

Steve Miller  
Mayor

Tim Meyers  
Councilmember, At-Large

Gwen Brill  
Councilmember, At-Large

Matt Davidson  
Councilmember, At-Large



Leslie Besl  
Councilmember, 1st Ward

Dale Paullus  
Councilmember, 2nd Ward

Debbie Pennington  
Councilmember, 3rd Ward

Adam Kraft  
Councilmember, 4th Ward

**City of Fairfield City Council  
Regular Meeting Agenda  
Monday, January 12, 2026 7:00 PM  
5350 Pleasant Avenue, Fairfield, OH 45014**

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Guidelines for Citizen Comments: Thank you for your interest and participation in city government. Fairfield City Council's Guidelines for Citizen Comments describe the rules for addressing City Council. The guidelines are posted in the Council Chambers.

ADA Notice: The City of Fairfield is pleased to provide accommodations to disabled individuals or groups and encourage full participation in city government. Should special accommodations be required, please contact the Clerk of Council at 867-5383 at least 48 hours in advance of the meeting.

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**Council-Manager Briefing**

No briefing.

**Business Meeting Call to Order**

Mayor Steve Miller

**Prayer/Pledge of Allegiance**

Councilmember Dale Paullus

**Roll Call**

**Agenda Modifications**

**Executive Session Requests**

**Special Presentations**

1. Be the Change, Feeding 500 Thanks You - John Wagner

**Citizen Comments**

**Council Reports**

**Public Hearing(s)**

**Approval of Minutes**

1. Regular Meeting Minutes - December 8, 2025

**Old Business**

**1. Development Services - Councilmember Gwen Brill**

- a. Ordinance amending Ordinance No. 166-84, the Codified Ordinances of Fairfield, Ohio, Section 1130.01(B)(2), the City of Fairfield, Ohio, Zoning Map by approving the revised concept plan and final development plan for the Patterson Place Planned Unit Development.
- Motion - Amend per attached Planning Commission recommendation and further amend to incorporate the additional conditions stated in the attached amendment
  - Legislation - Second Reading

**New Business - Motion to Read All New Business by Title Only**

**1. Community & Public Relations - Councilmember Matt Davidson**

- a. Simple Motion: Formal recognition and/or approval of Council assignments and appointments dated January 1, 2026.
- b. Simple Motion: Motion to appoint the Clerk of Council as designee for mandatory training required by House Bill 9, Ohio's Public Records Act.
- c. Ordinance to authorize an amendment of the Employment Agreement for the City Manager and declaring an emergency.
- Legislation - First Reading
  - Motion - Suspend Second and Third Readings
  - Motion - Adoption

**2. Development Services - Councilmember Gwen Brill**

- a. Ordinance to authorize the City Manager to enter into a two (2) year professional services contract with the Fairfield Chamber of Commerce.
- Legislation - First Reading
  - Motion - Suspend Second and Third Readings
  - Motion - Adoption
- b. Ordinance to authorize the City Manager to submit an application and accept a grant from the Ohio Department of Development's Residential Economic Development District (REDD) Grants Program and declaring an emergency.
- Legislation - First Reading
  - Motion - Suspend Second and Third Readings
  - Motion - Adoption
- c. Resolution appointing Economic Development Manager Nathaniel Kaelin to the West Chester Township Joint Economic Development District Board of Directors.

- Legislation - First Reading
- Motion - Suspend Second and Third Readings
- Motion - Adoption

d. Resolution appointing James Mitchell and Peggy Jo Emerson to the board of the Fairfield Community Improvement Corporation.

- Legislation - First Reading
- Motion - Suspend Second and Third Readings
- Motion - Adoption

### **3. Public Safety - Councilmember Dale Paullus**

a. Simple Motion: Motion to not request a hearing regarding a liquor permit application in the name of Wawa Midwest LLC dba Wawa 7208, 7075 Dixie Highway, Fairfield, OH 45014 (Permit Class C1).

b. Simple Motion: Motion to not request a hearing regarding a liquor permit application in the name of QuikTrip Corp, QuikTrip 7091, 7330 Dixie Highway, Fairfield, OH 45014 (Permit Class C2 & D6).

c. Simple Motion: Motion to not request a hearing regarding a liquor permit application in the name of MSM Pleasant Inc., Grab N Go of Fairfield, 6330 Pleasant Avenue, Fairfield, OH 45014 (Permit Class C1 & C2).

d. Simple Motion: Motion to request a hearing regarding a liquor permit application in the name of S & JSS International LLC/Smokers Planet, 6600 Dixie Highway, St. D, Fairfield, OH 45014 (Permit Class C1 & C2).

### **4. Public Works - Councilmember Debbie Pennington**

a. Ordinance to authorize the City Manager to enter into a contract with WG Stang LLC for the proposed sidewalk along east side of Route 4 (between Symmes and Corwin).

- Legislation - First Reading
- Motion - Suspend Second and Third Readings
- Motion - Adoption

b. Resolution declaring necessity of repairing sidewalks (including aprons).

- Legislation - First Reading

c. Ordinance to adopt new Chapter 926 and amend Section 925.07 of the Streets, Utilities and Public Services Code of Ordinance No. 166-84, the Codified Ordinances of Fairfield, Ohio.

- Legislation - First Reading
- Motion - Suspend Second and Third Readings

- Motion - Adoption

## 5. Finance & Budget - Councilmember Leslie Besl

- a. Ordinance to amend Ordinance No. 148-25 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, 2026, and ending December 31, 2026.”

- Contractual Appropriations: \$1,376,789 total (\$255,000 Sidewalk construction (Public Works); see below for additional amounts)

- Legislation - First Reading
- Motion - Suspend Second and Third Readings
- Motion - Adoption

\$243,564 - Contingency funds restored, Various projects (Public Utilities)

\$878,225 - Contingency funds restored; Marsh Park Master Plan, Phase 1 (Parks & Recreation)

- b. Ordinance to amend Ordinance No. 148-25 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, 2026, and ending December 31, 2026.”

- Non-Contractual Appropriations: \$327,050 total (see below for description)

- Legislation - First Reading
- Motion - Suspend Second and Third Readings
- Motion - Adoption

\$50,000 - Appropriation of partial funding for 2026 Grounds, Entryways & Landscaping Program (Public Works)

\$100,000 - Appropriation of funding for 2026 Annual Drainage Program (Public Works)

\$20,000 - Water Division - Professional and engineering services (Public Utilities)

\$24,350 - Water Division - Engineering services for the Seward Road Tanks Water Main Loop Project (Public Utilities)

\$20,000 - Water Division - Safety Equipment (Public Utilities)

\$20,000 - Wastewater Division - Safety Equipment (Public Utilities)

\$20,000 - Water Division - Electrical Equipment (Public Utilities)

\$20,000 - Wastewater Division - Electrical Equipment (Public Utilities)

\$37,700 - Wastewater Division - Manhole Castings (Public Utilities)

\$15,000 - Water Division - Valve Boxes and related items (Public Utilities)

**Meeting Schedule**

Monday, January 26: Council-Manager Briefing, 6:00 PM; Regular Meeting, 7:00 PM

Monday, February 9: Council-Manager Briefing, 6:00 PM; Regular Meeting, 7:00 PM

Monday, February 23: Council-Manager Briefing, 6:00 PM; Regular Meeting, 7:00 PM

**Executive Session of Council (if Needed)****Adjournment**

**City of Fairfield Minutes  
Regular Meeting of City Council  
December 8, 2025**

**Council-Manager Briefing**

6:15 PM - Council Assignment Discussion

Mayor-elect Steve Miller discussed the 2026-2027 Council assignments with City Council members. The motion to approve the assignments as discussed will be included on the January 12, 2026 agenda. The discussion adjourned at 6:38 PM.

**Business Meeting Call to Order**

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

**Prayer/Pledge of Allegiance**

Councilmember Brill led in prayer and Pledge of Allegiance.

**Roll Call**

Councilmembers present included:

Councilmember, 1st Ward Leslie Besl  
Councilmember, 3rd Ward Debbie Pennington  
Councilmember, 4th Ward Adam Kraft  
Councilmember, At-Large Tim Meyers  
Councilmember, At-Large Matt Davidson  
Councilmember, At-Large Gwen Brill

Councilmembers excused included:

Councilmember, 2nd Ward Dale Paullus

Councilmember Davidson, seconded by Councilmember Kraft, moved to excuse Councilmember Paullus. Motion carried 6-0.

**Agenda Modifications**

None.

**Executive Session Requests**

Councilmember Meyers, seconded by Councilmember Davidson, moved for Executive Session to discuss employment or compensation of a public employee or official. Roll call vote. Motion carried 6-0.

**Special Presentations**

1. Environmental Commission "Friends of the Forest" Award Presentation

Vivian Paul, Chair of the Environmental Commission, presented the award to the Isaac Walton League for their work to plant trees along the bike trail at Waterworks Park.

## 2. Presentations to Mayor Rhodus

Senator Jon Husted's representative, Randy Chenault, and Rep. Jennifer Gross made presentations to Mayor Rhodus in recognition of his service to the community. Council thanked him for his service to Fairfield over the last four years, as well.

### **Citizen Comments**

None.

### **Council Reports**

Councilmember Davidson stated that in reference to the emails surrounding golf carts in the community, he would like to see legislation brought to Council for open discussion.

Councilmember Meyers stated that he is completely opposed to golf cart legislation because he has seen folks driving them while holding a baby or drinking a beer. He feels it is a dangerous precedent to set and that the police department is already taxed with traffic enforcement. He said that if Council wants to vet the proposal, he would like to see the cost of the legislation with regard to public safety enforcement.

Councilmember Pennington stated that she is also opposed to golf carts due to safety concerns. She reported that Public Works was not able to pick up leaves last week due to snow, so they will be out as much this week as possible and work across the City.

Law Director Wolterman stated that Councilmember Paullus asked him to pass along that Councilmember Paullus is vehemently opposed to golf carts in the community.

Councilmember Davidson stated that he is very discouraged by the email sent by Councilmember Paullus regarding the golf cart topic, even after being reminded not to do so.

Councilmember Besl said she is still receptive and open-minded to hearing possibilities for using golf carts in some residential areas, but she does not want to see golf carts on main roads.

### **Public Hearing(s)**

#### 1. 2026 Operating Budget Hearing

Mayor Rhodus opened the public hearing at 7:35 PM. Clerk Wilson read the meeting notice. Councilmember Meyers stated that when finance legislation is passed, there is a lot of background work that goes into it first and congratulated Finance Director Diana Davenport and staff for the detailed budget review. Mayor Rhodus closed the public hearing at 7:38 PM.

#### 2. Joint Public Hearing - Minnicks PUD

Mayor Rhodus opened the Joint Public Hearing at 7:38 PM. Planning Commission roll call. All members present: Martin Medler, Melissa O'Brien, Don Hassler, Scott Lepsky, Adam Kraft, Tanner Meyers and Doug Robertson. Clerk Wilson read the meeting notice. Development Services Director Greg Kathmand and Planning Manager Erin Lynn presented an overview of the project. See attached slides. Councilmember Meyers asked if

the project qualifies for a traffic study even with the increased residential units completed. Mrs. Lynn stated that since it is a small number of residential units, it does not warrant the study. Councilmember Meyers stated that he also does not like that the applicant has 36 months to initiate the residential portion of the project and that he would like to see it done simultaneously. Mr. Kathman said it has been discussed but due to FEMA regulatory requirements and necessary partnerships with residential contractors, it's not practical to run the projects simultaneously. He stated that it's not in Minnick's interest to sit on the property and not move the project along. Fred Minnick and John Bayer, Bayer Becker, gave a brief intro of the project, as well. See attached slides. Mr. Bayer stated that the project falls under the City Engineer's requirement for a traffic study.

Paul Calhoun, 4920 Clifford Drive - Mr. Calhoun asked how much traffic will increase because he is buying a house in that area. He stated that Marathon is already located there and it's a great business.

Fred Minnick stated in response to the question regarding traffic, that in the peak hour for the store on Princeton Road, they see approximately 38-40 trips by people already driving that route.

Ryan Steiner, 430 Connie Court - Mr. Steiner stated that he feels the applicant will drag the project out and force the city to buy the property. He said that traffic is already heavy in that location. He said it is a family at Marathon, with loyal people, and the city doesn't need another place next to Marathon. He does feel that the residential portion will benefit the community.

Greg Spradling, 5314 Limestone Drive - Mr. Spradling stated that Dorshire Drive is already a nightmare to turn left from, especially seasonally with the ballpark and Joyce Park. He said that Marathon already has what everyone needs. He feels that the traffic study should be done.

Donald Scott, 174 Cole Drive - Mr. Scott stated that Marathon is like the community's bodega or neighborhood grocery store. He asked why no one else has jumped to buy the property if it's so great, because of the problems with the flood plane. He thinks the project is a great deal for the city because they will end up with the property for \$1.

Philip Millilo, 5369 Limestone Drive - Mr. Milillo stated that putting a drive-thru directly across from Dorshire makes no sense. He said that it will put the Marathon out of business, which is ridiculous. He said that a driveway on Patterson is fine, but across from Dorshire is a terrible idea.

Rob Gaskins, 5227 Dee Alva Drive - Mr. Gaskins stated that the Patterson Drive driveway will be a nightmare so close to the intersection and across from Dollar General. He said that 4-6 employees making \$12/hour is not a benefit to the community. He doesn't think the residential will be built and that the applicant only wants the drive-thru.

Mayor Rhodus closed the public hearing at 8:36 PM.

## Approval of Minutes

### 1. Regular Meeting Minutes - November 24, 2025

The Regular Meeting Minutes of November 24, 2025 were approved as written and submitted.

## Old Business

### 1. Development Services - Councilmember Adam Kraft

- a. Ordinance amending Ordinance No. 166-84, the Codified Ordinances of Fairfield, Ohio, Section 1130.01(B)(2), the City of Fairfield, Ohio, Zoning Map by approving the revised concept plan and final development plan for the Patterson Place Planned Unit Development.

Second reading of this ordinance was held pending Planning Commission recommendation.

## New Business - Motion to Read All New Business by Title Only

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

### 1. Parks & Recreation - Councilmember Leslie Besl

- a. Ordinance to authorize the City Manager to execute an agreement for a State Capital Grant to fund a portion of the Marsh Lake Trail extension and declaring an emergency.

The Marsh Park Interior Trails project, together with the planned expansion of the Great Miami River Trail, will establish a fully connected, paved pathway encircling the entire lake. This initiative includes the construction of an 8- to 11-foot-wide asphalt trail extending approximately 4,000 feet from the existing Marsh Park parking area. The new trail will travel along the west and north edges of the lake, ultimately linking with the future segment of the Great Miami River Trail.

By completing this key connection, the project will enhance accessibility and create a seamless recreational experience for walkers, runners, and cyclists. It will also strengthen regional trail connectivity, supporting broader community goals related to outdoor recreation, active transportation, and environmental stewardship.

Councilmember Besl presented the first reading of this ordinance. Councilmember Leslie Besl, seconded by Adam Kraft, moved to suspend second and third readings. Motion carried Yes 6, No 0, Abstained 0. Councilmember Leslie Besl, seconded by Debbie Pennington, moved to adopt. Motion carried Yes 6, No 0, Abstained 0.

ORDINANCE NO. 143-25. APPROVED 6-0.

**2. Public Safety - Councilmember Dale Paullus**

- a. Ordinance to adopt new sections and amend various other sections of the Traffic and General Offenses Codes of Ordinance No. 166-84, the Codified Ordinances of Fairfield, Ohio.

The Traffic and General Offenses Codes were last updated in August, 2024. Periodically the City updates its Traffic and General Offenses Code in order to conform them to the extent possible to recent amendments in state law and provide the latest versions of traffic and general offenses and other ordinances for use by the City's law enforcement and safety personnel.

Councilmember Kraft presented the first reading of this ordinance. Councilmember Adam Kraft, seconded by Debbie Pennington, moved to suspend second and third readings. Motion carried Yes 6, No 0, Abstained 0. Councilmember Adam Kraft, seconded by Gwen Brill, moved to adopt. Motion carried Yes 6, No 0, Abstained 0.

ORDINANCE NO. 144-25. APPROVED 6-0.

**3. Public Utilities - Councilmember Matt Davidson**

- a. Ordinance to authorize the City Manager to execute a real estate exchange agreement with the City of Hamilton, Ohio.

The City of Fairfield desires to exchange certain properties with the City of Hamilton for future development purposes.

In accordance with the provisions outlined in the Real Estate Exchange Agreement (attached), this legislation will authorize the City Manager to execute the agreement and all documents required to complete the transaction and appropriate the funding necessary for the exchange. Additionally, this legislation will authorize the City Manager to assign its rights as permitted in an existing easement on parcel no. A0700-010-000-072 (lot 14144) to the City of Hamilton for the maintenance of sanitary control around a future public water supply well.

This Agreement will supersede the previous Real Estate Exchange Agreement as approved by Council via Ordinance 14-25.

Councilmember Davidson presented the first reading of this ordinance. Councilmember Matt Davidson, seconded by Gwen Brill, moved to suspend second and third readings. Motion carried Yes 6, No 0, Abstained 0. Councilmember Davidson thanked Assistant City Manager Adam Sackenheim for hard work to get this deal done. Councilmember Matt Davidson, seconded by Tim Meyers, moved to adopt. Motion carried Yes 6, No 0, Abstained 0.

ORDINANCE NO. 145-25. APPROVED 6-0.

**4. Public Works - Councilmember Debbie Pennington**

- a. Resolution supporting the City of Fairfield's continued partnership and development of National Railroad Partnership Program/Federal-State Partnership for Intercity Passenger Rail ("FSP") application to be submitted before the 2026 deadline and determining appropriateness of assistance proposed be provided to Butler County Transportation Improvement District ("BCTID") and the Ohio Rail Development Commission.

Councilmember Pennington presented the first reading of this resolution. Councilmember Debbie Pennington, seconded by Adam Kraft, moved to suspend second and third readings. Motion carried Yes 6, No 0, Abstained 0. Councilmember Debbie Pennington, seconded by Leslie Besl, moved to adopt. Motion carried Yes 6, No 0, Abstained 0.

RESOLUTION NO. 15-25. APPROVED 6-0.

- b. Ordinance to Change the Name of Service Drive between Mack Road and Stockton Station Drive in the City of Fairfield, Ohio to Stockton Station Drive

City Council has approved several ordinances in 2024 and 2025 related to the redevelopment of 7051 and 7075 Dixie Highway. The redevelopment included the demolition of a former bank and car wash property in preparation for a new Wawa gas station and convenience store. Following demolition, a section of roadway was rerouted through the property, requiring a right-of-way vacation and dedication.

While the roadway is commonly known as Stockton Station Drive and street signs carry this name, the particular section of the roadway is officially named Service Drive as identified on the 1982 plats that dedicated the original right-of-way. In order for the official street name to be consistent with street signs and to reduce confusion in the future, staff recommends renaming this section of Service Drive to Stockton Station Drive. Following the renaming, Stockton Station Drive will extend from Seward Road near City Barbeque southeastwardly to Mack Road near the future Wawa. Other sections of Service Drive parallel to Route 4/Dixie Highway will retain the Service Drive name.

All properties adjacent to the affected sections of Service Drive have Dixie Highway addresses, meaning that no individual property owners will be impacted by the ordinance.

Councilmember Pennington presented the first reading of this ordinance. Councilmember Debbie Pennington, seconded by Leslie Besl, moved to suspend second and third readings. Motion carried Yes 6, No 0, Abstained 0. Councilmember Debbie Pennington, seconded by Adam Kraft, moved to adopt. Motion carried Yes 6, No 0, Abstained 0.

ORDINANCE NO. 146-25. APPROVED 6-0.

**5. Finance & Budget - Councilmember Tim Meyers**

- a. Ordinance to authorize the City Manager to execute a collective bargaining agreement with the International Association of Firefighters, Local 4010, for wages, hours and terms and conditions of employment and declaring an emergency.

The City of Fairfield and the International Association of Firefighters, Local 4010 opened negotiations for a successor collective bargaining agreement early to resolve all matters involving wages, hours, and terms and conditions of employment before the current contract expires. The City and IAFF have reached a tentative agreement for a three-year successor collective bargaining agreement effective April 1, 2026 through March 31, 2029, inclusive. The IAFF Bargaining Unit has voted and approved the attached successor collective bargaining agreement.

The successor collective bargaining agreement stipulates the following changes to economic terms of the contract: a 3% increase to the base wage effective April 1, 2026, a 3% increase to the base wage effective April 1, 2027, and a 2% increase to the base wage effective April 1, 2028. It was also agreed that the hours of work will be reduced from an average 52-hour workweek to an average 50.461-hour workweek, allotting one (1) Kelly Day per month, in year three (3) of the contract.

Councilmember Meyers presented the first reading of this ordinance. Councilmember Tim Meyers, seconded by Gwen Brill, moved to suspend second and third readings. Motion carried Yes 6, No 0, Abstained 0. Councilmember Tim Meyers, seconded by Matt Davidson, moved to adopt. Motion carried Yes 6, No 0, Abstained 0.

ORDINANCE NO. 147-25. APPROVED 6-0.

- b. Resolution adopting a cybersecurity program for the City of Fairfield, Ohio, pursuant to Ohio Revised Code Section 9.64 and declaring an emergency.

The Ohio General Assembly enacted Ohio Revised Code Section 9.64, requiring political subdivisions to adopt and implement a cybersecurity program to safeguard public data, information technology systems, and information technology resources. The Auditor of Ohio, through Bulletin 2025-007, provided guidance to all public offices regarding compliance with ORC Section 9.64, including adoption of policies addressing cybersecurity standards, training, incident reporting, and ransomware responses. The City Manager, in collaboration with the Information Technology staff and subject-matter experts in the field of cybersecurity have developed a Written Information Security Program (WISP) which complies with the mandates of Ohio Revised Code Section 9.64 and the guidance provided in Auditor of Ohio Bulletin 2025-007.

Pursuant to ORC Sections 9.64(E) and 9.64(F), records related to the Cybersecurity Program and incident reports are not public records, and procurement records identifying cybersecurity-related software, hardware or services are classified as security records under Ohio law and are therefore, not subject to disclosure pursuant to public records requests.

Section 9.64 (B) of the new law also prohibits local governments from paying ransoms in

the event of a ransomware attack unless City Council formally approves the payment via resolution or ordinance.

Councilmember Meyers presented the first reading of this resolution. Councilmember Tim Meyers, seconded by Gwen Brill, moved to suspend second and third readings. Motion carried Yes 6, No 0, Abstained 0. Councilmember Tim Meyers, seconded by Gwen Brill, moved to adopt. Motion carried Yes 6, No 0, Abstained 0.

RESOLUTION NO. 16-25. APPROVED 6-0.

- c. An Ordinance to make estimated appropriations for the expenses and expenditures of the City of Fairfield, Ohio, during the period beginning January 1, 2026, and ending December 31, 2026.

The proposed budget represents this coming year's plan for generating revenues and funding expenditures sufficient to implement specific programs, functions, and activities during the 2026 fiscal year. The budget is the City's primary fiscal planning document. Its major goal is to provide sound fiscal administration.

City expenditures, which include the departmental budgets, debt service and fund transfers as contained in the 2026 Operating Budget presented at the Council-Manager Briefings on October 27, and November 10, 2025, total \$103,311,998, and estimated revenues for this period total \$118,593,210.

Councilmember Meyers presented the first reading of this ordinance. Councilmember Tim Meyers, seconded by Matt Davidson, moved to suspend second and third readings. Motion carried Yes 6, No 0, Abstained 0. Councilmember Tim Meyers, seconded by Gwen Brill, moved to adopt. Motion carried Yes 6, No 0, Abstained 0.

ORDINANCE NO. 148-25. APPROVED 6-0.

- d. Ordinance to amend Ordinance No. 158-24 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, 2025, and ending Decembr 31, 2025." - Supplemental Appropriations.

Councilmember Meyers presented the first reading of this ordinance. Councilmember Tim Meyers, seconded by Matt Davidson, moved to suspend second and third readings. Motion carried Yes 6, No 0, Abstained 0. Councilmember Tim Meyers, seconded by Matt Davidson, moved to adopt. Motion carried Yes 6, No 0, Abstained 0.

ORDINANCE NO. 149-25. APPROVED 6-0.

- e. Ordinance to amend Ordinance No. 158-24 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, 2025, and ending December 31, 2025."  
- Contractual Appropriations: \$250,000 total (\$250,000 Real Estate Exchange Agreement (Public Utilities))

- Legislation - First Reading
- Motion - Suspend Second and Third Readings
- Motion - Adoption

Councilmember Meyers presented the first reading of this ordinance. Councilmember Tim Meyers, seconded by Matt Davidson, moved to suspend second and third readings. Motion carried Yes 6, No 0, Abstained 0. Councilmember Tim Meyers, seconded by Matt Davidson, moved to adopt. Motion carried Yes 6, No 0, Abstained 0.

ORDINANCE NO. 150-25. APPROVED 6-0.

- f. Ordinance to amend Ordinance No. 158-24 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, 2025, and ending December 31, 2025.”  
 - Non-Contractual Appropriations: \$271,780 total (see below for description)

- Legislation - First Reading
- Motion - Suspend Second and Third Readings
- Motion - Adoption

Councilmember Meyers presented the first reading of this ordinance. Councilmember Tim Meyers, seconded by Matt Davidson, moved to suspend second and third readings. Motion carried Yes 6, No 0, Abstained 0. Councilmember Tim Meyers, seconded by Matt Davidson, moved to adopt. Motion carried Yes 6, No 0, Abstained 0.

ORDINANCE NO. 151-25. APPROVED 6-0.

\$17,122 - Traffic Signal Cabinet Replacement – River and Joe Nuxhall (Public Works)

\$4,225 - new 12" gutter valve at the Aquatic Center (Parks & Recreation)

\$22,780 - purchase of new patio furniture at North Trace and the Elisha Morgan Mansion & new tables at Village Green (Parks & Recreation)

\$8,966 - Tree removal at South Trace and North Trace golf courses (Parks & Recreation)

\$25,000 - UPS Replacements (IT Services - City Manager's Office)

\$4,100 - new awning at North Trace concessions (Parks & Recreation)

\$40,000 - Multi-Factor Authentication (MFA) licensing and implementation (IT Services - City Manager's Office)

\$74,900 - 2025 Emergency Storm Sewer Lining – Route 4 and Roesch & various other locations (Public Works)

\$74,687 - Fiber Optic Installation Project (Public Utilities)

**Meeting Schedule**

Tuesday, December 16 - Oath of Office, 5:30 PM

Monday, January 12 - Council-Manager Briefing, 6:00 PM; Regular Meeting, 7:00 PM

Monday, January 26 - Council-Manager Briefing, 6:00 PM; Regular Meeting, 7:00 PM

Clerk Wilson read the meeting schedule.

**Executive Session of Council (if Needed)**

Council recessed to Executive Session at 8:58 PM.

**Adjournment**

The Regular Meeting adjourned at 9:50 PM.

ATTEST:

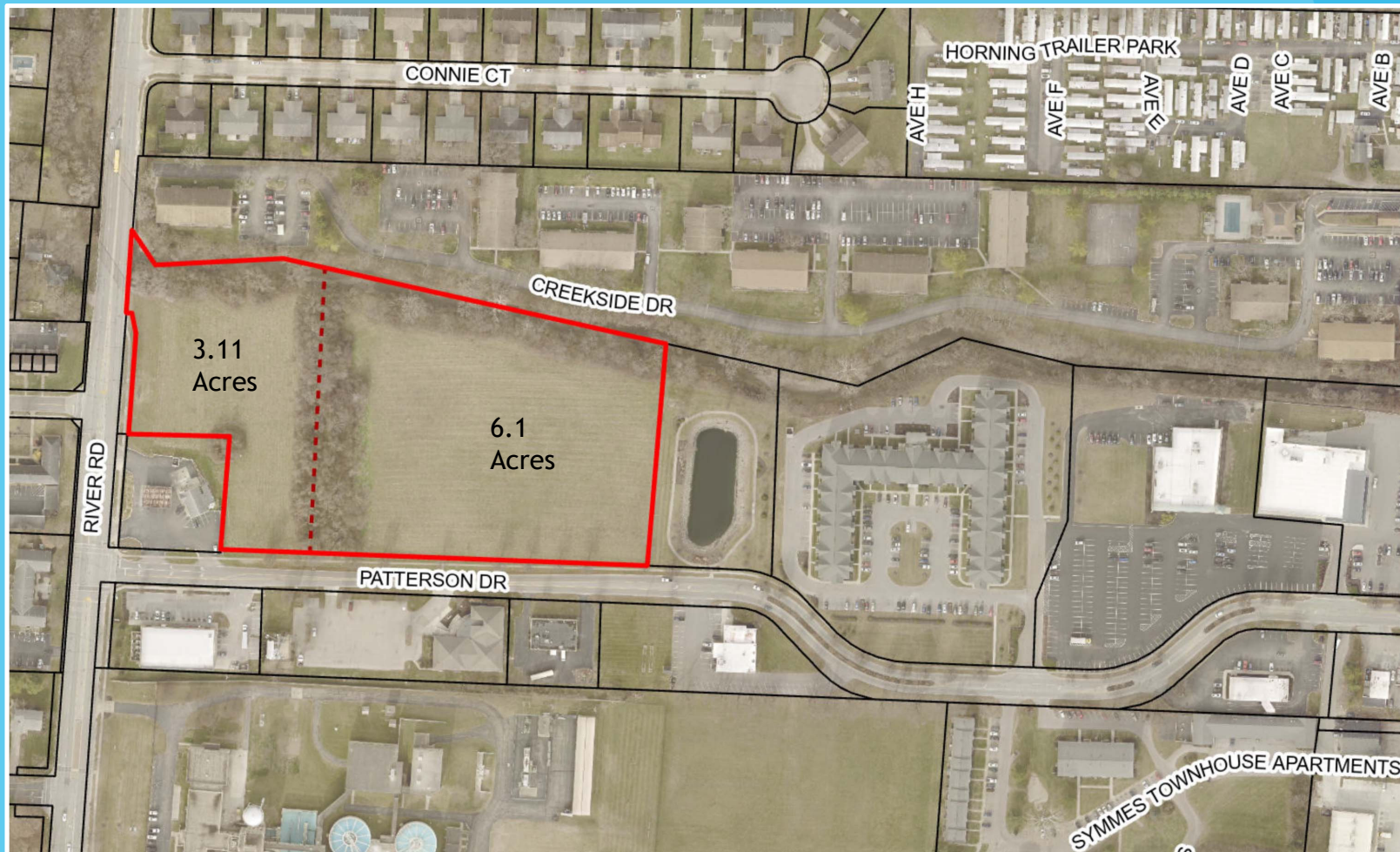
\_\_\_\_\_  
Clerk of Council

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Mayor's Approval  
Date Approved:



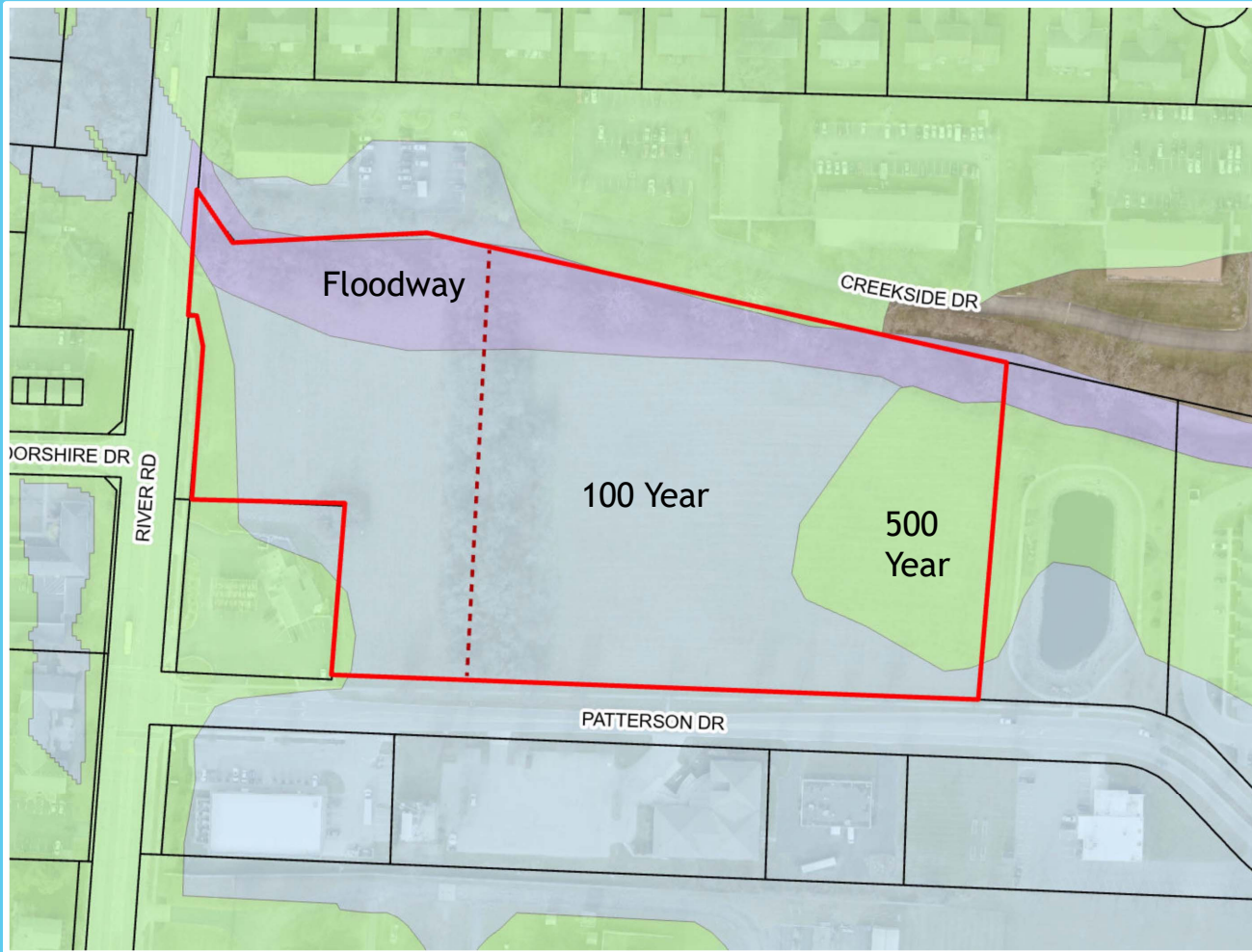
# Minnick's Drive-Thru & Patterson Place

Revised Concept and Final Development Plan  
December 8, 2025

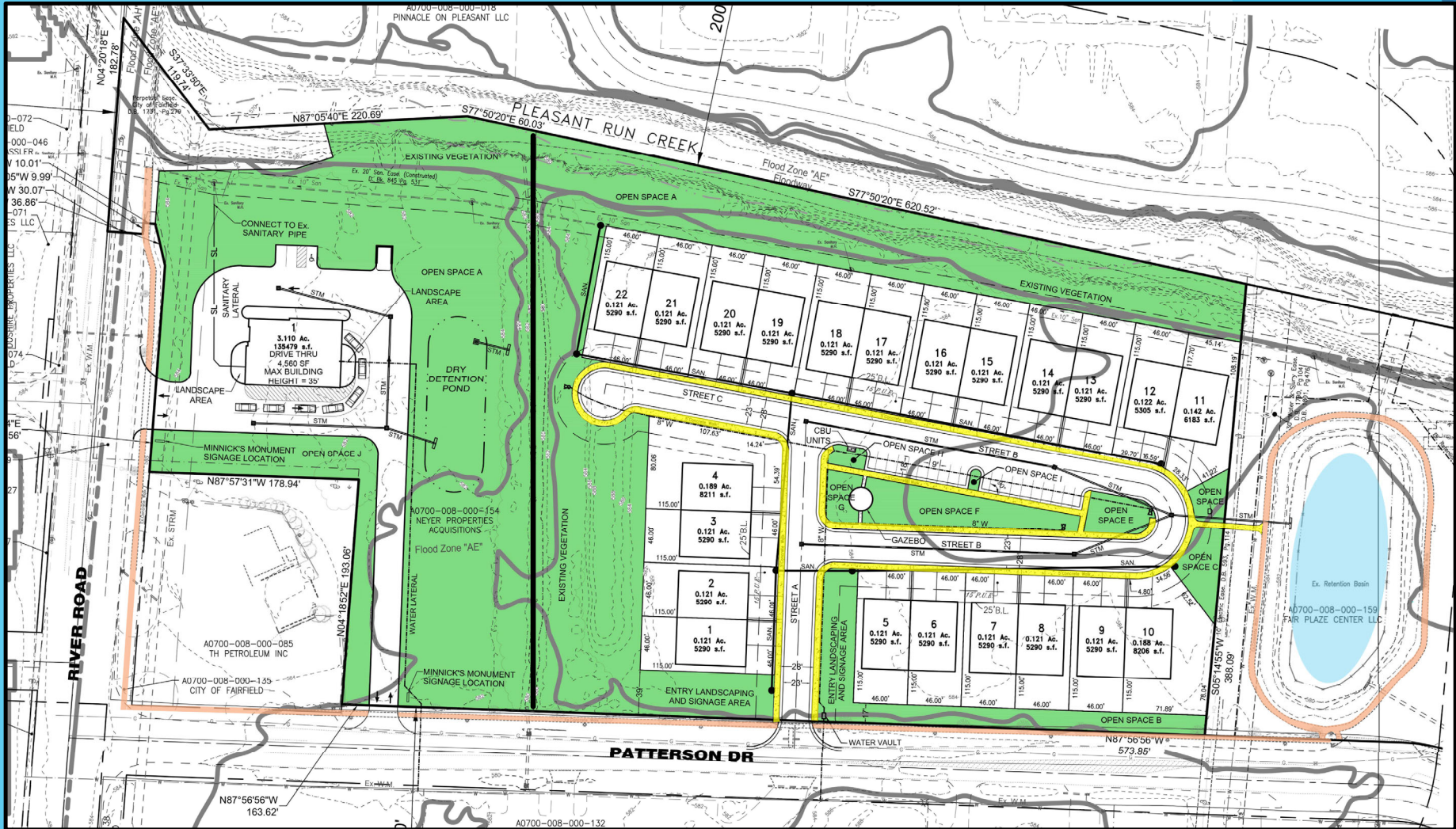


# Patterson Place PUD





# Flood Zone Map









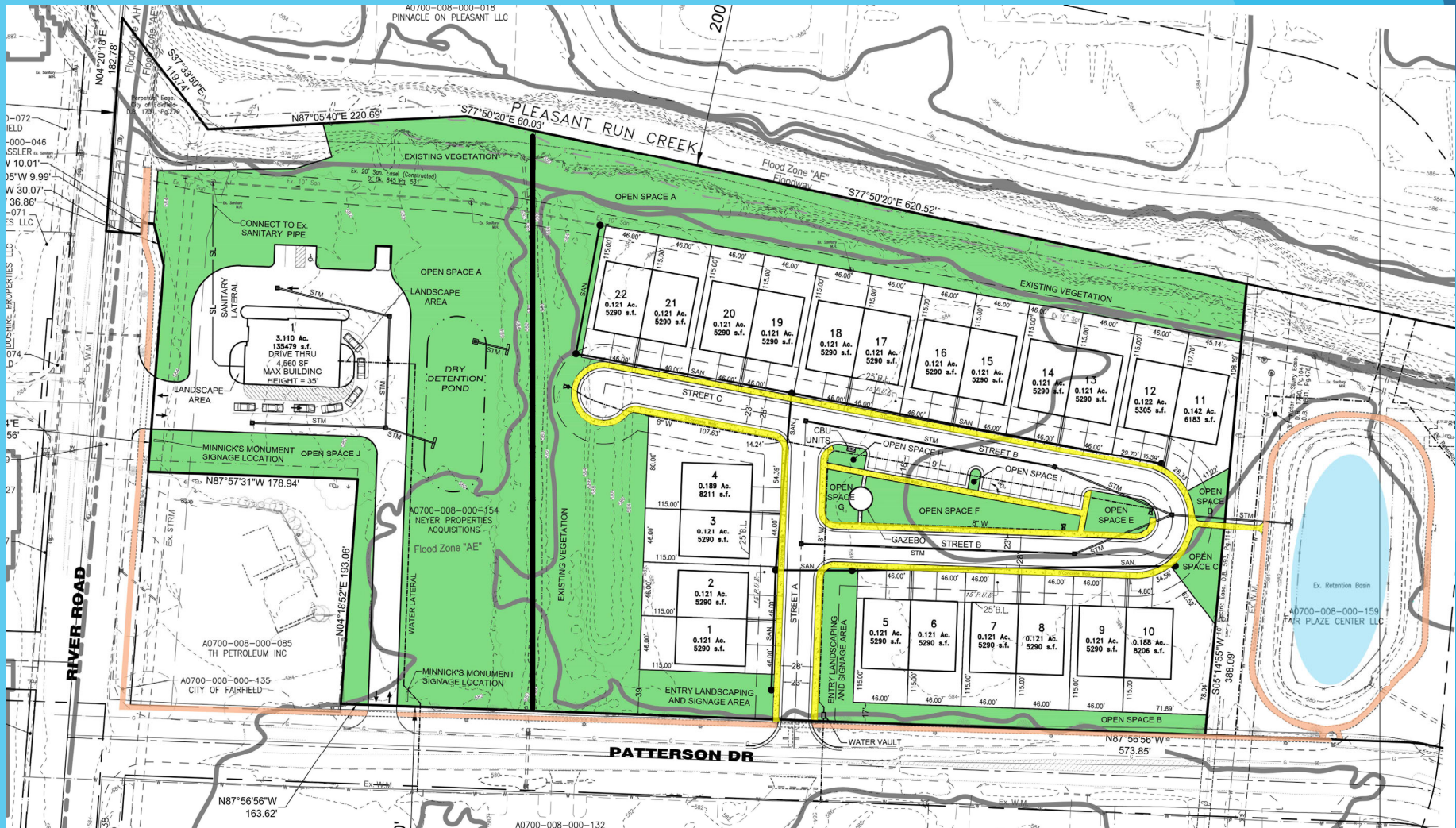
North Elevation



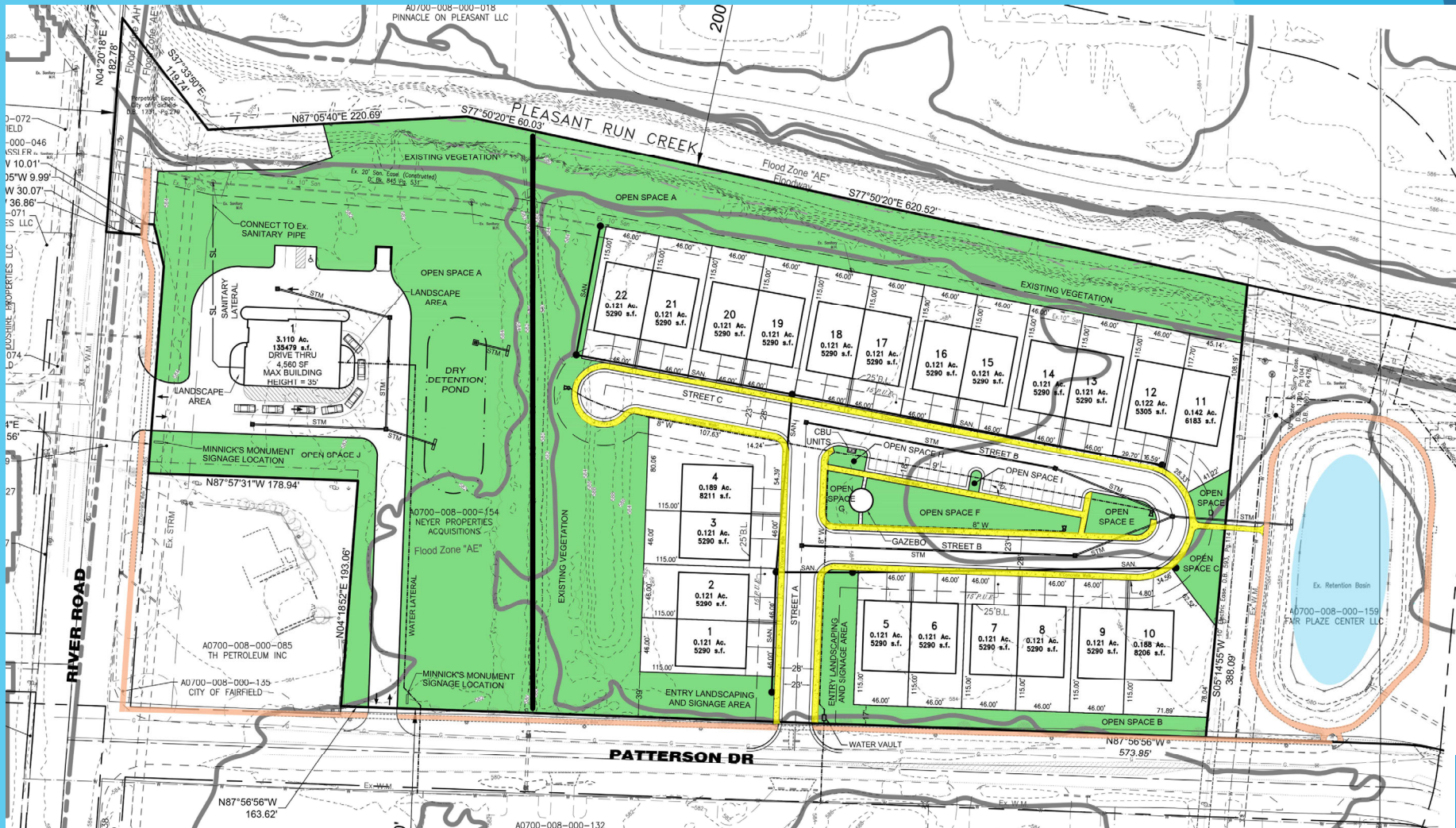
Rear Elevation



South Elevation







# Meeting Schedule

November 24, 2025 - Council 1<sup>st</sup> Reading

December 8, 2025 - Joint Public Hearing, 7:00 PM

December 10, 2025 - Planning Commission, 6:00 PM

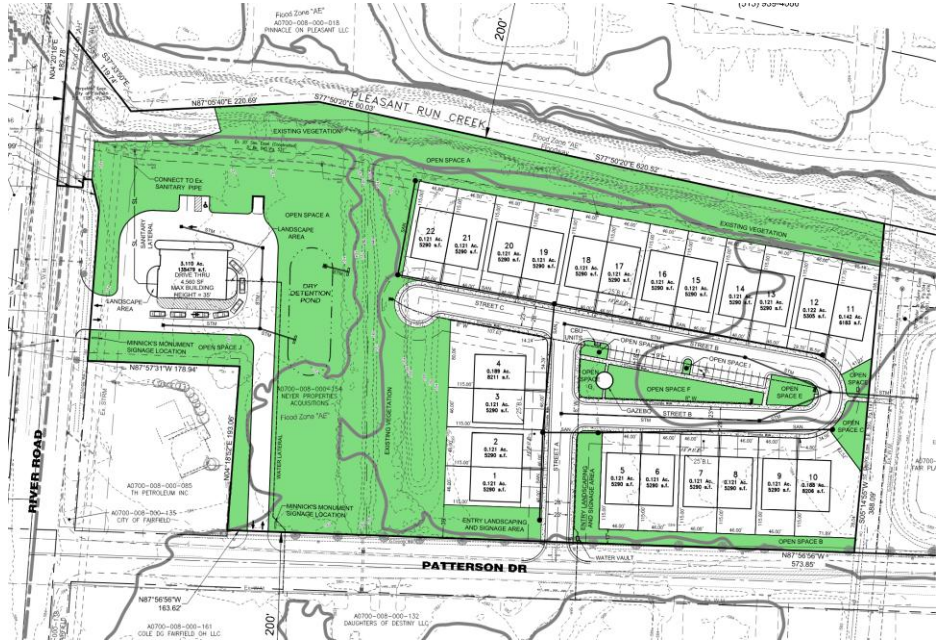
January 12, 2026 - Council 2<sup>nd</sup> Reading, 7:00 PM

January 26, 2026 - Council 3<sup>rd</sup> Reading, 7:00 PM

Comments or Questions?

# Minnick's Drive Thru & Patterson Place

Revised Concept & Final Development Plan



# Minnicks ← DRIVE-THRU



SCOTT  
WEBB

ARCHITECT

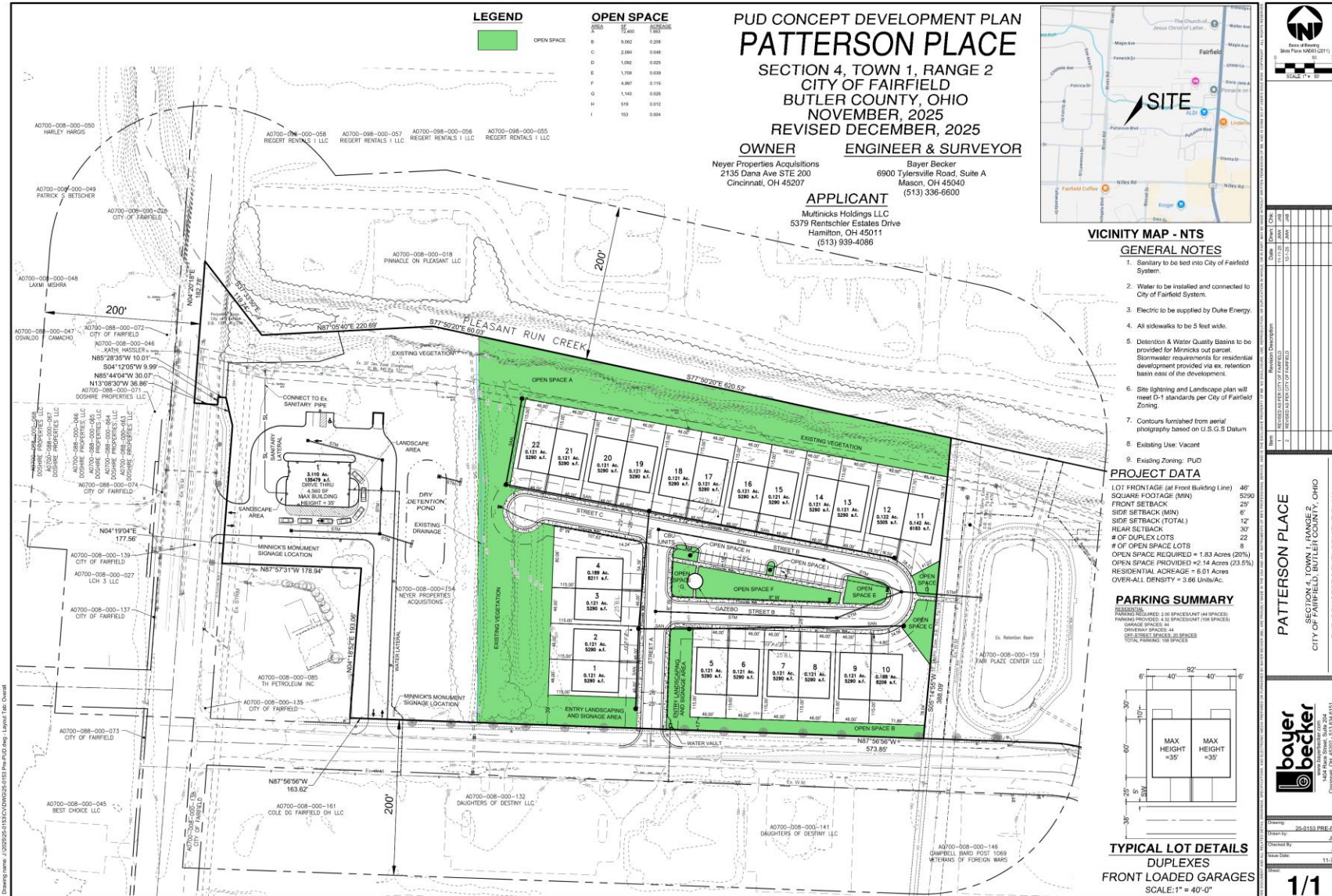
- MINNICK'S PROJECT ARCHITECT



- ENGINEER
- SURVEYOR
- LANDSCAPE ARCHITECT

THANK YOU

# Patterson Place – Concept Development Plan



# Patterson Place – Example Homes



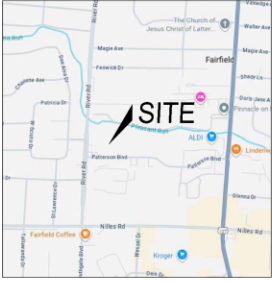
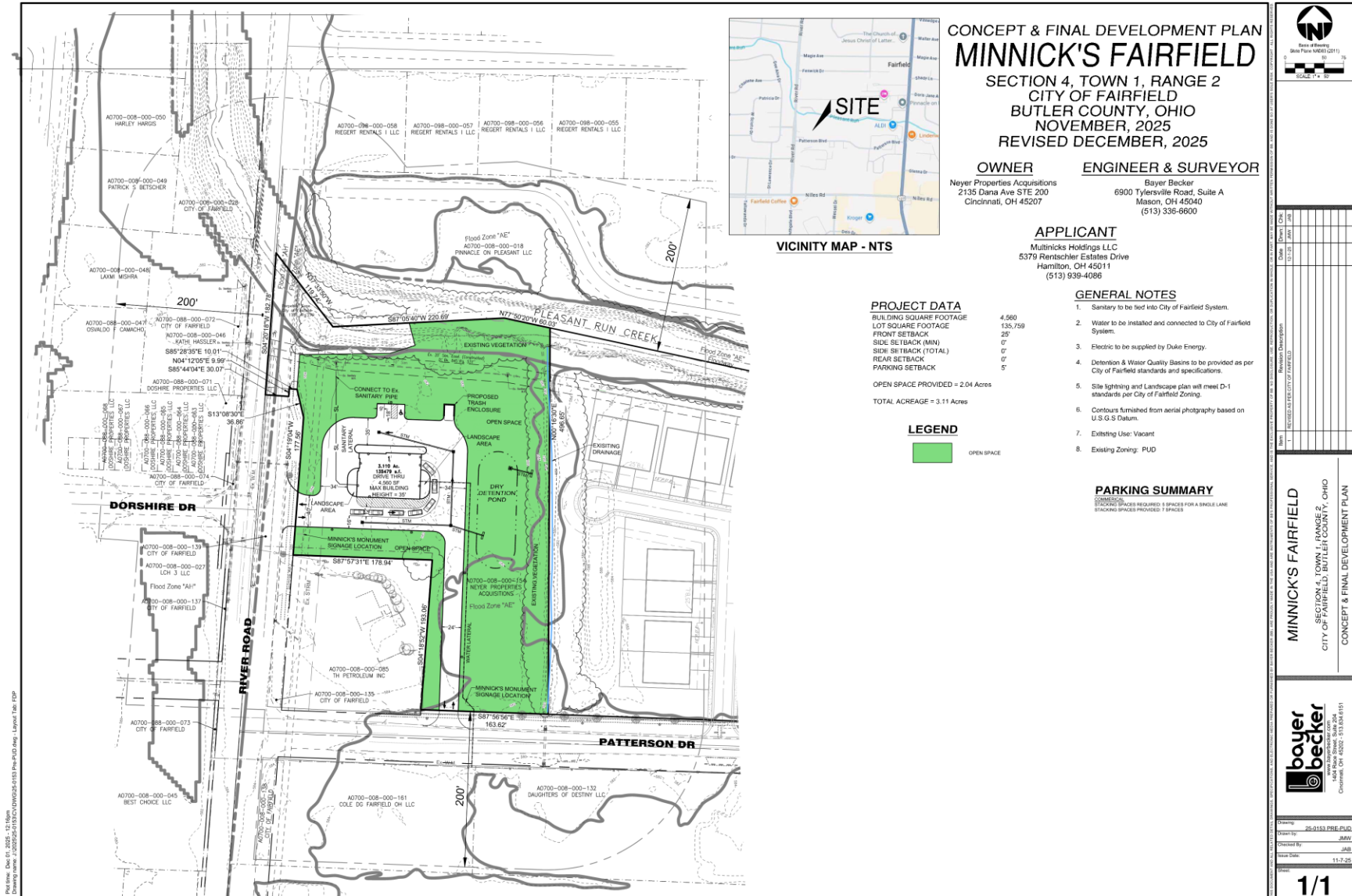
# Patterson Place – Example Homes



# Patterson Place – Example Homes



# Minnick's Drive Thru – Concept & Final Development Plan



VICINITY MAP - NTS

CONCEPT & FINAL DEVELOPMENT PLAN  
**MINNICK'S FAIRFIELD**  
 SECTION 4, TOWN 1, RANGE 2  
 CITY OF FAIRFIELD  
 BUTLER COUNTY, OHIO  
 NOVEMBER, 2025  
 REVISED DECEMBER, 2025

**OWNER** Neyer Properties Acquisitions  
 2135 Dana Ave STE 200  
 Cincinnati, OH 45207

**ENGINEER & SURVEYOR** Bayer Becker  
 6900 Tylersville Road, Suite A  
 Mason, OH 45040  
 (513) 336-6600

**APPLICANT** Multinicks Holdings LLC  
 5379 Rentschler Estates Drive  
 Hamilton, OH 45011  
 (513) 939-4086

**PROJECT DATA**

BUILDING SQUARE FOOTAGE	4,560
LOT SQUARE FOOTAGE	135,759
FRONT SETBACK	25'
SIDE SETBACK (MIN)	0'
REAR SETBACK (TOTAL)	0'
PARKING SETBACK	5'

OPEN SPACE PROVIDED = 2.04 Acres  
 TOTAL ACREAGE = 3.11 Acres

**LEGEND**

[Green Box]	OPEN SPACE
-------------	------------

- GENERAL NOTES**
- Sanitary to be tied into City of Fairfield System.
  - Water to be installed and connected to City of Fairfield System.
  - Electric to be supplied by Duke Energy.
  - Detention & Water Quality Basins to be provided as per City of Fairfield standards and specifications.
  - Site lightning and Landscape plan will meet D-1 standards per City of Fairfield Zoning.
  - Contours furnished from aerial photography based on U.S.G.S Datum.
  - Existing Use: Vacant
  - Existing Zoning: PUD

**PARKING SUMMARY**  
 COMMENTS:  
 STACKING SPACES REQUIRED: 8 SPACES FOR A SINGLE LANE  
 STACKING SPACES PROVIDED: 7 SPACES

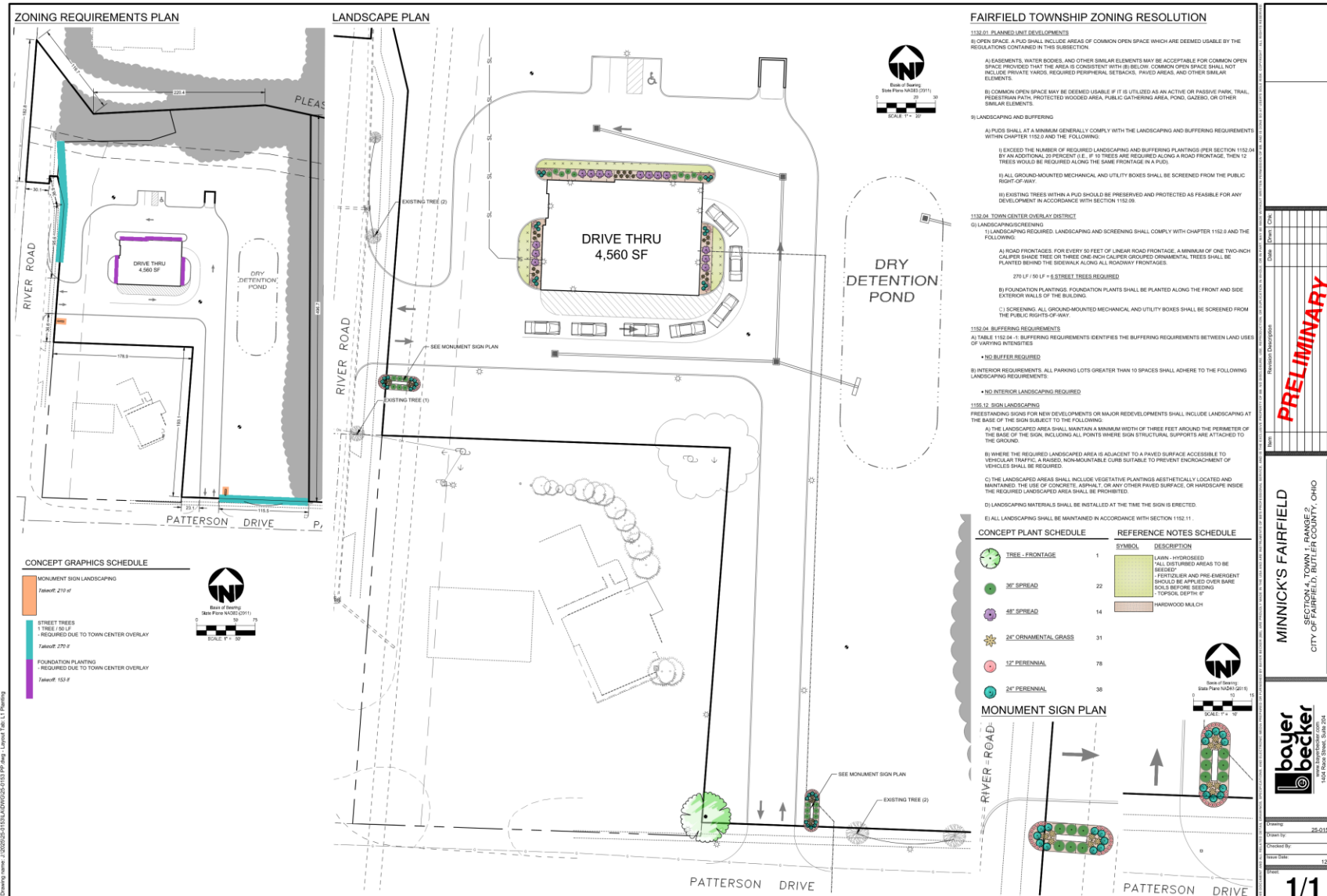
**MINNICK'S FAIRFIELD**  
 SECTION 4, TOWN 1, RANGE 2  
 CITY OF FAIRFIELD, BUTLER COUNTY, OHIO  
 CONCEPT & FINAL DEVELOPMENT PLAN

**bayer becker**  
 6900 Tylersville Road, Suite A  
 Mason, OH 45040  
 Cincinnati, OH 45002 • 513.834.8551

Drawing: 25-0113 PRE-FUL  
 Drawn by: JMM  
 Checked by: JMM  
 Issue Date: 11-7-25  
**1/1**

File Name: Dec 01, 2025 - 12:16pm  
 Drawing Name: A0700-098-000-048 PRE-FUL.dwg  
 User: JMM

# Minnick's Drive Thru – Concept & Final Development Plan



**PRELIMINARY**

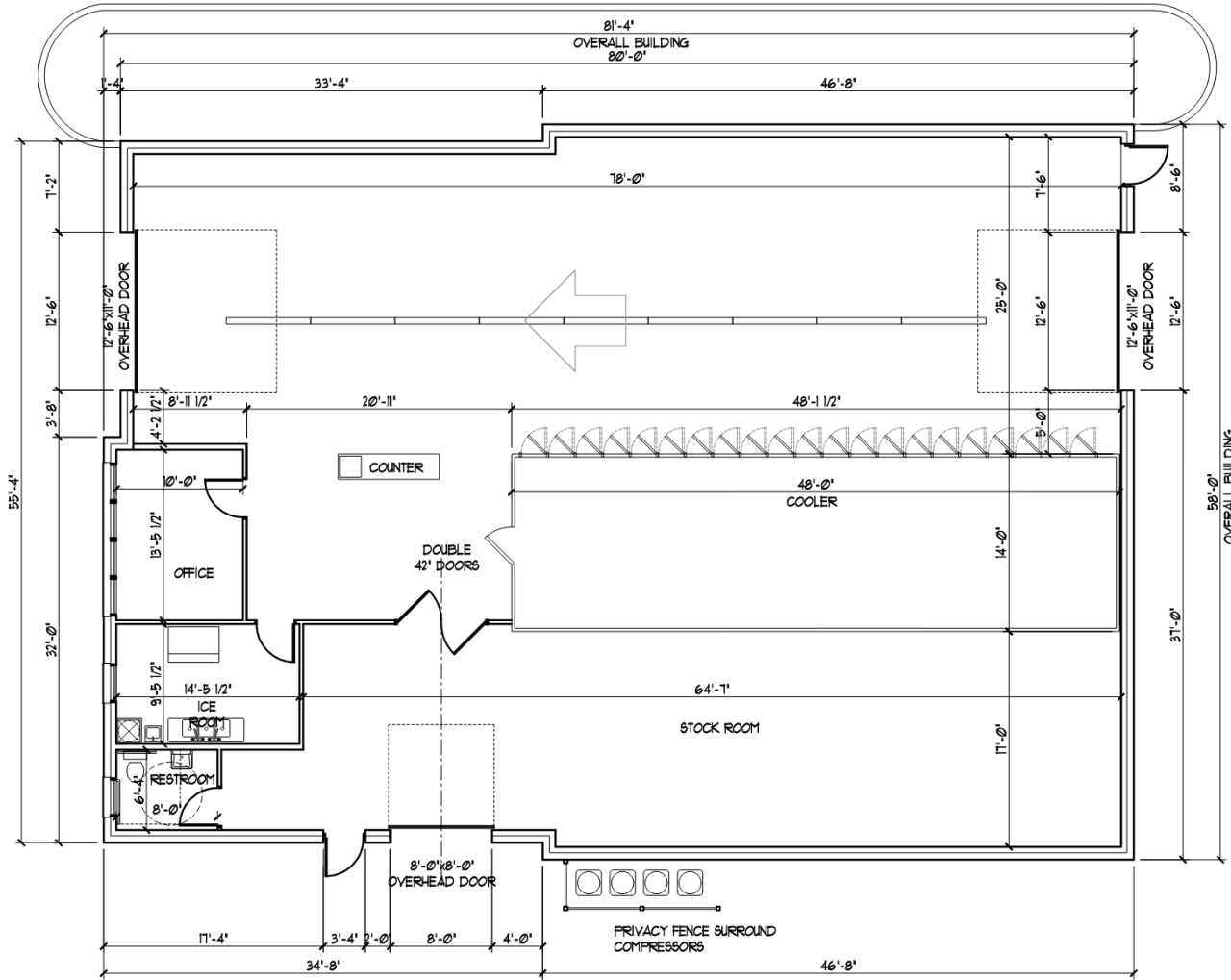
**MINNICK'S FAIRFIELD**  
SECTION 4.1, TOWN 1, RANGE 2,  
CITY OF FAIRFIELD, BUTLER COUNTY, OHIO

**boyer becker**  
16400 Village Station, Suite 204  
Cincinnati, OH 45240 • 513.856.6161

Drawing: 25-0163.P01  
Drawn by: CDB  
Checked by: XXX  
Issue Date: 12-1-23

**1/1**

# Minnick's Drive Thru – Elevations



PRELIMINARY FLOOR PLAN 1/8" = 1'-0"



PROPOSED NEW DRIVE-THROUGH MARKET  
**Minnick's Drive Thru**  
 RIVER ROAD  
 FAIRFIELD, OHIO 45014

DATE
December 1, 2015
REVISIONS

A-1

# Minnick's Drive Thru – Elevations



**EAST ELEVATION**  
REAR ELEVATION FACING EAST



**FRONT ELEVATION**  
WEST FACADE FACING RIVER ROAD



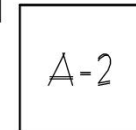
**SOUTH ELEVATION**  
SIDE ELEVATION FACING SOUTH



**NORTH ELEVATION**  
SIDE ELEVATION FACING NORTH



DATE	December 1, 2025
REVISIONS	



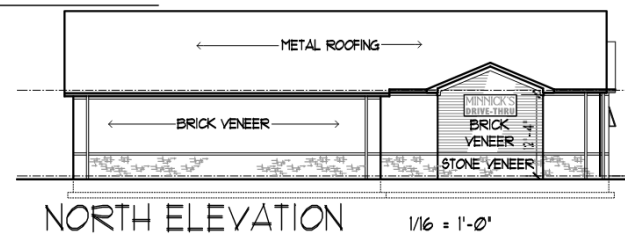
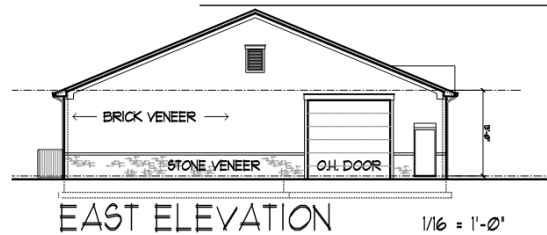
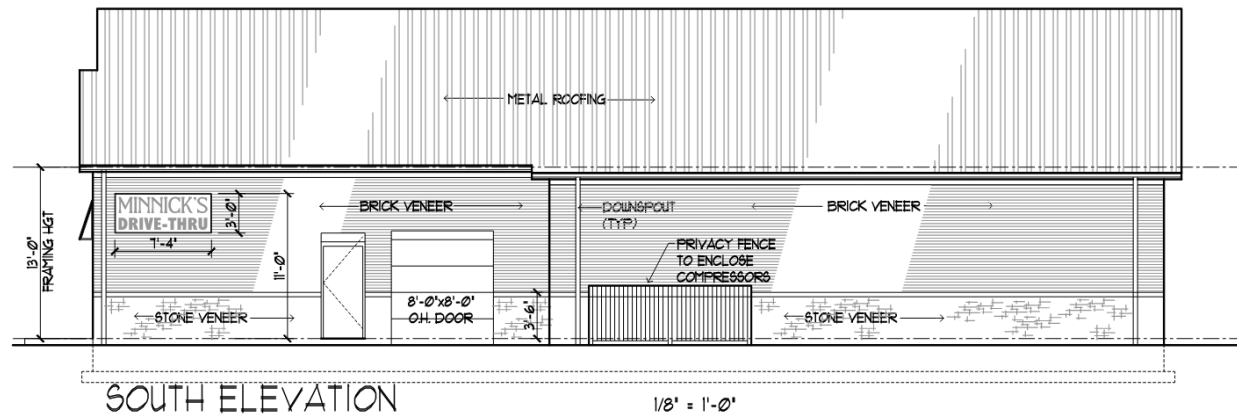
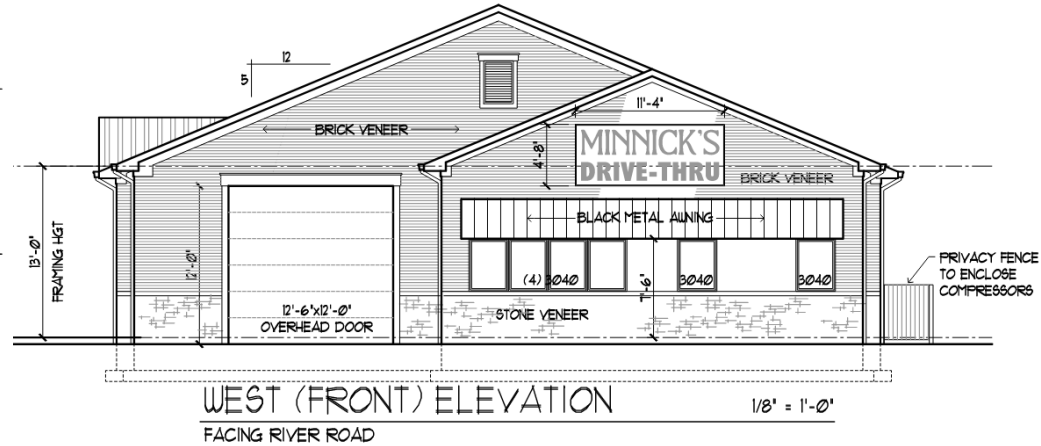
# Minnick's Drive Thru – Elevations

## ELEVATION TRANSPARENCY

FACADE AREA AT PEDESTRIAN LEVEL  
 TOTAL AREA: 51' X 13' HIGH = 719 s.f.  
 OVERHEAD DOOR: 150 s.f.  
 (6) WINDOWS @ 10.5 s.f. 63 s.f.  
 TOTAL OPENINGS: 213 s.f. (29.6%)

## SIGN AREA

FRONT FACADE SIGN: 52.8 s.f.  
 NORTH & SOUTH SIGNS: (2) @ 10.3 = 20.6 s.f.  
 TOTAL BUILDING SIGNAGE: 73.4 s.f.



PROPOSED NEW DRIVE-THROUGH MARKET  
**Minnick's Drive Thru**  
 RIVER ROAD  
 FAIRFIELD, OHIO 45014

DATE
December 1, 2015
REVISIONS

A-3



**City Council Communication**  
**Regular Meeting - January 12, 2026**

Submitted by: Alisha Wilson, Clerk of Council  
 Department: Development Services

**Subject:**

Revised Concept (Patterson Place) and Final Development Plan for Minnick's Drive-Thru.

**Legislation Title:**

Ordinance amending Ordinance No. 166-84, the Codified Ordinances of Fairfield, Ohio, Section 1130.01(B)(2), the City of Fairfield, Ohio, Zoning Map by approving the revised concept plan and final development plan for the Patterson Place Planned Unit Development.

- Motion - Amend per attached Planning Commission recommendation and further amend to incorporate the additional conditions stated in the attached amendment
- Legislation - Second Reading

**Recommendation:**

It is recommended that City Council have a first reading on this item at the November 24, 2025 meeting, set a joint public hearing for December 8, and await the written recommendation from the Planning Commission.

**Discussion:**

Minnick's Drive-Thru proposes a commercial and residential development on a 9-acre land site at the northeast corner of River Road and Patterson Drive. The property was part of a 17-acre site that was rezoned from D-1, Downtown District, to Planned Unit Development (PUD) in 2010 to allow both senior apartments and single-family homes. The senior apartments were constructed in 2015, and the subject site (proposed single family) has remained undeveloped.

The applicant is proposing both a Concept and Final Development Plan for the commercial component of the development to construct a 4,560 square foot drive-through convenience store on 3.11 acres on River Road. The site will have vehicular access via River Road across from Dorshire Drive, and on Patterson Drive east of the River Road Marathon gas station.

The applicant is also seeking to revise the existing Concept Development Plan for the residential component located on Patterson Drive, east of the drive-through. The development will consist of 11 paired villa buildings (22 units). Each unit is proposed to be owner-occupied and will be located on individual lots with a shared common wall. The site is located in both the 100 and 500 year flood zones, which negates basements for the homes. The units will be served by private streets and stormwater runoff will be collected via the retention pond located east of the site that is shared with the senior apartment building.

**Financial Impact:**

None. This is a land use decision.

**Emergency Provision:**

*No*

**Rule Suspension Requested:**

No

**ATTACHMENTS:**

1. Minnick PUD Aerial Council
2. Minnick Drive-Thru Elevation
3. Minnicks Fairfield Site Plan
4. Patterson Place-PUD-Ord
5. Minnicks PUD\_SL 12.10.25
6. 2026-01-06 Amendment of Patterson Place Ordinance to Approve PUD

# Minnick PUD Application





PRELIMINARY BUILDING EXTERIOR

FRONT FACADE FACING RIVER ROAD



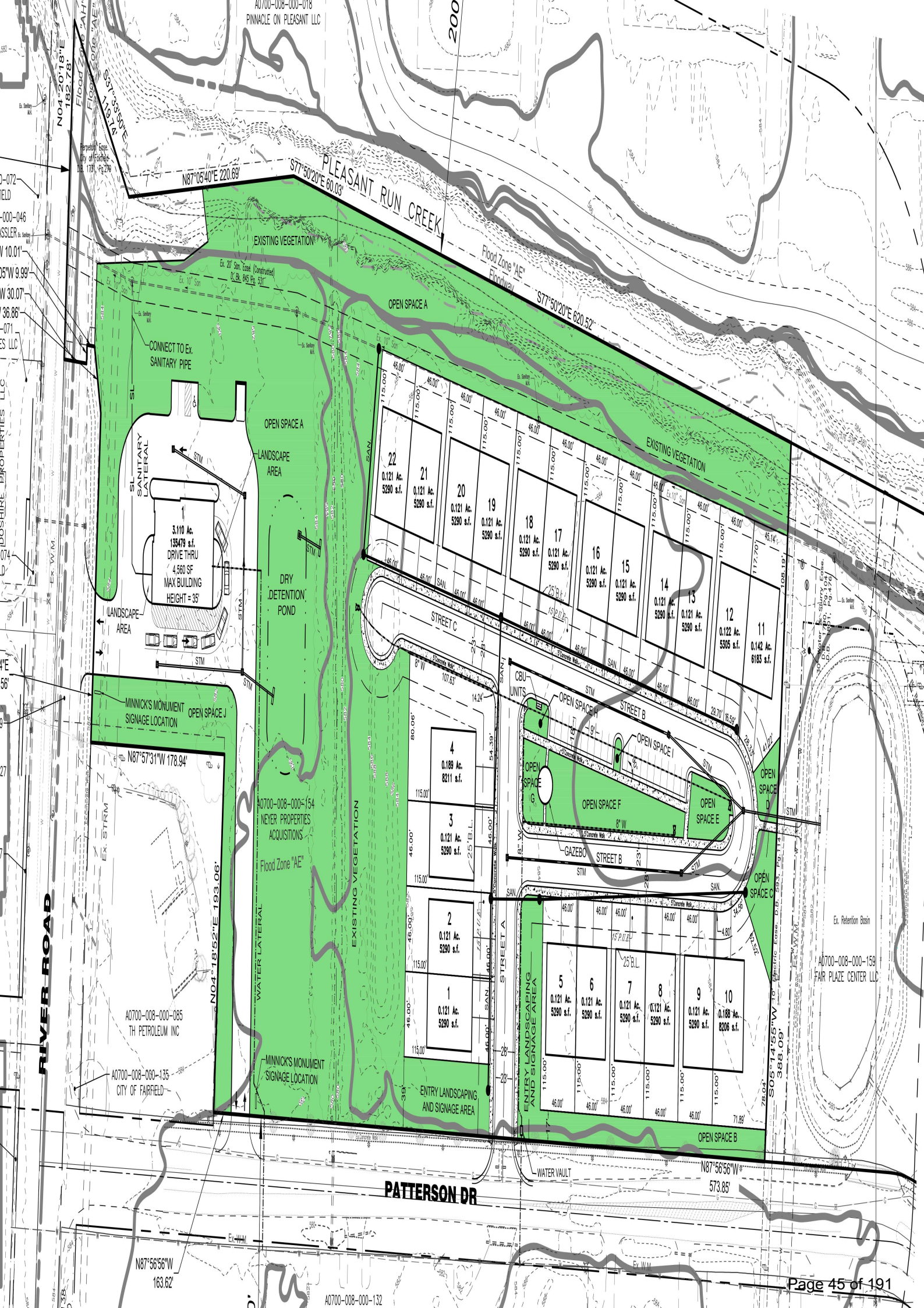
SCOTT  
WEBB  
ARCHITECT

103 West Walnut Street  
Cincinnati, Ohio 45206  
(513) 523-3838  
www.scottwebbarchitect.com

PROPOSED NEW DRIVE-THROUGH MARKET  
**Minnick's Drive Thru**  
 RIVER ROAD  
 FAIRFIELD, OHIO 45014

DATE	November 10, 2025
REVISIONS	

A-2



**RIVER ROAD**

**PATTERSON DR**

ORDINANCE NO. \_\_\_\_\_

ORDINANCE AMENDING ORDINANCE NO. 166-84, THE CODIFIED ORDINANCES OF FAIRFIELD, OHIO, SECTION 1130.01(B)(2), THE CITY OF FAIRFIELD, OHIO, ZONING MAP BY APPROVING THE REVISED CONCEPT AND FINAL DEVELOPMENT PLAN FOR THE PATTERSON PLACE PLANNED UNIT DEVELOPMENT.

BE IT ORDAINED by the Council of the City of Fairfield, Ohio, that:

Section 1. The official Zoning Map of the City of Fairfield, Ohio, which is incorporated into Ordinance No. 166-84, The Codified Ordinances of Fairfield, Ohio, Section 1130.01(B)(2), is hereby amended by changing the zoning classification of the 17-acre site located at the northeast corner of River Road and Patterson Drive from its present Planned Unit Development (PUD) classification by approving the revised concept and final development plans for the Patterson Place Planned Unit Development, a copy of which revised plan, including the written terms and conditions which constitute a material part thereof, is on file in the office of the Clerk of Council and which are incorporated herein by reference.

Section 2. The Director of Development Services is hereby directed to change the official Zoning Map of the City of Fairfield, Ohio in accordance with this ordinance.

Section 3. This ordinance shall take effect at the earliest period allowed by law.

Passed \_\_\_\_\_ Mayor's Approval \_\_\_\_\_

Posted \_\_\_\_\_

First Reading \_\_\_\_\_ Rules Suspended \_\_\_\_\_

Second Reading \_\_\_\_\_

Third Reading \_\_\_\_\_

ATTEST:

\_\_\_\_\_  
Clerk of Council

This is to certify that this Ordinance has been duly published by posting and summary publication as provided by Charter.

\_\_\_\_\_  
Clerk of Council



## DEPARTMENTAL CORRESPONDENCE

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To: Mayor Rhodus and City Councilmembers  
From: Scott Lepsky, Planning Commission Chairman  
Subject: Planning Commission Recommendation  
Date: 8/28/25

---

Please be advised that at the Planning Commission meeting held on Wednesday, December 10, 2025, the Planning Commission voted 5-2 to recommend approval of the concept and final development plans to revise the existing Patterson Place Planned Unit Development (PUD). The conditions of that approval are attached.

A handwritten signature in blue ink, appearing to read "Scott Lepsky", is written in a cursive style.

Scott Lepsky, Chairman  
Fairfield Planning Commission

cc: Scott Timmer, City Manager  
Alisha Wilson, Clerk of Council  
Steve Wolterman, Law Department

### **Minnick's Drive-Thru Concept and Final Development Plan**

1. The proceeding terms and conditions of approval shall be codified in a Development Agreement to be executed by the applicant, property owner, and the city.
2. Approval is for Minnick's Drive-Thru only, unless otherwise approved by the Planning Commission.
3. A lot split will be required to create the lot. A copy of the recorded document shall be submitted to the city prior to issuing a certificate of occupancy.
4. Right-of-way on River Road shall be dedicated so there is a total of 40 feet of right-of-way from the property line to the street center line. A copy of the recorded document shall be submitted to the city prior to issuing a certificate of occupancy.
5. Parking lot light poles shall not exceed 20 feet in height from grade.
6. Any rooftop mechanical units shall be screened from view on all sides of the building. Any ground mounted mechanical units shall be screened via landscaping. If mechanical units are located adjacent to the building, privacy fence or a wall that matches the materials located on the building is permitted.
7. All signage shall conform to the D-1 District sign requirements. A sign package shall be submitted to the city for review and approval.
8. Screening for the dumpster shall be constructed of the same brick and/or stone material used on the building.
9. A revised landscape plan in conformance with Sections 1132.01.J.9 (PUD) and 1132.04.G (Town Center Overlay) of the zoning code shall be submitted for review and approval by the Development Services Department prior to executing the Development Agreement. The landscape plan is to include a row of shrubs, 24 inches tall at the time of planting, planted every 3 feet to screen the pavement from River Road.
10. A minimum 25-foot-wide buffer and screening is required along the north and east property lines. The existing vegetation along the north and east property lines shall remain. Removal is permitted only if the vegetation is dead. If at any time the buffering and screening area along either property line decreases to less than 25 feet in width, the property owner shall plant additional trees to comply with Chapter 1152 (Landscaping and Buffering) of the zoning code.
11. If any trees are proposed to be removed from the site during construction, a tree preservation plan in accordance with Section 1152.09 of the zoning code shall be submitted for review and approval by the Development Services Department prior to obtaining site plan approval.
12. Outdoor storage, sales, and display shall be limited to a propane tank storage area and ice chest, which shall be located behind the building (east elevation).
13. There shall be no temporary or window signage permitted on site.

### **Residential Concept Development Plan**

1. The following condition shall be included in the development agreement for the Minnick's Drive-Thru Final Development Plan: The property owner and/or developer shall have 36 months from the start of the commercial project (defined as the date a commercial building permit is issued) to obtain all approvals and begin construction on the residential development. If after 36 months from the start of the commercial project the residential project has not commenced, the Developer will offer to sell the residential parcel to the City for one dollar (\$1.00) so that the City can pursue a residential development.
2. The development is required to follow the subdivision platting procedures located in the Planning and Zoning Code. The Final Development Plan shall also be the Preliminary Plat for the subdivision.
3. The entire development shall be maintained by a homeowner's association, including all privately-owned individual lots.
4. Homeowner's association bylaws shall include language limiting the renting of units.
5. The vegetation along the north property line shall remain. Removal is permitted only if the vegetation is dead.
6. Any signage shall conform to the D-1 District sign requirements. Signage shall be reviewed as part of the Final Development Plan application.
7. If any trees are proposed to be removed from the site during construction, a tree preservation plan in accordance with Section 1152.09 of the zoning code shall be submitted for review and approval by the Development Services Department prior to obtaining site plan approval.
8. On-street parking is not permitted on private streets.
9. A continuous buffer in accordance with Section 1152.04 of the zoning code shall be provided along the entire length of Patterson Drive between the right-of-way line and the rear property line of the two-family dwellings.
10. A landscape plan in conformance with Sections 1132.01.J.9 (PUD) and 1132.04.G (Town Center Overlay) of the zoning code shall be submitted with the Final Development Plan application.
11. A lighting plan in conformance with Chapter 1154 of the zoning code shall be submitted with the Final Development Plan application.
12. The front of the two-family dwellings shall be constructed with a combination of brick, stone or fiber cement siding. The buildings are to be designed so the garage door is not offset greater than 5' closer to the street than the dwelling area.
13. All utilities are to be located underground.

## **Amendment of Patterson Place Ordinance to Approve PUD**

The following language along with the conditions recommended by the Planning Commission shall be included in the Concept and Final Development Plans and Development Agreements for the Patterson Place Planned Unit Development:

*The property owner and/or developer shall have 18 months from the date a commercial building permit is issued for the commercial project to submit an application and supporting documentation to the Federal Emergency Management Agency (FEMA) that, upon FEMA approval, would permit construction of the residential project in the flood zone. If after 18 months from the issuance of a commercial building permit for the commercial project the property owner and/or developer has not submitted the required application and supporting documentation to FEMA as described above, the property owner will offer and agrees to sell the residential parcel to the City for one dollar (\$1.00) so that the City can pursue a residential development.*



**City Council Communication  
Regular Meeting - January 12, 2026**

Submitted by: Alisha Wilson, Clerk of Council  
Department: Clerk's Office

**Subject:**

Council Assignments and appointments dated January 1, 2026.

**Legislation Title:**

Simple Motion: Formal recognition and/or approval of Council assignments and appointments dated January 1, 2026.

**Recommendation:**

It is recommended that City Council recognize and approve the following Council appointments via simple motion of Council:

Vice Mayor - Tim Meyers  
Community & Public Relations - Matt Davidson  
Development Services - Gwen Brill  
Parks, Recreation & Environment - Adam Kraft  
Public Safety - Dale Paullus  
Public Utilities - Tim Meyers  
Public Works - Debbie Pennington  
Finance & Budget - Leslie Besl

Board of Zoning Appeals - Debbie Pennington  
Sustainability Commission - Gwen Brill  
Community Improvement Corp - Gwen Brill & Leslie Besl  
OKI - Dale Paullus  
OKI Alternate - Steve Miller  
Emergency Management Agency - Dale Paullus  
SELF Board - Tim Meyers  
Butler County Health Council - Leslie Besl

**Discussion:**

The attached assignments and appointments have been made by the Mayor and are recommended for approval.

**Financial Impact:**

None

**Emergency Provision:**

NA

**Rule Suspension Requested:**

NA

**ATTACHMENTS:**

None



**City Council Communication  
Regular Meeting - January 12, 2026**

Submitted by: Alisha Wilson, Clerk of Council  
Department: Clerk's Office

**Subject:**

Clerk Designee HB9/Sunshine Law Training

**Legislation Title:**

Simple Motion: Motion to appoint the Clerk of Council as designee for mandatory training required by House Bill 9, Ohio's Public Records Act.

**Recommendation:**

It is recommended that City Council, via simple motion, formally appoint the Clerk of Council as the Mayor and Council designee for the mandatory three hours of training required by House Bill 9.

**Discussion:**

House Bill 9, which became law on September 29, 2007, requires all elected officials or their appropriate designee to obtain three hours of public records training via a curriculum approved by the Ohio Attorney General during each term served in elected office. This mandate applies whether the official was appointed or elected to that office.

**Financial Impact:**

None.

**Emergency Provision:**

*NA*

**Rule Suspension Requested:**

NA

**ATTACHMENTS:**

None



**City Council Communication  
Regular Meeting - January 12, 2026**

Submitted by: John Clemmons, Law Director  
Department: Law Department

**Subject:**

Amended Employment Agreement for City Manager

**Legislation Title:**

Ordinance to authorize an amendment of the Employment Agreement for the City Manager and declaring an emergency.

- Legislation - First Reading
- Motion - Suspend Second and Third Readings
- Motion - Adoption

**Recommendation:**

It is recommended that City Council adopt an Ordinance authorizing an amendment to the Employment Agreement of the City Manager. An adjustment to the Manager's base pay will take effect as of his February 1, 2026 anniversary date as City Manager and the agreed 2025 incentive payment is included in the amendment.

**Discussion:**

The City Manager has served the City in his current capacity as City Manager since February 7, 2022. The Employment Agreement provides for an annual review of the Manager's performance; which has been accomplished. The City Council desires to provide an increase in annual compensation to the Manager and an incentive payment based upon his achievements and the successful performance of his job duties and assignments during calendar year 2025.

**Financial Impact:**

This amendment to the existing Employment Agreement of the City Manager authorizes an increase in the annual base salary of the City Manager and an incentive payment.

**Emergency Provision:**

*Yes, for the reason that the incentive payment be made immediately and the base pay increase can be incorporated into finance department payroll processing in a timely manner.*

**Rule Suspension Requested:**

Yes

**ATTACHMENTS:**

1. Amend City Managers Employment Agr-Ord

ORDINANCE NO. \_\_\_\_\_

ORDINANCE TO AUTHORIZE AN AMENDMENT TO THE EMPLOYMENT AGREEMENT FOR THE CITY MANAGER AND DECLARING AN EMERGENCY.

BE IT ORDAINED by the Council of the City of Fairfield, Ohio, that:

Section 1. The City of Fairfield City Council hereby authorizes and approves an Amendment to the Employment Agreement for the City Manager to provide an incentive payment for his achievements during calendar year 2025 and an increase in annual compensation commencing on or about the Manager’s anniversary date of February 1, 2026 in accordance with the amendment on file in the office of the City Manager and Clerk of Council.

Section 2. This Ordinance is hereby declared to be an emergency measure necessary for the urgent benefit and protection of the City and its inhabitants for the reason that the amendment be executed during calendar year 2025; wherefore, this ordinance shall take effect immediately upon its passage.

Passed	_____	_____
		Mayor’s Approval
Posted	_____	
First Reading	_____	Rules Suspended _____
Second Reading	_____	Emergency _____
Third Reading	_____	

ATTEST:

\_\_\_\_\_  
Clerk of Council

This is to certify that this Ordinance has been duly published by posting and summary publication as provided by Charter.

\_\_\_\_\_  
Clerk of Council



**City Council Communication**  
**Regular Meeting - January 12, 2026**

Submitted by: Nathaniel Kaelin, Economic Development Manager  
 Department: Development Services

**Subject:**

Fairfield Chamber of Commerce Contract 2026-27

**Legislation Title:**

Ordinance to authorize the City Manager to enter into a two (2) year professional services contract with the Fairfield Chamber of Commerce.

- Legislation - First Reading
- Motion - Suspend Second and Third Readings
- Motion - Adoption

**Recommendation:**

It is recommended that City Council waive the second and third readings and approve the ordinance.

**Discussion:**

This ordinance authorizes the City Manager to execute a Professional Services Contract with the Fairfield Chamber of Commerce. The contract is evaluated every two years and pertains to the City's sponsorship of the Chamber, including business retention services. The Fairfield Chamber is an important economic development partner with the City.

The proposed two-year contract would continue the City's Platinum Sustaining Sponsorship of the Fairfield Chamber for calendar years 2026 and 2027. The City would receive ongoing recognition for its sponsorship; complementary admissions to the Chamber Annual Meeting, Women Mean Business Gala, and Focus on Fairfield events; two complimentary registrations for Leadership Fairfield; and coordination of four annual business roundtables.

In addition, the Chamber would assist with important business retention assistance by conducting surveys of local businesses. Over the past 15 years, the Chamber has completed approximately 1,550 business retention surveys, mainly with small retail and commercial businesses. These surveys provide valuable insight into the needs and concerns of the business community.

**Financial Impact:**

The proposed contract would compensate the Chamber in an amount not to exceed \$40,000 (\$20,000 each year) for a two-year term in 2026-27.

**Emergency Provision:**

*No*

**Rule Suspension Requested:**

Yes

**ATTACHMENTS:**

1. 2026-27 Fairfield Chamber-City Contract
2. FF Chamber of Commerce-Ord

# PROFESSIONAL SERVICES CONTRACT

City of Fairfield & Fairfield Chamber of Commerce – 2026–2027

THIS CONTRACT is made and entered into by and between the **City of Fairfield**, an Ohio municipal corporation located at **5350 Pleasant Avenue, Fairfield, Ohio 45014** (hereinafter referred to as the “City”), and the **Fairfield Chamber of Commerce**, an Ohio non-profit corporation with an address of **700 Nilles Road, Fairfield, Ohio 45014** (hereinafter referred to as the “Chamber”).

---

## WHEREAS

- The City desires to enhance and promote its business environment to create economic development opportunities; and
  - The Chamber is a longstanding and recognized leader within the Fairfield business community; and
  - The City desires to engage the professional, non-competitive services of the Chamber to coordinate and implement the Platinum Sustaining Sponsorship Program and other business support activities.
- 

**NOW, THEREFORE, in consideration of the mutual promises and covenants herein contained, the parties agree as follows:**

---

## 1. SCOPE OF SERVICES

The Chamber shall, in a satisfactory and proper manner as determined by the City’s Director of Development Services, coordinate and implement the **Platinum Sustaining Sponsorship Program** and associated services as detailed in **Exhibit A**, attached and incorporated herein.

---

## 2. TERM

The services under this Contract will commence on **January 1, 2026** and shall expire on **December 31, 2027**, unless modified or terminated pursuant to Section 4.

---

### 3. COMPENSATION

The City agrees to compensate the Chamber for services provided pursuant to this Contract in an amount **not to exceed Forty Thousand Dollars (\$40,000)** for the full two-year term. Compensation shall be distributed as described in **Exhibit B – Budget** and paid upon submission of invoices and required quarterly reports.

---

### 4. TERMINATION

The City may terminate or modify this Contract immediately upon written notification to the Chamber. The City shall compensate the Chamber for all approved financial commitments made prior to termination.

---

### 5. ASSIGNMENT

This Agreement is not transferable or assignable without express written approval of the City.

---

### 6. NOTICES

All notices or communications required by the Contract shall be personally delivered or sent by U.S. Mail to the following addresses:

**To the City:**

City of Fairfield  
Development Services Department  
5350 Pleasant Avenue  
Fairfield, Ohio 45014

**To the Chamber:**

Fairfield Chamber of Commerce  
Attn: President  
700 Nilles Road  
Fairfield, Ohio 45014

---

## EXHIBIT A – SCOPE OF SERVICES

The Chamber agrees to coordinate and implement a **Platinum Sustaining Sponsorship Program** that includes the following:

### Recognition & Events

The City shall be prominently recognized as a Platinum Sustaining Sponsor of the Chamber. Recognition shall include acknowledgment at Chamber events, inclusion in Chamber publications, and placement on the Chamber website and e-bulletins.

The Chamber will coordinate and execute the following deliverables:

### Quarterly Business Roundtables

- The Chamber shall organize and host **four Business Roundtables** annually in partnership with the City.

### Chamber Annual Meeting – February

- The City shall receive **two (2) reserved tables of eight** and **Gold Level event recognition**.

### CareerFest – March

- The City shall receive **Supporting Level Event Sponsorship**, including:
  - Logo on promotional materials and student passports
  - **Unlimited participation space** for City departments (police, fire, parks, etc.)
  - One seat on the planning committee

### Women Mean Business Gala – June

- The Chamber will provide **eight (8) tickets** and recognize the City as a sustaining sponsor.

### Focus on Fairfield – October

- The Chamber shall organize and execute the Focus on Fairfield event, including assuming **all financial responsibility and risk**.
- The City shall receive:
  - **Presenting Sponsor** designation
  - **Three (3) tables of eight**
  - **Significant program time** to provide project and development updates

### Leadership Fairfield Program – September through May

- The City shall receive **two (2) enrollments** annually.
- The City shall provide programs at both Government and Economic Development sessions.

### Membership

- Membership in the Chamber is included for the contract term.
- 

### Business Retention

- The Chamber shall conduct **twelve (12) high-quality business retention surveys per quarter**, with guidance from the City regarding targeted businesses.
  - Quarterly written reports shall be submitted summarizing activities, findings, trends, recommendations, and follow-up needs.
- 

### Partnership Representation

The Chamber shall:

- Provide representatives to the Sustainability and Environmental Committees
- Participate in initiatives including the Fairfield Forward Update Advisory Committee and the Community Improvement Corporation
- Maintain a **statement of intent** that the City shall be represented on the Chamber Board of Directors

### EXHIBIT B – BUDGET & PAYMENT SCHEDULE

Compensation shall not exceed **\$40,000** over the two-year contract term and will be distributed as follows:

<b>Service Component</b>	<b>Annual Cost</b>	<b>Payment Schedule</b>
Platinum Sustaining Sponsorship	\$15,000	Annual invoicing
Business Retention Surveys	\$5,000	Quarterly upon report submission

**Total Annual Cost:** \$20,000

**Total Contract Amount (2-year term):** \$40,000

IN WITNESS WHEREOF, the City of Fairfield, Ohio, by Scott Timmer, its City Manager, and pursuant to Ordinance No. \_\_\_\_, has caused this instrument to be executed this \_\_\_\_ day of \_\_\_\_\_, 2026 and the Fairfield Chamber of Commerce by Peggy Emerson, its President, has caused this instrument to be executed this \_\_\_\_ day of \_\_\_\_\_, 2026.

**CITY OF FAIRFIELD, OHIO**

By: \_\_\_\_\_

**Scott Timmer, City Manager**

Witness: \_\_\_\_\_

Date: \_\_\_\_\_

**FAIRFIELD CHAMBER OF COMMERCE**

By: \_\_\_\_\_

**Peggy Emerson, President & CEO**

Witness: \_\_\_\_\_

Date: \_\_\_\_\_

Approved as to form:

By: \_\_\_\_\_

Steve Wolterman

Fairfield City Law Director

Approved as to content:

By: \_\_\_\_\_

Greg Kathman

Development Services Director

ORDINANCE NO. \_\_\_\_\_

ORDINANCE TO AUTHORIZE THE CITY MANAGER TO ENTER INTO A TWO (2) YEAR PROFESSIONAL SERVICES CONTRACT WITH THE FAIRFIELD CHAMBER OF COMMERCE.

BE IT ORDAINED by the Council of the City of Fairfield, Ohio, that:

Section 1. The City Manager is hereby authorized to enter into a two (2) year professional services contract with the Fairfield Chamber of Commerce in accordance with the contract on file in the office of the City Manager.

Section 2. This Ordinance shall take effect at the earliest period allowed by law.

Passed \_\_\_\_\_

\_\_\_\_\_  
Mayor's Approval

Posted \_\_\_\_\_

First Reading \_\_\_\_\_

Rules Suspended \_\_\_\_\_

Second Reading \_\_\_\_\_

Third Reading \_\_\_\_\_

ATTEST:

\_\_\_\_\_  
Clerk of Council

This is to certify that this Ordinance has been duly published by posting and summary publication as provided by Charter.

—

\_\_\_\_\_  
Clerk of Council



**City Council Communication**  
**Regular Meeting - January 12, 2026**

Submitted by: Nathaniel Kaelin, Economic Development Manager  
 Department: Development Services

**Subject:**

Residential Economic Development District (REDD) Grant

**Legislation Title:**

Ordinance to authorize the City Manager to submit an application and accept a grant from the Ohio Department of Development's Residential Economic Development District (REDD) Grants Program and declaring an emergency.

- Legislation - First Reading
- Motion - Suspend Second and Third Readings
- Motion - Adoption

**Recommendation:**

It is recommended that City Council waive the second and third readings and approve the ordinance as emergency.

**Discussion:**

The Residential Economic Development District (REDD) Grants Program, passed by the Ohio General Assembly in the state's biennium budget bill, awards grants to support the creation of workforce housing near major economic development projects across the state. As several qualifying major economic development projects—defined as projects creating 700 new jobs or \$700 million in investment—are located within 20 miles of Fairfield, projects located in the city qualify. Eligible projects must meet the definition as a major workforce project by creating at least 100 new units of housing.

Administered by the Ohio Department of Development (ODOD), the REDD Program will provide \$10 million statewide for projects in the current state fiscal year. Applications must be submitted to ODOD no later than January 16, 2025. Municipal corporations are eligible to apply in collaboration with a housing developer.

Staff is proposing to submit an application for \$450,000 to support the proposed public roadway improvements to John Gray Road at Pleasant Avenue. These improvements were identified by the traffic study and community input received during review of the adjacent 104-unit condominium development proposed by Schnicke Development Group.

**Financial Impact:**

There are no costs associated with submission of the application. If approved, the grant would provide \$450,000 in external funding to improve local roadways.

**Emergency Provision:**

*Yes, emergency approval is requested in order to meet the grant application deadline.*

**Rule Suspension Requested:**

Yes.

**ATTACHMENTS:**

1. REDD\_Grant\_Guidelines
2. REDD Grants Program-Ord



# Residential Economic Development District Grants Program

## Fiscal Year (FY) 2026 Guidelines

The Residential Economic Development District Grants (REDD) Program provides funding for counties, townships, and municipal corporations located within 20 miles of a “major economic development project” as defined in Ohio Revised Code (O.R.C.) 122.636.

### Availability of Funding

Approximately \$10 million will be available for the REDD Program. The application for FY 2026 will open on **Dec. 16, 2025.**

Awards will be determined based on the scoring metrics provided in the Application Evaluation Criteria section and Development reserves the right to consider total geographic distribution of resources across Ohio when making awards. Total project awards are determined at Development’s discretion with the Director having the authority to reject any application or decide not to award any application if it is believed not to be in the best interest of the state.

The minimum grant amount is \$250,000 and the maximum grant amount is \$2.5 million.

### Grant Period

Fiscal Year (FY) 2026: **Feb. 1, 2026 – Jan. 31, 2027**

### Eligible Applicants

A county, township, or municipal corporation that is fully or partially located within a residential economic development district. The applying entity may submit their application independently or in collaboration with a housing developer, port authority, council of government, regional planning commission, or one or more other counties, townships, or municipal corporations.

### Definitions

Major Economic Development Project – a project in Ohio that is reasonably expected to create, retain, and attract jobs or otherwise improve the economic well-being of the area surrounding the project site, which meets either standard below:

- The project is reasonably expected to create at least seven hundred (700) new, permanent jobs, or
- At least \$700 million in private investments are committed to establish, expand, renovate, or occupy a facility as part of a single project at a designated project site, including investment in new buildings, additions or improvement to existing buildings, machinery, equipment, furniture, fixtures, and inventory

Major Workforce Housing Project – a project that reserves at least one hundred (100) units, designed for residential occupancy by at least one hundred (100) individuals or families living independently from each other.

Residential Economic Development District – refers to all parcels of land within a twenty-mile radius of a major economic development project.

Pro-Housing Development – the promotion of housing production by streamlining approval processes, reducing costs, and removing regulatory barriers. Examples include, but are not limited to:

- Increasing the rate at which permits for housing are reviewed.
- Expediting the review of permits for a diverse range of housing developers.
- Subsidizing or decreasing costs related to water or sewer connections and extensions for major workforce housing projects.
- Acquiring or readying sites that are ready to be financed and built upon by developers.
- Reducing or eliminating impact, inspections, and plan review fees for housing developers.
- Adopting a zoning plan that includes promoting higher density, smaller lot size, and minimum setback requirements.
- Developing a comprehensive plan that promotes diverse residential development options.
- Having no or minimal parking requirements for developments that include residential units.
- Conducting a traffic study, improving water or sewer infrastructure, improving roads, or permitting both rigid and flexible paving types.
- Developing partnerships to expand the provision of sewer and water services to new areas.
- Promoting the use of non-traditional building structures such as modular or manufactured homes.

Imminent Plans – refers to the timeline associated with approving a pro-housing development policy or a major workforce housing plan that has been officially approved but not yet enacted.

- There will be a 90-day deadline imposed on receiving the verification of the enactment from the date of the application submission.
- The applicant must demonstrate that they have appropriation/spending authority and must provide a passed resolution or other official action of a municipality.

## Eligible Costs

- Administrative costs, which shall not exceed 10% of the total request. For purposes of this program, “administrative” means activities such as:
  - Salaries and benefits of employees working on the grant.
  - Legal services related to the grant.
  - Accounting services related to the grant.

- Audit services related to the grant.
- Rent or purchase of office equipment required to administer grant.
- Providing capital for housing development through grants or loans.
- Ready sites for development.
- Providing financial assistance for housing-related infrastructure projects including road improvements and water or sewer connections.
- Addressing additional service or public safety needs due to increases in population.

## Ineligible Costs

- Administrative costs related to application preparation.
- Costs incurred outside of the executed grant agreement dates.

## Application Evaluation Criteria

The application shall, at a minimum, include documentation or other evidence that proves, to the satisfaction of the department, that the applicant has done or has imminent plans to do both of the following within the district:

- Adopt and implement pro-housing development policies.
- Approve a major workforce development project.

Each application will be reviewed based on information received and will be screened for completeness and eligibility. A scoring metric will be applied, with more points awarded to projects that:

- Have more units per acre, starting with two units per acre.
- Reduce or have smaller lot sizes, starting with an average of 7,500 square feet.
- Reduce or have smaller setback requirements, starting with six feet.
- Reduce or have lesser open space requirements, starting with 25% of gross acreage.
- Lower or eliminate fees for the inspection, plan, impact, or water and sewer tap fee reductions.
- Use both rigid and flexible pavement types.
- Use the grant funds to conduct traffic studies and thoroughfare plans or can demonstrate success in previously completing such studies or plans for a major workforce housing project.
- Use the grant funds to complete sanitary sewer or water extensions as related to a major workforce housing project.
- Adopt more pro-housing development policies – both in quantity and impact.

*\*Pending final enactment of House Bill 434.*

Submission of an application does **not** ensure the applicant will be awarded funds.

## Application Process

The application rounds will occur every 30 calendar days and, once reviewed and scored, those selected will be announced. This application cycle will continue until all funding has been depleted. Awards will be determined based on the scoring metrics provided in the Application Evaluation Criteria section.

Applications may not be modified once submitted. If an application is submitted after a 30-day review cycle, it will be held until the next cycle's reviewing and scoring period. If all FY2026 funding has been awarded, any applicant not selected is eligible to apply for FY2027 funding, once made available.

To access the application, individuals will be required to log in using an existing OHID or create a new OHID, which provides users with secure access to state of Ohio services and programs. For more information on creating an OHID, please click [here](#). An Ohio Supplier ID is required for disbursement of the grant funds. If the eligible applicant does not currently have an Ohio Supplier ID, the entity will be required to register for an Ohio Supplier ID at [OhioPays.ohio.gov](https://ohiopays.ohio.gov).

*Please note that Chrome is the preferred web browser when making the online application submission.*

Eligible applicants will be required to provide the following on each application:

- Federal Employer Identification Number (FEIN)
- Applicant's contact information (indicate a primary contact)
- Office address
- Applying Entity
- Total project costs
- Total requested amount
- Supporting Documentation
- Certification that the applicant has the legal authority to submit the application

## Grant Agreement

To the extent the awarded applicant is found to be non-compliant with the terms and conditions of the executed agreement, Development may exercise any and all remedial actions available to it, including reallocating project funds to other eligible applicants.

## Reimbursement Requests

Upon execution of a grant agreement, Development will provide access to a disbursement request portal. Applicants will only be able to receive reimbursements once a valid Ohio Supplier ID matching the FEIN/SSN provided in the application has been obtained and is verified by Development.

Applicants may submit one reimbursement request per month through the *Reimbursement Request Tool* for the Residential Economic Development District grant. Reimbursements will only be granted for eligible activities, as verified by Development staff. Failure to comply with this provision and the grant agreement, or all applicable laws, may result in delayed payments or the suspension of the applicable award. Supporting documentation must be provided to receive a reimbursement of funds. Supporting documentation may include contracts, invoices, timesheets, etc. Development may request additional documentation in support of the reasonable and necessary costs.

Please ensure all submitted invoices are dated.

## Reporting

If awarded, grantees must submit quarterly progress reports and a final performance report. Quarterly reports are due 15 calendar days after the end of the previous quarter. Final performance reports are due 60 days after the work completion deadline for the grant, indicated in the grant agreement.

Grants will run on the following schedule:

**Quarter 1:** Feb. 1 – Apr. 30, 2026

**Report due:** May 15, 2026

**Quarter 2:** May 1 – July 31, 2026

**Report due:** Aug. 15, 2026

**Quarter 3:** Aug. 1 – Oct. 31, 2026

**Report due:** Nov. 15, 2026

**Quarter 4:** Nov. 1, 2026 – Jan. 31, 2027

**Final Report due:** Mar. 31, 2027

ORDINANCE NO. \_\_\_\_\_

ORDINANCE TO AUTHORIZE THE CITY MANAGER TO SUBMIT AN APPLICATION AND ACCEPT A GRANT FROM THE OHIO DEPARTMENT OF DEVELOPMENT'S RESIDENTIAL ECONOMIC DEVELOPMENT DISTRICT (REDD) GRANTS PROGRAM AND DECLARING AN EMERGENCY.

BE IT ORDAINED by the Council of the City of Fairfield, Ohio, that:

Section 1. The City Manager is hereby authorized to submit an application and accept a grant from the Ohio Department of Development's Residential Economic Development District (REDD) Grants Program in accordance with the application on file in the office of the City Manager.

Section 2. This Ordinance is hereby declared to be an emergency measure necessary for the urgent benefit and protection of the City and its inhabitants for the reason that the City meet the grant application deadline; wherefore, this ordinance shall take effect immediately upon its passage.

Passed	_____	_____
	-	-
		Mayor's Approval
Posted	_____	
	-	
First Reading	_____	Rules Suspended _____
	-	-
Second Reading	_____	Emergency _____
	-	-
Third Reading	_____	
	-	

ATTEST:

\_\_\_\_\_  
Clerk of Council

This is to certify that this Ordinance has been duly published by posting and summary publication as provided by Charter.

---

Clerk of Council

Active Clients\City of Fairfield\Ordinances\2026\REDD Grants Program-Ord



**City Council Communication  
Regular Meeting - January 12, 2026**

Submitted by: Nathaniel Kaelin, Economic Development Manager  
Department: Development Services

**Subject:**

West Chester Township JEDD Board Appointment

**Legislation Title:**

Resolution appointing Economic Development Manager Nathaniel Kaelin to the West Chester Township Joint Economic Development District Board of Directors.

- Legislation - First Reading
- Motion - Suspend Second and Third Readings
- Motion - Adoption

**Recommendation:**

It is recommended that City Council appoint Economic Development Manager Nathaniel Kaelin to the Board of Directors of the West Chester Township JEDD-1.

**Discussion:**

The City of Fairfield entered into a Joint Economic Development District (JEDD) contract with West Chester Township and the City of Springdale in 2009. As per the contract and per the Ohio Revised Code, the City of Fairfield is entitled to appoint one person to serve on the JEDD Board of Directors.

Nathaniel Kaelin was appointed to the JEDD Board by City Council in 2024 to fulfill the final two years of a four-year term vacated by Development Services Director Greg Kathman. Greg had served eight years and was no longer eligible to serve. The new term will be for four years (2026-2029).

**Financial Impact:**

There is no financial impact related to this appointment.

**Emergency Provision:**

*No*

**Rule Suspension Requested:**

Yes

**ATTACHMENTS:**

1. N. Kaelin-WC Twp JEDD-Res

RESOLUTION NO. \_\_\_\_\_

RESOLUTION APPOINTING ECONOMIC  
DEVELOPMENT MANAGER NATHANIEL KALIN TO  
THE WEST CHESTER TOWNSHIP JOINT ECONOMIC  
DEVELOPMENT DISTRICT BOARD OF DIRECTORS.

BE IT RESOLVED by the Council of the City of Fairfield, Ohio, that:

Section 1. The Fairfield City Council appoints Economic Development Manager Nathaniel Kaelin as its representative to the West Chester Township Joint Economic Development District Board of Directors.

Section 2. This Resolution shall take effect at the earliest period allowed by law.

Passed \_\_\_\_\_

—

—

Mayor's Approval

Posted \_\_\_\_\_

—

First Reading \_\_\_\_\_

—

Rules Suspended \_\_\_\_\_

—

Second Reading \_\_\_\_\_

Third Reading \_\_\_\_\_

ATTEST:

\_\_\_\_\_

—  
Clerk of Council

This is to certify that this Resolution has been duly published by posting and summary publication as provided by Charter.

Clerk of Council





**City Council Communication**  
**Regular Meeting - January 12, 2026**

Submitted by: Nathaniel Kaelin, Economic Development Manager  
 Department: Development Services

**Subject:**

Community Improvement Corporation (CIC) Board Appointments

**Legislation Title:**

Resolution appointing James Mitchell and Peggy Jo Emerson to the board of the Fairfield Community Improvement Corporation.

- Legislation - First Reading
- Motion - Suspend Second and Third Readings
- Motion - Adoption

**Recommendation:**

It is recommended that City Council appoint James Mitchell and Peggy Jo Emerson to the board of the Fairfield Community Improvement Corporation.

**Discussion:**

The Fairfield CIC Code of Regulations (“bylaws”) establishes a board structure with seven directors. Five of the seven seats are designated for elected officials (Mayor and City Council Liaisons for Development Services and Finance) and city staff (City Manager and Finance Director). The remaining two seats are designated for two individuals from the Fairfield business community, including those representing the city’s largest employers; working in real estate, finance, development, or related fields; or representing the Fairfield Chamber of Commerce.

City Council appointed James (“Jim”) Mitchell and Peggy Emerson for the business community representative seats in 2023. Jim is a Fairfield resident and business owner, with extensive experience in commercial construction and development. Peggy is the President of the Fairfield Chamber. The bylaws establish three-year terms, meaning that Jim and Peggy’s initial terms have ended and both require reappointment to continue serving. Jim and Peggy have each indicated interest in continuing to serve on the CIC board.

**Financial Impact:**

There is no financial impact related to this appointment.

**Emergency Provision:**

*No*

**Rule Suspension Requested:**

Yes

**ATTACHMENTS:**

1. J. Mitchell P. Emerson-Fairfield CIC-Res

RESOLUTION NO. \_\_\_\_\_

RESOLUTION APPOINTING JAMES MITCHELL AND  
PEGGY JO EMERSON TO THE BOARD OF THE  
FAIRFIELD COMMUNITY IMPROVEMENT  
CORPORATION.

BE IT RESOLVED by the Council of the City of Fairfield, Ohio, that:

Section 1. The Fairfield City Council appoints James Mitchell and Peggy Jo Emerson to the Board of the Fairfield Community Improvement Corporation.

Section 2. This Resolution shall take effect at the earliest period allowed by law.

Passed \_\_\_\_\_  
- \_\_\_\_\_  
Mayor's Approval

Posted \_\_\_\_\_  
-

First Reading \_\_\_\_\_ Rules Suspended \_\_\_\_\_  
- -

Second Reading \_\_\_\_\_

Third Reading \_\_\_\_\_

ATTEST:

\_\_\_\_\_  
-  
Clerk of Council

This is to certify that this Resolution has been duly published by posting and summary publication as provided by Charter.

Clerk of Council





**City Council Communication  
Regular Meeting - January 12, 2026**

Submitted by: Alisha Wilson, Clerk of Council  
Department: Clerk's Office

**Subject:**

Wawa 7208 Liquor Permit

**Legislation Title:**

Simple Motion: Motion to not request a hearing regarding a liquor permit application in the name of Wawa Midwest LLC dba Wawa 7208, 7075 Dixie Highway, Fairfield, OH 45014 (Permit Class C1).

**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 Wawa Midwest LLC dba Wawa 7208, 7075 Dixie Highway, Fairfield, OH 45014 (Permit Class C1).

**Discussion:**

The City of Fairfield is in receipt of an application from the Ohio Division of Liquor Control for a C1 permit for the above liquor permit applicant. Background checks from the Building and Zoning Division and Police Department are attached for Council and staff's review.

**Financial Impact:**

None

**Emergency Provision:**

NA

**Rule Suspension Requested:**

NA

**ATTACHMENTS:**

1. Wawa.LiquorPermit

**DEPARTMENTAL  
CORRESPONDENCE**



TO: Steve Maynard, Police Chief  
Greg Kathman, Development Services Director  
FROM: Alisha Wilson, Clerk of Council

DATE: December 15, 2025

**SUBJECT: REQUEST FOR BACKGROUND CHECK – LIQUOR PERMIT**

Attached is a liquor permit application in the name of Wawa Midwest LLC, Wawa 7208, 7075 Dixie Highway, Fairfield, OH 45014 (Permit Classes: C1).

Please complete the necessary background check and submit your findings to me **no later than 11:00 AM on Monday, January 5** for the item to be added to Council's Regular Meeting agenda of Monday, January 12, 2026. If you are unable to meet this deadline, please let me know as soon as possible so I can request an extension.

Thank you for your assistance.

c: Scott Timmer, City Manager  
File



FAIRFIELD CITY COUNCIL
ATTN CLERK
5350 PLEASANT AVE
FAIRFIELD OH 45014

NOTICE TO LEGISLATIVE AUTHORITY

TO

Form with fields: PERMIT NUMBER (09442277-14), TYPE (NEW), ISSUE DATE, FILING DATE (11/27/2024), PERMIT CLASSES (C-1), TAX DISTRICT (09011), RECEIPT NO (JUN). TO: WAWA MIDWEST LLC, WAWA 7208, 7075 DIXIE HWY, FAIRFIELD OH 45014. Muni/Village/Twp: Fairfield.

FROM 12/12/2025

Form with fields: PERMIT NUMBER, TYPE, ISSUE DATE, FILING DATE, PERMIT CLASSES, TAX DISTRICT, RECEIPT NO.

MAILED 12/12/2025

RESPONSES MUST BE POSTMARKED NO LATER THAN 01/12/2026

IMPORTANT NOTICE

PLEASE COMPLETE AND RETURN THIS FORM TO THE DIVISION OF LIQUOR CONTROL WHETHER OR NOT THERE IS A REQUEST FOR A HEARING.

REFER TO THIS NUMBER IN ALL INQUIRIES: JUN NEW 09442277-14 (TRANSACTION & NUMBER)

(MUST MARK ONE OF THE FOLLOWING)

WE REQUEST A HEARING ON THE ADVISABILITY OF ISSUING THE PERMIT AND REQUEST THAT THE HEARING BE HELD [ ] IN OUR COUNTY SEAT [ ] IN COLUMBUS

WE DO NOT REQUEST A HEARING [ ]

DID YOU MARK A BOX? IF NOT, THIS WILL BE CONSIDERED A LATE RESPONSE.

PLEASE SIGN BELOW AND MARK THE APPROPRIATE BOX INDICATING YOUR TITLE:

Signature line with fields: (Signature), (Title) - [ ] Clerk of County Commissioner, [ ] Clerk of City Council, [ ] Township Fiscal Officer, (Date), (Printed Name), (Email Address), (Telephone No.)



**Department of  
Commerce**

Division of Liquor Control

[com.ohio.gov](http://com.ohio.gov)

Mike DeWine, Governor Jim Tressel, Lt. Governor Sherry Maxfield, Director

Dear Local Legislative Authority Official:

Please find enclosed the legislative notice that is being sent to you regarding the applied for liquor permit as captioned on the notice. You **must**, within 30 days from the "mailed" date listed on the notice under the bar code:

- Notify the Division whether you object and want a hearing; or
- Ask for your one-time only, 30-day extension. o Any requests for a one-time, 30-day extension will be reviewed by the Division upon timely receipt. If granted, your additional 30-days runs from the expiration of the original 30-day period.

To be considered **timely**, your above response **MUST** be faxed, emailed, or mailed to the Division no later than the postmark deadline date stated on the form. To speed up processing times and reduce paper, the Division respectfully asks that you either fax or email your response. Please send your response to:

**FAX:** (614) 644 – 3166

**EMAIL:** [Liquordocs@com.ohio.gov](mailto:Liquordocs@com.ohio.gov)

**MAIL:** Ohio Division of Liquor Control  
Attn: Licensing Unit  
6606 Tussing Road  
PO Box 4005  
Reynoldsburg, Ohio 43068-9005

To find out who has disclosed an ownership interest in the permit application to us you can:

- Visit [com.ohio.gov/liquorinfo](http://com.ohio.gov/liquorinfo). Select the "Search who has disclosed an ownership interest" tab. Where asked, enter the permit number listed on the legislative notice; or
- Contact your police department or county sheriff (if you are a township fiscal officer or county clerk). We also sent them detailed ownership information to review for any criminal background issues involving the disclosed persons.

We have resources for you at [com.ohio.gov/govhelp](http://com.ohio.gov/govhelp). Never miss out on when renewal objections are due! Sign-up for our emails at [com.ohio.gov/stayinformed](http://com.ohio.gov/stayinformed).

Thank you in advance for your cooperation,

Division Licensing Section

(rev. 2.12.25)

# FAIRFIELD

O H I O

## DEPARTMENTAL CORRESPONDENCE

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Date: 12/22/25

To: Alisha Wilson, Clerk of Council

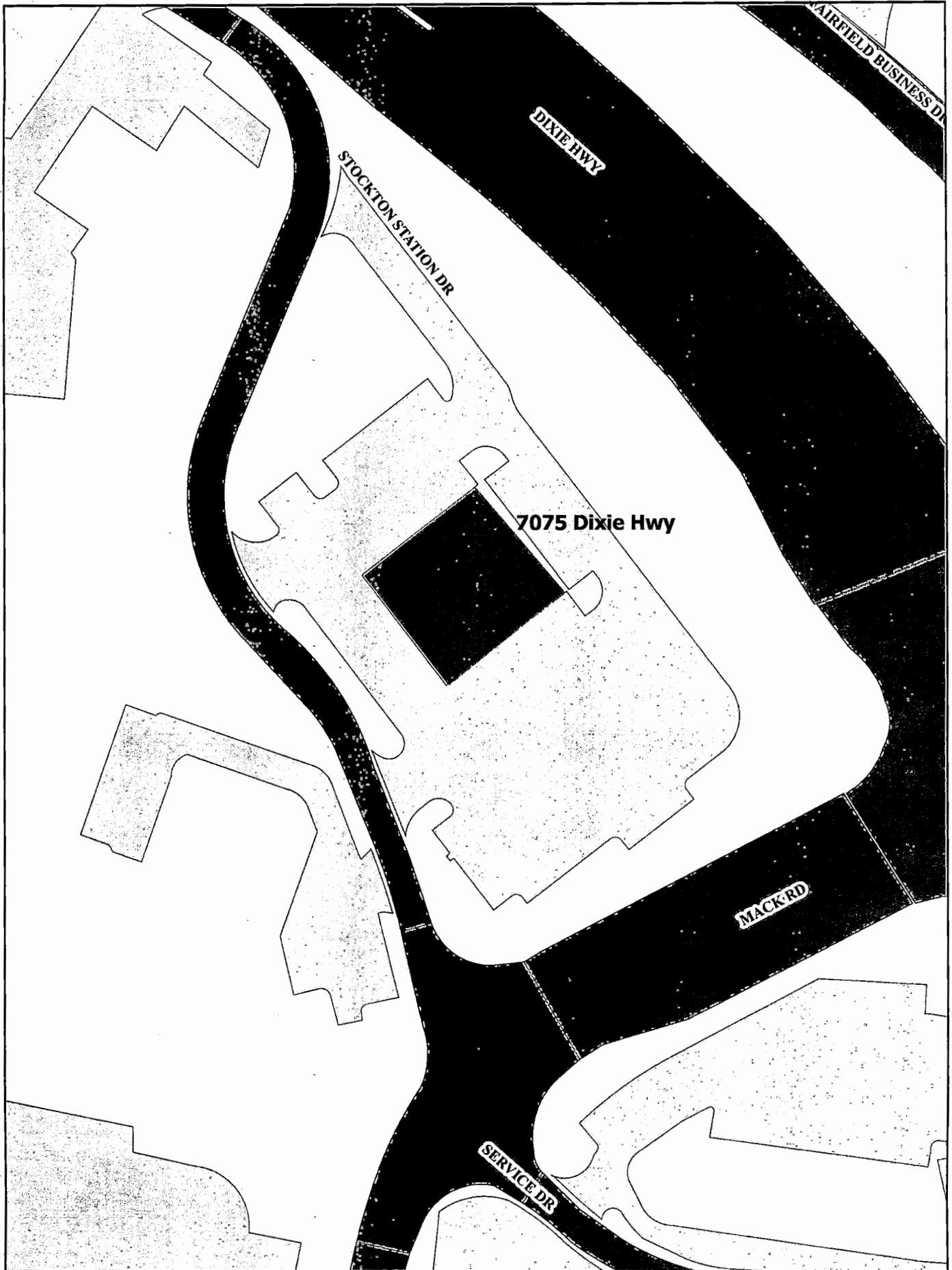
From: Greg Kathman, Development Services Director *GK*

Subject: Liquor Permit Application

---

The business that will be located at 7075 Dixie Highway, in name Wawa Midwest LLC, dba Wawa 7208 is in the C-3, General Business District and is a permitted use as a gas station and convenience store.

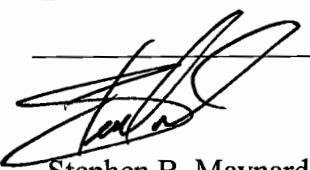
# 7075 DIXIE HWY



NAME OF ESTABLISHMENT WAWA Midwestl LLC  
 ADDRESS 7075 Dixie Highway  
Fairfield, OH 45014

- |   | YES                      | NO                                  |
|---|--------------------------|-------------------------------------|
| 1. Is there a conviction record of the applicant, any partner, member, officer director, manager or any shareholder owning 5% or more of the capital stock, for felonies or other crimes relating to his ability to operate a liquor establishment?                         | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 2. Is there a prior unfavorable enforcement record of applicant and/or operation in disregard for laws, regulations or local ordinances?  | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 3. Is there misrepresentation of material fact by applicant in making application to the Department?  | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 4. Is there an inability of law enforcement authorities and of authorized agents of the Department to gain ready entrance to the permit premise; or location of permit premise at such distance from the road or street as to be isolated from police or other observation? | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 5. Will the place substantially and adversely interfere with the public decency, sobriety, peace, or good order of the neighborhood in which it is located?   | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 6. Will the place substantially and adversely interfere with the normal orderly conduct of a church, library, public playground, school or township park?   | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 7. Will the granting or transferring of a permit substantially interfere with the morals, safety, or welfare of the public?   | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 8. Will there be adverse effects of saturation of the area in relation to the number of existing permits, and will there be any adverse conditions in the area?   | <input type="checkbox"/> | <input checked="" type="checkbox"/> |

REMARKS:  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_



Stephen B. Maynard  
 Chief of Police

HEARING REQUESTED: Yes  No

Date: December 17, 2025



**City Council Communication  
Regular Meeting - January 12, 2026**

Submitted by: Alisha Wilson, Clerk of Council  
Department: Clerk's Office

**Subject:**

QuikTrip 7091 Liquor Permit

**Legislation Title:**

Simple Motion: Motion to not request a hearing regarding a liquor permit application in the name of QuikTrip Corp, QuikTrip 7091, 7330 Dixie Highway, Fairfield, OH 45014 (Permit Class C2 & 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 QuikTrip Corp, QuikTrip 7091, 7330 Dixie Highway, Fairfield, OH 45014 (Permit Class C2 & D6).

**Discussion:**

The City of Fairfield is in receipt of an application from the Ohio Division of Liquor Control for a C2 & D6 permit for the above liquor permit applicant. Background checks from the Building and Zoning Division and Police Department are attached for Council and staff's review.

**Financial Impact:**

None

**Emergency Provision:**

NA

**Rule Suspension Requested:**

NA

**ATTACHMENTS:**

1. QuikTrip.LiquorPermit

**DEPARTMENTAL  
CORRESPONDENCE**



TO: Steve Maynard, Police Chief  
Greg Kathman, Development Services Director  
FROM: Alisha Wilson, Clerk of Council

DATE: December 15, 2025

**SUBJECT: REQUEST FOR BACKGROUND CHECK – LIQUOR PERMIT**

Attached is a liquor permit application in the name of QuikTrip Corp, QuikTrip 7091, 7330 Dixie Highway, Fairfield, OH 45014 (Permit Classes: C2 & D6).

Please complete the necessary background check and submit your findings to me **no later than 11:00 AM on Monday, January 5** for the item to be added to Council's Regular Meeting agenda of Monday, January 12, 2026. If you are unable to meet this deadline, please let me know as soon as possible so I can request an extension.

Thank you for your assistance.

c: Scott Timmer, City Manager  
File



FAIRFIELD CITY COUNCIL
ATTN CLERK
5350 PLEASANT AVE
FAIRFIELD OH 45014

NOTICE TO LEGISLATIVE AUTHORITY

TO

Form with fields: PERMIT NUMBER (07128480-9), TYPE (NEW), ISSUE DATE, FILING DATE (3/10/2025), PERMIT CLASSES (C-2 D-6), TAX DISTRICT (09011), RECEIPT NO (JUN), and recipient address (QUIKTRIP CORP, 7330 DIXIE HWY, FAIRFIELD OH 45014).

FROM 12/12/2025

Form with fields: PERMIT NUMBER, TYPE, ISSUE DATE, FILING DATE, PERMIT CLASSES, TAX DISTRICT, RECEIPT NO.

MAILED 12/12/2025

RESPONSES MUST BE POSTMARKED NO LATER THAN 01/12/2026

IMPORTANT NOTICE

PLEASE COMPLETE AND RETURN THIS FORM TO THE DIVISION OF LIQUOR CONTROL WHETHER OR NOT THERE IS A REQUEST FOR A HEARING.

REFER TO THIS NUMBER IN ALL INQUIRIES: JUN NEW 07128480-9 (TRANSACTION & NUMBER)

(MUST MARK ONE OF THE FOLLOWING)

WE REQUEST A HEARING ON THE ADVISABILITY OF ISSUING THE PERMIT AND REQUEST THAT THE HEARING BE HELD [ ] IN OUR COUNTY SEAT [ ] IN COLUMBUS

WE DO NOT REQUEST A HEARING [ ]

DID YOU MARK A BOX? IF NOT, THIS WILL BE CONSIDERED A LATE RESPONSE.

PLEASE SIGN BELOW AND MARK THE APPROPRIATE BOX INDICATING YOUR TITLE:

Signature and Title fields with options: Clerk of County Commissioner, Clerk of City Council, Township Fiscal Officer. Includes fields for (Printed Name), (Email Address), and (Telephone No.).



**Department of  
Commerce**

Division of Liquor Control

[com.ohio.gov](http://com.ohio.gov)

Mike DeWine, Governor Jim Tressel, Lt. Governor Sherry Maxfield, Director

Dear Local Legislative Authority Official:

Please find enclosed the legislative notice that is being sent to you regarding the applied for liquor permit as captioned on the notice. You **must**, within 30 days from the "mailed" date listed on the notice under the bar code:

- Notify the Division whether you object and want a hearing; or
- Ask for your one-time only, 30-day extension. o Any requests for a one-time, 30-day extension will be reviewed by the Division upon timely receipt. If granted, your additional 30-days runs from the expiration of the original 30-day period.

To be considered **timely**, your above response **MUST** be faxed, emailed, or mailed to the Division no later than the postmark deadline date stated on the form. To speed up processing times and reduce paper, the Division respectfully asks that you either fax or email your response. Please send your response to:

**FAX:** (614) 644 – 3166

**EMAIL:** [Liquordocs@com.ohio.gov](mailto:Liquordocs@com.ohio.gov)

**MAIL:** Ohio Division of Liquor Control  
Attn: Licensing Unit  
6606 Tussing Road  
PO Box 4005  
Reynoldsburg, Ohio 43068-9005

To find out who has disclosed an ownership interest in the permit application to us you can:

- Visit [com.ohio.gov/liquorinfo](http://com.ohio.gov/liquorinfo). Select the "Search who has disclosed an ownership interest" tab. Where asked, enter the permit number listed on the legislative notice; or
- Contact your police department or county sheriff (if you are a township fiscal officer or county clerk). We also sent them detailed ownership information to review for any criminal background issues involving the disclosed persons.

We have resources for you at [com.ohio.gov/govhelp](http://com.ohio.gov/govhelp). Never miss out on when renewal objections are due! Sign-up for our emails at [com.ohio.gov/stayinformed](http://com.ohio.gov/stayinformed).

Thank you in advance for your cooperation,

Division Licensing Section

(rev. 2.12.25)

# FAIRFIELD

O H I O

## DEPARTMENTAL CORRESPONDENCE

---

Date: 12/22/25

To: Alisha Wilson, Clerk of Council

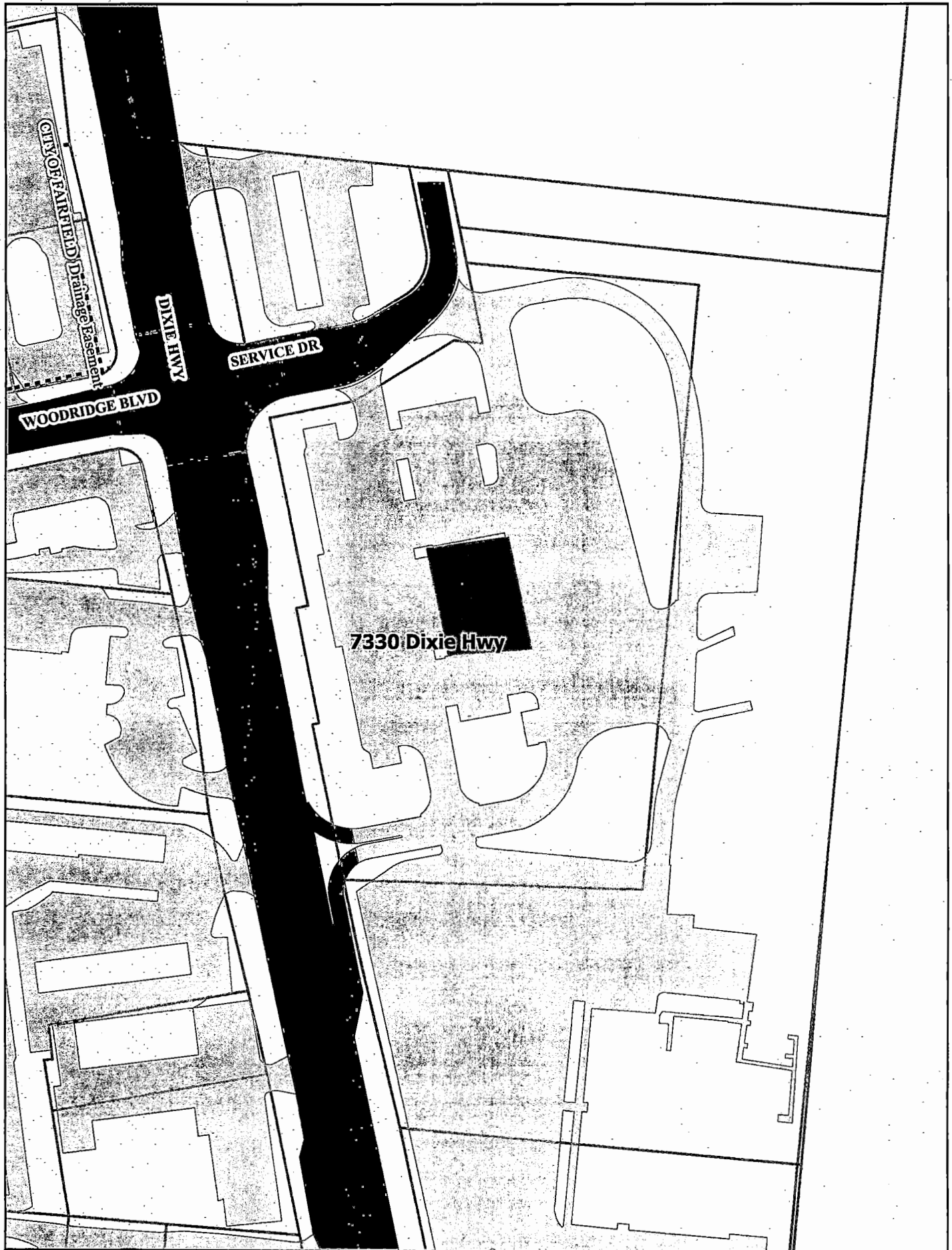
From: Greg Kathman, Development Services Director 

Subject: Liquor Permit Application

---

The business that will be located at 7330 Dixie Highway, in name Quik Trip Corp., dba Quik Trip 7091 is in the C-3A, General Business District-Modified and is a permitted use as a gas station and convenience store.


# 7330 DIXIE HWY



NAME OF ESTABLISHMENT Quik Trip Corp  
 ADDRESS Quik Trip 7091  
7330 Dixie Highway  
Fairfield, OH 45014

- |   | YES                      | NO                                  |
|---|--------------------------|-------------------------------------|
| 1. Is there a conviction record of the applicant, any partner, member, officer director, manager or any shareholder owning 5% or more of the capital stock, for felonies or other crimes relating to his ability to operate a liquor establishment?                         | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 2. Is there a prior unfavorable enforcement record of applicant and/or operation in disregard for laws, regulations or local ordinances?  | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 3. Is there misrepresentation of material fact by applicant in making application to the Department?  | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 4. Is there an inability of law enforcement authorities and of authorized agents of the Department to gain ready entrance to the permit premise; or location of permit premise at such distance from the road or street as to be isolated from police or other observation? | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 5. Will the place substantially and adversely interfere with the public decency, sobriety, peace, or good order of the neighborhood in which it is located?   | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 6. Will the place substantially and adversely interfere with the normal orderly conduct of a church, library, public playground, school or township park?   | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 7. Will the granting or transferring of a permit substantially interfere with the morals, safety, or welfare of the public?   | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 8. Will there be adverse effects of saturation of the area in relation to the number of existing permits, and will there be any adverse conditions in the area?   | <input type="checkbox"/> | <input checked="" type="checkbox"/> |

REMARKS:  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

  
 Stephen B. Maynard  
 Chief of Police

HEARING REQUESTED: Yes  No

Date: December 17, 2025



**City Council Communication  
Regular Meeting - January 12, 2026**

Submitted by: Alisha Wilson, Clerk of Council  
Department: Clerk's Office

**Subject:**

Grab N Go Fairfield Liquor Permit

**Legislation Title:**

Simple Motion: Motion to not request a hearing regarding a liquor permit application in the name of MSM Pleasant Inc., Grab N Go of Fairfield, 6330 Pleasant Avenue, Fairfield, OH 45014 (Permit Class C1 & 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 MSM Pleasant Inc., Grab N Go of Fairfield, 6330 Pleasant Avenue, Fairfield, OH 45014 (Permit Class C1 & C2).

**Discussion:**

The City of Fairfield is in receipt of an application from the Ohio Division of Liquor Control for a C1 & C2 permit for the above liquor permit applicant. Background checks from the Building and Zoning Division and Police Department are attached for Council and staff's review.

**Financial Impact:**

None

**Emergency Provision:**

NA

**Rule Suspension Requested:**

NA

**ATTACHMENTS:**

1. GrabNGoFairfield.LiquorPermit

**DEPARTMENTAL  
CORRESPONDENCE**



TO: Steve Maynard, Police Chief  
Greg Kathman, Development Services Director  
FROM: Alisha Wilson, Clerk of Council

DATE: December 9, 2025

**SUBJECT: REQUEST FOR BACKGROUND CHECK – LIQUOR PERMIT**

Attached is a liquor permit application in the name of MSM Pleasant Inc., Grab N Go of Fairfield, 6330 Pleasant Avenue, Fairfield, OH 45014 (Permit Classes: C1 & C2).

Please complete the necessary background check and submit your findings to me **no later than 11:00 AM on Monday, January 5** for the item to be added to Council's Regular Meeting agenda of Monday, January 12, 2026. I have already requested an extension due to the Council meeting schedule being concluded for this year.

Thank you for your assistance.

c: Scott Timmer, City Manager  
File



FAIRFIELD CITY COUNCIL
ATTN CLERK
5350 PLEASANT AVE
FAIRFIELD OH 45014

NOTICE TO LEGISLATIVE AUTHORITY

TO

Form for permit 10010582-1, TRFO type, MSM PLEASANT INC. GRAB N GO of Fairfield, 6330 Pleasant Ave, Fairfield OH 45014. Includes filing date 11/5/2025 and permit classes C-2 C-1.

FROM 12/1/2025

Form for permit 04890953-1, KRRISH FOOD MART LLC, 6330 PLEASANT AVE, FAIRFIELD OH 45014. Includes permit classes and Muni/Village/Twp: Fairfield.

MAILED 12/2/2025 RESPONSES MUST BE POSTMARKED NO LATER THAN 1/2/2026

IMPORTANT NOTICE

PLEASE COMPLETE AND RETURN THIS FORM TO THE DIVISION OF LIQUOR CONTROL WHETHER OR NOT THERE IS A REQUEST FOR A HEARING.

REFER TO THIS NUMBER IN ALL INQUIRIES: JUN TRFO 10010582-1 (TRANSACTION & NUMBER)

(MUST MARK ONE OF THE FOLLOWING)

WE REQUEST A HEARING ON THE ADVISABILITY OF ISSUING THE PERMIT AND REQUEST THAT THE HEARING BE HELD [ ] IN OUR COUNTY SEAT [ ] IN COLUMBUS

WE DO NOT REQUEST A HEARING [ ] DID YOU MARK A BOX? IF NOT, THIS WILL BE CONSIDERED A LATE RESPONSE.

PLEASE SIGN BELOW AND MARK THE APPROPRIATE BOX INDICATING YOUR TITLE:

Signature and Title section with checkboxes for Clerk of County Commissioner, Clerk of City Council, and Township Fiscal Officer. Includes fields for Date, Printed Name, Email Address, and Telephone No.



**Department of  
Commerce**

Division of Liquor Control

[com.ohio.gov](http://com.ohio.gov)

Mike DeWine, Governor Jim Tressel, Lt. Governor Sherry Maxfield, Director

Dear Local Legislative Authority Official:

Please find enclosed the legislative notice that is being sent to you regarding the applied for liquor permit as captioned on the notice. You **must**, within 30 days from the "mailed" date listed on the notice under the bar code:

- Notify the Division whether you object and want a hearing; or
- Ask for your one-time only, 30-day extension. o Any requests for a one-time, 30-day extension will be reviewed by the Division upon timely receipt. If granted, your additional 30-days runs from the expiration of the original 30-day period.

To be considered **timely**, your above response **MUST** be faxed, emailed, or mailed to the Division no later than the postmark deadline date stated on the form. To speed up processing times and reduce paper, the Division respectfully asks that you either fax or email your response. Please send your response to:

**FAX:** (614) 644 – 3166

**EMAIL:** [Liquordocs@com.ohio.gov](mailto:Liquordocs@com.ohio.gov)

**MAIL:** Ohio Division of Liquor Control  
Attn: Licensing Unit  
6606 Tussing Road  
PO Box 4005  
Reynoldsburg, Ohio 43068-9005

To find out who has disclosed an ownership interest in the permit application to us you can:

- Visit [com.ohio.gov/liquorinfo](http://com.ohio.gov/liquorinfo). Select the "Search who has disclosed an ownership interest" tab. Where asked, enter the permit number listed on the legislative notice; or
- Contact your police department or county sheriff (if you are a township fiscal officer or county clerk). We also sent them detailed ownership information to review for any criminal background issues involving the disclosed persons.

We have resources for you at [com.ohio.gov/govhelp](http://com.ohio.gov/govhelp). Never miss out on when renewal objections are due! Sign-up for our emails at [com.ohio.gov/stayinformed](http://com.ohio.gov/stayinformed).

Thank you in advance for your cooperation,

Division Licensing Section

(rev. 2.12.25)



December 9, 2025

Ohio Division of Liquor Control  
6606 Tussing Road  
PO Box 4005  
Reynoldsburg, OH 43068-9005

RE: Liquor Permit No. 10010582-1

Dear Sir/Madam:

I am writing to request an extension on this liquor permit application. The application was received yesterday and our final City Council meeting of 2025 was yesterday evening. The permit will be added to the January 12, 2026 agenda. Please let me know if you have any questions.

Sincerely,

*Alisha Wilson*  
Clerk of Council

*Office of Mayor and City Council  
5350 Pleasant Avenue, Fairfield, OH 45014  
Phone: (513) 867-5383 Fax: (513) 867-5329  
[www.fairfield-city.org](http://www.fairfield-city.org)*

**Alisha Wilson**

---

**From:** liquorlicensing@com.ohio.gov  
**Sent:** Tuesday, December 23, 2025 3:01 PM  
**To:** Alisha Wilson  
**Subject:** Approved Thirty Day Objection RE: Permit #10010582-1 OPAL Email Tracker:045200004

**This email comes from outside the organization.**

Do not click links or open attachments unless it is an email you expected to receive.

**Re: PERMIT # 10010582-1**

GRAB N GO of Fairfield

6330 Pleasant Ave

Fairfield, OH 45014

Dear Fairfield City Council

c/o Alisha Wilson, Clerk of Council:

Previously, we notified you about your right to object to the above liquor permit application within the allotted time. On **December 9, 2025** we received your request to ask for an additional 30 days. Consistent with R.C. 4303.26, we have determined that:

Your extension request was timely and that good cause exists to **APPROVE** your request. You **MUST** now object, including postmark if sent by mail, no later than **February 1, 2026**. If you do not respond by that date, we will consider it no objection and continue to review the pending application for possible issuance.

If you have any questions concerning this matter please feel free to contact us at [fileinquiry@com.ohio.gov](mailto:fileinquiry@com.ohio.gov). For more information about the hearing process, please review our objection guide at [com.ohio.gov/govhelp](http://com.ohio.gov/govhelp).

Division of Liquor Control, Legal Section

NR

Don't miss out on important information, sign-up at [com.ohio.gov/stayinformed](http://com.ohio.gov/stayinformed).

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The information transmitted is intended solely for the individual or entity to which it is addressed and may contain confidential and/or privileged material. Any review, retransmission, dissemination or other use of or taking action in reliance upon this information by persons or entities other than the intended recipient is prohibited. If you have received this email in error please contact the sender and delete the material from any computer.

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# FAIRFIELD

O H I O

## DEPARTMENTAL CORRESPONDENCE

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Date: 12/15/25

To: Alisha Wilson, Clerk of Council

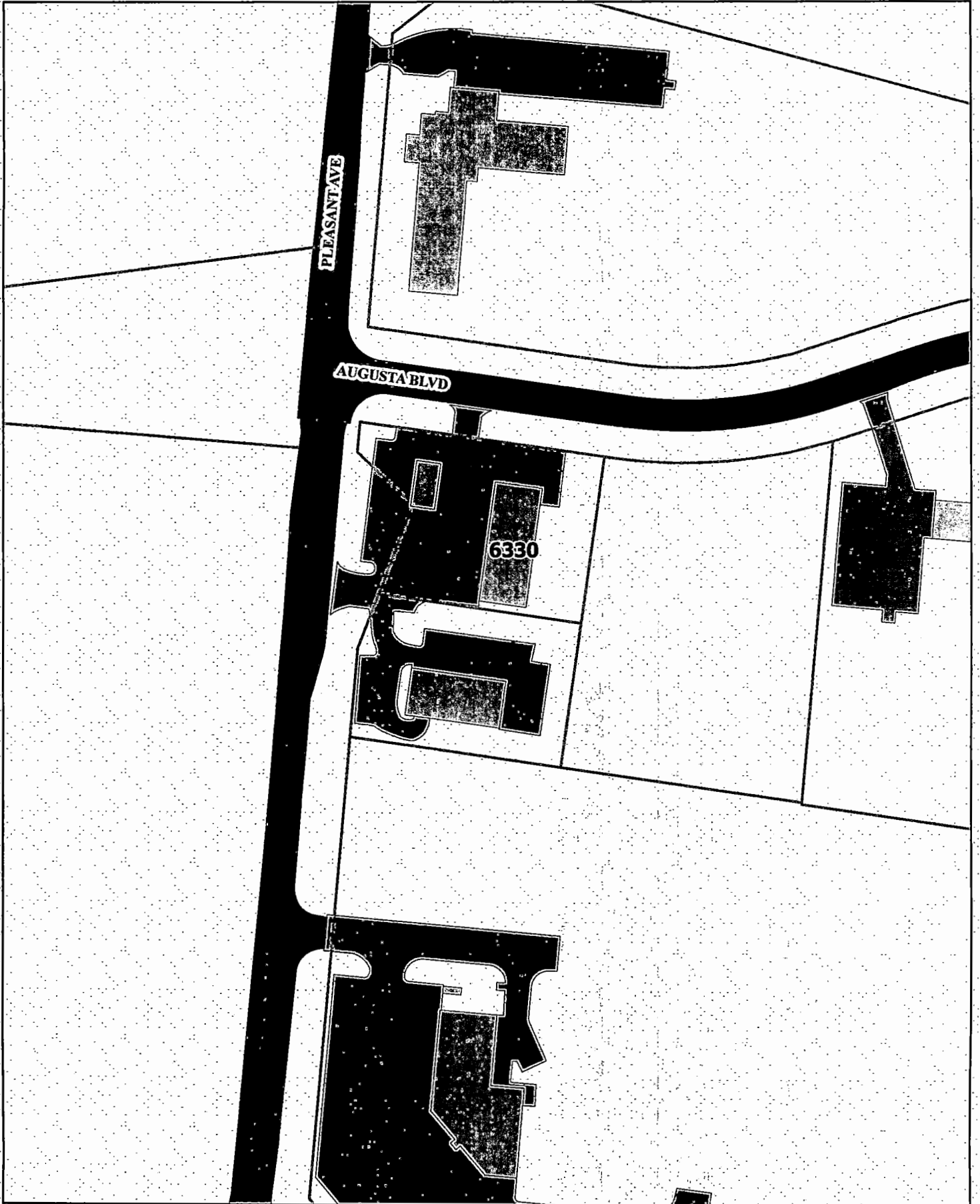
From: Greg Kathman, Development Services Director 

Subject: Liquor Permit Application

---

The business that is located at 6330 Pleasant Ave, in the name of MSM Pleasant Inc., and doing business as Grab N Go of Fairfield, is in the C-1, Central Business zoning district and is a permitted use as a retail store.

# 6330 Pleasant Ave



NAME OF ESTABLISHMENT MSM Pleasant Inc  
 ADDRESS dba Grab N Go of Fairfield  
6330 Pleasant Ave  
Fairfield, OH 45014

- |   | YES                      | NO                                  |
|---|--------------------------|-------------------------------------|
| 1. Is there a conviction record of the applicant, any partner, member, officer director, manager or any shareholder owning 5% or more of the capital stock, for felonies or other crimes relating to his ability to operate a liquor establishment?                         | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 2. Is there a prior unfavorable enforcement record of applicant and/or operation in disregard for laws, regulations or local ordinances?  | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 3. Is there misrepresentation of material fact by applicant in making application to the Department?  | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 4. Is there an inability of law enforcement authorities and of authorized agents of the Department to gain ready entrance to the permit premise; or location of permit premise at such distance from the road or street as to be isolated from police or other observation? | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 5. Will the place substantially and adversely interfere with the public decency, sobriety, peace, or good order of the neighborhood in which it is located?   | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 6. Will the place substantially and adversely interfere with the normal orderly conduct of a church, library, public playground, school or township park?   | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 7. Will the granting or transferring of a permit substantially interfere with the morals, safety, or welfare of the public?   | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 8. Will there be adverse effects of saturation of the area in relation to the number of existing permits, and will there be any adverse conditions in the area?   | <input type="checkbox"/> | <input checked="" type="checkbox"/> |

REMARKS:

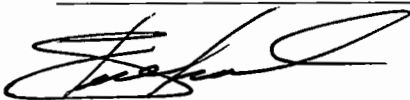
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Stephen B. Maynard  
 Chief of Police

HEARING REQUESTED: Yes  No

Date: December 30, 2025



**City Council Communication  
Regular Meeting - January 12, 2026**

Submitted by: Alisha Wilson, Clerk of Council  
Department: Clerk's Office

**Subject:**

Smokers Planet Liquor Permit

**Legislation Title:**

Simple Motion: Motion to request a hearing regarding a liquor permit application in the name of S & JSS International LLC/Smokers Planet, 6600 Dixie Highway, St. D, Fairfield, OH 45014 (Permit Class C1 & C2).

**Recommendation:**

It is recommended that City Council request, by simple motion, that a hearing be held on the liquor permit application in the name of S & JSS International LLC/Smokers Planet, 6600 Dixie Highway, St. D, Fairfield, OH 45014 (Permit Class C1 & C2).

**Discussion:**

The City of Fairfield is in receipt of an application from the Ohio Division of Liquor Control for a C1 & C2 permit for the above liquor permit applicant. Background checks from the Building and Zoning Division and Police Department are attached for Council and staff's review.

**Financial Impact:**

None

**Emergency Provision:**

NA

**Rule Suspension Requested:**

NA

**ATTACHMENTS:**

1. SmokersPlanet.LiquorPermit

**DEPARTMENTAL  
CORRESPONDENCE**



TO: Steve Maynard, Police Chief  
Greg Kathman, Development Services Director  
FROM: Alisha Wilson, Clerk of Council

DATE: November 24, 2025

**SUBJECT: REQUEST FOR BACKGROUND CHECK – LIQUOR PERMIT**

Attached is a liquor permit application in the name of S & JSS International LLC/Smokers Planet, 6600 Dixie Highway, St. D, Fairfield, OH 45014 (Permit Classes: C1 & C2).

Please complete the necessary background check and submit your findings to me **no later than 11:00 AM on Monday, January 5, 2026** for the item to be added to Council's Regular Meeting agenda of Monday, January 12, 2026. The final Council meeting for 2025 is December 8, so I have already requested a 30-day extension for this permit application to allow enough time to complete the background checks.

Thank you for your assistance.

c: Scott Timmer, City Manager  
File



CLERK OF FAIRFIELD CITY COUNCIL
5350 PLEASANT AV
FAIRFIELD OH 45014

NOTICE TO LEGISLATIVE AUTHORITY

TO

Form with fields: PERMIT NUMBER (10005367-1), TYPE (NEW), ISSUE DATE, FILING DATE, PERMIT CLASSES (C-1 C-2), TAX DISTRICT (09011), RECEIPT NO, and recipient address (S & JSS INTERNATIONAL LLC, 6600 DIXIE HWY, ST. D FAIRFIELD, OH45014/SMOKERS PLANET FAIRFIELD).

FROM 11/10/2025

Form with fields: PERMIT NUMBER, TYPE, ISSUE DATE, FILING DATE, PERMIT CLASSES, TAX DISTRICT, RECEIPT NO.

MAILED 11/18/2025

RESPONSES MUST BE POSTMARKED NO LATER THAN 12/19/2025

IMPORTANT NOTICE

PLEASE COMPLETE AND RETURN THIS FORM TO THE DIVISION OF LIQUOR CONTROL WHETHER OR NOT THERE IS A REQUEST FOR A HEARING.

REFER TO THIS NUMBER IN ALL INQUIRIES: JUN NEW 10005367-1 (TRANSACTION & NUMBER)

(MUST MARK ONE OF THE FOLLOWING)

WE REQUEST A HEARING ON THE ADVISABILITY OF ISSUING THE PERMIT AND REQUEST THAT THE HEARING BE HELD [ ] IN OUR COUNTY SEAT [ ] IN COLUMBUS

WE DO NOT REQUEST A HEARING [ ]

DID YOU MARK A BOX? IF NOT, THIS WILL BE CONSIDERED A LATE RESPONSE.

PLEASE SIGN BELOW AND MARK THE APPROPRIATE BOX INDICATING YOUR TITLE:

Signature and Title fields with checkboxes for Clerk of County Commissioner, Clerk of City Council, and Township Fiscal Officer. Includes Date, Printed Name, Email Address, and Telephone No. fields.



**Department of  
Commerce**

Division of Liquor Control

[com.ohio.gov](http://com.ohio.gov)

Mike DeWine, Governor Jim Tressel, Lt. Governor Sherry Maxfield, Director

Dear Local Legislative Authority Official:

Please find enclosed the legislative notice that is being sent to you regarding the applied for liquor permit as captioned on the notice. You **must**, within 30 days from the "mailed" date listed on the notice under the bar code:

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- Ask for your one-time only, 30-day extension. o Any requests for a one-time, 30-day extension will be reviewed by the Division upon timely receipt. If granted, your additional 30-days runs from the expiration of the original 30-day period.

To be considered **timely**, your above response **MUST** be faxed, emailed, or mailed to the Division no later than the postmark deadline date stated on the form. To speed up processing times and reduce paper, the Division respectfully asks that you either fax or email your response. Please send your response to:

**FAX:** (614) 644 – 3166  
**EMAIL:** [Liquordocs@com.ohio.gov](mailto:Liquordocs@com.ohio.gov)  
**MAIL:** Ohio Division of Liquor Control  
Attn: Licensing Unit  
6606 Tussing Road  
PO Box 4005  
Reynoldsburg, Ohio 43068-9005

To find out who has disclosed an ownership interest in the permit application to us you can:

- Visit [com.ohio.gov/liquorinfo](http://com.ohio.gov/liquorinfo). Select the "Search who has disclosed an ownership interest" tab. Where asked, enter the permit number listed on the legislative notice; or
- Contact your police department or county sheriff (if you are a township fiscal officer or county clerk). We also sent them detailed ownership information to review for any criminal background issues involving the disclosed persons.

We have resources for you at [com.ohio.gov/govhelp](http://com.ohio.gov/govhelp). Never miss out on when renewal objections are due! Sign-up for our emails at [com.ohio.gov/stayinformed](http://com.ohio.gov/stayinformed).

Thank you in advance for your cooperation,  
Division Licensing Section  
(rev. 2.12.25)



November 24, 2025

Ohio Division of Liquor Control  
6606 Tussing Road  
PO Box 4005  
Reynoldsburg, OH 43068-9005

RE: Liquor Permit No. 10005367-1

Dear Sir/Madam:

I am writing to request an extension on this liquor permit application. The application was received today and our final City Council meeting of 2025 is December 8. There is not enough time to complete the necessary background checks and add this liquor permit to the agenda. It will be added to the January 12, 2026 agenda. Please let me know if you have any questions.

Sincerely,

*Alisha Wilson*  
Clerk of Council

*Office of Mayor and City Council  
5350 Pleasant Avenue, Fairfield, OH 45014  
Phone: (513) 867-5383 Fax: (513) 867-5329  
[www.fairfield-city.org](http://www.fairfield-city.org)*



Re: **PERMIT # 10005367-1**

6600 DIXIE HWY, ST. D FAIRFIELD, OH45014/SMOKERS PLANET FAIRFIELD

6600 DIXIE HWY, ST. D

Fairfield, OH 45014

Dear Fairfield City Council  
c/o Alisha Wilson:

Previously, we notified you about your right to object to the above liquor permit application within the allotted time. On **November 24, 2025**, we received your request to ask for an additional 30 days. Consistent with R.C. 4303.26, we have determined that:

Your extension request was timely and that good cause exists to **APPROVE** your request. You **MUST** now object, including postmark if sent by mail, no later than **January 18, 2026**. If you do not respond by that date, we will consider it no objection and continue to review the pending application for possible issuance.

If you have any questions concerning this matter, please feel free to contact us at [fileinquiry@com.ohio.gov](mailto:fileinquiry@com.ohio.gov). For more information about the hearing process, please review our objection guide at [com.ohio.gov/govhelp](http://com.ohio.gov/govhelp).

Division of Liquor Control, Legal Section  
DH

Don't miss out on important information, sign-up at [com.ohio.gov/stayinformed](http://com.ohio.gov/stayinformed).

# FAIRFIELD

O H I O

## DEPARTMENTAL CORRESPONDENCE

---

Date: 12/1/25

To: Alisha Wilson, Clerk of Council

From: Greg Kathman, Development Services Director

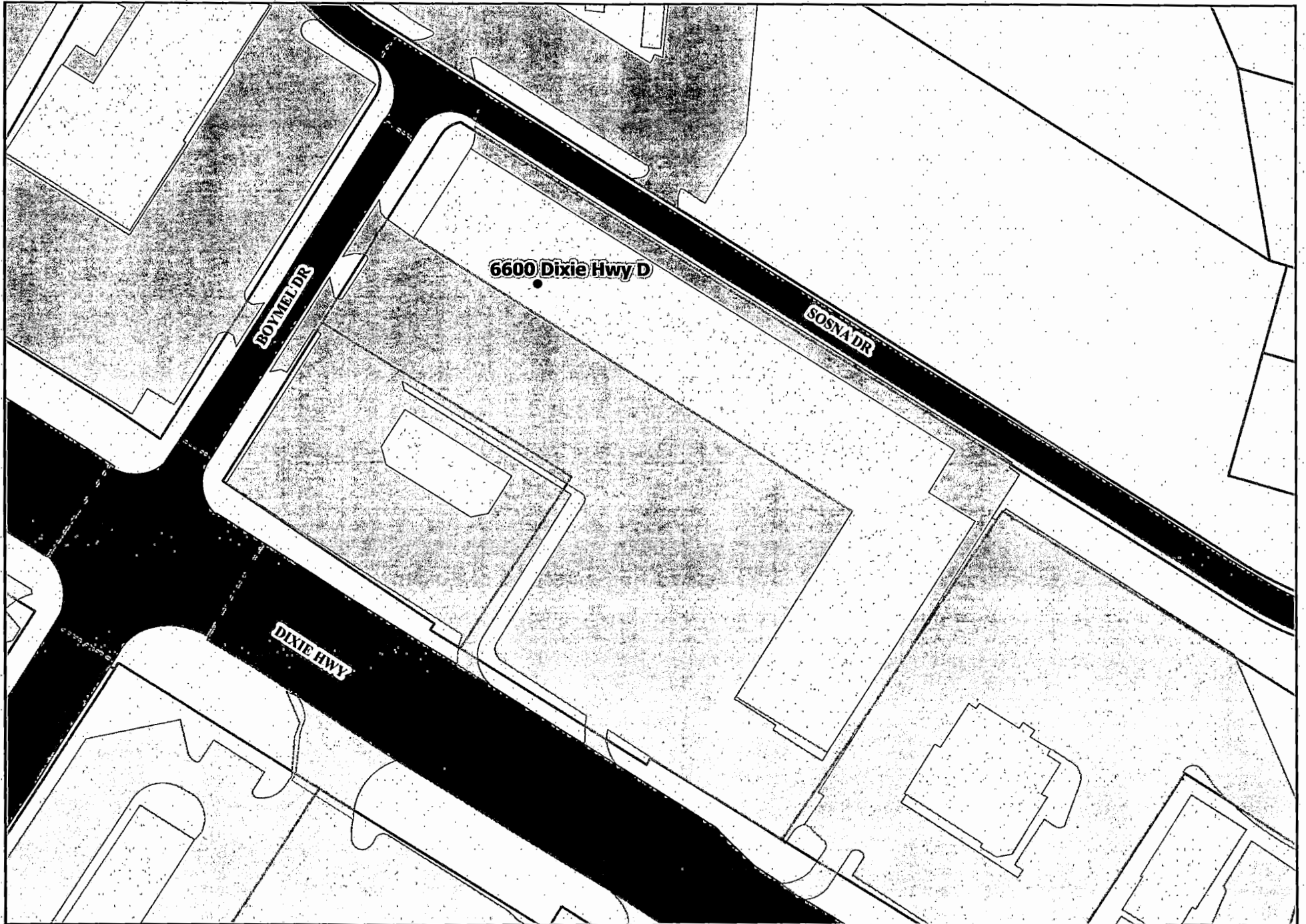
Subject: Liquor Permit Application

---



The business that is located at 6600 Dixie Hwy Suite D, in the name of S & JSS International LLC/Smokers Planet, is in the C-3A, General Business Modified zoning district and is a permitted use as a retail store. Should the applicant wish to operate this facility as a bar, lounge, tavern, entertainment venue, solely or in conjunction with the retail store, Conditional Use approval must be secured through the Planning Commission.

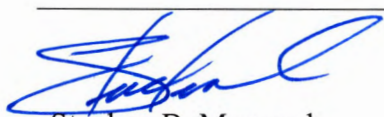
# 6600 Dixie Hwy D



NAME OF ESTABLISHMENT S & JSS International LLC  
 ADDRESS dba Smokers Planet  
6600 Dixie Highway Suite D  
Fairfield, OH 45014

- |   | YES                                 | NO                                  |
|---|-------------------------------------|-------------------------------------|
| 1. Is there a conviction record of the applicant, any partner, member, officer director, manager or any shareholder owning 5% or more of the capital stock, for felonies or other crimes relating to his ability to operate a liquor establishment?                         | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |
| 2. Is there a prior unfavorable enforcement record of applicant and/or operation in disregard for laws, regulations or local ordinances?  | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |
| 3. Is there misrepresentation of material fact by applicant in making application to the Department?  | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |
| 4. Is there an inability of law enforcement authorities and of authorized agents of the Department to gain ready entrance to the permit premise; or location of permit premise at such distance from the road or street as to be isolated from police or other observation? | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |
| 5. Will the place substantially and adversely interfere with the public decency, sobriety, peace, or good order of the neighborhood in which it is located?   | <input checked="" type="checkbox"/> | <input type="checkbox"/>            |
| 6. Will the place substantially and adversely interfere with the normal orderly conduct of a church, library, public playground, school or township park?   | <input checked="" type="checkbox"/> | <input type="checkbox"/>            |
| 7. Will the granting or transferring of a permit substantially interfere with the morals, safety, or welfare of the public?   | <input checked="" type="checkbox"/> | <input type="checkbox"/>            |
| 8. Will there be adverse effects of saturation of the area in relation to the number of existing permits, and will there be any adverse conditions in the area?   | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |

REMARKS:  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

  
 Stephen B. Maynard  
 Chief of Police

HEARING REQUESTED: Yes  No

Date: January 7, 2026



**City Council Communication**  
**Regular Meeting - January 12, 2026**

Submitted by: Ben Mann, Public Works Director  
 Department: Public Works

**Subject:**

Proposed Sidewalk along east side of Route 4 (between Symmes and Corwin) – Construction Award

**Legislation Title:**

Ordinance to authorize the City Manager to enter into a contract with WG Stang LLC for the proposed sidewalk along east side of Route 4 (between Symmes and Corwin).

- Legislation - First Reading
- Motion - Suspend Second and Third Readings
- Motion - Adoption

**Recommendation:**

It is recommended that funding be appropriated in the amount of \$255,000.00 as described in the financial impact section for the proposed sidewalk project. It is also recommended that City Council direct the preparation of legislation authorizing the City Manager to enter a construction contract with WG Stang LLC for this project.

A suspension of rules and immediate adoption is being requested so that the contractor can mobilize for construction as soon as they can accommodate the project in their schedule.

**Discussion:**

There is a need for sidewalks to connect the east side of Route 4 between Symmes Road and just south of Corwin Avenue in Hamilton. This project will provide a sidewalk in compliance with current American with Disabilities Act (ADA) regulations. The path will create a continuous sidewalk along Route 4 where none currently exists on the east side of the road.

The project will complete a continuous paved path on the east side of Route 4 from Nilles to the corporation limit with Hamilton.

Staff has briefed Council on our progress in implementing the recommendations of the connectivity plan and the need for sidewalks along Route 4 for the segment of our population that needs to access jobs and services and may not have reliable access to vehicular transportation. Considerable progress has been made in the last few years to connect sidewalks for much of the Route 4 corridor.

The City has been working to comply with the ADA regulation of putting in compliant sidewalk and curb ramps whenever practical and with new construction projects. This project falls within an area eligible for Community Development Block Grant funding which will provide much of the funding needed to complete a continuous paved path within this area in accordance with what was identified as a priority in the City’s active transportation plan – Fairfield Connects.

This was in the 2025-2029 Capital Improvement Program but will need to be taken from the 2026-2030 proposed CIP. It is proposed as 6PW46.

A public bid opening was held on December 15, 2025. Five (5) bids were received through BidExpress, opened and publicly read. The lowest and best complete bid was WG Stang of Hamilton, Ohio. The bid results are attached.

**Financial Impact:**

\$255,000.00 (\$225,273 base bid plus \$29,727 for alternates and contingencies).

\$131,815 from CDBG funding, \$113,185 from the 415 Active Transportation Fund, and \$10,000 from the Street Fund to be dispersed as needed in that order.

**Emergency Provision:**

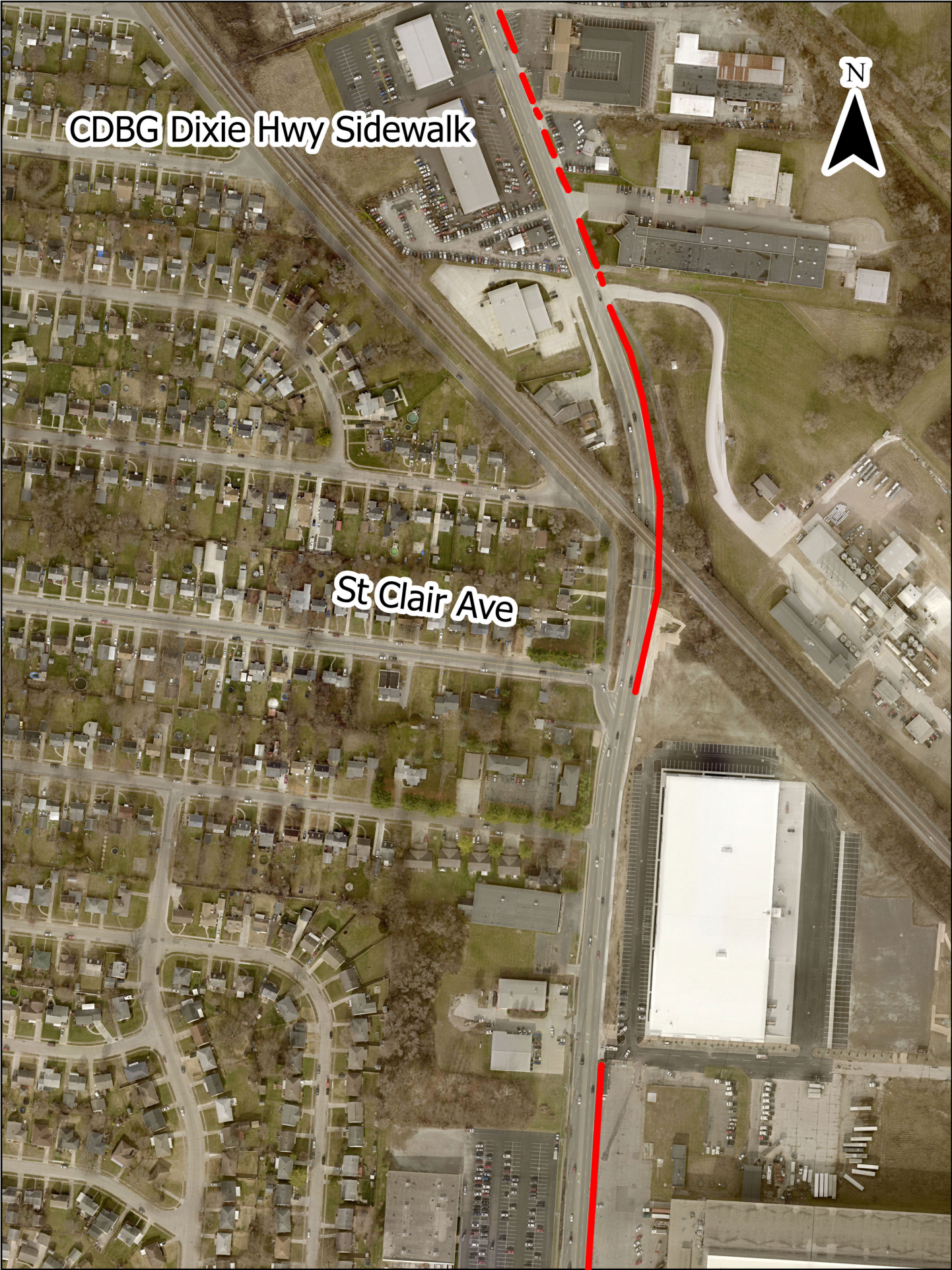
*No*

**Rule Suspension Requested:**

Yes

**ATTACHMENTS:**

- 1. Route 4 CDBG Sidewalk Exhibit
- 2. 2025 CDBG Sidewalks - North State Route 4 - Bid Results
- 3. WG Stang LLC-Ord



CDBG Dixie Hwy Sidewalk

St Clair Ave



# Solicitation Information

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## City of Fairfield

### Solicitation Number

2025-BX005 CDBG Sidewalks - North State Route 4

### Deadline

12/15/2025 03:00 PM EST

### Advertised

11/21/2025 12:32 AM EST

### Revised

12/09/2025 11:02 AM EST

### Description

Project Description: 2105 feet of sidewalk and grading along the easterly side of Route 4 from north of Symmes Road to near Corwin Avenue. Excavation, embankment, concrete walk, concrete curb, seeding and mulching, etc.

Engineer's Estimate: \$291,050

Detailed Location Information: Route 4 between Symmes Road and Corwin Avenue.

Summary of other pertinent details: Project includes Community Development Block Grant (CDBG) Funding.

Work will start within sixty (60) calendar days after Notice to Proceed.

Work will be completed within ninety (90) calendar days after Notice to Proceed.

### Location(s)

4400 Dixie Hwy, Fairfield, Ohio, 45014

## Bidders

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<b>Business Name</b>	<b>Address</b>	<b>Phone</b>
Adleta Construction	389 S Wayne Ave Cincinnati, OH 45215-4522	(513) 554-1469
Prus Construction Co.	5325 Wooster Pike Cincinnati, OH 45226-2224	(513) 321-7774
Rack and Ballauer Excavating Co Inc	11321 Paddys Run Rd Hamilton, OH 45013-9403	(513) 738-7000
Elams Excavating LLC.	6898 Goshen Rd Goshen, OH 45122-9741	(513) 200-3095
W G Stang LLC	2403 Jacksonburg Rd Hamilton, OH 45011-8445	(513) 863-6924
<b>5 Bidders</b>		

Item	Quantity	W G Stang LLC		Quantity	Rack and Ballauer Excavating Co Inc	
		Price	Extension		Price	Extension
<b>Bid Form</b>						
201 CLEARING AND GRUBBING, AS PER PLAN LUMP	1.0000	\$10,000.00	\$10,000.00	1.0000	\$6,500.00	\$6,500.00
202 PAVEMENT REMOVED SQ YD	51.0000	\$20.00	\$1,020.00	51.0000	\$18.50	\$943.50
203 EXCAVATION CY	375.0000	\$100.00	\$37,500.00	375.0000	\$100.00	\$37,500.00
203 EMBANKMENT CY	16.0000	\$100.00	\$1,600.00	16.0000	\$50.00	\$800.00
204 SUBGRADE COMPACTION SQ YD	1,209.0000	\$2.00	\$2,418.00	1,209.0000	\$1.25	\$1,511.25
204 PROOF ROLLING HR	1.0000	\$100.00	\$100.00	1.0000	\$200.00	\$200.00
659 TOPSOIL CY	47.0000	\$100.00	\$4,700.00	47.0000	\$79.50	\$3,736.50
659 SEEDING AND MULCHING SY	421.0000	\$10.00	\$4,210.00	421.0000	\$7.00	\$2,947.00
659 COMMERCIAL FERTILIZER TONS	0.0600	\$2,000.00	\$120.00	0.0600	\$750.00	\$45.00
659 REPAIR SEEDING AND MULCHING SQ YD	21.0000	\$10.00	\$210.00	21.0000	\$7.00	\$147.00
659 WATER M GAL	2.0000	\$100.00	\$200.00	2.0000	\$130.00	\$260.00
832 EROSION CONTROL EACH	2,500.0000	\$1.00	\$2,500.00	2,500.0000	\$1.00	\$2,500.00

Item	Quantity	W G Stang LLC		Quantity	Rack and Ballauer Excavating Co Inc	
		Price	Extension		Price	Extension
608 4" CONCRETE WALK INCLUDING 4" AGGREGATE BASE SF	8,410.0000	\$10.00	\$84,100.00	8,410.0000	\$8.05	\$67,700.50
608 9" CONCRETE WALK INCLUDING 4" AGGREGATE BASE (C... SF	75.0000	\$13.00	\$975.00	75.0000	\$12.00	\$900.00
609 TYPE 6 CURB (CONTINGENCY TO BE USED AT THE ENGI... FT	50.0000	\$60.00	\$3,000.00	50.0000	\$29.00	\$1,450.00

Item	Quantity	W G Stang LLC		Quantity	Rack and Ballauer Excavating Co Inc	
		Price	Extension		Price	Extension
<b>Bid Form</b>						
611 MANHOLE ADJUSTED TO GRADE EACH	2.0000	\$750.00	\$1,500.00	2.0000	\$925.00	\$1,850.00
609 TYPE 6 CURB, 6" TO 12" CURB HEIGHT (SEE DETAIL) FT	122.0000	\$60.00	\$7,320.00	122.0000	\$29.00	\$3,538.00
610 RETAINING WALL WITH INTEGRAL WALK, 24" WALL HEI... FT	353.0000	\$100.00	\$35,300.00	353.0000	\$274.10	\$96,757.30
614 MAINTENANCE OF TRAFFIC LUMP	1.0000	\$15,000.00	\$15,000.00	1.0000	\$19,600.00	\$19,600.00
623 CONSTRUCTION LAYOUT STAKES & SURVEYING LUMP	1.0000	\$3,000.00	\$3,000.00	1.0000	\$3,900.00	\$3,900.00
624 MOBILIZATION LUMP	1.0000	\$10,000.00	\$10,000.00	1.0000	\$10,000.00	\$10,000.00
630 SIGN REMOVED AND RESET (APPROX STA 346+00) EACH	1.0000	\$500.00	\$500.00	1.0000	\$825.00	\$825.00
<b>22 Items</b>	<b>Totals:</b>		<b>\$225,273.00</b>			<b>\$263,611.05</b>
	<b>Agency Estimate:</b>		<b>\$2,500.00</b>			<b>\$2,500.00</b>

Item	Quantity	Elams Excavating LLC.		Quantity	Adleta Construction	
		Price	Extension		Price	Extension
<b>Bid Form</b>						
201 CLEARING AND GRUBBING, AS PER PLAN LUMP	1.0000	\$1,359.00	\$1,359.00	1.0000	\$8,816.37	\$8,816.37
202 PAVEMENT REMOVED SQ YD	51.0000	\$55.00	\$2,805.00	51.0000	\$37.43	\$1,908.93
203 EXCAVATION CY	375.0000	\$39.00	\$14,625.00	375.0000	\$64.30	\$24,112.50
203 EMBANKMENT CY	16.0000	\$190.00	\$3,040.00	16.0000	\$78.43	\$1,254.88
204 SUBGRADE COMPACTION SQ YD	1,209.0000	\$1.45	\$1,753.05	1,209.0000	\$2.82	\$3,409.38
204 PROOF ROLLING HR	1.0000	\$118.95	\$118.95	1.0000	\$1,365.73	\$1,365.73
659 TOPSOIL CY	47.0000	\$40.00	\$1,880.00	47.0000	\$64.20	\$3,017.40
659 SEEDING AND MULCHING SY	421.0000	\$10.00	\$4,210.00	421.0000	\$6.42	\$2,702.82
659 COMMERCIAL FERTILIZER TONS	0.0600	\$600.00	\$36.00	0.0600	\$1,712.00	\$102.72
659 REPAIR SEEDING AND MULCHING SQ YD	21.0000	\$8.00	\$168.00	21.0000	\$6.42	\$134.82
659 WATER M GAL	2.0000	\$75.00	\$150.00	2.0000	\$107.00	\$214.00
832 EROSION CONTROL EACH	2,500.0000	\$1.00	\$2,500.00	2,500.0000	\$1.00	\$2,500.00

Item	Quantity	Elams Excavating LLC.		Quantity	Adleta Construction	
		Price	Extension		Price	Extension
608 4" CONCRETE WALK INCLUDING 4" AGGREGATE BASE SF	8,410.0000	\$14.50	\$121,945.00	8,410.0000	\$10.16	\$85,445.60
608 9" CONCRETE WALK INCLUDING 4" AGGREGATE BASE (C... SF	75.0000	\$60.00	\$4,500.00	75.0000	\$15.65	\$1,173.75
609 TYPE 6 CURB (CONTINGENCY TO BE USED AT THE ENGI... FT	50.0000	\$60.00	\$3,000.00	50.0000	\$38.88	\$1,944.00

Item	Quantity	Elams Excavating LLC.		Quantity	Adleta Construction	
		Price	Extension		Price	Extension
<b>Bid Form</b>						
611 MANHOLE ADJUSTED TO GRADE EACH	2.0000	\$600.00	\$1,200.00	2.0000	\$747.85	\$1,495.70
609 TYPE 6 CURB, 6" TO 12" CURB HEIGHT (SEE DETAIL) FT	122.0000	\$40.00	\$4,880.00	122.0000	\$33.84	\$4,128.48
610 RETAINING WALL WITH INTEGRAL WALK, 24" WALL HEI... FT	353.0000	\$110.00	\$38,830.00	353.0000	\$278.96	\$98,472.88
614 MAINTENANCE OF TRAFFIC LUMP	1.0000	\$5,000.00	\$5,000.00	1.0000	\$18,319.98	\$18,319.98
623 CONSTRUCTION LAYOUT STAKES & SURVEYING LUMP	1.0000	\$3,000.00	\$3,000.00	1.0000	\$5,350.00	\$5,350.00
624 MOBILIZATION LUMP	1.0000	\$45,000.00	\$45,000.00	1.0000	\$3,277.75	\$3,277.75
630 SIGN REMOVED AND RESET (APPROX STA 346+00) EACH	1.0000	\$5,000.00	\$5,000.00	1.0000	\$250.00	\$250.00
<b>22 Items</b>	<b>Totals:</b>		<b>\$265,000.00</b>			<b>\$269,397.69</b>
	<b>Agency Estimate:</b>		<b>\$2,500.00</b>			<b>\$2,500.00</b>

Item	Quantity	Prus Construction Co.	
		Price	Extension
<b>Bid Form</b>			
201 CLEARING AND GRUBBING, AS PER PLAN LUMP	1.0000	\$12,500.00	\$12,500.00
202 PAVEMENT REMOVED SQ YD	51.0000	\$48.00	\$2,448.00
203 EXCAVATION CY	375.0000	\$78.00	\$29,250.00
203 EMBANKMENT CY	16.0000	\$80.00	\$1,280.00
204 SUBGRADE COMPACTION SQ YD	1,209.0000	\$2.35	\$2,841.15
204 PROOF ROLLING HR	1.0000	\$125.00	\$125.00
659 TOPSOIL CY	47.0000	\$120.00	\$5,640.00
659 SEEDING AND MULCHING SY	421.0000	\$5.00	\$2,105.00
659 COMMERCIAL FERTILIZER TONS	0.0600	\$5,710.00	\$342.60
659 REPAIR SEEDING AND MULCHING SQ YD	21.0000	\$5.00	\$105.00
659 WATER M GAL	2.0000	\$10.00	\$20.00
832 EROSION CONTROL EACH	2,500.0000	\$1.00	\$2,500.00

Item	Quantity	Prus Construction Co.	
		Price	Extension
608 4" CONCRETE WALK INCLUDING 4" AGGREGATE BASE SF	8,410.0000	\$11.80	\$99,238.00
608 9" CONCRETE WALK INCLUDING 4" AGGREGATE BASE (C... SF	75.0000	\$24.00	\$1,800.00
609 TYPE 6 CURB (CONTINGENCY TO BE USED AT THE ENGI... FT	50.0000	\$55.00	\$2,750.00

Item	Quantity	Prus Construction Co.	
		Price	Extension
<b>Bid Form</b>			
611 MANHOLE ADJUSTED TO GRADE EACH	2.0000	\$875.00	\$1,750.00
609 TYPE 6 CURB, 6" TO 12" CURB HEIGHT (SEE DETAIL) FT	122.0000	\$73.00	\$8,906.00
610 RETAINING WALL WITH INTEGRAL WALK, 24" WALL HEI... FT	353.0000	\$377.00	\$133,081.00
614 MAINTENANCE OF TRAFFIC LUMP	1.0000	\$73,000.00	\$73,000.00
623 CONSTRUCTION LAYOUT STAKES & SURVEYING LUMP	1.0000	\$8,000.00	\$8,000.00
624 MOBILIZATION LUMP	1.0000	\$9,000.00	\$9,000.00
630 SIGN REMOVED AND RESET (APPROX STA 346+00) EACH	1.0000	\$650.00	\$650.00
<b>22 Items</b>	<b>Totals:</b>		<b>\$397,331.75</b>
	<b>Agency Estimate:</b>		<b>\$2,500.00</b>

ORDINANCE NO. \_\_\_\_\_

ORDINANCE TO AUTHORIZE THE CITY MANAGER TO ENTER INTO A CONTRACT WITH WG STANG, LLC FOR THE PROPOSED SIDEWALK ALONG THE EAST SIDE OF ROUTE 4 (BETWEEN SYMMES AND CORWIN).

BE IT ORDAINED by the Council of the City of Fairfield, Ohio, that:

Section 1. The City Manager is hereby authorized to enter into a contract with WG Stang, LLC for the proposed sidewalk along the east side of Route 4 (between Symmes and Corwin) in accordance with the contract on file in the office of the City Manager.

Section 2. This Ordinance shall take effect at the earliest period allowed by law.

Passed \_\_\_\_\_  
Mayor's Approval \_\_\_\_\_

Posted \_\_\_\_\_

First Reading \_\_\_\_\_ Rules Suspended \_\_\_\_\_

Second Reading \_\_\_\_\_

Third Reading \_\_\_\_\_

ATTEST:

\_\_\_\_\_  
Clerk of Council

This is to certify that this Ordinance has been duly published by posting and summary publication as provided by Charter.

\_\_\_\_\_  
Clerk of Council



**City Council Communication**  
**Regular Meeting - January 12, 2026**

Submitted by: Ben Mann, Public Works Director  
 Department: Public Works

**Subject:**

Sidewalk Resolution of Necessity to require repair and/or replacement of sidewalks by abutting property owners

**Legislation Title:**

Resolution declaring necessity of repairing sidewalks (including aprons).

- Legislation - First Reading

**Recommendation:**

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

**Discussion:**

The City has completed the process of sidewalk inspection thereby requiring repair and/or replacement of sidewalks for 2026 by the abutting property owners.

This is an ongoing program that was implemented in 1994 to inspect sidewalks and approach aprons citywide. The program was designed to complete inspections of all city sidewalks on a four (4) year rotating basis. Marking of sidewalks and aprons citywide has been completed for the 2026 program year. There are approximately 457 property locations marked for repair or replacement that are resident/business owner responsibility. There are approximately 8,100 Square Feet of 4" (sidewalk), 9,200 Square Feet of 7" (driveway aprons) concrete, and 1,200 Square Feet of 9" (commercial driveway aprons) concrete marked for replacement. There are 297 locations currently marked for repair via the cutting method. The cutting method has been used for many years now as part of the sidewalk project and has proved an effective method for limiting damage to the adjacent lawn and inconvenience to the residents while also being a cost saving measure for the property owners.

In order to begin the assessment and notification process, it is necessary for City Council to pass a Resolution of Necessity to require repair of sidewalks and driveway aprons located in designated areas of all four wards that have not already been repaired by the abutting property owners.

Notices are sent out to the affected property owners, giving them a minimum of 60 days in which to complete the replacement. The property owner has two options, either have the work completed prior to the end of the 60-day notice or have the city's contractor complete the work.

Should the property owner have the city's contractor perform the work, payment is made via an invoice from the city or charged to the owner's property tax duplicate.

With this early notification, the property owner will have more than the 60-day time frame to complete the work, before the city's contractor begins work, if they so desire. Currently, the city's contractor is anticipated to begin work sometime during the early summer.

**Financial Impact:**

No financial impact at this time

**Emergency Provision:**

*No*

**Rule Suspension Requested:**

No

**ATTACHMENTS:**

1. 2026 Sidewalk & Apron Program
2. Sidewalk-Res



RESOLUTION NO. \_\_\_\_\_

RESOLUTION DECLARING NECESSITY OF REPAIRING  
SIDEWALKS (INCLUDING APRONS).

WHEREAS, the Public Works Director has heretofore prepared plans, specifications and an estimate of cost for the repair of certain sidewalks (including aprons) at the locations hereinafter set forth; and

WHEREAS, said plans, specifications and estimate of cost are now on file in the office of the Clerk of Council;

NOW, THEREFORE, BE IT RESOLVED by the Council of the City of Fairfield, Ohio, that:

Section 1. It is necessary to repair certain sidewalks (including aprons) in the City of Fairfield, Ohio, at the addresses of the abutting properties which are shown in the cost estimates prepared by the Public Works Director and which cost estimates are on file in the office of the Clerk of Council and are incorporated herein by reference.

Section 2. The plans, specifications and estimate of cost for said repair now on file in the office of the Clerk of Council be and the same hereby are approved.

Section 3. The owners of each lot and parcel of land bounding and abutting upon the proposed sidewalks shall repair that portion of said sidewalks (including aprons) which abuts his/her property, in accordance with the plans and specifications now on file in the office of the Clerk of Council within thirty (30) days after service of notice of the passage of this resolution.

Section 4. In the event any such abutting property owner does not complete the repair of that portion of such sidewalks (including aprons) which abut his/her property in accordance with said plans and specifications and within the time period as hereinbefore prescribed, then this Council shall cause the same to be done and the entire cost thereof shall be assessed upon the property of such abutting property owner.

Section 5. The Clerk of Council be and she hereby is authorized and directed to serve notice of the passage of this resolution upon the owners of the lots and lands abutting upon said sidewalks (including aprons) in the manner provided by law.

Section 6. This Resolution shall take effect at the earliest period allowed by law.

Passed	_____	_____
		Mayor's Approval
Posted	_____	
First Reading	_____	Rules Suspended _____
Second Reading	_____	
Third Reading	_____	

ATTEST:

\_\_\_\_\_  
Clerk of Council

This is to certify that this Resolution has been duly published by posting and summary publication as provided by Charter.

\_\_\_\_\_  
Clerk of Council



**City Council Communication**  
**Regular Meeting - January 12, 2026**

Submitted by: John Clemmons, Law Director  
 Department: Law Department

**Subject:**

Ordinance to adopt revisions to the Codified Ordinances for the City storm water management plan and adopt a new section of the Codified Ordinances to prohibit illegal discharge and connection.

**Legislation Title:**

Ordinance to adopt new Chapter 926 and amend Section 925.07 of the Streets, Utilities and Public Services Code of Ordinance No. 166-84, the Codified Ordinances of Fairfield, Ohio.

- Legislation - First Reading
- Motion - Suspend Second and Third Readings
- Motion - Adoption

**Recommendation:**

It is recommended that Council adopt an ordinance to update the Streets, Utilities and Public Services Code. Suspension of the rules is requested so that the amendments can be effective as soon as possible after state law changes.

**Discussion:**

The Code is periodically updated to apply modifications and regulatory requirements to ensure best practices and to conform to recent amendments in state and federal law. These amendments include provisions which update the City's storm water management plan and adopt new regulations prohibiting illicit discharges and connections which address Ohio EPA MS-4 General permit requirements.

**Financial Impact:**

No impact.

**Emergency Provision:**

*No.*

**Rule Suspension Requested:**

Yes, so that the ordinance can be effective as soon as possible

**ATTACHMENTS:**

1. Sections 926.01 and 925.07-Ord

2. Exhibit A-Sections 926.01 and 925.07

ORDINANCE NO. \_\_\_\_\_

ORDINANCE TO ADOPT NEW CHAPTER 926 AND AMEND SECTION 925.07 OF THE STREETS, UTILITIES AND PUBLIC SERVICES CODE OF ORDINANCE NO. 166-84, THE CODIFIED ORDINANCES OF FAIRFIELD, OHIO.

BE IT ORDAINED by the Council of the City of Fairfield, Ohio, that:

Section 1. New Chapter 926 and amend Section 925.07 of the Streets, Utilities and Public Services Code of Ordinance No. 166-84, The Codified Ordinances of Fairfield, Ohio, are hereby amended to read as follows: **See attached Exhibit "A" which is incorporated herein by reference.**

Section 2. This Ordinance shall take effect at the earliest period allowed by law.

Passed \_\_\_\_\_

—

—

Mayor's Approval

Posted \_\_\_\_\_

—

First Reading \_\_\_\_\_

—

Rules

Suspended \_\_\_\_\_

Second Reading \_\_\_\_\_

—

Third Reading \_\_\_\_\_

—

ATTEST:

\_\_\_\_\_

—  
Clerk of Council

This is to certify that this Ordinance has been duly published by posting and summary publication as provided by Charter.

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\_\_\_\_\_

Clerk of Council



## EXHIBIT "A"

### 925.07 SPECIAL STORM SEWER RULES.

(a) Permit; Fee. No connection shall be made to a public storm sewer within the City until the written permission of the Public Works Director or his designee has been obtained by the person, firm or corporation proposing to or employed to perform the work. An application for a permit shall be signed by the owner or agent of the property for which the connection is desired and by the person, firm or corporation employed to perform the work; shall describe the property and state the purpose for which the connection is desired; and shall be accompanied by a fee in accordance with the following schedule:

(1)	Existing residential structure sump pump drain pipe	\$10.00
(2)	Existing residential structure roof downspout	\$10.00
(3)	Existing residential structure yard drain pipe (6-inch diameter or less)	\$10.00
(4)	Existing residential structure storm sewer pipe (up to 12-inch diameter)	\$25.00
(5)	All other connections	\$125.00

No permit shall be issued until the appropriate application is made and the applicable fee is paid.

(b) Discharges Into Storm Sewers Regulated. ~~[Storm water]~~ **STORMWATER** and all other unpolluted drainage shall be discharged to such sewers as are specifically designated as storm sewers, or to a natural outlet approved by the Public Works Director. Industrial cooling water or unpolluted process waters may be discharged upon approval of the Public Works Director to a storm sewer or natural outlet after obtaining the appropriate permits from the State, Environmental Protection Agency or any other required agencies.

~~[(c) — Prohibition of Illegal Discharges. No person, firm, or corporation shall discharge or cause to be discharged into a public storm sewer or watercourse any substance other than storm water, except as follows:~~

- ~~(1) — Water line flushing or other potable water discharges, irrigation or lawn watering, diverted stream flows, rising ground water, uncontaminated ground water infiltration, uncontaminated pumped ground water, foundation or footing drains, water from crawl space pumps, air conditioning condensation, springs, individual residential vehicle washing, natural riparian habitat or wetland flows, dechlorinated swimming pool discharges, water from firefighting activities, and any other water source not containing pollutants that are otherwise identified by the Ohio EPA as a prohibited non-stormwater discharge source.~~
- ~~(2) — Discharges specified in writing by the Public Works Director or his designee as being necessary to protect public health and safety.~~
- ~~(3) — Any non-storm water discharge permitted under an NPDES permit, waiver, or waste discharge order issued to the discharger and administered under the authority of the Federal Environmental Protection Agency, provided that the discharge is in full compliance with all requirements of the permit, waiver, or order and other applicable laws and regulations.]~~

~~[(d) — Prohibition of Certain Connections. The construction, use, maintenance or continued existence of any drain or conveyance, whether on the surface or subsurface, which allows a prohibited substance to enter a public storm sewer or watercourse is prohibited. This prohibition expressly includes, without limitation, connections made in the past, regardless of whether the connection was permissible under law or practices applicable or prevailing at the time of connection. When a prohibited connection is discovered, the Public Works Director will provide written notice to the property owner ordering its~~

~~disconnection from the storm sewer system or watercourse. No person, firm or corporation shall fail to eliminate such connection(s) to the storm sewer or watercourse within thirty days after being ordered to do so as provided herein.]~~

~~[(e)]~~ **(c) Inspection of Storm Sewers.** After a connection to a public storm sewer is built, and before it is covered, it shall be inspected and approved by the Public Works Director or his designee.

~~[(f)]~~ **(d) Prohibition of Curb Line Discharges.** No roof downspout, sump drain, or other surface or groundwater drainage line may be constructed to discharge directly into the curb line of any public street. This prohibition expressly includes, without limitation, any curb line discharge established in the past, regardless of whether its construction was permissible under law or practices applicable or prevailing at the time. When such a curb line discharge is discovered, the Public Works Director will provide written notice to the property owner ordering its disconnection from the curb line. No person, firm, or corporation shall fail to eliminate such curb line discharge(s) within 30 days after being ordered to do so as provided herein.

~~[(g)]~~ **(e) Erosion and Sediment Control.** To minimize the entry of sediment and other pollutants into the City's storm sewer system that is caused by construction site runoff, erosion and sediment control measures must be provided on all new development and redevelopment projects. These measures are to be shown in a sedimentation plan that has been prepared in accordance with the applicable requirements of the subdivision rules and regulations **OF CHAPTER 11**. Construction activities disturbing one or more acres of total land, or that will disturb less than one acre of land but are a part of a larger common plan of development, redevelopment or sale that will ultimately disturb one or more acres of land, shall seek coverage under the Ohio EPA General Construction Permit for Storm Water Discharges (Ohio EPA Permit No. ~~[OHC000004]~~ **OHC000005**, or latest edition). As such, any person seeking approval of a plan for erosion and sediment control measures, shall submit to the City Public Works Director prior to start of construction, a copy of the "Notice of Intent" (NOI) that seeks coverage under the ~~[State of Ohio construction permit]~~ **OHIO EPA GENERAL CONSTRUCTION PERMIT** that has been or will be filed with that state agency. After the **STORM WATER POLLUTION PREVENTION PLAN (SWP3)** is approved and during construction, it shall be kept on the construction site, ~~[A]~~ along with a copy of the NOI and letter granting permit coverage under the Ohio EPA General Construction Permit.

~~[(h)]~~ **(f) Stormwater Management Controls.**

- (1) To minimize the impact of land development and redevelopment activities on storm runoff and drainage, stormwater management controls shall be required on new development and redevelopment sites, pursuant to requirements contained in **CHAPTER 11** ~~[Chapters 1117 and 1182]~~, and per the design requirements contained in the City **OF FAIRFIELD** Design, Construction and Materials Specification Handbook **AS ADOPTED BY CHAPTER 11, SECTION 1195.01**.
- (2) Construction activities disturbing one or more acres of total land, or that will disturb less than one acre of land but are a part of a larger common plan of development, redevelopment or sale that will ultimately disturb one or more acres of land, shall seek coverage under the Ohio EPA General Construction Permit for Storm Water Discharges (Ohio EPA Permit No. ~~[OHC000004]~~ **OHC000005**, or latest edition). As part of that compliance, post-construction Best Management Practices shall be made part of the stormwater management controls on land development sites, pursuant to the requirements of the Ohio EPA **GENERAL CONSTRUCTION** permit and per the requirements in **CHAPTER 11** ~~[Chapters 1117 and 1182]~~.

~~[(+)]~~ **(g) Routine and Remedial Maintenance.**

- (1) Owners and occupants of properties with stormwater management facilities are responsible for operation and maintenance as specified in Section 925.07~~[(m)]~~**(k)**. The Public Works Director shall provide for inspection and routine maintenance of **STORMWATER MANAGEMENT** facilities that have been accepted for maintenance by the City. City maintenance may include ~~[storm water]~~ **STORMWATER** conveyance-related structure cleaning and repair.
- (2) Commercial, industrial, multi-family residential property. The property owner(s) shall fully maintain ~~[detention/retention basins]~~ **STORMWATER MANAGEMENT FACILITIES** located on private commercial, industrial, or multi-family residential property, whether such ~~[basins]~~ **FACILITIES** are located within a public easement or not. This maintenance responsibility shall include both routine maintenance such as mowing, cleaning, debris removal, and erosion repair and non-routine maintenance such as the repair or replacement of damaged or missing structural components.
- (3) Single family residential property. The property owner(s) and/or homeowner's association shall be responsible for routine maintenance such as mowing, cleaning, debris removal, and erosion repair for ~~[detention/retention basins]~~ **STORMWATER MANAGEMENT FACILITIES** located on private single family residential property, whether such ~~[basins]~~ **FACILITIES** are located within a public easement or not. The City shall be responsible for non-routine maintenance such as the repair or replacement of damaged or missing structural components of such ~~[basins]~~ **FACILITIES**.

~~[(+)]~~ **(h) Storm Water [Quality] Management [Plan] PROGRAM.** As a requirement of the City's NPDES Phase II Storm Water **GENERAL** Permit, Council hereby adopts the "Storm Water [Quality] Management [Plan] **PROGRAM**" ~~[dated February 2014]~~ **WHICH IS HEREBY ADOPTED AND INCLUDED HEREIN BY REFERENCE**, prepared by City staff as the City's official planning document for addressing ~~[storm water]~~ **STORMWATER** quality and pollution prevention. All subsequent amendments to the Storm Water [Quality] Management [Plan] **PROGRAM DOCUMENT** shall also be adopted by legislative action of Council. A copy of this ~~[plan]~~ **DOCUMENT** is on file in the office of the Clerk of Council.

~~[(+)]~~ **(i) Stormwater Facility Maintenance Correction Procedures.**

- (1) Order to correct improper drainage. Whenever the City shall find that (i) a tract of land not maintained by the City is inadequately drained, or (ii) there is excessive erosion or sedimentation upon such land, or (iii) there is an obstruction to a culvert or watercourse upon such land that interferes with water naturally flowing therein, or (iv) that such culvert, storm sewer or watercourse upon such land is of insufficient capacity to reasonably accommodate the flow of water, as required by the City, the Public Works Director or designee shall order the owner or person having possession, charge, or management of such land to remove the obstruction, provide adequate drainage, fill or drain such land, enlarge the culverts, drains, or watercourses, mitigate excessive erosion or sedimentation, and/or accomplish any other act determined by the Public Works Director necessary to further the purposes of this chapter. Such order shall be served on such persons or entity in the same manner as provided by the Ohio Rules of Civil Procedure for service of summons and the Public Works Director or his designee may post the order at the property. The address utilized for any service shall be the property address itself and the tax billing address for such premises as maintained on the records of the Butler County Auditor.

- (2) The owner must comply with the order(s) within a reasonable time not to exceed 30 days, unless an extension is granted by the Public Works Director for good cause shown. Failure to comply with such order shall constitute an unlawful act. Each additional day thereafter during which the owner fails to carry out the order of the City shall constitute a separate offense.
  - A. In any case where a condition described above exists for more than the time permitted in the order after service of the order, the City may ~~effect~~ **AFFECT** the necessary repairs per Section 925.07~~(h)~~**(j)** or the City may file criminal charges, or both.
  - B. The Public Works Director or designee(s) may enter upon any real property in the City during reasonable times and normal business hours for the purpose of inspection, repair or maintenance required by this chapter.
- (3) Failure of the City to observe or recognize hazardous or unsightly conditions or to recommend denial of a permit/zoning change shall not relieve the owner or person having possession, charge, or management of such land from the responsibility for the condition or damage resulting therefrom, and shall not result in the City, its officers or agents being responsible for any condition or damage resulting therefrom.
- (4) Nothing in this chapter shall be construed as authorizing any person to maintain a private or public nuisance on his property, and compliance with the provisions of this chapter shall not be a defense in any action to abate such nuisance.
- (5) Nothing in this chapter shall be construed to prevent immediate action by the City in emergency situations. In case of an emergency, the City may direct that action be taken immediately to correct the condition or abate the activity to protect the public health, safety, and welfare. The City may perform the required work and assess the abatement costs against the property.

~~(h)~~ **(j)** Correction Costs.

- (1) If the owner or occupant having the care or control of the lands mentioned in Section 925.07~~(h)~~**(g)** fails to comply with the order provided in for Section 925.07~~(h)~~**(g)**, the City shall cause such abatement procedures to be implemented. The cost for such abatement procedures shall be immediately due and payable to the City, provided, however, that an administrative fee shall also be charged in the amount of one hundred dollars. The cost of the administrative fee together with the cost of the abatement procedure together with any legal fees incurred by the City shall be assessed against the owner and, if unpaid, against the lot or land together with interest thereon at the then judgment rate in effect in the State of Ohio.

~~(m)~~ **(k)** Stormwater Management Facility Post-Construction Operation and Maintenance Plan.

- (1) Operation and maintenance plan.
  - A. The developer/property owner shall prepare an operation and maintenance plan for any stormwater management facility approved by the City after May 31, 2014 meeting the minimum requirements of the latest version of the ~~[Ohio EPA NPDES Construction Stormwater Permit]~~ **OHIO EPA GENERAL CONSTRUCTION PERMIT FOR STORM WATER DISCHARGES (OHIO EPA PERMIT NO. OHC000005, OR LATEST EDITION)** for redevelopment and new development projects wherein construction activities will result in the disturbance of one or more acres.

- B. The operation and maintenance plan shall be submitted by the developer/property owner to the City of Fairfield for review and approval prior to the City issuing the building permit.
  - C. The operation and maintenance plan must be a stand-alone document containing the following:
    1. Designate the entity associated with providing the **POST-CONSTRUCTION** Best Management Practices (BMPs) inspection and maintenance.
    2. Indicate routine and non-routine maintenance tasks to be undertaken.
    3. Indicate a schedule for inspection and maintenance tasks.
    4. Provide proof of any necessary legally binding maintenance easements and agreements that are necessary to properly inspect and maintain the **POST-CONSTRUCTION** BMP(s).
    5. Provide a map showing the location of the **POST-CONSTRUCTION** BMP(s) that are indicated on the City of Fairfield approved Storm Water Pollution Prevention Plan [~~(SWPPP)~~] (**SWP3**) and necessary access and maintenance easements.
    6. Provide detailed **POST-CONSTRUCTION** BMP drawings and inspection and maintenance procedures.
    7. Ensure that the collected pollutants resulting from **POST-CONSTRUCTION** BMP maintenance activities are disposed of in accordance with local, state and federal guidelines.
- (2) Declaration of Covenants and Restrictions. A declaration of covenants and restrictions shall be made between the owner and the City of Fairfield ensuring that the **POST-CONSTRUCTION** BMP(s) shall be properly inspected and maintained and shall be included within the operation and maintenance plan **IN ACCORDANCE WITH THE DESIGN, CONSTRUCTION AND MATERIALS SPECIFICATION HANDBOOK REQUIREMENTS ADOPTED IN CHAPTER 11, SECTION 1195.01. THE POST-CONSTRUCTION BMPS WILL BE MAINTAINED IN PERPETUITY BY THE PROPERTY OWNER.**
- (3) Inspection.
- A. Personnel identified within the operation and maintenance plan shall inspect the **POST-CONSTRUCTION** BMP(s) to ensure proper functionality and determine if maintenance is necessary.
  - B. At a minimum, inspections are to be conducted on an annual basis, or as specified in the operation and maintenance plan.
  - C. Written inspection reports summarizing the **POST-CONSTRUCTION** BMP(s) inspection observations and maintenance requirements are to be submitted to the City of Fairfield upon request by the City.
- (4) Maintenance.
- A. All **POST-CONSTRUCTION** BMPs are to be maintained according to the measures outlined within the operation and maintenance plan.
  - B. Ensure that the collected pollutants resulting from **POST-CONSTRUCTION** BMP maintenance activities are disposed of in accordance with local, state and federal guidelines.

- C. The owner shall make necessary repairs within fourteen days of their discovery as identified within the inspection reports or through a request from the City of Fairfield resulting from City conducted inspections.
- D. Maintenance activities performed are to be documented on a written report and submitted to the City of Fairfield upon request.
- E. **POST-CONSTRUCTION** BMP(s) shall be maintained in accordance with the requirements and procedures specified in Section 925.07~~(f)~~**(g)**, ~~(h)~~**(i)** and ~~(i)~~**(j)**.

~~(h)~~ **(I) Compliance with Other Regulations.** Compliance with the provisions of this chapter or other sections of City Code does not relieve the site owner from obtaining all other necessary permits and/or approvals from federal, state and/or county agencies. If requirements vary, the most stringent requirement shall apply.

(Ord. 25-14. Passed 4-14-14.)

**926.01 PURPOSE.**

**THE PURPOSE OF THIS ORDINANCE IS TO PROVIDE FOR THE HEALTH, SAFETY, AND GENERAL WELFARE OF THE CITIZENS OF THE CITY OF FAIRFIELD THROUGH THE REGULATION OF ILLICIT DISCHARGES TO THE CITY’S MUNICIPAL SEPARATE STORM SEWER SYSTEM (MS4). THIS ORDINANCE ESTABLISHES METHODS FOR CONTROLLING THE INTRODUCTION OF POLLUTANTS INTO THE MS4 IN ORDER TO COMPLY WITH REQUIREMENTS OF THE NATIONAL POLLUTANT DISCHARGE ELIMINATION SYSTEM (NPDES) PERMIT PROCESS AS REQUIRED BY THE OHIO ENVIRONMENTAL PROTECTION AGENCY (OHIO EPA). THE OBJECTIVES OF THIS ORDINANCE ARE:**

- (a) TO PROHIBIT ILLICIT DISCHARGES AND ILLEGAL CONNECTIONS TO THE MS4.**
- (b) TO ESTABLISH LEGAL AUTHORITY TO CARRY OUT INSPECTIONS, MONITORING PROCEDURES, AND ENFORCEMENT ACTIONS NECESSARY TO ENSURE COMPLIANCE WITH THIS ORDINANCE.**

**926.02 APPLICABILITY.**

**THIS ORDINANCE SHALL APPLY TO ALL RESIDENTIAL, COMMERCIAL, INDUSTRIAL, OR INSTITUTIONAL FACILITIES RESPONSIBLE FOR DISCHARGES TO THE MS4 AND ON ANY LANDS IN THE CITY OF FAIRFIELD, EXCEPT FOR THOSE DISCHARGES GENERATED BY THE ACTIVITIES DETAILED IN SECTION 926.07 (a) TO (c) OF THIS ORDINANCE.**

**926.03 DEFINITIONS.**

**THE WORDS AND TERMS USED IN THIS ORDINANCE, UNLESS OTHERWISE EXPRESSLY STATED, SHALL HAVE THE FOLLOWING MEANING:**

- (a) “BEST MANAGEMENT PRACTICES (BMPs)” MEANS SCHEDULES OF ACTIVITIES, PROHIBITIONS OF PRACTICES, GENERAL GOOD HOUSEKEEPING PRACTICES, POLLUTION PREVENTION AND EDUCATIONAL PRACTICES, MAINTENANCE PROCEDURES, AND OTHER MANAGEMENT PRACTICES TO PREVENT OR REDUCE THE DISCHARGE OF POLLUTANTS TO STORMWATER. BMPs ALSO INCLUDE TREATMENT PRACTICES, OPERATING PROCEDURES, AND PRACTICES TO CONTROL SITE RUNOFF, SPILLAGE OR LEAKS, SLUDGE OR WATER DISPOSAL, OR DRAINAGE FROM RAW MATERIALS STORAGE.**
- (b) “COMMUNITY” MEANS THE CITY OF FAIRFIELD, ITS DESIGNATED REPRESENTATIVES, BOARDS, OR COMMISSIONS.**
- (c) “ENVIRONMENTAL PROTECTION AGENCY OR UNITED STATES ENVIRONMENTAL PROTECTION AGENCY (USEPA)” MEANS THE UNITED STATES ENVIRONMENTAL PROTECTION AGENCY, INCLUDING BUT NOT LIMITED TO THE OHIO ENVIRONMENTAL**

PROTECTION AGENCY (OHIO EPA), OR ANY DULY AUTHORIZED OFFICIAL OF SAID AGENCY.

- (d) **“FLOATABLE MATERIAL” MEANS ANY FOREIGN MATTER THAT MAY FLOAT OR REMAIN SUSPENDED IN THE WATER COLUMN, AND INCLUDES BUT IS NOT LIMITED TO, PLASTIC, ALUMINUM CANS, WOOD PRODUCTS, BOTTLES, AND PAPER PRODUCTS.**
- (e) **“HAZARDOUS MATERIAL” MEANS ANY MATERIAL, INCLUDING ANY SUBSTANCE, WASTE, OR COMBINATION THEREOF, WHICH BECAUSE OF ITS QUANTITY, CONCENTRATION, OR PHYSICAL, CHEMICAL, OR INFECTIOUS CHARACTERISTICS MAY CAUSE, OR SIGNIFICANTLY CONTRIBUTE TO, A SUBSTANTIAL PRESENT OR POTENTIAL HAZARD TO HUMAN HEALTH, SAFETY, PROPERTY, OR THE ENVIRONMENT WHEN IMPROPERLY TREATED, STORED, TRANSPORTED, DISPOSED OF, OR OTHERWISE MANAGED.**
- (f) **“ILLICIT DISCHARGE” AS DEFINED AT 40 C.F.R. 122.26 (b)(2) MEANS ANY DISCHARGE TO AN MS4 THAT IS NOT COMPOSED ENTIRELY OF STORMWATER, EXCEPT FOR THOSE DISCHARGES TO AN MS4 PURSUANT TO A NPDES PERMIT OR NOTED IN SECTION 926.07 (a) TO (c) OF THIS ORDINANCE.**
- (g) **“ILLEGAL CONNECTION” MEANS ANY DRAIN OR CONVEYANCE, WHETHER ON THE SURFACE OR SUBSURFACE, THAT ALLOWS AN ILLICIT DISCHARGE TO ENTER THE MS4.**
- (h) **“MUNICIPAL SEPARATE STORM SEWER SYSTEM (MS4)” AS DEFINED AT 40 C.F.R. 122.26 (b)(8), MEANS A CONVEYANCE OR SYSTEM OF CONVEYANCES (INCLUDING ROADS WITH DRAINAGE SYSTEMS, MUNICIPAL STREETS, CATCH BASINS, CURBS, GUTTERS, DITCHES, MAN-MADE CHANNELS, OR STORM DRAINS) THAT IS:**
  - 1. **OWNED OR OPERATED BY A STATE, CITY, TOWN, BOROUGH, COUNTY, PARISH, DISTRICT, MUNICIPALITY, TOWNSHIP, COUNTY, DISTRICT, ASSOCIATION, OR OTHER PUBLIC BODY (CREATED BY OR PURSUANT TO STATE LAW) HAVING JURISDICTION OVER SEWAGE, INDUSTRIAL WASTES, INCLUDING SPECIAL DISTRICTS UNDER STATE LAW SUCH AS A SEWER DISTRICT, OR SIMILAR ENTITY, OR AN INDIAN TRIBE OR AN AUTHORIZED INDIAN TRIBAL ORGANIZATION, OR A DESIGNATED AND APPROVED MANAGEMENT AGENCY UNDER SECTION 208 OF THE CLEAN WATER ACT THAT DISCHARGES TO WATERS OF THE UNITED STATES;**
  - 2. **DESIGNED OR USED FOR COLLECTING OR CONVEYING STORMWATER;**
  - 3. **WHICH IS NOT A COMBINED SEWER; AND**
  - 4. **WHICH IS NOT PART OF A PUBLICLY OWNED TREATMENT WORKS (POTW) AS DEFINED AT 40 C.F.R. 122.2.**
- (i) **“NATIONAL POLLUTANT DISCHARGE ELIMINATION SYSTEM (NPDES) STORM WATER DISCHARGE PERMIT” MEANS A PERMIT ISSUED BY EPA (OR BY A STATE UNDER AUTHORITY DELEGATED PURSUANT TO 33 USC § 1342(b)) THAT AUTHORIZES THE DISCHARGE OF POLLUTANTS TO WATERS OF THE UNITED STATES, WHETHER THE PERMIT IS APPLICABLE ON AN INDIVIDUAL, GROUP, OR GENERAL AREA-WIDE BASIS.**
- (j) **“OFF-LOT DISCHARGING HOUSEHOLD SEWAGE TREATMENT SYSTEM” MEANS A SYSTEM DESIGNED TO TREAT HOUSEHOLD SEWAGE ON-SITE AND DISCHARGES TREATED WASTEWATER EFFLUENT OFF THE PROPERTY INTO A STORMWATER OR SURFACE WATER CONVEYANCE OR SYSTEM.**
- (k) **“OWNER/OPERATOR” MEANS ANY INDIVIDUAL, ASSOCIATION, ORGANIZATION, PARTNERSHIP, FIRM, CORPORATION OR OTHER ENTITY RECOGNIZED BY LAW AND ACTING AS EITHER THE OWNER OR ON THE OWNER’S BEHALF.**

- (l) **“POLLUTANT” MEANS ANYTHING THAT CAUSES OR CONTRIBUTES TO POLLUTION. POLLUTANTS MAY INCLUDE, BUT ARE NOT LIMITED TO, PAINTS, VARNISHES, SOLVENTS, OIL AND OTHER AUTOMOTIVE FLUIDS, NON-HAZARDOUS LIQUID AND SOLID WASTES, YARD WASTES, REFUSE, RUBBISH, GARBAGE, LITTER OR OTHER DISCARDED OR ABANDONED OBJECTS, FLOATABLE MATERIALS, PESTICIDES, HERBICIDES, FERTILIZERS, HAZARDOUS MATERIALS, WASTES, SEWAGE, DISSOLVED AND PARTICULATE METALS, ANIMAL WASTES, RESIDUES THAT RESULT FROM CONSTRUCTING A STRUCTURE, AND NOXIOUS OR OFFENSIVE MATTER OF ANY KIND.**
- (m) **“STORMWATER” MEANS ANY SURFACE FLOW, RUNOFF, AND DRAINAGE CONSISTING ENTIRELY OF WATER FROM ANY FORM OF NATURAL PRECIPITATION, AND RESULTING FROM SUCH PRECIPITATION.**
- (n) **“WASTEWATER” MEANS THE SPENT WATER OF A COMMUNITY. FROM THE STANDPOINT OF A SOURCE, IT MAY BE A COMBINATION OF THE LIQUID AND WATER-CARRIED WASTES FROM RESIDENCES, COMMERCIAL BUILDINGS, INDUSTRIAL PLANTS, AND INSTITUTIONS.**

**926.04 DISCLAIMER OF LIABILITY.**

**COMPLIANCE WITH THE PROVISIONS OF THIS ORDINANCE SHALL NOT RELIEVE ANY PERSON FROM RESPONSIBILITY FOR DAMAGE TO ANY PERSON OTHERWISE IMPOSED BY LAW. THE PROVISIONS OF THIS ORDINANCE ARE PROMULGATED TO PROMOTE THE HEALTH, SAFETY, AND WELFARE OF THE PUBLIC AND ARE NOT DESIGNED FOR THE BENEFIT OF ANY INDIVIDUAL OR FOR THE BENEFIT OF ANY PARTICULAR PARCEL OF PROPERTY.**

**926.05 CONFLICTS, SEVERABILITY, NUISANCES AND RESPONSIBILITY.**

- (a) **WHERE THIS ORDINANCE IS IN CONFLICT WITH OTHER PROVISIONS OF LAW OR ORDINANCE, THE MOST RESTRICTIVE PROVISIONS, AS DETERMINED BY THE CITY OF FAIRFIELD, SHALL PREVAIL.**
- (b) **IF ANY CLAUSE, SECTION, OR PROVISION OF THIS ORDINANCE IS DECLARED INVALID OR UNCONSTITUTIONAL BY A COURT OF COMPETENT JURISDICTION, THE VALIDITY OF THE REMAINDER SHALL NOT BE AFFECTED THEREBY.**
- (c) **THIS ORDINANCE SHALL NOT BE CONSTRUED AS AUTHORIZING ANY PERSON TO MAINTAIN A NUISANCE ON THEIR PROPERTY, AND COMPLIANCE WITH THE PROVISIONS OF THIS ORDINANCE SHALL NOT BE A DEFENSE IN ANY ACTION TO ABATE SUCH A NUISANCE.**
- (d) **FAILURE OF THE CITY OF FAIRFIELD TO OBSERVE OR RECOGNIZE HAZARDOUS OR UNSIGHTLY CONDITIONS OR TO RECOMMEND CORRECTIVE MEASURES SHALL NOT RELIEVE THE SITE OWNER FROM THE RESPONSIBILITY FOR THE CONDITION OR DAMAGE RESULTING THEREFROM, AND SHALL NOT RESULT IN THE CITY OF FAIRFIELD, ITS OFFICERS, EMPLOYEES, OR AGENTS BEING RESPONSIBLE FOR ANY CONDITION OR DAMAGE RESULTING THEREFROM.**

**926.06 RESPONSIBILITY FOR ADMINISTRATION.**

**THE CITY OF FAIRFIELD SHALL ADMINISTER, IMPLEMENT, AND ENFORCE THE PROVISIONS OF THIS ORDINANCE. THE CITY OF FAIRFIELD MAY DELEGATE ANY POWERS OR DUTIES DERIVED FROM THIS ORDINANCE TO ANY PERSON OR ENTITY ACTING IN THE BENEFICIAL INTEREST OF OR IN THE EMPLOY OF THE CITY OF FAIRFIELD.**

**926.07 DISCHARGE AND CONNECTION PROHIBITIONS.**

**PROHIBITION OF ILLICIT DISCHARGES:** NO PERSON SHALL DISCHARGE, OR CAUSE TO BE DISCHARGED, AN ILLICIT DISCHARGE INTO THE MS4. THE COMMENCEMENT, CONDUCT OR CONTINUANCE OF ANY ILLICIT DISCHARGE TO THE MS4 IS PROHIBITED EXCEPT AS DESCRIBED AS FOLLOWS:

- (a) WATER LINE FLUSHING; LANDSCAPE IRRIGATION; DIVERTED STREAM FLOWS; RISING GROUND WATERS; UNCONTAMINATED GROUND WATER INFILTRATION (INFILTRATION IS DEFINED AS WATER OTHER THAN WASTEWATER THAT ENTERS A SEWER SYSTEM, INCLUDING SEWER SERVICE CONNECTIONS AND FOUNDATION DRAINS, FROM THE GROUND THROUGH SUCH MEANS AS DEFECTIVE PIPES, PIPE JOINTS, CONNECTIONS, OR MANHOLES. INFILTRATION DOES NOT INCLUDE, AND IS DISTINGUISHED FROM, INFLOW); UNCONTAMINATED PUMPED GROUND WATER; DISCHARGES FROM POTABLE WATER SOURCES; FOUNDATION DRAINS; AIR CONDITIONING CONDENSATE; IRRIGATION WATER; SPRINGS; WATER FROM CRAWL SPACE PUMPS; FOOTING DRAINS; LAWN WATERING; INDIVIDUAL RESIDENTIAL CAR WASHING; FLOWS FROM RIPARIAN HABITATS AND WETLANDS; DECHLORINATED/DEBROMINATED/ DESALINATED SWIMMING POOL DISCHARGES; STREET WASH WATER WITH DRY CLEANUP METHOD AND NO DETERGENTS TO MINIMIZE POLLUTANTS; DISCHARGES OR FLOWS FROM FIRE-FIGHTING ACTIVITIES (NOT PLANNED EXERCISES); DYE TESTS. THESE DISCHARGES ARE EXEMPT UNTIL SUCH TIME AS THEY ARE DETERMINED BY THE CITY OF FAIRFIELD OR OHIO EPA TO BE SIGNIFICANT CONTRIBUTORS OF POLLUTANTS TO THE MS4.
- (b) DISCHARGES SPECIFIED IN WRITING BY THE CITY OF FAIRFIELD AS BEING NECESSARY TO PROTECT PUBLIC HEALTH AND SAFETY.
- (c) DISCHARGES FROM OFF-LOT DISCHARGING HOUSEHOLD SEWAGE TREATMENT SYSTEMS EXISTING PRIOR TO JANUARY 1, 2007 AND PERMITTED BY THE BUTLER COUNTY BOARD OF HEALTH FOR THE PURPOSE OF DISCHARGING TREATED SEWAGE EFFLUENT IN ACCORDANCE WITH OHIO ADMINISTRATIVE CODE 3701-29, OR OTHER APPLICABLE BUTLER COUNTY BOARD OF HEALTH REGULATIONS, UNTIL SUCH TIME AS THE OHIO ENVIRONMENTAL PROTECTION AGENCY ISSUES AN NPDES PERMITTING MECHANISM FOR HOUSEHOLD SEWAGE TREATMENT SYSTEMS EXISTING PRIOR TO JANUARY 1, 2007 ARE EXEMPT UNLESS SUCH DISCHARGES ARE DEEMED TO BE CREATING A PUBLIC HEALTH NUISANCE BY THE BUTLER COUNTY BOARD OF HEALTH. DISCHARGES FROM NEW OR REPLACEMENT OFF-LOT HOUSEHOLD SEWAGE TREATMENT SYSTEMS INSTALLED AFTER JANUARY 1, 2007 ARE NOT EXEMPT FROM THE REQUIREMENTS OF THIS ORDINANCE.

IN COMPLIANCE WITH THE CITY OF FAIRFIELD STORM WATER MANAGEMENT PROGRAM, DISCHARGES FROM ALL OFF-LOT DISCHARGING HOUSEHOLD SEWAGE TREATMENT SYSTEMS MUST EITHER BE ELIMINATED OR HAVE COVERAGE UNDER AN APPROPRIATE NPDES PERMIT ISSUED AND APPROVED BY THE OHIO ENVIRONMENTAL PROTECTION AGENCY. WHEN SUCH PERMIT COVERAGE IS AVAILABLE FOR SYSTEMS EXISTING PRIOR TO JANUARY 1, 2007, DISCHARGES FROM OFF-LOT DISCHARGING HOUSEHOLD SEWAGE TREATMENT SYSTEMS EXISTING PRIOR TO JANUARY 1, 2007 WILL NO LONGER BE EXEMPT FROM THE REQUIREMENTS OF THIS ORDINANCE.

**PROHIBITION OF ILLEGAL CONNECTIONS:** THE CONSTRUCTION, USE, MAINTENANCE OR CONTINUED EXISTENCE OF ILLEGAL CONNECTIONS TO THE MS4 IS PROHIBITED.

- (a) THIS PROHIBITION EXPRESSLY INCLUDES, WITHOUT LIMITATION, ILLEGAL CONNECTIONS MADE IN THE PAST, REGARDLESS OF WHETHER THE CONNECTION WAS PERMISSIBLE UNDER LAW OR PRACTICES APPLICABLE OR PREVAILING AT THE TIME OF CONNECTION.

(b) A PERSON IS CONSIDERED TO BE IN VIOLATION OF THIS ORDINANCE IF THE PERSON CONNECTS A LINE CONVEYING ILICIT DISCHARGES TO THE MS4, OR ALLOWS SUCH A CONNECTION TO CONTINUE.

**926.08 MONITORING FOR ILICIT DISCHARGES AND ILLEGAL CONNECTIONS.**

**ESTABLISHMENT OF AN ILICIT DISCHARGE AND ILLEGAL CONNECTION MONITORING PROGRAM:** THE CITY OF FAIRFIELD HAS ESTABLISHED A PROGRAM TO DETECT AND ELIMINATE ILICIT DISCHARGES AND ILLEGAL CONNECTIONS TO THE MS4. THIS PROGRAM INCLUDES THE MAPPING OF THE MS4, INCLUDING MS4 OUTFALLS AND HOUSEHOLD SEWAGE TREATMENT SYSTEMS; THE ROUTINE INSPECTION OF STORMWATER OUTFALLS OF THE MS4, AND A PROCESS TO IDENTIFY AND INVESTIGATE ANY DISCOVERED ILICIT DISCHARGES.

**INSPECTION OF RESIDENTIAL, COMMERCIAL, INDUSTRIAL, OR INSTITUTIONAL FACILITIES:**

- (a) THE CITY OF FAIRFIELD SHALL BE PERMITTED TO ENTER AND INSPECT FACILITIES SUBJECT TO THIS ORDINANCE AS OFTEN AS MAY BE NECESSARY TO DETERMINE COMPLIANCE WITH THIS ORDINANCE.
- (b) THE CITY OF FAIRFIELD SHALL HAVE THE RIGHT TO SET UP AT FACILITIES SUBJECT TO THIS ORDINANCE SUCH DEVICES AS ARE NECESSARY TO CONDUCT MONITORING AND/OR SAMPLING OF THE FACILITY'S STORMWATER DISCHARGE, AS DETERMINED BY THE CITY OF FAIRFIELD.
- (c) THE CITY OF FAIRFIELD SHALL HAVE THE RIGHT TO REQUIRE THE FACILITY OWNER/OPERATOR TO INSTALL MONITORING EQUIPMENT AS NECESSARY. THIS SAMPLING AND MONITORING EQUIPMENT SHALL BE MAINTAINED AT ALL TIMES IN SAFE AND PROPER OPERATING CONDITION BY THE FACILITY OWNER/OPERATOR AT THE OWNER/OPERATOR'S EXPENSE. ALL DEVICES USED TO MEASURE STORMWATER FLOW AND QUALITY SHALL BE CALIBRATED TO ENSURE THEIR ACCURACY.
- (d) ANY TEMPORARY OR PERMANENT OBSTRUCTION TO SAFE AND REASONABLE ACCESS TO THE FACILITY TO BE INSPECTED AND/OR SAMPLED SHALL BE PROMPTLY REMOVED BY THE FACILITY'S OWNER/OPERATOR AT THE WRITTEN OR ORAL REQUEST OF THE CITY OF FAIRFIELD AND SHALL NOT BE REPLACED. THE COSTS OF CLEARING SUCH ACCESS SHALL BE BORNE BY THE FACILITY OWNER/OPERATOR.
- (e) UNREASONABLE DELAYS IN ALLOWING THE CITY OF FAIRFIELD ACCESS TO A FACILITY SUBJECT TO THIS ORDINANCE FOR THE PURPOSES OF ILICIT DISCHARGE INSPECTION IS A VIOLATION OF THIS ORDINANCE.
- (f) IF THE CITY OF FAIRFIELD IS REFUSED ACCESS TO ANY PART OF THE FACILITY FROM WHICH STORMWATER IS DISCHARGED, AND THE CITY OF FAIRFIELD DEMONSTRATES PROBABLE CAUSE TO BELIEVE THAT THERE MAY BE A VIOLATION OF THIS ORDINANCE, OR THAT THERE IS A NEED TO INSPECT AND/OR SAMPLE AS PART OF AN INSPECTION AND SAMPLING PROGRAM DESIGNED TO VERIFY COMPLIANCE WITH THIS ORDINANCE OR ANY ORDER ISSUED HEREUNDER, OR TO PROTECT THE PUBLIC HEALTH, SAFETY, AND WELFARE, THE CITY OF FAIRFIELD MAY SEEK ISSUANCE OF A SEARCH WARRANT, CIVIL REMEDIES INCLUDING BUT NOT LIMITED TO INJUNCTIVE RELIEF, AND/OR CRIMINAL REMEDIES FROM ANY COURT OF APPROPRIATE JURISDICTION.
- (g) ANY COSTS ASSOCIATED WITH THESE INSPECTIONS SHALL BE ASSESSED TO THE FACILITY OWNER/OPERATOR.

**926.09 ENFORCEMENT.**

- (a) **NOTICE OF VIOLATION.** WHEN THE CITY OF FAIRFIELD FINDS THAT A PERSON HAS VIOLATED A PROHIBITION OR FAILED TO MEET A REQUIREMENT OF THIS ORDINANCE,

THE CITY OF FAIRFIELD MAY ORDER COMPLIANCE BY WRITTEN NOTICE OF VIOLATION. SUCH NOTICE MUST SPECIFY THE VIOLATION AND SHALL BE HAND DELIVERED, AND/OR SENT BY REGISTERED MAIL, TO THE OWNER/OPERATOR OF THE FACILITY. SUCH NOTICE MAY REQUIRE THE FOLLOWING ACTIONS:

1. THE PERFORMANCE OF MONITORING, ANALYSES, AND REPORTING;
  2. THE ELIMINATION OF ILLICIT DISCHARGES OR ILLEGAL CONNECTIONS;
  3. THAT VIOLATING DISCHARGES, PRACTICES, OR OPERATIONS CEASE AND DESIST;
  4. THE ABATEMENT OR REMEDIATION OF STORMWATER POLLUTION OR CONTAMINATION HAZARDS AND THE RESTORATION OF ANY AFFECTED PROPERTY; OR
  5. THE IMPLEMENTATION OF SOURCE CONTROL OR TREATMENT BMPS.
- (b) IF ABATEMENT OF A VIOLATION AND/OR RESTORATION OF AFFECTED PROPERTY IS REQUIRED, THE NOTICE OF VIOLATION SHALL SET FORTH A DEADLINE WITHIN WHICH SUCH REMEDIATION OR RESTORATION MUST BE COMPLETED. SAID NOTICE SHALL FURTHER ADVISE THAT, SHOULD THE FACILITY OWNER/OPERATOR FAIL TO REMEDIATE OR RESTORE WITHIN THE ESTABLISHED DEADLINE, A LEGAL ACTION FOR ENFORCEMENT MAY BE INITIATED.
- (c) ANY PERSON RECEIVING A NOTICE OF VIOLATION MUST MEET COMPLIANCE STANDARDS WITHIN THE TIME ESTABLISHED IN THE NOTICE OF VIOLATION.
- (d) ADMINISTRATIVE HEARING: IF THE VIOLATION HAS NOT BEEN CORRECTED PURSUANT TO THE REQUIREMENTS SET FORTH IN THE NOTICE OF VIOLATION, THE CITY OF FAIRFIELD SHALL SCHEDULE AN ADMINISTRATIVE HEARING TO DETERMINE REASONS FOR NON-COMPLIANCE AND TO DETERMINE THE NEXT ENFORCEMENT ACTIVITY. NOTICE OF THE ADMINISTRATIVE HEARING SHALL BE HAND DELIVERED AND/OR SENT BY REGISTERED MAIL.
- (e) INJUNCTIVE RELIEF: IT SHALL BE UNLAWFUL FOR ANY OWNER/OPERATOR TO VIOLATE ANY PROVISION OR FAIL TO COMPLY WITH ANY OF THE REQUIREMENTS OF THIS ORDINANCE PURSUANT TO O.R.C. 3709.211 (IS THIS APPLICABLE TO CITY OF FAIRFIELD?). IF AN OWNER/OPERATOR HAS VIOLATED OR CONTINUES TO VIOLATE THE PROVISIONS OF THIS ORDINANCE, THE CITY OF FAIRFIELD MAY PETITION FOR A PRELIMINARY OR PERMANENT INJUNCTION RESTRAINING THE OWNER/OPERATOR FROM ACTIVITIES THAT WOULD CREATE FURTHER VIOLATIONS OR COMPELLING THE OWNER/OPERATOR TO PERFORM ABATEMENT OR REMEDIATION OF THE VIOLATION.

**926.10 REMEDIES NOT EXCLUSIVE.**

THE REMEDIES LISTED IN THIS ORDINANCE ARE NOT EXCLUSIVE OF ANY OTHER REMEDIES AVAILABLE UNDER ANY APPLICABLE FEDERAL, STATE OR LOCAL LAW AND IT IS WITHIN THE DISCRETION OF THE CITY OF FAIRFIELD TO SEEK CUMULATIVE REMEDIES.



**City Council Communication  
Regular Meeting - January 12, 2026**

Submitted by: Alisha Wilson, Clerk of Council  
Department: Clerk's Office

**Subject:**

Contractual Appropriations

**Legislation Title:**

Ordinance to amend Ordinance No. 148-25 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, 2026, and ending December 31, 2026."

- Contractual Appropriations: \$1,376,789 total (\$255,000 Sidewalk construction (Public Works); see below for additional amounts)

- Legislation - First Reading
- Motion - Suspend Second and Third Readings
- Motion - Adoption

**Recommendation:**

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

**Discussion:**

Please refer to specific Council Communications for full description of these items.

**Financial Impact:**

\$1,376,789 from noted funding source.

**Emergency Provision:**

No

**Rule Suspension Requested:**

Yes

**ATTACHMENTS:**

1. Contractual 1-12-Ord

ORDINANCE NO. \_\_\_\_\_

ORDINANCE TO AMEND ORDINANCE NO. 148-25 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, 2026, AND ENDING DECEMBER 31, 2026."

BE IT ORDAINED by the Council of the City of Fairfield, Ohio, that:

Section 1. Ordinance No. 148-24, the 2026 Appropriation Ordinance, is hereby amended in the following respects:

**From: Unappropriated Street Improvement Fund \$141,815**  
40116025-252000 Improvements Other Than  
**To: Building \$141,815**  
*(Sidewalk along east side of Route 4 - between Symmes & Corwin 6PW46)*

**From: Unappropriated Park Development Fund \$878,225**  
41316023-233900 Other Professional Services \$878,225  
*(Marsh Park Master Plan Phase 1 Implementation 6PR11 CONTINGENCY)*

**From: Unappropriated Active Transportation Fund \$113,185**  
41516025-252000 Improvements Other Than \$113,185  
Building  
*(Sidewalk along east side of Route 4 between Symmes & Corwin 6PW46)*

**From: Unappropriated Water Replacement & Improvement Fund \$72,715**  
60416025-252000 Improvements other than \$72,715  
Building  
*(Winton Road Water Main Improvement Project 5WT10 CONTINGENCY)*

**From: Unappropriated Sewer Surplus Fund \$170,849**  
62416025-252000 Improvements other than \$170,849  
Building  
*(WWTP Solar Array Project 5WW20 CONTINGENCY)*

Section 2. This Ordinance shall take effect at the earliest period allowed by law.

Passed \_\_\_\_\_

\_\_\_\_\_  
Mayor's Approval

Posted \_\_\_\_\_

First Reading \_\_\_\_\_

Rules Suspended \_\_\_\_\_

Second Reading \_\_\_\_\_

Third Reading \_\_\_\_\_

ATTEST:

\_\_\_\_\_

\_\_\_\_\_  
Clerk of Council

This is to certify that this Ordinance has been duly published by posting and summary publication as provided by Charter.

\_\_\_\_\_  
Clerk of Council



**City Council Communication  
Regular Meeting - January 12, 2026**

Submitted by: Jason Hunold, Public Utilities Director  
Department: Public Utilities

**Subject:**

Contingency funds restored from 2025 for 2026 – various projects – Public Utilities

**Legislation Title:**

\$243,564 - Contingency funds restored, Various projects (Public Utilities)

**Recommendation:**

It is recommended that City Council authorize a request to restore 2025 contingency funds, for use in 2026, for various projects of the Public Utilities Department.

**Discussion:**

Certain contingency funds were authorized in 2025 for various Public Utilities Department Capital Improvement Program (CIP) projects, but funds were not formally appropriated in 2025. As two (2) projects have extended into 2026, City staff is requesting that these contingency funds be restored for use in 2026. The projects and amounts are outlined under the Financial Impact section:

**Financial Impact:**

Project 5WT10 – Small Water Line Improvements, 2025 Winton Road Water Main Improvement Project: Contingency funding to be restored: \$72,715  
Project 5WW20 – WWTP Solar Array Project: Contingency funding to be restored: \$170,849

**Emergency Provision:**

*No*

**Rule Suspension Requested:**

No

**ATTACHMENTS:**

None



**City Council Communication  
Regular Meeting - January 12, 2026**

Submitted by: Adam Sackenheim, Assistant City Manager COO  
Department: City Manager's Office - COO

**Subject:**

Contingency funds restored from 2025 for 2026 – Marsh Park Master Plan, Phase 1

**Legislation Title:**

\$878,225 - Contingency funds restored; Marsh Park Master Plan, Phase 1 (Parks & Recreation)

**Recommendation:**

It is recommended that City Council authorize a request to restore 2025 contingency funds, for use in 2026, for Marsh Park Master Plan, Phase 1.

**Discussion:**

Contingency funds were authorized in 2025 for the advancement of Marsh Park Master Plan, Phase 1 (contract #2025-0025 with MKSK, Inc), but funds were not formally appropriated in 2025. As this project has extended into 2026, City staff is requesting that these contingency funds be restored for use in 2026.

City staff anticipates use of contingency funds to advance task 2 (design development) and task 3 (construction documents), following the successful completion of task 1 (conceptual and schematic design), which is underway.

**Financial Impact:**

Marsh Park Master Plan - Phase 1: Contingency funding to be restored from 2025 for 2026: \$878,225.

**Emergency Provision:**

*No*

**Rule Suspension Requested:**

No

**ATTACHMENTS:**

None



**City Council Communication  
Regular Meeting - January 12, 2026**

Submitted by: Alisha Wilson, Clerk of Council  
Department: Finance

**Subject:**

Non-Contractual Appropriations

**Legislation Title:**

Ordinance to amend Ordinance No. 148-25 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, 2026, and ending December 31, 2026.”

- Non-Contractual Appropriations: \$327,050 total (see below for description)

- Legislation - First Reading
- Motion - Suspend Second and Third Readings
- Motion - Adoption

**Recommendation:**

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

**Discussion:**

Please refer to specific Council Communications for full description of these items.

**Financial Impact:**

\$327,050 from noted funding source.

**Emergency Provision:**

*NA*

**Rule Suspension Requested:**

Yes

**ATTACHMENTS:**

1. Non-Contractual 1-12-Ord

ORDINANCE NO. \_\_\_\_\_

ORDINANCE TO AMEND ORDINANCE NO. 148-25 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, 2026, AND ENDING DECEMBER 31, 2026."

BE IT ORDAINED by the Council of the City of Fairfield, Ohio, that:

Section 1. Ordinance No. 148-24, the 2026 Appropriation Ordinance, is hereby amended in the following respects:

<b>From:</b>	<b>Unappropriated Capital Improvement Fund</b>	<b>\$150,000</b>
To:	40216025-252500 Drainage Improvements <i>(2026 Annual Drainage Improvements 6PW04)</i>	\$100,000
To:	40216025-252600 Grounds & Median Improvements <i>(2026 Grounds, Entryways, &amp; Landscaping Program 6PW08)</i>	\$50,000
<b>From:</b>	<b>Unappropriated Water Expansion Fund</b>	<b>\$20,000</b>
To:	40716023-233300 Engineering Services <i>(Water System Computer Modeling 6WT13)</i>	\$20,000
<b>From:</b>	<b>Unappropriated Water Replacement &amp; Improvement Fund</b>	<b>\$20,000</b>
To:	60416025-252000 Improvements Other Than Building <i>(Water Division Electrical Equipment 6WT16)</i>	\$20,000
<b>From:</b>	<b>Unappropriated Water Surplus Fund</b>	<b>\$59,350</b>
To:	60516023-233300 Engineering Services <i>(Design Services for Seward Road Tanks - Water Main Loop Project 6WT10)</i>	\$24,350
To:	60516024-241200 Non Capital Equip/Furnishings <i>(Water Division Safety Equipment 6WT18)</i>	\$20,000

To:	60516025-252000 Improvements Other Than Building <i>(Valve Boxes and Related Items 6WT17)</i>	\$15,000
<b>From:</b>	<b>Unappropriated Sewer Replacement &amp; Improvement Fund</b>	<b>\$37,700</b>
To:	62316025-252000 Improvements Other Than Building <i>(Manhole Castings 6WW01)</i>	\$37,700
<b>From:</b>	<b>Unappropriated Sewer Surplus Fund</b>	<b>\$40,000</b>
To:	62416024-241200 Non Capital Equip/Furnishings <i>(Wastewater Division Safety Equipment 6WW16)</i>	\$20,000
To:	62416025-252000 Improvements Other Than Building <i>(Wastewater Division Electrical Improvements 6WW11)</i>	\$20,000

Section 2. This Ordinance shall take effect at the earliest period allowed by law.

Passed	_____	_____
		_____ Mayor's Approval
Posted	_____	
First Reading	_____	Rules Suspended _____
Second Reading	_____	_____
Third Reading	_____	

ATTEST:

\_\_\_\_\_  
Clerk of Council

This is to certify that this Ordinance has been duly published by posting and summary publication as provided by Charter.

\_\_\_\_\_





**City Council Communication  
Regular Meeting - January 12, 2026**

Submitted by: Ben Mann, Public Works Director  
Department: Public Works

**Subject:**

Appropriation of partial funding for 2026 Grounds, Entryways & Landscaping Program

**Legislation Title:**

\$50,000 - Appropriation of partial funding for 2026 Grounds, Entryways & Landscaping Program (Public Works)

**Recommendation:**

It is recommended that City Council authorize and direct the preparation of legislation authorizing the appropriation of funding in the amount of \$50,000.00 from the Capital Improvement Fund for this program.

**Discussion:**

This is an annual expenditure, funded under the Capital Improvement Program. The funds are needed to provide the necessary labor, materials, and equipment needed to maintain the landscaped areas throughout the City.

Costs covered are primarily materials and supplies such as trees, shrubs, flowers and mulch.

Street tree plantings will be included in these purchases as well as the maintenance of street trees. As a part of the landscaping contract, the City provides new plantings as well as sprinkler parts for the streetscape unless it was a failure on the contractor's part that necessitates repairs or replacements. This item could include some parks landscaping as needed at entry signs and in landscaped areas within the park system.

The project is programmed in the 2025-2029 CIP as 5PW08 and is proposed to be in the future 2026-2030 as 6PW08.

**Financial Impact:**

\$50,000.00 from the Capital Improvement Fund

**Emergency Provision:**

*No*

**Rule Suspension Requested:**

No

**ATTACHMENTS:**

None



**City Council Communication  
Regular Meeting - January 12, 2026**

Submitted by: Ben Mann, Public Works Director  
Department: Public Works

**Subject:**

Appropriation of funding for 2026 Annual Drainage Program

**Legislation Title:**

\$100,000 - Appropriation of funding for 2026 Annual Drainage Program (Public Works)

**Recommendation:**

It is recommended that City Council authorize and direct the preparation of legislation authorizing the appropriation of funding in the amount of \$100,000.00 from the Capital Improvement Fund for this project.

**Discussion:**

This is an annual expenditure, funded in the Capital Improvement Program. Each year, the Public Works Department performs a number of improvement projects to improve small drainage problems and maintain existing infrastructure.

This has historically been \$100,000 or more and will be discussed during the budgeting process for the Capital Improvement Program in 2026. It is necessary to make this request in January enabling Public Works staff to order materials and start in-house projects at the beginning of the year as labor availability and weather conditions allow.

Costs covered are primarily materials and supplies such as drainage pipe, castings, grates, concrete, stone, etc. The list of projects is continually updated to make improvements involving drainage problems.

The project is programmed in the 2025-2029 CIP as 5PW04 and is proposed in the upcoming 2026-2030 CIP as 6PW04.

**Financial Impact:**

\$100,000.00 from the Capital Improvement Fund

**Emergency Provision:**

*No*

**Rule Suspension Requested:**

No

**ATTACHMENTS:**

None



**City Council Communication**  
**Regular Meeting - January 12, 2026**

Submitted by: Matt Young, Field Superintendent  
 Department: Public Utilities

**Subject:**

Professional and engineering services for water system modeling

**Legislation Title:**

\$20,000 - Water Division - Professional and engineering services (Public Utilities)

**Recommendation:**

It is recommended that council approve \$20,000.00 for professional and engineering services by Ramboll.

**Discussion:**

Professional and engineering services are necessary to assist City staff in the evaluation of real or proposed changes in the water distribution system. To evaluate changes to the water system as a result of such things as the addition of a new major industrial water customer or the replacement of old water mains, the City utilizes third party technical support to perform computer-aided hydraulic model runs. The results of these modeling efforts inform the City of the likely impact to the public water system of said changes. Priority issues evaluated through modeling efforts include water pressure changes, fire flow changes, and overall water demand changes. 2026 work will focus on the affects of potential new water customers in the Seward pressure zone which serves primarily the City's commercial areas.

**Financial Impact:**

An appropriation in the amount of \$20,000 is being requested for engineering and water system modeling services for the City's Water Division; this request includes contingency. Funding for this project was included in the approved 2025-2029 Capital Improvement Program (CIP) under 6WT13 'Water Computer Modeling'. The funding source is the Water Expansion Fund - #407.

**Emergency Provision:**

*No*

**Rule Suspension Requested:**

No

**ATTACHMENTS:**

1. On-call water modeling services letter proposal\_021125

**Mr. Adam M. Sackenheim**

Public Utilities Director  
City of Fairfield, OH  
5021 Groh Lane  
Fairfield, Ohio 45014  
513-896-8153

On-call Water System Modeling and Planning Services

Dear Mr. Sackenheim,

Ramboll Americas Engineering Solutions, Inc. (Ramboll) is pleased to provide the City of Fairfield Public Utilities Department (PUD) with this proposal for “on-call” water system modeling and planning services as requested by the PUD. Engineering services provided under this proposal may include the following:

Date: February 11, 2025

- Water improvements for proposed developments
- Pipe and pump sizing for water replacements
- Fire hydrant flow requests and estimates
- Criticality analyses and 3R investment priorities
- New water capital projects in the existing system
- Water system operational studies (i.e., tanks, pumps, etc.)
- Updating water system model to include new projects and corrections to existing information
- Water quality and water age analyses
- Pressure transient analyses
- Valving and pressure zone boundary analyses
- Other related services as directed by the PUD

Ramboll  
4245 North Fairfax Drive  
Suite 570  
Arlington, VA 22203  
USA

T 703-516-2300  
<https://ramboll.com>

We propose to perform this work under a Purchase Order between the City of Fairfield PUD and Ramboll. The fee for services as set forth and described above shall be invoiced monthly on a Time and Materials (T&M) basis. The fee estimate for this purchase order request is **\$20,000** and will be based on time and materials expended up to the upset limit. Ramboll will notify the PUD when efforts under this approach the billing limit, so that the PUD can authorize additional funding.

We very much appreciate the opportunity to provide further engineering services to the City of Fairfield PUD. Should you have questions or concerns about the information in this proposal, please contact Thomas Dumm at (301) 748-9516. ([Thomas.Dumm@Ramboll.com](mailto:Thomas.Dumm@Ramboll.com))



Yours sincerely

A handwritten signature in black ink, appearing to read "Thomas Dumm".

**Thomas Dumm**  
SME/SR. TECHNICAL MANAGER

M301-748-9516  
[thomas.dumm@ramboll.com](mailto:thomas.dumm@ramboll.com)

cc:  
City of Fairfield PUD – Matt Young  
Ramboll – Karen Dettmer, Alexandria Hackford, file



**City Council Communication  
Regular Meeting - January 12, 2026**

Submitted by: Matt Young, Field Superintendent  
Department: Public Utilities

**Subject:**

Design services for Seward Road Tanks - Water Main Loop Project

**Legislation Title:**

\$24,350 - Water Division - Engineering services for the Seward Road Tanks Water Main Loop Project (Public Utilities)

**Recommendation:**

\$24,350.00 - Water Division — Engineering services for the Seward Road Tanks Water Main Loop Project (Public Utilities)

**Discussion:**

Due to commercial demand and additional expansion in the area of the Seward Tank pressure zone, the Public Utilities Department plans to design and install a new water main loop to feed the two Seward Water Tanks. Additionally, 2025 water modeling efforts indicated that the addition of this proposed loop would improve water hydraulics throughout the zone, potentially generating energy cost savings. This engineering work is in addition to survey work already underway and funded by previous Council action. Staff will propose in the 2026 - 2030 Capital Improvement plan to install this water main loop in 2027.

**Financial Impact:**

An appropriation in the amount of \$24,350.00 (the remainder of the Agreement not yet funded) is being requested for design services from Choice One Engineering related to the Seward Road Tank Water Main Loop. Funding for this project is included in the approved 2025-2029 Capital Improvement Program under project number 6WT10, Small Water Line Improvements. The funding source is the Water Surplus Fund, 605.

**Emergency Provision:**

*No*

**Rule Suspension Requested:**

No

**ATTACHMENTS:**

1. 2025-02-21\_Agreement\_BUT-FAI-2505
2. Breakdown of funding through Dec 2025



**Date**

February 21, 2025

**Attention**

Matt Young  
myoung@fairfield-city.org

**Address**

City of Fairfield PU  
5021 Groh Lane  
Fairfield, OH 45014

**Subject**

Agreement for Professional Services  
Seward Road Tanks Water Main Loop  
BUT-FAI-2505

## Dear Mr. Young:

Choice One Engineering Corporation appreciates the opportunity to provide services for the Seward Road Tanks Water Main Loop.

This Agreement is by and between City of Fairfield, hereinafter referred to as Client, and Choice One Engineering Corporation, hereinafter referred to as Choice One. If everything is acceptable, please execute and return to Choice One. Choice One will not start work on this Project until the Agreement is signed and received in our office via email or hard copy.

This Agreement is subject to the provisions of the following which are attached to and made a part of this Agreement: Scope of Services, Compensation, and Schedule, consisting of five pages and Choice One Engineering Corporation Standard Terms & Conditions consisting of three pages.

Authorization by the Client to proceed, whether oral or written, constitutes acceptance of the terms and conditions of this Agreement, without modification, addition, or deletion. Client and Choice One each bind itself and its partners, successors, executors, administrators of this executed Agreement.

**City of Fairfield**

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Date

**Choice One Engineering Corporation**

  
\_\_\_\_\_  
Jacob L. Bertke, P.E., Project Manager

2/21/2025  
\_\_\_\_\_  
Date

**W. Central Ohio/E. Indiana**  
440 E. Hoewisher Rd.  
Sidney, OH 45365  
937.497.0200 Phone

**S. Ohio/N. Kentucky**  
8956 Glendale Milford Rd., Suite 1  
Loveland, OH 45140  
513.239.8554 Phone



# Scope of Services

## Project Snapshot

Choice One intends to provide engineering services for the installation of a 12" water main loop from Stockton Road to the City's existing Seward Road elevated water storage tanks, in the City of Fairfield, Ohio.

## Project Details

- The length of the new water main is approximately 3,000-feet of 12" water main. The project exhibit attached shows the approximate water main routing.
  - The project will include replacement of approximately 800' of existing 6" water main with 12" water main along Stockton Road, from the west end of Stockton Road, to just west of Richard Drive.
  - A new 12" water main loop will tee off the new 12" main on Stockton Road, near Richard Drive, and will run cross-country in easement between Stockton Road and the existing Seward Road elevated tank site, located at 9291 Seward Road.
  - The 12" main on Stockton Rd. will connect at the west end to the new 12" main that was installed through the Miles of Golf property with the 2022 St. Rte. 4 water main project.
  - The connection point and details at the tower site will be coordinated during design.
- New fire hydrants and valves will be provided with the project, and locations will be coordinated with the City.
- Water services along Stockton Road will be replaced to the right-of-way in the water main replacement portion. There are approximately 5-6 services.
- It is assumed that (2) permanent water main easements will be required for the water main loop between Stockton Road and the tank site. Choice One will prepare easement legal descriptions and exhibits.
  - The Client will contract separately for easement appraisals, negotiations, and recording as required.
  - No temporary easements are anticipated at this time.
- An Ohio EPA PWS Water Submittal will be required for the new 12" water main. Choice One will submit and obtain approval on the permit on behalf of the Client. The Client will be responsible for paying all permit fees.
- There is an existing CSX railroad crossing as part of the cross-country water main loop.
  - The railroad crossing will require plan approval and a Utility Crossing permit from Norfolk Southern. Choice One will submit plans on the City's behalf and obtain permit approval.
  - The City will pay all permit fees, execute the necessary agreement(s), and obtain necessary insurance. The right-of-entry permit and all notification/coordination required for construction will be obtained and performed by the Contractor.
  - It is assumed that the railroad crossing will be installed by jack and bore.
- There are stream or ditch crossings on both sides of the railroad crossing. Neither of these crossings appear to be blue-line stream crossings based on FEMA and County GIS map searches. Should it be determined that there is open cut installation in any blue-line stream requiring Army Corp permitting, additional costs for permitting services may be required.

## Project Services

### 1. Topographic Survey

- a. Contact Ohio Utilities Protection Service (OUPS) for underground utility locations.
- b. Perform necessary deed and plat research.
- c. Establish horizontal and vertical survey control for the project area based on State Plane coordinates and NAVD 88.
- d. Field reconnaissance and traverse of existing monumentation.
  - i. Identify visible features within project area as shown on the attached aerial including utilities and drainage.
    1. Survey 10' beyond right-of-way for both sides along roadways

- 2. Collect elevations at 50-foot intervals outside of roadway areas
- e. Inventory manholes and catch basins including type of construction, depth, pipe size, and condition.
- f. Locate underground utilities as marked by the appropriate utility companies.
- g. The location of existing right-of-way lines is anticipated to be a factor for the project design. Boundary resolution of the properties along the route will be completed to show location of existing right-of-way lines and adjacent property lines based on existing monumentation, plats, deeds, and other readily-available information.
- h. Provide one foot contour intervals.
- i. Completed topographic survey shall be provided in AutoCAD format

## **2. Construction Plans**

- a. Design Construction Plans to include:
  - i. Title Sheet
  - ii. Schematic Plan
  - iii. General Notes and Details
  - iv. Quantity Summary
  - v. Water Main Plan and Profile (scale 1" = 20' horizontal, 1" = 5' vertical)
  - vi. Connection Details
  - vii. Maintenance of Traffic Notes
  - viii. Restoration Details
- b. Plans will be submitted to the Client for review at the 60% and 90% design stages. Review meeting will be held with the Client at both submittal stages.
- c. Provide Engineer's Estimate at 90% submittal and with final plan submittal.
- d. Submit a Public Water System (PWS) water main submittal to the Ohio Environmental Protection Agency (OEPA) for review and approval.
- e. Submit A CSX Railroad Utility Crossing Plan Review and Permit application for review and approval.
  - i. Provide plan notes identifying railroad related items to be completed by the contractor and provide a bid allowance for these items, as applicable.
  - ii. Assist the City with railroad coordination and obtaining the necessary agreement(s).

## **3. Easement Preparation**

- a. Prepare a legal description and pictorial exhibit showing (2) permanent water main easements. One (1) easement each is anticipated on the following parcels:
  - i. Parcel No. A0700015000023 (Owner: Midwest Rugby Development Fnd.)
  - ii. Parcel No. A0700015000111 (Owner: Aozi Fairfield Building V LLC.)
- b. Negotiations with property owners for easements to be performed by client.
- c. Deed preparation and recording of the document are not part of this scope.

## **4. Construction Administration Services**

- a. *Construction Administration services listed below will be provided upon request on an hourly basis according to our current Standard Hourly Rate Schedule.*
  - i. Produce additional plans for successful contractor and Client.
  - ii. Attend preconstruction meeting and provide minutes to attendees.
  - iii. Respond to Contractor's questions.
  - iv. Administrate plan interpretation for contractor and Client during construction, as required.
  - v. Attend meetings at the request of the Client with contractor.
  - vi. Review and approve pay requests.
  - vii. Process necessary change orders.
  - viii. Conduct final inspection and provide a punch list.
  - ix. Review site/civil shop drawings.
  - x. Attend final walkthrough with Client and contractor.

## Additional Services

We have the skill, experience, and knowledge to provide additional services as listed below. Additional services will be approved by the Client prior to commencement and will be performed on an hourly basis according to our current Standard Hourly Rate Schedule or a mutually negotiated lump sum fee.

1. Storm Sewer Design
2. Sanitary Sewer Design
3. Record Drawings

## Client Responsibilities

- Payment of all development and other agency-related fees.
- Provide property and/or right-of-way information, if available.
- Provide any available existing plans.
- Perform subsurface investigation, if necessary.
- Execute necessary Work Agreements and Easements.
- Provide timely decisions to keep design work on schedule.
- Provide property access and owner notification along the project route.
- Assist in utility company coordination, as required.

# Compensation & Schedule

## Compensation

### Lump Sum Fee Schedule

Topographic Survey	\$10,950.00
Construction Plans	\$31,850.00
Easement Preparation	\$1,800.00
<b>Total</b>	<b>\$44,600.00</b>
Construction Administration Services	Hourly Upon Request (\$1,000 budget)

## Schedule



Choice One will complete construction plans within 150 days after receipt of an executed Agreement, exclusive of any time required for easement acquisition.

This agreement is valid for 60 days prior to being executed by the Client. After 60 days, Choice One reserves the right to modify the fee and schedule, as necessary.

# BUT-FAI-2505

- 3000' survey for water main extension
- (2) easements needed
- Property lines/boundary resolution important
- Dip all valves & next structure down on street where applicable

## Legend

-  BUT-FAI-2505\_SewardTanksWaterMainFeed
-  Seward Tank Water routing

Survey 10' to west of property line and 40-50' to east of property line.

Survey from north PL to about 250' to south. Want plenty of topo here just because I don't know exactly how main will run to tower.

Survey 10' past R/W south side - 20' past on north side

Get about 100' of topo along railroad approx. centered in survey area. Shoot near milepost if one visible.

Survey to edge of building and parking east side of property line, 40-50' to west of property line



**Choice One Engineering Corporation**  
**Standard Terms & Conditions**

4/17/2018

**Services** Choice One Engineering Corporation (Choice One) will perform services for the Project as set forth in the Choice One agreement and in accordance with these Terms & Conditions. Choice One has developed the Project scope of service, schedule, and compensation based on available information and various assumptions. The Client acknowledges that adjustments to the schedule and compensation may be necessary based on the actual circumstances encountered by Choice One in performing their services.

**Additional Services** The Client and Choice One acknowledge that additional services may be necessary for the Project to address issues that may not be known at Project initiation or that may be required to address circumstances that were not foreseen. In that event, Choice One will notify the Client of the need for additional services and the Client will pay for such additional services at an hourly rate or as agreed to by the Client and Choice One.

**Project Requirements** The Client will confirm the objectives, requirements, constraints, and criteria for the Project at its inception. If the Client has established design standards, they will be furnished to Choice One at Project inception. Choice One will review the Client design standards and may recommend alternate standards considering the standard of care provision.

**Period of Service** Choice One will perform the services for the Project with due and reasonable diligence consistent with normal professional practices according to the Project Schedule. Should Choice One discern that the schedule cannot be met for any reason, Choice One will notify the Client as soon as practically possible.

**Limitation of Liability** In recognition of the relative risks and benefits of the project to both the Client and Choice One, the Client agrees to the fullest extent permitted by law, to limit the liability of Choice One for any and all damages or claim expenses arising out of this agreement, from any and all causes, to \$50,000 or the fee realized by Choice One for the Project, whichever is greater.

**Compensation** In consideration of the services performed by Choice One, the Client will pay Choice One in the manner set forth in the Choice One agreement. The parties acknowledge that terms of compensation are based on an orderly and continuous progress of the Project. Compensation will be reasonably adjusted for delays or extensions of time beyond the control of Choice One.

**Payment Terms** Choice One will submit monthly invoices for services performed and Client will pay the full invoice amount within thirty (30) calendar days of the invoice date. Invoices will be considered correct if not questioned in writing within ten (10) calendar days of the invoice date. In the event of a disputed or contested billing, only that portion so contested may be withheld from payment, and the undisputed portion will be paid. No interest will accrue on any contested portion of the billing until mutually resolved. Client will exercise reasonableness in contesting any billing or portion thereof. Choice One will be entitled to a 1.5% per

month administrative charge in the event of payment delay. Client payment to Choice One is not contingent on arrangement of project financing. Invoice payment delayed beyond sixty (60) calendar days will give Choice One the right to suspend services until payments are current. Nonpayment beyond seventy (70) calendar days will be just cause for termination by Choice One.

**Amendment** This Agreement may not be amended except in writing and executed by both Choice One and Client. No alterations or modifications to these Terms and Conditions will be effective unless affirmatively contained in the signed amendment.

**Assignment** Neither party will assign its rights, interests or obligations under the Project without the express written consent of the other party.

**Authorized Representatives** The officer assigned to the Project by Choice One is the only authorized representative to make decisions or commitments on behalf of Choice One. The Client will designate a representative with similar authority.

**Betterment** If, due to Choice One's error or omission, any required item or component of the project is omitted from Choice One's construction documents, Choice One will not be responsible for paying the cost to add such item or component to the extent that such item or component would have been otherwise necessary to the project or otherwise adds value or betterment to the project. In no event will Choice One be responsible for any cost or expense that provides betterment, upgrade, or enhancement of the project.

**Buried Utilities** Where applicable to the Project, Choice One will conduct research and prepare a plan indicating the locations of underground improvements intended for subsurface penetration with respect to assumed locations of underground improvements. Such services by Choice One will be performed in manner consistent with ordinary standard of care. Client recognizes that the research may not identify all underground improvements and that the information on which Choice One relies may contain errors or may not be complete. The Client agrees to waive all claims and causes of action against Choice One for damages to underground improvements resulting from subsurface penetration locations established by Choice One, except for damages caused by the sole negligence or willful misconduct of Choice One.

**Compliance with Laws** Choice One will perform its services consistent with normal professional practice and endeavor to incorporate laws, regulations, codes, and standards applicable at the time the work is performed. In the event that standards of practice change during the Project, Choice One will be entitled to additional compensation where additional services are needed to conform to the standard of practice.

**Consequential Damages** Neither the Client nor Choice One will be liable to the other for any consequential damages regardless of the nature or fault.

**Construction Observation, If Applicable** Construction observation will consist of visual observation of materials, equipment, or construction services for the purpose of ascertaining that the service is in general conformance with the Contract Documents. Such observation will not be construed as relieving the parties under contract in any way from their obligations and responsibilities under the Contract Documents. Specifically, observation will not require Choice One to assume responsibilities for the means and methods of construction. The Client has not retained Choice One to make detailed inspections or to provide exhaustive or continuous project review and observation services. Choice One does not guarantee the performance of, and will have no responsibility for, the acts or omissions of any contractor, subcontractor, supplier, or any other entity furnishing materials or performing any services on the project.

**Cost Estimates or Opinions** Choice One may prepare cost estimates or opinions for the Project based on historical information that represents the judgment of a qualified professional. The Client and Choice One acknowledge that actual costs may vary from the cost estimates or opinions prepared and that Choice One offers no guarantee related to the Project cost.

**Defects in Service** The Client will promptly report to Choice One any defects or suspected defects in service. The Client further agrees to impose a similar notification requirement on all contractors in its Client/Contractor agreement and will require all subcontracts at any level to contain a like provision. Failure by the Client and Client's contractors and subcontractors to notify Choice One will relieve Choice One of the costs of remedying the defects above the sum such remedy would have cost had prompt notification been given when such defects were first discovered.

**Delays** The services of each task will be considered complete when deliverables for the task have been presented to the Client. Choice One will be entitled to an extension of time and compensation adjustment for any delay beyond Choice One's control.

**Design Without Construction Administration** The Client acknowledges that there could be misinterpretations of Choice One Design Documents during construction, which could lead to errors and subsequent loss or damage. The Client assumes all responsibility for interpretation of the Contract Documents and for construction observation and the Client waives any claims against Choice One that may be in any way connected hereto.

**Dispute Resolution** In the event of a dispute between Choice One and Client arising out of or related to this Agreement, the aggrieved party will notify the other party of the dispute within a reasonable time after such dispute arises. If the parties cannot thereafter resolve the dispute, each party will nominate a senior officer of its management to meet to resolve the dispute by direct negotiation. Should such negotiation fail to resolve the dispute, the Client and Choice One agree that all disputes will be submitted to nonbinding mediation unless the parties mutually agree otherwise.

Should such negotiation or mediation fail to resolve the dispute, either party may pursue resolution by arbitration in

accordance with the Construction Industry Arbitration Rules of the American Arbitration Association.

During the pendency of any dispute, the parties will continue diligently to fulfill their respective obligations hereunder.

**Environmental Matters** The Client warrants they have disclosed all potential hazardous materials that may be encountered on the Project. In the event unknown hazardous materials are encountered, Choice One will be entitled to additional compensation for appropriate actions to protect the health and safety of its personnel, and for additional services required to comply with applicable laws. The Client will indemnify Choice One from any claim related to hazardous materials encountered on the Project except for those events caused by negligent acts of Choice One.

**Governing Law** The terms of agreement will be governed by the laws of the state where the services are performed provided that nothing contained herein will be interpreted in such a manner as to render it unenforceable under the laws of the state in which the Project resides.

**Hiring of Personnel** Client may not directly hire any employee of Choice One. Client agrees that it shall not, directly or indirectly solicit any employee of the Engineer from accepting employment with Client, affiliate companies, or competitors of Engineer.

**Information from Other Parties** The Client and Choice One acknowledge that Choice One will rely on information furnished by other parties in performing its services under the Project. Choice One will not be liable for any damages that may be incurred by the Client in the use of third party information.

**Insurance** Choice One will maintain the following insurance and coverage limits during the period of service if such coverage is reasonably available at commercially affordable premium. Upon request, the Client will be named as an additional insured on the Commercial General Liability and Automobile Liability policies.

- Worker's Compensation: As required by applicable state statute
- Commercial General Liability: \$1,000,000 per occurrence (bodily injury including death and property damage) \$2,000,000 aggregate
- Automobile Liability: \$1,000,000 combined single limit for bodily injury and property damage
- Professional Liability: \$2,000,000 per claim and \$2,000,000 aggregate

The Client will make arrangements for Builder's Risk, Protective Liability, Pollution Prevention, and other specific insurance coverage warranted for the Project in amounts appropriate to the Project value and risks. Choice One will be a named insured on those policies where Choice One may be at risk.

**Permits and Approvals** Choice One will assist the Client in preparing applications and supporting documents as identified in the scope of services for the Client to secure permits and approvals from agencies having jurisdiction over the Project. Assistance in applying for permit applications by Choice One does not guarantee approval of the permits by the jurisdictional regulatory authorities. The Client agrees to pay all application and review fees.

**Reuse of Documents** All documents prepared by Choice One pursuant to this Agreement are instruments of service as part of the Project. They are not intended or represented to be suitable for reuse by the Client or others on extensions of the Project or any other project. Any reuse without written verification or adaptation by Choice One for the specific purpose intended will be at the Client's risk and without liability or legal exposure to Choice One. Any verification or adaptation requested by the Client to be performed by Choice One will entitle Choice One to further compensation at rates to be agreed upon by the Client and Choice One.

**Safety** Choice One will be responsible solely for the safety precautions or programs of its employees and no other party. In no event will Choice One be responsible for construction methods, means, techniques or sequences of construction, which are solely the responsibility of the Contractor.

**Severability** Any provision of these terms later held to violate any law will be deemed void and all remaining provisions will continue in force. In such event, the Client and Choice One will work in good faith to replace an invalid provision with one that is valid with as close to the original meaning as possible.

**Site Access** The Client will obtain all necessary approvals for Choice One and subcontractors to access the Project site(s).

**Standard of Care** Services provided by Choice One will be performed with the care and skill ordinarily exercised by members of the same profession practicing under similar circumstances. The standard of care will exclusively be judged as of the time the services are rendered and not according to later standards.

**Survival** All provisions of these terms that allocate responsibility or liability between the Client and Choice One will survive the completion or termination of services for the Project.

**Suspension of Work** The Client may suspend services performed by Choice One with cause upon seven (7) calendar days documented notice. Choice One will submit an invoice for services performed up to the effective date of the work suspension and the Client will pay Choice One all outstanding invoices within fourteen (14) calendar days. Choice One will be entitled to renegotiate the Project schedule and the compensation terms for the Project.

**Termination** The Client or Choice One may terminate services on the Project upon seven (7) calendar days documented notice in the event of substantial failure by the other party to fulfill its obligations of the terms hereunder. Choice One will submit an invoice for services performed up to the effective date of termination and the Client will pay Choice One all outstanding invoices within fourteen (14) calendar days.

**Time Bar To Legal Action** All legal actions by either party against the other arising out of or in any way connected with the services to be performed hereunder will be barred and under no circumstances will any such claim be initiated by either party after three (3) years have passed from the date of Choice One's final invoice, unless Choice One's services will be terminated earlier, in which case the date of termination of this Agreement will be used.

**Waiver of Rights** The failure of either party to enforce any provision of these terms and conditions will not constitute a waiver of such provision nor diminish the right of either party to the remedies of such provision.

## Client Responsibilities

- Payment of all development and other agency-related fees.
- Provide property and/or right-of-way information, if available.
- Provide any available existing plans.
- Perform subsurface investigation, if necessary.
- Execute necessary Work Agreements and Easements.
- Provide timely decisions to keep design work on schedule.
- Provide property access and owner notification along the project route.
- Assist in utility company coordination, as required.

# Compensation & Schedule

## Compensation

### Lump Sum Fee Schedule

Topographic Survey	\$10,950.00
Construction Plans	\$31,850.00
Easement Preparation	\$1,800.00
<b>Total</b>	<b>\$44,600.00</b>
<i>Construction Administration Services</i>	<i>Hourly Upon Request (\$1,000 budget)</i>

## Schedule

Choice One will complete construction plans within 150 days after receipt of an executed Agreement, exclusive of any time required for easement acquisition.

This agreement is valid for 60 days prior to being executed by the Client. After 60 days, Choice One reserves the right to modify the fee and schedule, as necessary.

Original Quote - \$44,600.00  
Survey PO# 20251949 - \$12,750.00  
CSX related design PO# 20250754 - \$7,500.00  
Balance needed to complete design - \$24,350.00



**City Council Communication  
Regular Meeting - January 12, 2026**

Submitted by: Jeremy Hamel, Treatment Superintendent  
Department: Public Utilities

**Subject:**

Water Division Safety Equipment

**Legislation Title:**

\$20,000 - Water Division - Safety Equipment (Public Utilities)

**Recommendation:**

It is recommended that city council authorize an appropriation in the amount of \$20,000 for the purchase of Water division safety equipment.

**Discussion:**

Safety Equipment is provided to Water Division Staff in order to facilitate a safe working environment. Provided Safety Equipment consists of but is not limited to Confined Space Entry, Lock Out Tag Out, Traffic Safety, Personal Protective Equipment, Trenching and Shoring Equipment, etc. Safety Equipment will be procured from various City-approved vendors on an as-needed basis.

**Financial Impact:**

An appropriation in the amount of \$20,000.00 is being requested for the purchase of Water Division Safety Equipment. 2026 Funding for this project was included in the approved 2025-2029 Capital Improvement Program (CIP) under project number 6WT18, Health and Safety Supplies. The funding source is the Water Surplus Fund, 605.

**Emergency Provision:**

*No*

**Rule Suspension Requested:**

No

**ATTACHMENTS:**

None



**City Council Communication  
Regular Meeting - January 12, 2026**

Submitted by: Jeremy Hamel, Treatment Superintendent  
Department: Public Utilities

**Subject:**

Wastewater Division Safety Equipment

**Legislation Title:**

\$20,000 - Wastewater Division - Safety Equipment (Public Utilities)

**Recommendation:**

It is recommended that city council authorize an appropriation in the amount of \$20,000 for the purchase of Wastewater division safety equipment.

**Discussion:**

Safety Equipment is provided to Wastewater Division Staff in order to facilitate a safe working environment. Provided Safety Equipment consists of but is not limited to Confined Space Entry, Lock Out Tag Out, Traffic Safety, Personal Protective Equipment, Trenching and Shoring Equipment, etc. Safety Equipment will be procured from various City-approved vendors on an as-needed basis.

**Financial Impact:**

An appropriation in the amount of \$20,000.00 is being requested for the purchase of Wastewater Division Safety Equipment. 2026 Funding for this project was included in the approved 2025-2029 Capital Improvement Program (CIP) under project number 6WW16, Health and Safety Supplies. The funding source is the Sewer Surplus Fund, 624

**Emergency Provision:**

*No*

**Rule Suspension Requested:**

No

**ATTACHMENTS:**

None



**City Council Communication  
Regular Meeting - January 12, 2026**

Submitted by: Jeremy Hamel, Treatment Superintendent  
Department: Public Utilities

**Subject:**

Water Division Electrical Equipment

**Legislation Title:**

\$20,000 - Water Division - Electrical Equipment (Public Utilities)

**Recommendation:**

It is recommended that city council authorize an appropriation in the amount of \$20,000 for the purchase of water division electrical equipment.

**Discussion:**

Critical electrical components downstream of Motor Control Centers within various Water Division operational areas are in need of replacement and/or upgrade in order to meet current electrical codes. Components will be procured from various City-approved vendors as needed. The Department's Maintenance Electrician will be performing the work on the critical components.

**Financial Impact:**

An appropriation in the amount of \$20,000.00 is being requested for the purchase of various electrical components, on an as needed basis, for the Water Division. 2026 Funding for this project was included in the approved 2025-2029 Capital Improvement Program (CIP) under project number 6WT16, Electrical Improvements. The funding source is the Water Replacement and Improvement Fund (604).

**Emergency Provision:**

*No*

**Rule Suspension Requested:**

No

**ATTACHMENTS:**

None



**City Council Communication  
Regular Meeting - January 12, 2026**

Submitted by: Jeremy Hamel, Treatment Superintendent  
Department: Public Utilities

**Subject:**

Wastewater Division Electrical Equipment

**Legislation Title:**

\$20,000 - Wastewater Division - Electrical Equipment (Public Utilities)

**Recommendation:**

It is recommended that city council authorize an appropriation in the amount of \$20,000 for the purchase of wastewater division electrical equipment.

**Discussion:**

Various electrical components downstream of the Wastewater Division's new Motor Control Centers are in need of replacement and/or upgrade. Components will be procured from various City-approved vendors as needed. The Division's Maintenance Electrician will be performing the work on the critical components.

**Financial Impact:**

An appropriation in the amount of \$20,000.00 is being requested for the purchase of various electrical components, on an as needed basis, for the Wastewater Division. 2026 Funding for this project was included in the approved 2025-2029 Capital Improvement Program (CIP) under project number 6WW11, Electrical Improvements. The funding source is the Sewer Surplus Fund (624).

**Emergency Provision:**

*No*

**Rule Suspension Requested:**

No

**ATTACHMENTS:**

None



**City Council Communication  
Regular Meeting - January 12, 2026**

Submitted by: Matt Young, Field Superintendent  
Department: Public Utilities

**Subject:**

Purchase of manhole castings for 2026 Street Overlay

**Legislation Title:**

\$37,700 - Wastewater Division - Manhole Castings (Public Utilities)

**Recommendation:**

It is recommended that City Council approve the purchase of manhole castings from Core and Main, which provided the lowest and best bid.

**Discussion:**

This funding is being requested as part of an on-going infrastructure improvement effort in conjunction with the Public Works Department Street Overlay Project. Existing manholes castings and covers were installed when the original sanitary sewer system collections system was constructed and now need replaced. Staff requested quotes from Core and Main, Ferguson Water Works, and EJ Prescott, with Core and Main providing the lowest and best bid.

**Financial Impact:**

2026 funding for this project is included in the approved 2025-2029 Capital Improvement Program (CIP) under project number 6WW01 (Sanitary Sewer Rehabilitation.) The funding source is #623 - Sewer Replacement and Improvement Fund.

**Emergency Provision:**

*No*

**Rule Suspension Requested:**

No

**ATTACHMENTS:**

1. 2026 Overlay Manhole Casting Quotes



**Bid Proposal for FAIRFIELD 2026 SANITARY CASTING QUOTE**

**CITY OF FAIRFIELD WASTEWATER**

**Job Location:** FAIRFIELD, OH

**Bid Date:** 12/29/2025

**Core & Main Bid #:** 4642669

**Core & Main**

3165 Production Dr

Fairfield, OH 45014

**Phone:** 5139421395

**Fax:** 5139421396

Seq#	Qty	Description	Units	Price	Ext Price
10	100	EJ 1600Z1 FRAME	EA	213.50	21,350.00
20	100	EJ 1600A SOLID COVER	EA	163.50	16,350.00
30		<b>MARKED SANITARY SEWER</b>			
40		<b>SOLID</b>			
<b>Sub Total</b>					<b>37,700.00</b>
<b>Tax</b>					<b>0.00</b>
<b>Total</b>					<b>37,700.00</b>

**Branch Terms:**

- Restocking fee applied for clean, undamaged, whole stocking materials returned to the branch by the customer (10%) or via Core & Main truck/s (15%)
- Dirty, weathered, and/or damaged materials in unsalable condition will not be credited. Materials missing components will not be credited. Core & Main will notify the customer that they have 30 days to pick up the material before it is scrapped by the branch.
- Credit for special order or non-stock items will be determined upon inspection/acceptance by the vendor. Any restock/reconditioning charges from the vendor will be passed along to customer. These charges may vary from 10% up to 50% or more. Freight charges will apply as well.
- No material will be credited after 6 months.

\*Some restock scenarios are subject to review/negotiation. Please contact your local Core & Main branch or salesperson with any questions or concerns regarding our new restock policy.

**UNLESS OTHERWISE SPECIFIED HEREIN, PRICES QUOTED ARE VALID IF ACCEPTED BY CUSTOMER AND PRODUCTS ARE RELEASED BY CUSTOMER FOR MANUFACTURE WITHIN THIRTY (30) CALENDAR DAYS FROM THE DATE OF THIS QUOTATION. CORE & MAIN LP RESERVES THE RIGHT TO INCREASE PRICES TO ADDRESS FACTORS, INCLUDING BUT NOT LIMITED TO, GOVERNMENT REGULATIONS, TARIFFS, TRANSPORTATION, FUEL AND RAW MATERIAL COSTS. DELIVERY WILL COMMENCE BASED UPON MANUFACTURER LEAD TIMES. ANY MATERIAL DELIVERIES DELAYED BEYOND MANUFACTURER LEAD TIMES MAY BE SUBJECT TO PRICE INCREASES AND/OR APPLICABLE STORAGE FEES. THIS BID PROPOSAL IS CONTINGENT UPON BUYER'S ACCEPTANCE OF SELLER'S TERMS AND CONDITIONS OF SALE, AS MODIFIED FROM TIME TO TIME, WHICH CAN BE FOUND AT: <https://coreandmain.com/terms-of-sale/>**

**THIS BID MAY INCLUDE GLOBALLY SOURCED (IMPORTED) MATERIALS THAT ARE SUBJECT TO CHANGING TARIFFS. PRICES ARE SUBJECT TO CHANGE DUE TO POTENTIAL ADDITIONAL TARIFFS IMPOSED BY THE U.S. GOVERNMENT. IF IMPOSED, PRICES WILL INCREASE BY THE SAME PERCENTAGE AND WILL BE EFFECTIVE ON THE DATE THAT THE NEW TARIFFS ARE IMPLEMENTED. THESE ITEMS SHOULD BE PURCHASED WITH HASTE TO AVOID ANY ADDITIONAL RISING TARIFF COSTS.**

## Matt Young

---

**From:** kyle.plvan@ferguson.com  
**Sent:** Friday, December 26, 2025 11:17 AM  
**To:** Matt Young  
**Subject:** FW: Email Bid# B607998

**Follow Up Flag:** Follow up  
**Flag Status:** Flagged



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Do not click links or open attachments unless it is an email you expected to receive.

Matt

Please see quote below on the castings you requested.

Please let me know if you've got any questions, and when you are ready to proceed, let me know!

Thank you again for the opportunity!

Kyle

**From:** Mark Plvan - 528 OHIO\_WV\_WATERWORKS <mark.plvan@ferguson.com>  
**Sent:** Friday, December 26, 2025 11:10 AM  
**To:** Kyle Plvan <kyle.plvan@ferguson.com>  
**Subject:** Email Bid# B607998

## Price Quotation # B607998

### FEL-CINCINNATI, OH WW (F528)

11860 MOSTELLER ROAD  
CINCINNATI, OH 45241-1525

Phone : 513-942-2525

Fax : 513-942-2533

**Bid No.....:** B607998  
**Bid Date...:** 12/22/25  
**Quoted By:** WHF  
**Customer.:** CITY OF FAIRFIELD  
5021 GROH LANE  
FAIRFIELD, OH 45014

**Cust Phone:** 513-867-5300  
**Terms.....:** NET 10TH PROX  
**Ship To.....:** CITY OF FAIRFIELD  
5021 GROH LANE  
FAIRFIELD, OH 45014

**Cust PO#...:** QUOTE 12.22.25

**Job Name.:** SANITARY MH CASTINGS

Item	Description	Quantity	Net Price	UM	Total
E00160014	HD M/HOLE FRAME	100	213.970	EA	21397.00
E00160062	SAN SWR M/HOLE CVR	100	163.660	EA	16366.00

Subtotal:	\$37763.00
Inbound Freight:	\$0.00
Tax:	\$0.00
Order Total:	\$37763.00

**Quoted prices are based upon receipt of the total quantity for immediate shipment (48 hours). SHIPMENTS BEYOND 48 HOURS SHALL BE AT THE PRICE IN EFFECT AT TIME OF SHIPMENT UNLESS NOTED OTHERWISE. QUOTES FOR PRODUCTS SHIPPED FOR RESALE ARE NOT FIRM UNLESS NOTED OTHERWISE.**

**Due to the uncertain impact of potential tariffs, Ferguson's quotation/proposal has not included any provision or contingency for future tariffs or increase of existing tariffs. Ferguson reserves the right to adjust prices to reflect the impact of any new or increased tariffs that affect our costs at the time of shipment. Ferguson will provide notice of any such adjustments along with documentation supporting the changes.**

**CONTRACTOR CUSTOMERS: IF YOU HAVE DBE/MBE/WBE/VBE/SDVBE/SBE GOOD FAITH EFFORTS DIVERSITY GOALS/ REQUIREMENTS ON A FEDERAL, STATE, LOCAL GOVERNMENT, PRIVATE SECTOR PROJECT, PLEASE CONTACT YOUR BRANCH SALES REPRESENTATIVE IMMEDIATELY PRIOR TO RECEIVING A QUOTE/ORDER.**

**Seller not responsible for delays, lack of product or increase of pricing due to causes beyond our control, and/or based upon Local, State and Federal laws governing type of products that can be sold or put into commerce. This Quote is offered contingent upon the Buyer's acceptance of Seller's terms and conditions, which are incorporated by reference and found either following this document, or on the web at <https://www.ferguson.com/content/website-info/terms-of-sale>. Govt Buyers: All items quoted are open market unless noted otherwise.**

**LEAD LAW WARNING: It is illegal to install products that are not "lead free" in accordance with US Federal or other applicable law in potable water systems anticipated for human consumption. Products with \*NP in the description are NOT lead free and can only be installed in non-potable applications. Buyer is solely responsible for product selection.**

**HOW ARE WE DOING? WE WANT YOUR FEEDBACK!**

Enter the following link to complete a survey about your bids:

<https://survey.medallia.com/?bidsorder&fc=528&on=15755>

CITY OF FAIRFIELD  
5350 PLEASANT AVE.  
FAIRFIELD, OH

45014-3597

TEAM EJP Huber Heights OH  
Everett J. Prescott Inc.  
32 Prescott Street  
P.O. Box 600  
Gardiner, ME  
04345

Telephone: 937-847-2665

Bid expires on 01/28/26  
Page 1

12/29/25 Bid ID: 5585705 FAIRFIELD SANITARY MANHOLE QUOTE

Quantity	Sell Per	Description	Unit Price	Extended Price
100	EA	25 EJ MH SOLID COVER SEWER 1600	165.39	16,539.00
100	EA	25X7 EJ MH FRAME 1600Z1	216.24	21,624.00

Subtotal: 38,163.00

Tax: .00

Bid Total: 38,163.00



**City Council Communication  
Regular Meeting - January 12, 2026**

Submitted by: Matt Young, Field Superintendent  
Department: Public Utilities

**Subject:**

Purchase of Valve Boxes and related items for 2026 Street Overlay

**Legislation Title:**

\$15,000 - Water Division - Valve Boxes and related items (Public Utilities)

**Recommendation:**

It is recommended that City Council approve the purchase of water system valve boxes and related items from Ferguson Water Works which provided the lowest and best bid.

**Discussion:**

This project is designed to replace existing water main valve boxes and covers that were installed when the City's Water Distribution System was originally constructed. Many of these boxes and covers are within City Roadways and need replced. To minimize disruption to the general public and traffic flows, valve boxes and covers will be replaced in a strategic fashiion in conjunction with the street overlay, and coordinated with the Public Works Department.

**Financial Impact:**

An appropriation in the amount of \$15,000.00 is being requested for the purchase of valve boxes and covers for the Water Division. 2026 funding is included in the approved 2025-2029 Capital Improvement Plan under project 6WT17 - Valve Boxes and related items. The funding source is #605 - Water Surplus Fund.

**Emergency Provision:**

*No*

**Rule Suspension Requested:**

No

**ATTACHMENTS:**

1. 2026 Overlay Valve Box Quotes

**Matt Young**

---

**From:** kyle.plvan@ferguson.com  
**Sent:** Friday, December 26, 2025 10:45 AM  
**To:** Matt Young  
**Subject:** FW: Email Bid# B608132

**Follow Up Flag:** Follow up  
**Flag Status:** Flagged



**This email comes from outside the organization.**

Do not click links or open attachments unless it is an email you expected to receive.

Matt  
Please see quote below on the valve boxes you requested.  
Let me know if you've got any questions.

Hope it was a good Christmas!  
Kyle

**From:** Mark Plvan - 528 OHIO\_WV\_WATERWORKS <mark.plvan@ferguson.com>  
**Sent:** Friday, December 26, 2025 10:44 AM  
**To:** Kyle Plvan <kyle.plvan@ferguson.com>  
**Subject:** Email Bid# B608132

**Price Quotation # B608132**

**FEL-CINCINNATI, OH WW (F528)**

11860 MOSTELLER ROAD  
CINCINNATI, OH 45241-1525

Phone : 513-942-2525  
Fax : 513-942-2533

**Bid No.....:** B608132  
**Bid Date...:** 12/26/25  
**Quoted By:** WHF  
**Customer.:** CITY OF FAIRFIELD  
5021 GROH LANE  
FAIRFIELD, OH 45014

**Cust Phone:** 513-867-5300  
**Terms.....:** NET 10TH PROX  
**Ship To.....:** CITY OF FAIRFIELD  
5021 GROH LANE  
FAIRFIELD, OH 45014

**Cust PO#..:** QUOTE 12.26.25

**Job Name.:** VALVE BOX TOPS

Item	Description	Quantity	Net Price	UM	Total
DVBSTS16	16 HD SC VLV BX TOP SECT DOM	60	79.360	EA	4761.60
DVBLIDW	TYLER VLV BX LID WTR DOM	60	19.410	EA	1164.60
DVBEXT58	14 VLV BX EXT SCRW 58 DOM	20	75.830	EA	1516.60

Subtotal:	\$7442.80
Inbound Freight:	\$0.00
Tax:	\$0.00
Order Total:	\$7442.80

**Quoted prices are based upon receipt of the total quantity for immediate shipment (48 hours). SHIPMENTS BEYOND 48 HOURS SHALL BE AT THE PRICE IN EFFECT AT TIME OF SHIPMENT UNLESS NOTED OTHERWISE. QUOTES FOR PRODUCTS SHIPPED FOR RESALE ARE NOT FIRM UNLESS NOTED OTHERWISE.**

**Due to the uncertain impact of potential tariffs, Ferguson's quotation/proposal has not included any provision or contingency for future tariffs or increase of existing tariffs. Ferguson reserves the right to adjust prices to reflect the impact of any new or increased tariffs that affect our costs at the time of shipment. Ferguson will provide notice of any such adjustments along with documentation supporting the changes.**

**CONTRACTOR CUSTOMERS: IF YOU HAVE DBE/MBE/WBE/VBE/SDVBE/SBE GOOD FAITH EFFORTS DIVERSITY GOALS/ REQUIREMENTS ON A FEDERAL, STATE, LOCAL GOVERNMENT, PRIVATE SECTOR PROJECT, PLEASE CONTACT YOUR BRANCH SALES REPRESENTATIVE IMMEDIATELY PRIOR TO RECEIVING A QUOTE/ORDER.**

**Seller not responsible for delays, lack of product or increase of pricing due to causes beyond our control, and/or based upon Local, State and Federal laws governing type of products that can be sold or put into commerce. This Quote is offered contingent upon the Buyer's acceptance of Seller's terms and conditions, which are incorporated by reference and found either following this document, or on the web at <https://www.ferguson.com/content/website-info/terms-of-sale>. Govt Buyers: All items quoted are open market unless noted otherwise.**

**LEAD LAW WARNING: It is illegal to install products that are not "lead free" in accordance with US Federal or other applicable law in potable water systems anticipated for human consumption. Products with \*NP in the description are NOT lead free and can only be installed in non-potable applications. Buyer is solely responsible for product selection.**

**HOW ARE WE DOING? WE WANT YOUR FEEDBACK!**

Enter the following link to complete a survey about your bids:  
<https://survey.medallia.com/?bidsorder&fc=528&on=15755>

CITY OF FAIRFIELD  
5350 PLEASANT AVE.  
FAIRFIELD, OH

45014-3597

TEAM EJP Huber Heights OH  
Everett J. Prescott Inc.  
32 Prescott Street  
P.O. Box 600  
Gardiner, ME  
04345

Telephone: 937-847-2665

Bid expires on 01/28/26  
Page 1

12/29/25 Bid ID: 5585709 FAIRFIELD VALVE BOX

Quantity	Sell Per	Description	Unit Price	Extended Price
60	EA	16 VALVE BOX TOP NF SCREW	85.46	5,127.60
60	EA	VALVE BOX COVER WATER	27.47	1,648.20
20	EA	14 VALVE BOX BASE EXT SCREW #58	69.43	1,388.60

Subtotal: 8,164.40

Tax: .00

Bid Total: 8,164.40



**Bid Proposal for VALVE BOX PARTS - JW**

**CITY OF FAIRFIELD ST DEPT**  
**Job Location:** Fairfield, OH  
**Bid Date:** 12/29/2025  
**Core & Main Bid #:** 4643305

**Core & Main**  
 3165 Production Dr  
 Fairfield, OH 45014  
**Phone:** 5139421395  
**Fax:** 5139421396

Seq#	Qty	Description	Units	Price	Ext Price
10		<b>MISCELLANEOUS</b>			
30	60	B&T I5TL55W #55 B SCREW TOP W/ LID MK: WATER	EA	122.50	7,350.00
40	20	B&T #58 14 VB EXT SCREW TYPE I5E-58 USA	EA	69.00	1,380.00
				<b>SUBTOTAL</b>	<b>8,730.00</b>
				<b>Sub Total</b>	<b>8,730.00</b>
				<b>Tax</b>	<b>0.00</b>
				<b>Total</b>	<b>8,730.00</b>

**Branch Terms:**

- Restocking fee applied for clean, undamaged, whole stocking materials returned to the branch by the customer (10%) or via Core & Main truck/s (15%)
- Dirty, weathered, and/or damaged materials in unsalable condition will not be credited. Materials missing components will not be credited. Core & Main will notify the customer that they have 30 days to pick up the material before it is scrapped by the branch.
- Credit for special order or non-stock items will be determined upon inspection/acceptance by the vendor. Any restock/reconditioning charges from the vendor will be passed along to customer. These charges may vary from 10% up to 50% or more. Freight charges will apply as well.
- No material will be credited after 6 months.

\*Some restock scenarios are subject to review/negotiation. Please contact your local Core & Main branch or salesperson with any questions or concerns regarding our new restock policy.

**UNLESS OTHERWISE SPECIFIED HEREIN, PRICES QUOTED ARE VALID IF ACCEPTED BY CUSTOMER AND PRODUCTS ARE RELEASED BY CUSTOMER FOR MANUFACTURE WITHIN THIRTY (30) CALENDAR DAYS FROM THE DATE OF THIS QUOTATION. CORE & MAIN LP RESERVES THE RIGHT TO INCREASE PRICES TO ADDRESS FACTORS, INCLUDING BUT NOT LIMITED TO, GOVERNMENT REGULATIONS, TARIFFS, TRANSPORTATION, FUEL AND RAW MATERIAL COSTS. DELIVERY WILL COMMENCE BASED UPON MANUFACTURER LEAD TIMES. ANY MATERIAL DELIVERIES DELAYED BEYOND MANUFACTURER LEAD TIMES MAY BE SUBJECT TO PRICE INCREASES AND/OR APPLICABLE STORAGE FEES. THIS BID PROPOSAL IS CONTINGENT UPON BUYER'S ACCEPTANCE OF SELLER'S TERMS AND CONDITIONS OF SALE, AS MODIFIED FROM TIME TO TIME, WHICH CAN BE FOUND AT: <https://coreandmain.com/terms-of-sale/>**

**THIS BID MAY INCLUDE GLOBALLY SOURCED (IMPORTED) MATERIALS THAT ARE SUBJECT TO CHANGING TARIFFS. PRICES ARE SUBJECT TO CHANGE DUE TO POTENTIAL ADDITIONAL TARIFFS IMPOSED BY THE U.S. GOVERNMENT. IF IMPOSED, PRICES WILL INCREASE BY THE SAME PERCENTAGE AND WILL BE EFFECTIVE ON THE DATE THAT THE NEW TARIFFS ARE IMPLEMENTED. THESE ITEMS SHOULD BE PURCHASED WITH HASTE TO AVOID ANY ADDITIONAL RISING TARIFF COSTS.**