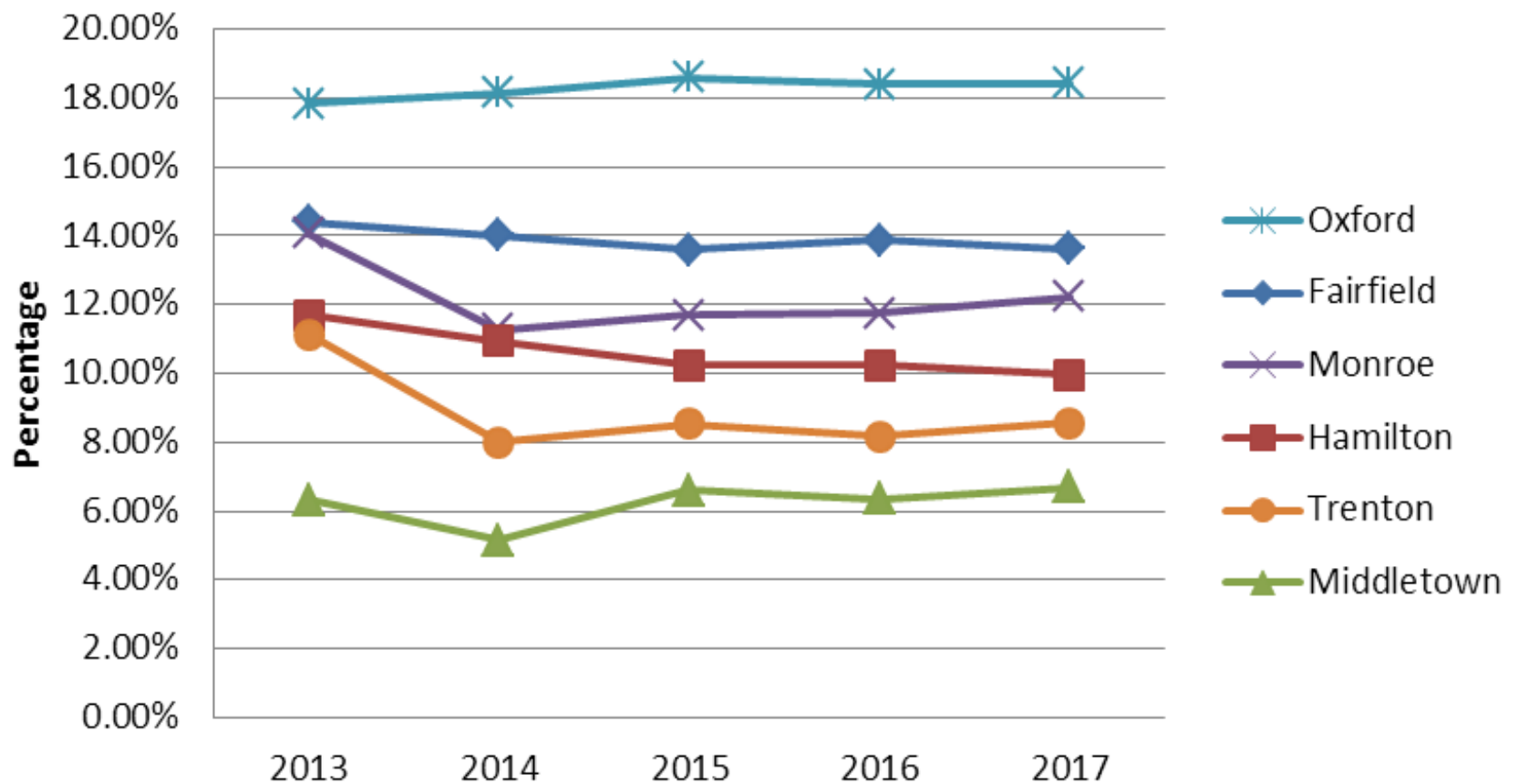
Residential program achieving greatest diversion is
Curbside Recycling

Curbside vs. Drop Box Recycling



Drop off recycling captures only 12% of recyclables

Cities Percentage Recycled 2013 - 2017



Ranking	City	Recycled Tonnage	% of Waste Recycled
1st	Oxford	1062.11	18.44%
2nd	Fairfield	2133.17	13.63%
3rd	Monroe	725.81	12.21%
4th	Hamilton	2644.66	9.96%
5th	Trenton	542.14	8.55%
6th	Middletown	1655.78	6.69%
Ranking	Township	Recycled Tonnage	% of Waste Recycled
1st	Ross Township	559.92	16.60%
2nd	Liberty Township	1881.01	11.88%
3rd	West Chester Township	2596.36	11.09%
4th	Reily Township	99.09	7.36%
5th	Fairfield Township	697.51	7.28%
6th	Morgan Township	154.29	7.06%
7th	Hanover Township	248.70	6.98%
8th	Milford Township	88.76	5.21%
9th	Wayne Township	48.93	5.07%
10th	Oxford Township	24.98	3.41%
11th	Madison Township	60.44	2.18%
12th	St. Clair Township	20.98	0.92%
13th	Lemon Township	3.31	0.59%

Curbside Collection Best Practices

- Automated curbside (carts)
- Single Stream
- Measurement
- Regionalized Collection and Processing

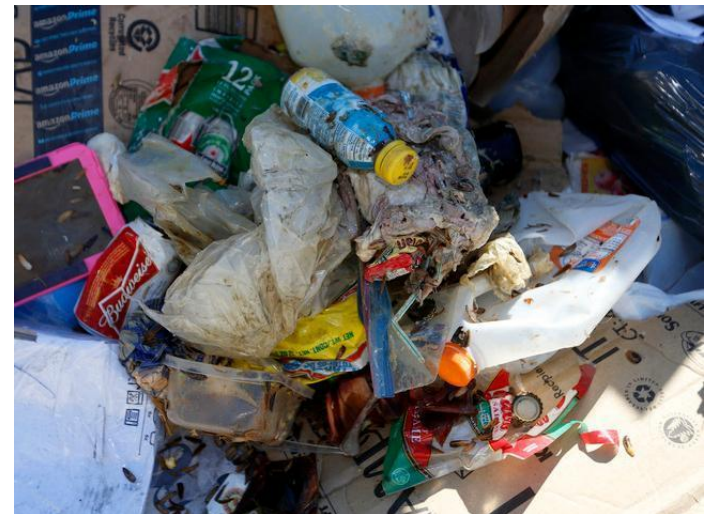


One Big Problem:

1 in 4 items in the recycling cart **don't** belong there

Contamination in recycling is a challenge all over the United States. For local processor Rumpke the result:

- **Higher cost** to process material
- **Lower value** for the commodities they sell
- Items end up in the **landfill**.



One Big Problem:

- China (a top importer of recycled plastic) is taking fewer contaminated loads – as established by their “Green Fence” and “China Sword” policies.
- Rumpke is cultivating more domestic markets for recycled materials – but residential recycling loads need less contamination.

One Big Problem:

- Consumers *want* to recycle — the service is available to all households in the city of Fairfield.
- Consumers *think* they are good at recycling.
- Consumers need guidance and information on what doesn't belong in the recycling stream.

Grant Opportunity

- Ohio EPA is offering a competitive grant available to Southwest Ohio Solid Waste Districts to **decrease contamination in curbside recycling.**
- Grant will allow the Solid Waste District and city of Fairfield to team up with The Recycling Partnership.

TOGETHER

Transforming Recycling For Good



Funding partners for The Recycling Partnership:



Grant Opportunity

A few of the communities the Recycling Partnership has worked with



DENVER, CO



EL PASO



MASSACHUSETTS



CUYAHOGA CO, OH



ATLANTA, GA



CHICAGO, IL



SANTA FE, NM



ATHENS, OH



ST PAUL, MN



OUTAGAMIE CO, WI

Grant Opportunity



How?

Increase access to recycling

Increase capture of recyclables

Improve quality of recyclables

Grant Opportunity

OPTIMIZATION: CLEAR, CONSISTENT MESSAGING EDUCATING WITHIN A MRFSHED

Residents should hear the same recycling message no matter where they live, work or play.

- Communities that provide information online and their accepted materials list is the same as what their MRF accepts.

A MRFshed is defined as a group of communities that funnel material into the same MRF.



How will the program work?

Meet with Rumpke

Identify top
contaminants

Develop a clear,
simple message

How will the program work?

Recycling Outreach and Education

- An extensive Recycling Outreach Campaign will begin with **direct mail** to residents identifying primary contaminants in the recycling. Social Media content will complement the direct mail, and the city newsletter will also convey the message and images to inform residents.
- All outreach activity and content will be coordinated with The Recycling Partnership, Rumpke, the SWD, and the city of Fairfield.
- Fairfield City Schools can be engaged as part of the Recycling Outreach Campaign.
- We pledge to work with city of Fairfield communications dept. and public works to raise awareness about materials not suited for recycling at the curb.

How will the program work?

Communications

1 INFORM AND TRIGGER

2 PERSONALIZED FEEDBACK

3 ISSUE SPECIFIC COMMUNICATIONS

CORE TOOLS

Consistent messaging and direct feedback encourage better recycling.



ANNUAL INFO CARD

Residents need to know what you want, as well as what you don't. Mail this ANNUAL INFO CARD to give them an easy reference guide to your basic YES and NO lists.



CURBSIDE FEEDBACK

Direct feedback is extremely powerful in changing behavior. Train staff to use OOPS tags.



TOP ISSUE MAILER

Target your most problematic contaminant by mailing residents this issue-specific card two collection cycles after the ANNUAL INFO CARD.



TOP ISSUE SIGNAGE

Post signage in the community to reinforce the message from the TOP ISSUE MAILER.

Measure

Measure

Measure

Ohio EPA Grant Program Highlights

No cost to the city of Fairfield to participate in the Ohio EPA project. Funds will be provided to the solid waste district to reimburse direct costs: printed mailer, postage, “Oops” tag printing, temporary staff/labor for tagging carts.

Budget: \$2/hh

- Temporary staff
- Printing and postage
- Signage

Tagging Intervention

Partnership between the Solid Waste District, community and Recycling Partnership to implement proven strategy at the curb.

Ohio EPA Grant Program Highlights

Kit and Video

- Tool kit to be created for communities to implement strategy beyond this grant round
- Video overview for kit

Digital Communications Platform

- Community will have the option to work with a digital communications platform to have web based recycling information
- Grant pays for first year subscription

Measurement

- Communities will measure the tagging occurrence
- MRFs will measure the contamination levels before and after

Roles/Responsibilities

Solid Waste District :

- Submit grant application
- Facilitate project – including training sessions with The Recycling Partnership
- Design/Coordinate mailing and other outreach pieces
- Purchase all advertising/print material
- Funding match
- Coordination with participating Solid Waste Districts
- Communication with communities
- Evaluate results

Roles/Responsibilities

Community responsibilities:

- Provide letter of support for application
- Help communicate project to residents (newsletter, website, social media, etc.)
- Approve mailing pieces
- Answer resident questions
- Stand by and support methodology

Roles/Responsibilities

Rumpke responsibilities:

- Mailing list
- Route information
- Identify top contaminants
- Before and after sort
- Employee temporary cart taggers
- Driver engagement
- Letter of support for application

Ohio EPA Grant Project Timeline

- Feb. 11** Grant Application Due
- March 15** Grant Award Announcement
- May 1** Project Kick Off

Project Implementation Period: June 2019 - June 2021
(18 – 24 mos.)

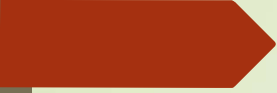
Question Time...

Anne Fiehrer Flaig
Director
(513) 887-3963
anne.fiehrerflaig@bcoho.us



OUR TEAM

THE Fairfield Parks & Recreation Department



Discovery Process

Interviews with staff were conducted prior to occupying position throughout the month of August. Goals of the discovery process were to:

- 1) Understand each persons' role within the organization.
- 2) Identify the strengths and talents of the staff.
- 3) Prioritize the improvements needed in order to function more efficiently and effectively.
- 4) Build rapport with the team prior to arriving in the position.

Discovery Process (con't)

The discussions revealed several dysfunctional issues that existed within the department. Issues that were identified were that;

- 1) Processes were being repeated on many levels.
- 2) Over time, past history had strained relationships among the leadership team and trickled down to front level staff.
- 3) The functions of the department were completed with a “silo” mind-set.

Discovery Process (con't)

The best approach to take in order to address these issues and concerns was by planning a major Department reorganization with the focus on;

- 1) Streamlining operational efficiencies.
- 2) Reassigning job tasks/duties and update current job descriptions to reflect best practices.
- 3) Provide professional development, coaching and training with a common sense approach.



Department Functions

There are four distinct areas of operation that were recognized within the department:

- 1) Facility Operations
- 2) Parks Maintenance
- 3) Events & Programs
- 4) Arts & Hospitality

While operating independently, they should also function collaboratively to sustain the efficiency of the Department.

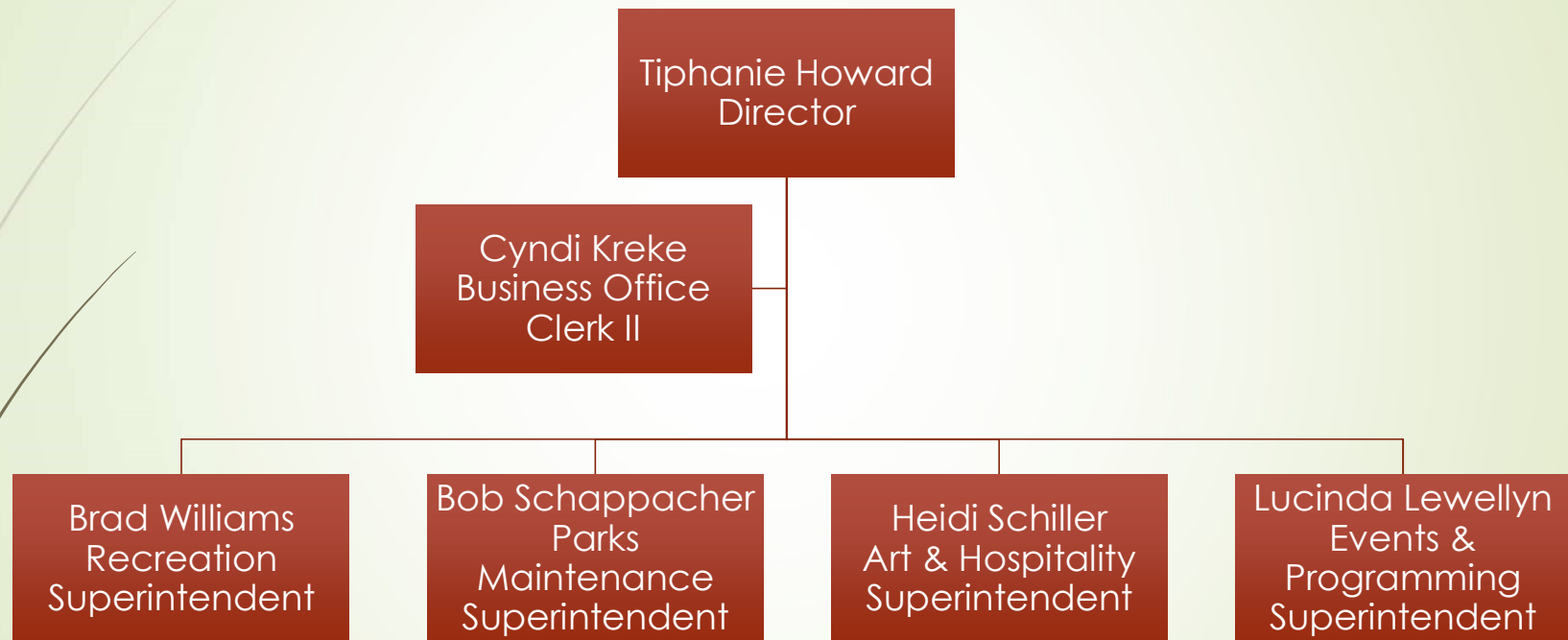


Leadership Team

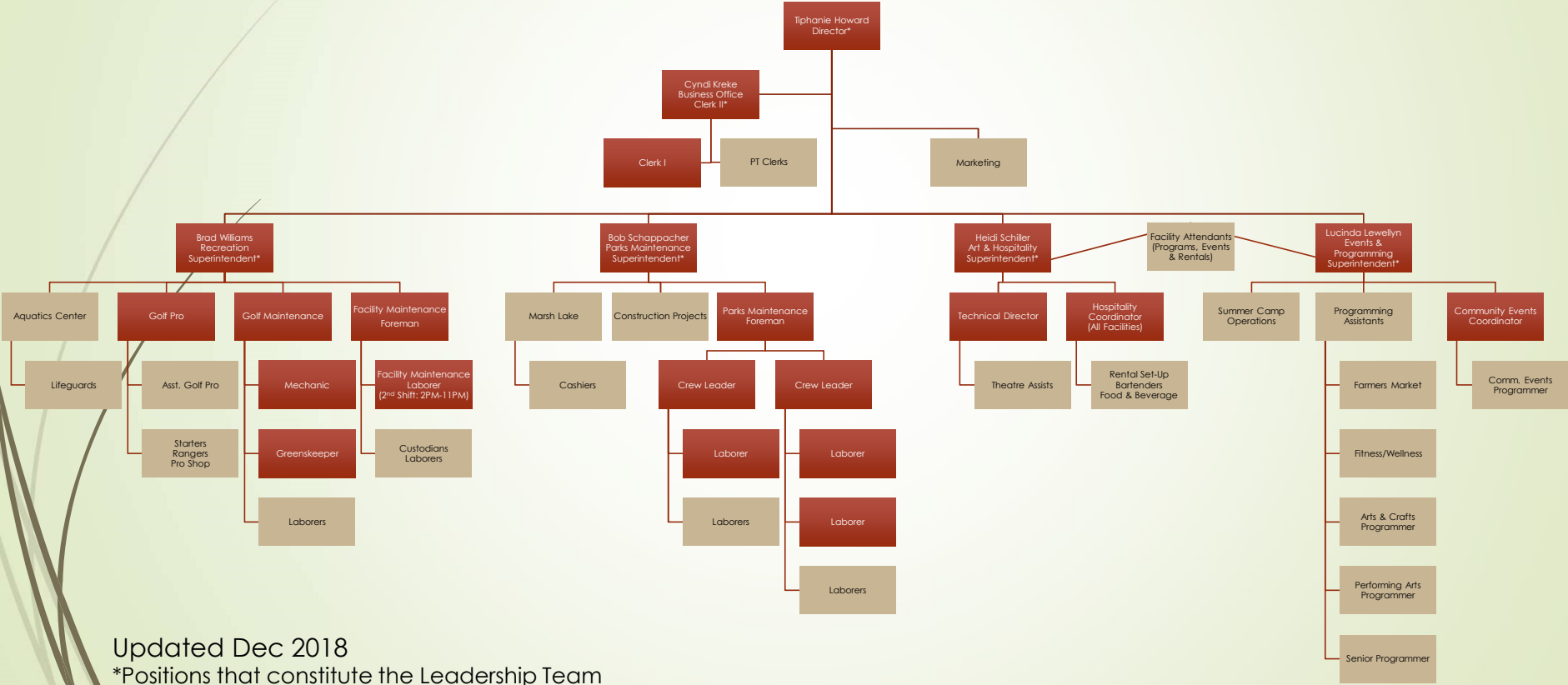
It was essential to take a closer look at the leadership team and the areas they needed to improve in order to succeed. Recognizing these priorities in their development is necessary in order to foster a healthy and effective leadership team:

- Professional development, coaching and training.
- Transition and strategic planning.
- Developing department culture and expectations.

Leadership Team (con't)



City of Fairfield Parks & Recreation Service Delivery Chart



Updated Dec 2018
*Positions that constitute the Leadership Team

What's Next?

This is a plan, which is a process... this will take time.
Hiring the new positions is our first priority.

Developing a road map that will help us navigate through the process.

- AND ALWAYS ADJUSTING OUR COMPASS!

Transparency, communication and collaboration.
Getting us from "Great to Excellent".