

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 26, 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 Debbie Pennington

**Roll Call**

**Agenda Modifications**

**Executive Session Requests**

**Special Presentations**

None.

**Citizen Comments**

**Council Reports**

**Public Hearing(s)**

**Approval of Minutes**

1. Regular Meeting Minutes - January 12, 2026

**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.
- Legislation - Third Reading
  - Motion - Adoption

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

- a. Resolution declaring necessity of repairing sidewalks (including aprons).
- Legislation - Second reading

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

**1. Parks & Recreation - Councilmember Adam Kraft**

- a. Resolution of the City of Fairfield, Ohio, supporting the Ohio Commission for the United States Semiquincentennial (America250-Ohio) and declaring an emergency.
- Legislation - First Reading
  - Motion - Suspend Second and Third Readings
  - Motion - Adoption

**2. Finance & Budget - Councilmember Leslie Besl**

- a. Ordinance to establish salaries and hourly rates for certain salaried and hourly employees of the City of Fairfield, Ohio and to authorize and limit the numbers and types of certain employees, to repeal Ordinance No. 93-25 and all amendments thereto and to declare an emergency.
- Legislation - First Reading
  - Motion - Suspend Second and Third Readings
  - Motion - Adoption
- b. Ordinance adjusting the Unclassified Service Pay Plan/Position List and establishing salaries for certain exempt and salaried employees of the City of Fairfield, Ohio; repealing Ordinance No. 7-25 and all amendments thereto; and declaring an emergency.
- Legislation - First Reading
  - Motion - Suspend Second and Third Readings
  - Motion - Adoption

- c. Ordinance to amend Sections 163.19 and 163.20 of Chapter 163, Employee Provisions, of the Codified Ordinances of Fairfield, Ohio and declaring an emergency.
- Legislation - First Reading
  - Motion - Suspend Second and Third Readings
  - Motion - Adoption
- d. Ordinance to adopt new Section 163.21, Paid Parental Leave, of Ordinance No. 166-84, the Codified Ordinances of Fairfield, Ohio, and declare an emergency.
- Legislation - First Reading
  - Motion - Suspend Second and Third Readings
  - Motion - Adoption
- e. 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: \$12,733 total (see below for description)
- Legislation - First Reading
  - Motion - Suspend Second and Third Readings
  - Motion - Adoption

\$12,733 - Speed detection equipment (Police)

### **Meeting Schedule**

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

Monday, March 9: 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  
January 12, 2026**

**Council-Manager Briefing**

No briefing.

**Business Meeting Call to Order**

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

**Prayer/Pledge of Allegiance**

Mayor Miller led in prayer and Pledge of Allegiance.

**Roll Call**

Councilmembers present included:

Councilmember, 1st Ward Leslie Besl  
Councilmember, 2nd Ward Dale Paullus  
Councilmember, 3rd Ward Debbie Pennington  
Councilmember, 4th Ward Adam Kraft  
Councilmember, At-Large Tim Meyers  
Councilmember, At-Large Gwen Brill

Councilmembers excused included:

Councilmember, At-Large Matt Davidson

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

**Agenda Modifications**

None.

**Executive Session Requests**

None.

**Special Presentations**

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

Mr. Wagner thanked the City and community for their support of the recent food drive, "Feeding 500." He expressed his excitement for potential growth of the programs that Be the Change is involved in. Mayor Miller thanked him for his work in the community and offered his support for future projects and campaigns.

**Citizen Comments**

Robert Kramer, 5690 Genevieve Place - introduced himself to City Council and detailed some of his history, including three books he has written. Mayor Miller asked him what his concern was

and Mr. Kramer stated that he was trying to establish himself as a rational person, when some people will want to tell the Council he is not, and to build credibility when he comes back next month because some people will say not to listen to him. Mr. Kramer noted his connections to several Councilmembers, as well as Judge Campbell.

Michelle Sparto, 5500 Southgate Blvd - Ms. Sparto stated that she is a lifelong resident that loves the city. She said that she had issues with tax division and the same issues continue after being assured they would be resolved. She is concerned that the division is unorganized and not improving and would like to know what can be done. She would also like to know how many people have accidentally paid twice, because she is concerned about the elderly and disabled people that might not know any better. She asked if the city needs an audit. She stated that she appreciates city services and is concerned that they might be at risk due to the disorganization of the tax division. She also noted that tax issues could have professional ramifications for her and her husband if reported on their credit reports. Mayor Miller assured her that the city will review the division after tax season and try to come up with ways to improve by late spring or early summer.

### **Council Reports**

Councilmember Paullus announced that January 9 was Law Enforcement Appreciation Day, and he expressed City Council's appreciation for law enforcement in the City.

Councilmember Pennington announced that Public Works is wrapping up leaf pick-up and making another trip through the City to make sure none were missed after cold and snow in December.

Councilmember Meyers reported that Public Utilities held a groundbreaking for the solar field this morning. The field will power the Wastewater Treatment Plant, which is the highest utility user in the city.

Councilmember Brill read a letter from Marris, LLC formerly Al Neyer, expressing appreciation for improvements done to Seward Road to help prepare the area for economic development.

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

None

### **Approval of Minutes**

1. Regular Meeting Minutes - December 8, 2025

The Regular Meeting Minutes of December 8, 2025 were approved as written and submitted.

### **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.

Councilmember Gwen Brill, seconded by Tim Meyers, moved to amend per Planning Commission recommendation and further amend to incorporate the additional conditions stated in the attached amendment. Motion carried Yes 6, No 0, Abstained 0.  
Councilmember Brill presented the second reading of this ordinance.

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

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

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

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

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

Councilmember Meyers, seconded by Councilmember Pennington, moved to approve Council assignments and appointments dated January 1, 2026. Motion carried 6-0.

SIMPLE MOTION NO. 1-26. APPROVED 6-0.

- 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.

Councilmember Meyers, seconded by Councilmember Brill, moved to appoint the Clerk of

Council as designee for HB9/Sunshine Law Training. Motion carried 6-0.

SIMPLE MOTION NO. 2-26. APPROVED 6-0.

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

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. 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.

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 Dale Paullus, moved to adopt. Motion carried Yes 6, No 0, Abstained 0.

ORDINANCE NO. 1-26. APPROVED 6-0.

## **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.

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.

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

ORDINANCE NO. 2-26. APPROVED 6-0.

- 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.

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.

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

ORDINANCE NO. 3-26. APPROVED 6-0.

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

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).

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

RESOLUTION NO. 1-26. APPROVED 6-0.

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

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.

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

RESOLUTION NO. 2-26. APPROVED 6-0.

### **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).

Councilmember Paullus, seconded by Councilmember Pennington, moved to not request a hearing regarding this liquor permit application. Motion carried 6-0.

SIMPLE MOTION NO. 3-26. APPROVED 6-0.

- 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).

Councilmember Paullus, seconded by Councilmember Kraft, moved to not request a hearing regarding this liquor permit application. Motion carried 6-0.

SIMPLE MOTION NO. 4-26. APPROVED 6-0.

- 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).

Councilmember Paullus, seconded by Councilmember Pennington, moved to not request a hearing regarding this liquor permit application. Motion carried 6-0.

SIMPLE MOTION NO. 5-26. APPROVED 6-0.

- 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).

Councilmember Paullus, seconded by Councilmember Brill, moved to request a hearing regarding this liquor permit application. Motion carried 6-0.

SIMPLE MOTION NO. 6-26. APPROVED 6-0.

#### **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).

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.

Councilmember Pennington presented the first reading of this ordinance. Councilmember Debbie Pennington, seconded by Dale Paullus, 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. 4-26. APPROVED 6-0.

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

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.

Councilmember Pennington presented the first reading of this resolution.

- 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.

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.

Councilmember Pennington presented the first reading of this ordinance. Councilmember Debbie Pennington, seconded by Dale Paullus, 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. 5-26. APPROVED 6-0.

#### **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)

Councilmember Besl presented the first reading of this ordinance. Councilmember Leslie Besl, seconded by Dale Paullus, 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. 6-26. APPROVED 6-0.

\$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)

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 Dale Paullus, moved to adopt. Motion carried Yes 6, No 0, Abstained 0.

**ORDINANCE NO. 7-26. APPROVED 6-0.**

\$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

Clerk Wilson read the meeting schedule.

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

None.

**Adjournment**

The Regular Meeting adjourned at 7:35 PM.

ATTEST:

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

\_\_\_\_\_  
Mayor's Approval  
Date Approved:



**City Council Communication**  
**Regular Meeting - January 26, 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.

- Legislation - Third Reading
- Motion - Adoption

**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



City of Fairfield, OH



PRELIMINARY BUILDING EXTERIOR

FRONT FACADE FACING RIVER ROAD



SCOTT  
WEBB  
ARCHITECT

103 West Walnut Street  
Circleville, Ohio 43006  
(614) 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



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

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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 that reads "Scott Lepsky".

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 26, 2026**

Submitted by: Alisha Wilson, Clerk of Council  
 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 - Second 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 26, 2026**

Submitted by: Mandi Brock, Parks & Recreation Director  
Department: Parks & Recreation

**Subject:**

America 250

**Legislation Title:**

Resolution of the City of Fairfield, Ohio, supporting the Ohio Commission for the United States Semiquincentennial (America250-Ohio) and declaring an emergency.

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

**Recommendation:**

It is recommended that City Council pass a resolution making the City of Fairfield part of the State of Ohio's America 250.

**Discussion:**

The purpose of this resolution is to designate the City of Fairfield as one of the 250 official America 250 Communities in the State of Ohio, thereby encouraging participation in the statewide commemoration of the 250th anniversary of the United States in 2026 through educational, cultural, and civic activities that celebrate history, promote civic pride, and engage residents.

Becoming an officially-recognized community within the America 250-Ohio Commission will provide City leaders with opportunities to network, partner, and exchange information with the state commission team in an effort to celebrate and commemorate this historic anniversary.

**Financial Impact:**

None

**Emergency Provision:**

Yes due to a strict timeline.

**Rule Suspension Requested:**

Yes

**ATTACHMENTS:**

1. America 250 Resolution

2. America250-OH-Res

**A RESOLUTION OF THE (COUNTY/CITY/BOROUGH/TOWNSHIP) OF ( \_\_\_\_\_ ), OF OHIO, SUPPORTING THE OHIO COMMISSION FOR THE UNITED STATES SEMIQUINCENTENNIAL (AMERICA250-OH)**

**WHEREAS, the Ohio legislature and the Governor created AMERICA250-OH in 2021 to plan, encourage, develop and coordinate the commemoration of the 250th anniversary of the United States and Ohio's integral role in that event and the role of its people on the nation's past, present and future; and**

**WHEREAS, AMERICA250-OH hopes to engage ALL Ohioans and ALL 88 counties through their many signature and officially recognized programs, projects and events over the next several years by inspiring future leaders and celebrating all Ohioans contributions to the nation over the last 250 years; and**

**WHEREAS, by adoption of AMERICA250-OH Resolution we hope to educate, preserve, innovate, and celebrate.**

**NOW, THEREFORE, BE IT RESOLVED, AND IT HEREBY RESOLVED, that the (County/City/Township/Village) of ( \_\_\_\_\_ ) hereby endorses AMERICA250-OH and their mission to educate, preserve, innovate and celebrate EVERY Ohioan in EVERY county; and**

**IT IS FURTHER RESOLVED that a copy of this resolution be sent to the Municipal legislative delegation and AMERICA250-OH Commission.**

**ADOPTED by the \_\_\_\_\_ of the County of \_\_\_\_\_, the state of Ohio, this \_\_\_\_\_ day of \_\_\_\_\_, 202\_.**

**ATTEST: \_\_\_\_\_**  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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

RESOLUTION OF THE CITY OF FAIRFIELD, BUTLER COUNTY, OHIO,  
SUPPORTING THE OHIO COMMISSION FOR THE UNITED STATES  
SEMIQUINCENTENNIAL (AMERICA250-OH) AND DECLARING AN  
EMERGENCY.

WHEREAS, the Ohio legislature and the Governor created AMERICA250-OH in 2021 to plan, encourage, develop and coordinate the commemoration of the 250<sup>th</sup> anniversary of the United States and Ohio’s integral role in that event and the role of its people on the nation’s past, present and future; and

WHEREAS, AMERICA250-OH hopes to encourage all Ohioans and all 88 counties through their many signature and officially recognized programs, projects and events over the next several years by inspiring future leaders and celebrating all Ohioans contributions to the nation over the last 250 years; and

WHEREAS, by adoption of AMERICA250-OH Resolution we hope to educate, preserve, innovate and celebrate.

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

Section 1. The City of Fairfield hereby endorses AMERICA250-OH and their mission to educate, preserve, innovate and celebrate every Ohioan in every county.

Section 2. This Resolution is hereby declared to be an emergency measure necessary for the immediate preservation of the public peace, health, safety and welfare and for the urgent benefit and protection of the City and its inhabitants for the reason that a copy of this Resolution will be sent to the Municipal legislative delegation and AMERICA250-OH Commission by their deadline; wherefore, this Resolution 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 Resolution has been duly published by posting and summary publication as provided by Charter.

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

Active Clients\City of Fairfield\Ordinances\2026\America250-OH-Res



**City Council Communication**  
**Regular Meeting - January 26, 2026**

Submitted by: Laurie Murphy, Assistant City Manager CPO  
 Department: City Manager's Office - CPO

**Subject:**

Classified Wage Ordinance Update

**Legislation Title:**

Ordinance to establish salaries and hourly rates for certain salaried and hourly employees of the City of Fairfield, Ohio and to authorize and limit the numbers and types of certain employees, to repeal Ordinance No. 93-25 and all amendments thereto and to declare an emergency.

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

**Recommendation:**

It is recommended that the City Council approve the Ordinance, suspending the rules and declaring an emergency, to allow for the expeditious implementation of the new rates for FOP members and to increase of the minimum wage rate, effective January 1, 2026, in accordance with Ohio's minimum wage law.

**Discussion:**

The collective bargaining agreement (CBA) with the FOP Union, Patrol Officers and Supervisors, has been settled, and new rates went into effect April 1, 2025. The wages on the Ordinance reflect a 3.6% base wage increase effective 4/1/2025, a 2.5% base wage increase effective 4/1/2026 and a 2.5% base wage increase effective 4/1/2027. Additional lump sum amounts were negotiated each year of the contract as well.

Ohioans passed a constitutional amendment in 2006 which provided that increases to the State minimum wage every year would be based on the Consumer Price Index. The increase to \$11.00 per hour is effective January 1, 2026.

**Financial Impact:**

The Finance Director will calculate and appropriate the funds necessary for the above increases for the FOP members. There is no financial impact associated with the minimum wage increase.

**Emergency Provision:**

Yes — It is recommended that City Council approve the Ordinance, suspending the rules and declaring an emergency, to allow for the expeditious implementation of the new rates.

**Rule Suspension Requested:**

Yes

**ATTACHMENTS:**

1. Hourly Wage Ord repealing 93-25 dated 7-14-25

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

ORDINANCE TO ESTABLISH SALARIES AND HOURLY RATES FOR CERTAIN SALARIED AND HOURLY EMPLOYEES OF THE CITY OF FAIRFIELD, OHIO AND TO AUTHORIZE AND LIMIT THE NUMBERS AND TYPES OF CERTAIN EMPLOYEES. TO REPEAL ORDINANCE NO. 93-25 AND ALL AMENDMENTS THERETO AND DECLARING AN EMERGENCY.

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

Sec. 1 Ordinance No. 93-25 and all amendments thereto and all other ordinances inconsistent herewith are hereby repealed as the respective sections of this Ordinance become effective as stated in Section 14 hereof. Changes from Ordinance No. 93-25 are shown in bold, with deletions in brackets or strikethroughs.

Sec. 2 The salaries and hourly rates and related information contained herein are applicable only to those positions authorized in this Ordinance.

Sec. 3 The terms of the agreements of each bargaining unit of the City shall apply to all members of the bargaining unit, whether or not they are members of the union which represents that bargaining unit.

Sec. 4 All rates established by this Ordinance shall either be the maximum authorized rate or the range for each respective position as shown.

Sec.5 In the department of General Government there are the following classifications of jobs and rates of pay:

A. Civil Service Commission

One (1) Clerk of Commission (PT)	[12.00-22.66]	<b>12.00-23.79 per hour</b>
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B. Special Appropriations

One (1) Clerk I	[22.54-26.48]	23.10-27.14 per hour
Two (2) Clerks (PT)	[10.70-20.34]	<b>11.00-21.36 per hour</b>
One (1) Human Resources Assistant (PT)	[12.00-22.00]	12.00-22.66 per hour

C. City Council

One (1) Clerk of Council (PT)	[26.19-37.77]	<b>26.19-39.66 per hour</b>
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Sec. 6 In the Department of Development Services there are the following classifications of jobs and rates of pay.

A. Division of Building and Zoning Inspection

One (1) Building Inspector*	[38.15-39.71]	39.10-40.71 per hour
One (1) Heating Inspector*	[38.15-39.71]	39.10-40.71 per hour
One (1) Electrical Inspector*	[38.15-39.71]	39.10-40.71 per hour
One (1) Clerk II	[27.26-28.97]	27.95-29.69 per hour
One (1) Clerk I	[22.54-26.48]	23.10-27.14 per hour
Three (3) Zoning Inspector/Clerks	[27.26-28.97]	27.95-29.69 per hour
One (1) Zoning Inspector/Clerk (PT)	[10.70-20.34]	<b>11.00-21.36 per hour</b>
One (1) Plans Reviewer (PT)	[10.70-38.92]	<b>11.00-40.90 per hour</b>
One (1) Electrical Inspector (PT/TEMP)	[10.70-38.18]	<b>11.00-40.09 per hour</b>

\*Additional certifications in Building, Heating and/or Electrical other than that required in classification, add \$1.00 per hour.

Sec. 7 In the Finance Department are the following classifications of jobs and rates of pay:

A. Finance Administration/Financial Services

Two (2) Account Clerk II*	[27.26-28.97]	27.95-29.69 per hour
Four (4) Account Clerk I	[22.54-26.48]	23.10-27.14 per hour
Three (3) Clerk (PT)	[10.70-20.34]	<b>11.00-21.36 per hour</b>

B. Income Tax

One (1) Account Clerk II*	[27.26-28.97]	27.95-29.69 per hour
Four (4) Account Clerk I	[22.54-26.48]	23.10-27.14 per hour
One (1) Clerks (PT)	[10.70-20.34]	<b>11.00-21.36 per hour</b>

\*Appointed Crew Leader to receive an additional \$.50 per hour.

Sec. 8 In the Police Department are the following classifications of jobs and rates of pay:

Ten (10) Sergeants	[49.34-53.29]	52.39-54.77 per hour
<b>Fifty-Seven (57) Police Officers*</b>	[33.75-46.91]	35.62-47.63 per hour
Sixteen (16) Dispatchers **/****	[26.17-30.36]	26.83-31.12 per hour
Eight (8) Dispatchers (PT)	[26.17-30.36]	26.83-31.12 per hour
Four (4) Clerk II***	[27.26-28.97]	27.95-29.69 per hour
Four (4) Clerk I	[22.54-26.48]	23.10-27.14 per hour
One (1) Body Camera Analyst (PT)	[12.00-27.84]	<b>12.00-29.23 per hour</b>
One (1) Animal Control Officer	[23.09-27.06]	23.67-27.74 per hour
One (1) Animal Control Officer (PT)	[23.09-27.06]	23.67-27.74 per hour
One (1) Park Ranger***	[28.13-30.52]	28.83-31.28 per hour
Five (5) Park Rangers (PT)	[28.13-30.52]	28.83-31.28 per hour
Three (3) Police Services Aides (PT)	[12.00-28.68]	<b>11.00-30.11 per hour</b>
One (1) Receptionist (PT)	[10.70-20.34]	<b>11.00-21.36 per hour</b>

\* A Police Officer assigned as Field Training Officer for a new Officer will be paid an additional \$2.00 per hour for hours worked in the company of the new Officer as long as the Field Training Officer remains responsible for the training of the new Officer. Deduct \$3.00 from starting rate for beginning Police Officers without State Certification.

\*\* Dispatchers assigned training responsibilities will be paid an additional \$1.75 per hour for the duration of the assignment.

\*\*\* Appointed Crew Leader to receive an additional \$.50 per hour.

\*\*\*\* Appointed Dispatch Foreman will be paid [36.28] \$37.19 per hour.

Sec. 9 In the Fire Department are the following classifications of jobs and rates of pay:

Three (3) Battalion Chiefs**		39.71-42.19 per hour
Three (3) Captains		37.69-40.05 per hour
Six (6) Lieutenants*		35.67-39.05 per hour
Nine (9) Fire Apparatus Operators****		33.11-37.64 per hour
Forty-Five (45) Firefighter/Paramedics		23.00-36.25 per hour
One (1) Life Safety Inspector	[43.48-49.42]	43.05-48.93 per hour
Six (6) Firefighter/EMT (PT)***	[17.84-24.00]	<b>17.84-25.20 per hour</b>
Two (2) Safety Inspectors (PT)	[12.00-22.00]	<b>12.00-23.10 per hour</b>
One (1) Clerk II	[27.26-28.97]	27.95-29.69 per hour

\*Additional \$1.75 per hour paid when serving as Acting Lieutenant.

\*\*Additional \$2.00 per hour paid when serving as Acting **Battalion Chief**.

\*\*\*Additional \$.50 per hour when assigned to Medic Unit.

\*\*\*\*Additional \$1.00 per hour when serving as Acting FOA

Sec. 10 In the Department of Public Works are the following classifications of jobs and rates of pay:

A. Construction Services

One (1) Clerk II	[27.26-28.97]	27.95-29.69 per hour
One (1) Construction Inspector*	[37.99-39.51]	38.94-40.50 per hour
Two (2) Sidewalk Inspectors (PT)	[10.70-20.34]	<b>11.00-21.36 per hour</b>

\*Construction Inspectors shall be compensated for one Water License and/or one Wastewater License achieved as follows:

Class I Water Distribution	\$ .25	Class I Wastewater Collection	\$ .25
Class II Water Distribution	\$ .50	Class II Wastewater Collection	\$ .50

B. Engineering Services

One (1) GIS-GPS Mapping Technician/Traffic Analyst	[38.00-39.51]	38.95-40.50 per hour
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C. Facilities Maintenance

One (1) Custodial Worker*	[24.09-26.75]	24.69-27.42 per hour
Two (2) Maintenance Worker/Laborer**	[25.46-35.41]	26.09-36.29 per hour
One (1) Maintenance Electrician	[33.03-39.11]	33.86-40.09 per hour

\*Appointed Crew Foreman rate is \$36.29. Appointed Crew Leader to receive an additional \$.50 per hour.

\*\*Appointed Crew Leader to receive an additional \$.50 per hour. Maintenance Worker/Laborer required to maintain proficiency on three or more pieces of equipment to receive an additional \$.30 per hour while maintaining those proficiencies. A Maintenance Worker/Laborer required to maintain an Ohio Department of Agriculture Public Operator Spraying License, a National Swimming Pool Foundation Certified Pool/Spa Operator License, or an NRPA/OPRA National Playground Safety Inspector Certification to receive an additional \$.40 per hour.

D. Division of Streets and Grounds

Twenty-Nine (29) Maintenance Worker/ Laborers */**/**	[25.46-35.41]	26.09-36.29 per hour
Twenty (20) Laborers (Temp/PT)	[10.70-20.34]	<b>11.00-21.36 per hour</b>
One (1) Clerk II	[27.26-28.97]	27.95-29.69 per hour

\* Appointed Crew Forman Rate is \$36.29 per hour

\*\*Appointed Crew Leader to receive an additional \$.50 per hour. Maintenance Worker/Laborer required to maintain proficiency on three or more pieces of equipment to receive an additional \$.30 per hour while maintaining those proficiencies. A Maintenance Worker/Laborer required to maintain an Ohio Department of Agriculture Public Operator Spraying License, a National Swimming Pool Foundation Certified Pool/Spa Operator License, or an NRPA/OPRA National Playground Safety Inspector Certification to receive an additional \$.40 per hour.

\*\*\*Traffic Signal Technician appointed by management to receive an additional \$1.00 per hour.

E. Municipal Garage

Four (4) Mechanics*/**	[29.23-34.12]	29.96-34.98 per hour
One (1) Clerk II	[27.26-28.97]	27.95-29.69 per hour

\* Appointed Mechanic Foreman to receive an additional \$1.45 per hour and Appointed Crew Leader to receive an additional \$.50 per hour.

\*\* Mechanic E receives an additional \$.50 per hour, Mechanic F receives an additional \$1.25 per hour and Mechanic G receives an additional \$2.25 per hour.

Sec. 11 In the Department of Parks & Recreation there are the following classifications of jobs and rates of pay.

A. Administration and Recreation

One (1) Clerk II*	[27.26-28.97]	27.95-29.69 per hour
One (1) Clerk I	[22.54-26.48]	23.10-27.14 per hour
Five (5) Clerks (PT)	[10.70-20.34]	<b>11.00-21.36 per hour</b>
Six (6) Recreation Programmers (PT)	[10.70-23.83]	<b>11.00-24.55 per hour</b>
One (1) Farmer's Market Supervisor (PT)	[10.70-23.38]	<b>11.00-24.55 per hour</b>
Four (4) Facility Attendants (PT)	[10.70-20.34]	<b>11.00-21.36 per hour</b>
Five (5) Cashiers (PT)	[10.70-20.34]	<b>11.00-21.36 per hour</b>
Forty (40) Recreation Leaders (PT)	[10.70-20.34]	<b>11.00-21.36 per hour</b>

\*Appointed Crew Leader to receive an additional \$.50 per hour.

B. Marsh Fishing Lake

One (1) Fishing Lake Supervisor (PT)	[10.70-20.34]	<b>11.00-21.36 per hour</b>
Eight (8) Cashiers (PT)	[10.70-20.34]	<b>11.00-21.36 per hour</b>

C. Recreation Center – Swimming Pool

One (1) Pool Supervisor (Temp)	[10.70-23.38]	<b>11.00-24.55 per hour</b>
Two (2) Senior Lifeguards (Temp)	[10.70-20.34]	<b>11.00-21.36 per hour</b>
Forty-Four (44) Lifeguards (Temp)	[10.70-20.34]	<b>11.00-21.36 per hour</b>
Two (2) Cashiers (PT)	[10.70-20.34]	<b>11.00-21.36 per hour</b>

D. Recreation Center – Golf Course

One (1) Turf Mechanic/Maintenance Worker	[27.01-33.56]	27.69-34.40 per hour
One (1) Greenskeeper*	[31.41-34.34]	32.20-35.20 per hour
Seventeen (17) Laborers (Temp/PT)	[10.70-20.34]	<b>11.00-21.36 per hour</b>
Four (4) Pro Shop Supervisors (PT)	[10.70-23.38]	<b>11.00-24.55 per hour</b>
Fifty (50) Cashiers (PT)	[10.70-20.34]	<b>11.00-21.36 per hour</b>

\*Appointed Crew Leader to receive an additional \$.50 per hour.

Sec. 12 In the Department of Public Utilities are the following classifications of jobs and rates of pay:

A. Wastewater Division

One (1) Clerk II	[27.26-28.97]	27.95-29.69 per hour
Two (2) Laboratory Technicians ***	[26.63-38.93]	27.30-39.90 per hour
One (1) Construction Inspector*	[37.99-39.51]	38.94-40.50 per hour
Sixteen (16) Operator/Maintenance Workers */**	[26.97-37.68]	27.64-38.62 per hour
One (1) Maintenance Electrician	[33.03-39.11]	33.86-40.09 per hour
Two (2) Laborers (PT)	[10.70-20.34]	<b>11.00-21.36 per hour</b>

\*Construction Inspectors shall be compensated for one Water License and/or one Wastewater License achieved as follows:

Class I Water Distribution	\$.25	Class I Wastewater Collection	\$.25
Class II Water Distribution	\$.50	Class II Wastewater Collection	\$.50

\*\*Appointed Chief Operator, Maintenance Foreman and Collection Foreman to receive an additional \$1.50 per hour. Appointed Assistant Collection Foreman and Assistant Maintenance

Foreman to receive an additional \$.75 per hour. Appointed Crew Leader to receive an additional \$.30 per hour.

\*\*\*Laboratory Technicians with Class III Water Plant Operator License or Voluntary Wastewater Lab Certifications to receive an additional \$.50 per hour each. Appointed Lab Supervisor to receive an additional \$1.25 per hour.

B. Water Division

One (1) Clerk II	[27.26-28.97]	27.95-29.69 per hour
Seventeen (17) Operator/Maintenance Workers*	[27.01-39.48]	27.69-40.47 per hour
One (1) Maintenance Electrician	[33.03-39.11]	33.86-40.09 per hour
Two (2) Laborers (PT)	[10.70-20.34]	<b>11.00-21.36 per hour</b>

Sec. 13 There shall be established a labor pool of temporary or part-time employees who will be eligible to work at any time within the duration of this Ordinance. These temporary/part-time employees may work in any City department, and their wages will be charged to the department to which they are assigned. The following temporary or part-time positions are established.

Twenty-Five (25) Employees (Temp or PT)	[10.70-20.34]	<b>11.00-21.36 per hour</b>
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Sec. 14 The salaries, rates and conditions established by Sections 5-13 of this Ordinance shall be effective from and after the dates specified in the Union contracts for employees included in bargaining units, and at the earliest date allowed by law for all other employees. Until the rates are changed, the former rates shall apply. Notwithstanding any other provisions of this Ordinance, an employee under the age of sixteen (16) may be paid a wage rate less than the Ohio Minimum Wage Rate provided such rate is not less than that established under the Fair Labor Standards Act or its successor law.

Sec. 15 The City Manager is authorized to hire up to one additional person for each position authorized by Ordinance to allow for overlap training and transitioning. Generally, such instances would occur when a current employee has given notice of retirement or resignation and a replacement, not currently employed by the City, is able to be hired before the departure of the employee. Such training overlaps would be of short duration, generally, not to exceed 60 days.

Sec. 16 This Ordinance is hereby declared to be an emergency measure necessary for the urgent benefit and protection of the City and its inhabitants so that the recommended changes can take effect in a timely manner, 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 26, 2026**

Submitted by: Laurie Murphy, Assistant City Manager CPO  
 Department: City Manager's Office - CPO

**Subject:**

Unclassified Wage Ordinance Update

**Legislation Title:**

Ordinance adjusting the Unclassified Service Pay Plan/Position List and establishing salaries for certain exempt and salaried employees of the City of Fairfield, Ohio; repealing Ordinance No. 7-25 and all amendments thereto; and declaring an emergency.

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

**Recommendation:**

It is recommended that the City Council adopt the revisions to the Unclassified Service Pay Plan and Position List to establish appropriate salaries for certain exempt and salaried employees of the City of Fairfield and to ensure the City remains competitive in the market.

**Discussion:**

Pay Grades and Pay Ranges for the Unclassified Service Pay Plan/Position List were updated in 2023 following a comprehensive review of internal and external comparable position wages, considerations of compression within Department bargaining and non-bargaining personnel wages, and an analysis of historical inflation data from the US Bureau of Labor Statistics Midwest Consumer Price Index. Pay Grades were compressed from 14 to 7 and minimum and maximum salaries were established in the new Pay Grades. Council authorized further review and update of the plan every three years.

Consistent with Council's directive, a 2026 review of the plan has been completed, and an analysis of the resulting data indicates that economic trends, market alignment, internal parity, union wage adjustments and compression considerations warrant an adjustment of the minimum and maximum salaries in each Pay Grade and to re-align the percentage between the minimums and maximums. These adjustments are expected to increase the supply of candidates, increase selection rates of qualified applicants, maintain productivity, incentivize performance-based behaviors and decrease unwanted employee turnover.

The position title of Chief of Staff is added to the Position List in anticipation that a current position will be reclassified to clarify and re-define job duties and responsibilities. Funding is not

requested.

**Financial Impact:**

There is a \$24,500.00 financial impact by adjusting the Minimums and Maximums of the Pay Grades. Five current employees are below the minimums of their respective pay grades and will need to be moved to the new minimum. Funding is provided under the auspices of City Council's previously approved 2026 Operating Budget. There is no financial impact by adding the title of Chief of Staff to the Position List as funding for this position is not being requested at this time.

**Emergency Provision:**

Yes, it is recommended that Council suspend the rules and declare an emergency measure necessary for the urgent benefits and protections of the City and its inhabitants. Updating the Unclassified Service Pay Plan/Position List in an expeditious manner will provide flexibility in hiring and ensure fair and equitable compensation for unclassified personnel, consistent with the competitive market.

**Rule Suspension Requested:**

Yes

**ATTACHMENTS:**

1. Unclassified Service Pay Plan-Ord
2. Unclassified Service Pay Plan List-Ord

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

ORDINANCE ADJUSTING THE UNCLASSIFIED SERVICE PAY PLAN/POSITION LIST AND ESTABLISHING SALARIES FOR CERTAIN EXEMPT AND SALARIED EMPLOYEES OF THE CITY OF FAIRFIELD, OHIO; REPEALING ORDINANCE NO. 7-25 AND ALL AMENDMENTS THERETO; AND DECLARING AN EMERGENCY.

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

- Section 1. Ordinance No. 7-25 and all other prior ordinances inconsistent herewith are hereby repealed.
- Section 2. The attached Unclassified Service Pay Plan and Position List, which is incorporated herein by reference, is hereby adopted. The existing salaries for the positions set forth in the attached salary structure shall be within the ranges as shown and are effective January 26, 2026.
- Section 3. The City Manager is authorized to hire up to one additional person for each position authorized in this ordinance to allow for overlap training and transitioning. Generally, such instances would occur when a current employee has given notice of retirement or resignation and a replacement, not currently employed by the City, is able to be hired before the departure of the employee. Such training overlaps would be of short duration, generally, not to exceed 60 days.
- Section 4. The City Manager is hereby authorized to grant performance-based wage increases, lump sum achievement awards and equity pay adjustments for employees within the job classifications listed on the Unclassified Service Pay Plan structure attached, within the confines of the ranges shown. Base wage increases awarded by percentage shall not exceed a total of \$150,000. Lump sum increases awarded by percentage, lump sum achievement awards, and equity pay adjustments shall not exceed a total of \$150,000. All increases and adjustments shall be effective as approved by the City Manager.
- Section 5. This Ordinance is hereby declared to be an emergency measure necessary for the urgent benefit and protection of the City and its inhabitants so that the recommended changes can take effect in a timely manner, wherefore this Ordinance shall take effect immediately upon its passage.

Passed

\_\_\_\_\_

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Posted	_____	Mayor's Approval	
	-		
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

**UNCLASSIFIED SERVICE PAY PLAN  
POSITION LIST**

Pay Grade	Position Title	Annual Minimum	Annual Maximum
1	Secretary to Mayor Parks & Recreation Coordinator (3) Secretary to Director of Development Services Secretary to Director of Public Utilities Administrative Assistant Clerk of Council (PT) Body Cam Analyst EMS Privacy Officer	\$41,277.60 <b>\$50,248.60</b>	\$68,520.82 <b>\$75,372.90</b>
2	Help Desk Technician* Payroll Administrator Human Resources Coordinator (2) Accountant Code Enforcement Supervisor Golf Course Superintendent Landscape Coordinator Parks & Recreation Manager (2) Tax Analyst (3) Development Specialist Sustainability Program Manager	\$50,565.01 <b>\$61,566.27</b>	\$83,954.00 <b>\$92,349.40</b>
3	Network Analyst* G.I.S. Analyst* CALEA Accreditation Manager Golf Operations Manager Juvenile Diversion Counselor Risk/Safety Coordinator Communications Manager Construction Manager Tax Supervisor	\$61,939.28 <b>\$70,479.24</b>	\$96,108.06 <b>\$105,718.87</b>
4	Senior Network Analyst* Accounting Supervisor Economic Development Manager Fleet/Facilities Superintendent Income Tax Administrator/Assistant Finance Director Planning Manager Parks & Recreation Superintendent (2) Streets & Grounds Superintendent Utility Collection Supervisor Human Resources Manager <b>CHIEF OF STAFF</b>	\$71,593.81 <b>\$85,042.52</b>	\$115,967.07 <b>\$127,563.78</b>

5	City Engineer* Information Technology Manager* Superintendent of Building Inspection and Zoning Superintendent of Public Utilities - Field Operations Superintendent of Public Utilities – Treatment Deputy Fire Chief (2) Major/Deputy Police Chief (3)	\$83,495.36 <b>\$99,202.34</b>	\$135,275.92 <b>\$148,803.51</b>
6	Director of Development Services Director of Finance Director of Parks and Recreation Director of Public Utilities Director of Public Works Fire Chief Police Chief	\$97,392.26 <b>\$111,018.47</b>	\$146,076.94 <b>\$166,527.71</b>
7	Assistant City Manager (2)	\$105,189.14 <b>\$119,906.84</b>	\$157,772.16 <b>\$179,860.26</b>

\* S.T.E.M. positions- point factored in one pay grade lower but assigned to one pay grade higher for salary range



**City Council Communication**  
**Regular Meeting - January 26, 2026**

Submitted by: Laurie Murphy, Assistant City Manager CPO  
 Department: City Manager's Office - CPO

**Subject:**

Health Club Membership Amendment

**Legislation Title:**

Ordinance to amend Sections 163.19 and 163.20 of Chapter 163, Employee Provisions, of the Codified Ordinances of Fairfield, Ohio and declaring an emergency.

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

**Recommendation:**

It is recommended that the Council adopts the recommended amendment to Section 163.19 (f) and Section 163.20 (c) Health Club Membership, to increase the reimbursement amount cap from two-hundred fifty dollars (\$250.00) to four-hundred dollars (\$400.00) based on changed market factors.

**Discussion:**

Codified Ordinances 163.19 and 163.20 provide certain management and supervisory/professional employees with additional benefits that are not otherwise provided to non-management employees. One such benefit, found in 163.19 (f) and 163.20 (c), is reimbursement for up to fifty percent (50%) of the actual expense for the cost of a single membership in a health club. These provisions were effective 3-26-2018 and 4-8-2019, respectively. The passage of time and inflation have contributed to the increasing costs of health club memberships. By way of example, the current cost of a single membership at the YMCA is \$57.52, including tax, or \$690.24 per year. The YMCA plans to increase its membership fees in 2026. The average fee for other local Health Club memberships is approximately \$65.00 per month. Due to the current cap of \$250.00, the 50% reimbursement of the membership cost is not achieved and will likely never be achieved, since health club membership fees do not ordinarily decrease.

**Financial Impact:**

The estimated financial impact of adjusting the reimbursement cap is \$1,650.00 based on the number of reimbursements provided in 2025. Funding is provided under the auspices of City Council's previously approved 2026 Operating Budget.

**Emergency Provision:**

Yes, it is recommended that Council suspend the rules and declare an emergency measure necessary for the urgent benefits and protections of the City and its inhabitants. The Health Club Membership reimbursement is an additional benefit to certain employees in their overall compensation package. Since the reimbursement runs on an annual basis, the amended Ordinance should be implemented immediately.

**Rule Suspension Requested:**

Yes

**ATTACHMENTS:**

1. Amend Sections 163.19 and 163.20-Ord
2. Exhibit A-Sections 163.19 and 163.20

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

ORDINANCE TO AMEND SECTIONS 163.19 AND 163.20 OF CHAPTER 163, EMPLOYEE PROVISIONS, OF ORDINANCE NO. 166-84, THE CODIFIED ORDINANCES OF FAIRFIELD, OHIO AND DECLARING AN EMERGENCY.

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

Section 1. Sections 163.19 and 163.20 of Chapter 163, Employee Provisions of Ordinance No. 166-84, The Codified Ordinances of Fairfield, Ohio, is hereby amended to read as follows: **See attached Exhibit "A" which is incorporated hereby by reference.**

Section 2. This Ordinance is hereby declared to be an emergency measure necessary for the immediate preservation of the public peace, health, safety and welfare and for the urgent benefit and protection of the City and its inhabitants for the reason that the amendment be made effective for employees immediately to allow for annual payments of memberships and reimbursement; 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

## Exhibit "A"

### 163.19 ADDITIONAL MANAGEMENT EMPLOYEE PROVISIONS.

At the discretion of the appointing authority, management employees may be provided certain additional benefits as follows:

(a) Management Employee Defined. For purposes of this section, management employees shall be defined to include the positions of Assistant City Manager, Finance Director, Police Chief, Fire Chief, Director of Parks and Recreation, Development Services Director, Director of Public Works, Director of Public Utilities, Fairfield Municipal Court Clerk of Court/Court Administrator and the full-time Clerk of Council.

(Ord. 53-20. Passed 7-13-20.)

(b) Deferred Compensation. If a management employee contributes to a City-sponsored deferred compensation plan, the City will contribute to said plan an amount equal to the employee's annual contribution, provided, however, that the maximum City contribution shall not exceed one-half of the regular maximum annual deferral limit for federal income tax purposes applicable to the employee in any calendar year, excluding any catch-up or additional annual deferral limit amount which may be available to the employee in excess of the regular annual deferral limit.

(c) Physical Examination. The City will reimburse each management employee up to one hundred fifty dollars (\$150.00) per year for costs incurred in obtaining an annual physical exam provided such costs are not covered by health insurance reimbursements. The City Manager may establish administrative rules and regulations governing the providers of said examination, the nature and extent of the examination and the review of examination results by a physician designated by the City.

(d) Personal Liability Insurance. The City will reimburse each management employee up to two hundred fifty dollars (\$250.00) per year for the costs associated with the purchase of an insurance policy providing personal liability coverage for the employee. The City Manager may establish administrative rules and regulations governing the coverages provided by such insurance policies.

(Ord. 31-18. Passed 3-26-18.)

(e) Vehicle Use Allowance. Management employees, except the Fairfield Municipal Court Clerk of Court/Court Administrator, who are not assigned a City vehicle for their individual use may be provided a monthly vehicle use allowance of one hundred dollars (\$100.00) in lieu of being provided a City vehicle for business travel. Personal vehicle business trips in excess of 100 miles roundtrip will be separately reimbursed for miles in excess of 100 on such trips at the mileage reimbursement rate in addition to the monthly vehicle use allowance provided herein. Management employees whose actual recorded mileage for use of their personal vehicle for business purposes in any month would allow reimbursement in excess of one hundred dollars (\$100.00) based upon the mileage reimbursement rate established by City policy may claim reimbursement at said rate in lieu of the vehicle use allowance herein.

(Ord. 53-20. Passed 7-13-20.)

(f) Health Club Membership. The City may reimburse each management employee up to fifty percent (50%) of the actual expenses for the cost of single membership in a health

club. The total reimbursement to an employee for such membership shall not exceed [~~two hundred fifty dollars (\$250.00)~~] **FOUR HUNDRED DOLLARS (\$400.00)** in any calendar year.

(g) Community Service Club. The City may reimburse unclassified management employees the cost of one (1) single membership in a community-based service club. Approval of such membership shall be at the discretion of the City Manager.

(h) Insurance. The City may provide at no cost to management employees group life insurance coverage on the employee's life in an amount equal to two times the employee's base annual salary. Said coverage, if provided, shall be provided in lieu of the fifty thousand dollars (\$50,000) life insurance coverage established in Section 163.05(b). Management employees may purchase life insurance on his/her spouse or dependent child as provided in Section 163.05(b).

(i) New Hires. During the hiring process to fill a vacancy in a management employee position, the appointing authority is authorized to offer additional vacation and/or sick leave benefits given the candidate's prior experience and work record as well as the level of benefits necessary to attract highly qualified candidates. Candidates with prior public service shall be entitled to the benefits provided under Sections 163.01 and 163.02. However, both candidates with prior public service and those without prior public service may be granted additional benefits pursuant to this subsection. Vacation and/or sick leave balances granted and rates of accrual thereof shall not exceed the maximums provided in Sections 163.01 and 163.02, respectively.

[~~(Ord. 31-188. Passed 3-26-18.)~~]

#### 163.20 ADDITIONAL SUPERVISORY/PROFESSIONAL EMPLOYEE PROVISIONS.

At the discretion of the appointing authority, supervisory/professional employees may be provided certain additional benefits as follows:

(a) Supervisory/Professional Employee Defined. For the purposes of this section, supervisory/professional employees shall be defined to include all full-time positions that are exempt under the Fair Labor Standards Act (FLSA) and are not management employees as defined in Section 163.19.

(b) Deferred Compensation. If a supervisory/professional employee contributes to a City-sponsored deferred compensation plan, the City will contribute to said plan an amount equal to twenty-five percent (25%) of the employee's annual contribution, provided, however, that the maximum City contribution shall not exceed one-fifth of the regular maximum annual deferral limit for federal income tax purposes applicable to the employee in any calendar year, excluding any catch-up or additional annual deferral limit amount which may be available to the employee in excess of the regular annual deferral limit.

(c) Health Club Membership. The City may reimburse each supervisory/ professional employee up to fifty percent (50%) of the actual expenses incurred for the cost of a single membership in a health club. The total reimbursement to an employee for such membership shall not exceed [~~two hundred fifty dollars (\$250.00)~~] **FOUR HUNDRED DOLLARS (\$400.00)** in any calendar year.

(d) Community Service Club. The City may reimburse certain supervisory/ professional employees up to five hundred dollars (\$500.00) for the cost of a single membership in a community-based service club as approved by the City Manager.

(e) New Hires. During the hiring process to fill a vacancy in a supervisory/professional employee position, the appointing authority is authorized to offer additional vacation and/or sick leave benefits given the candidate's prior experience and work record as well as the level of benefits necessary to attract highly qualified candidates. Candidates with prior public service shall be entitled to the benefits provided under Sections 163.01 and 163.02. However, both candidates with prior public service and those without prior public service may be granted additional benefits pursuant to this subsection. Vacation and/or sick leave balances granted and rates of accrual thereof shall not exceed the maximums provided in Sections 163.01 and 163.02, respectively.

[~~Ord. 32-19. Passed 4-8-19.~~]



**City Council Communication**  
**Regular Meeting - January 26, 2026**

Submitted by: Laurie Murphy, Assistant City Manager CPO  
 Department: City Manager's Office - CPO

**Subject:**

Paid Parental Leave

**Legislation Title:**

Ordinance to adopt new Section 163.21, Paid Parental Leave, of Ordinance No. 166-84, the Codified Ordinances of Fairfield, Ohio, and declare an emergency.

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

**Recommendation:**

It is recommended that Council adopt new Section 163.21 to Chapter 163 of the Codified Ordinances of Fairfield, Ohio and authorize the amendment granting eligible employees two weeks of paid parental leave.

**Discussion:**

There are currently no mandatory Federal or State paid parental leave laws. Numerous studies have been conducted that recognize key benefits of paid parental leave, including Improved Family Health & Well-being, Economic & Workforce Advantages and Support of Family Stability. There has been action on the local level to adopt Ordinances and/or Policies granting some form of paid parental leave. Fifteen (15) Ohio municipalities and counties now provide some form of paid maternity/paternity or parental leave, including: Beachwood, Cincinnati, Cleveland, Columbus, Cuyahoga County, Dayton, Franklin County, Lucas County, Middletown, Newburgh Heights, Oberlin, City of Montgomery, Summit County, West Chester and Upper Arlington. Benefits range from two (2) weeks of paid leave up to twelve (12) weeks in the cities of Cincinnati and Montgomery. The City of Hamilton has a pending draft proposal establishing two (2) weeks of paid maternity and paternity leave at 100%. The City of Westerville is likewise considering updating its leave policies to include some form of paid parental leave.

The addition of a paid parental leave provision to Chapter 163 of the Codified Ordinances of the City of Fairfield will improve employee retention, job satisfaction, productivity, and it is a unique benefit that will help attract talent in today's competitive market.

**Financial Impact:**

The estimated financial impact of authorizing two weeks of paid parental leave is approximately \$32,000.00. Funding is available under the auspices of City Council's previously approved 2026 Operating Budget.

**Emergency Provision:**

Yes, it is recommended that Council suspend the rules and declare an emergency measure necessary for the urgent benefits and protection of the City and its inhabitants. The City seeks to retain employees in its workforce who have started, or plan to start, families and to offer a unique benefit that will help attract talent in today's competitive market.

**Rule Suspension Requested:**

Yes

**ATTACHMENTS:**

- 1. Section 163.21-Ord
- 2. Exhibit A-Section 163.21-Ord

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

ORDINANCE TO ADOPT NEW SECTION 163.21, PAID PARENTAL LEAVE OF ORDINANCE NO. 166-84, THE CODIFIED ORDINANCES OF FAIRFIELD, OHIO, AND DECLARING AN EMERGENCY.

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

Section 1. New Section 163.21, Paid Parental Leave of Ordinance No. 166-84, The Codified Ordinances of Fairfield, Ohio is hereby adopted to read as follows: **See attached Exhibit "A" which is incorporated herein by reference.**

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 adoption of new Section 163.21 will ensure the City's ability to attract and retain employees in a competitive market; 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

## EXHIBIT "A"

### 163.21 PAID PARENTAL LEAVE

(a) ELIGIBILITY

- (1) PERMANENT FULL-TIME EMPLOYEES, NOT COVERED BY A COLLECTIVE BARGAINING AGREEMENT, WHO HAVE BEEN EMPLOYED BY THE CITY OF FAIRFIELD FOR AT LEAST TWELVE (12) MONTHS AND HAVE WORKED AT LEAST 1250 HOURS DURING THE TWELVE (12) MONTH PERIOD IMMEDIATELY PRECEDING THE DATE WHEN THE REQUESTED LEAVE WILL BEGIN ARE ELIGIBLE.
- (2) BOTH BIRTH AND ADOPTIVE PARENTS (INCLUDING SAME-SEX PARENTS) ARE ELIGIBLE.

(b) LEAVE ENTITLEMENT

- (1) THE CITY WILL PROVIDE ELIGIBLE EMPLOYEES WITH UP TO TWELVE (12) WEEKS OF JOB PROTECTED LEAVE AFTER THE BIRTH OR ADOPTION OF A MINOR CHILD. OF THE TWELVE (12) WEEKS, THE FIRST EIGHTY (80) HOURS WILL BE PAID PARENTAL LEAVE. ("PPL") IF BOTH PARENTS ARE EMPLOYED BY THE CITY OF FAIRFIELD, EACH IS ENTITLED TO EIGHTY (80) HOURS PAID PARENTAL LEAVE.
- (2) LEAVE MUST BE TAKEN CONSECUTIVELY AND MUST BEGIN WITHIN 3 DAYS FOLLOWING THE BIRTH OR ADOPTION (THE DATE OF THE COURT ORDER) OF A CHILD. MULTIPLE BIRTHS OR ADOPTIONS (SUCH AS TWINS OR ADOPTION OF MORE THAN ONE CHILD) DO NOT INCREASE THE AMOUNT OF PAID PARENTAL LEAVE GRANTED.
- (3) PAID PARENTAL LEAVE MUST BE EXHAUSTED, PRIOR TO TAKING ANY OTHER FORMS OF PAID OR UNPAID LEAVE. IF PAID PARENTAL LEAVE IS NOT EXHAUSTED, ANY REMAINING BALANCE IS NOT PAID OUT UPON SEPARATION OF EMPLOYMENT.

(c) PAY DURING LEAVE

- (1) ELIGIBLE EMPLOYEES WILL RECEIVE 100% OF THEIR REGULAR BASE SALARY AND REGULAR BENEFITS, INCLUDING HEALTH, DENTAL, AND RETIREMENT CONTRIBUTIONS DURING THEIR PAID PARENTAL LEAVE PERIOD. EMPLOYEES CONTINUE TO ACCRUE OTHER TYPES OF LEAVE WHILE ON PAID PARENTAL LEAVE, IN ACCORDANCE WITH THEIR ACCRUAL SCHEDULE. EMPLOYEES DO NOT ACCRUE PAID ACCRUALS DURING UNPAID LEAVE.
- (2) IF A HOLIDAY FALLS WITHIN THE EMPLOYEES PAID PARENTAL LEAVE, SUCH DAY WILL BE CHARGED AS PAID PARENTAL LEAVE, AND THE HOLIDAY DOES NOT EXTEND THE TOTAL PAID PARENTAL LEAVE ENTITLEMENT PERIOD.
- (3) EMPLOYEES ARE INELIGIBLE TO RECEIVE OVERTIME PAY WHILE ON

PAID PARENTAL LEAVE AND NO PORTION OF PAID PARENTAL LEAVE WILL BE CONSIDERED TIME WORKED FOR PURPOSES OF CALCULATING OVERTIME PAY.

(d) PROCEDURE FOR REQUESTING LEAVE

- (1) EMPLOYEES MUST NOTIFY THEIR SUPERVISOR AND PROVIDE HUMAN RESOURCES WITH WRITTEN NOTICE OF THEIR INTENT TO TAKE PAID PARENTAL LEAVE AT LEAST THIRTY (30) DAYS IN ADVANCE OF THE EXPECTED START DATE. IN CASES WHERE THIRTY (30) DAYS' NOTICE IS NOT POSSIBLE, NOTICE MUST BE GIVEN AS SOON AS PRACTICABLE.
- (2) FMLA AND PARENTAL BONDING LEAVE REQUEST FORMS MUST BE COMPLETED, ALONG WITH THE REQUEST FOR PAID PARENTAL LEAVE, AND SUBMITTED TO HUMAN RESOURCES FOR APPROVAL.

(e) RETURN TO WORK

- (1) EMPLOYEES ARE EXPECTED TO RETURN TO WORK ON THE FIRST SCHEDULED WORKDAY AFTER THE END OF THE EIGHTY (80) HOURS PAID PARENTAL LEAVE PERIOD. IF ADDITIONAL TIME OFF IS REQUESTED BEYOND THE TWO (2) WEEK PAID PERIOD, EMPLOYEES MUST USE ANY ACCRUED LEAVE IN ACCORDANCE WITH THE CITY'S FMLA POLICY. IF AN EMPLOYEE GOES ON UNPAID LEAVE THE EMPLOYEE SHALL BE REQUIRED TO PAY COST SHARING FOR EMPLOYEE BENEFITS IN ACCORDANCE WITH CITY POLICY. HOWEVER, THE CITY MANAGER IS GIVEN THE AUTHORITY, AND MAY, IN HIS/HER DISCRETION, PERMIT BIRTH OR ADOPTIVE PARENTS TO RETAIN TWENTY-FOUR (24) HOURS OF PAID VACATION OR PERSONAL ACCRUALS IN GRANTING A REQUEST FOR AN UNPAID LEAVE OF ABSENCE.
- (2) UPON RETURN TO WORK, EMPLOYEES WILL RETURN TO THEIR SAME OR EQUIVALENT POSITION WITH THE SAME PAY AND BENEFITS, IN ACCORDANCE WITH THE CITY'S RETURN-TO-WORK POLICIES.

(f) COORDINATION WITH OTHER ORDINANCES OR POLICIES

- (1) PAID PARENTAL LEAVE RUNS CONCURRENT WITH THE FAMILY AND MEDICAL LEAVE ACT (FMLA) AND OTHER APPLICABLE STATE AND FEDERAL LEAVE LAWS.
- (2) IN THE EVENT AN EMPLOYEE TAKES PAID PARENTAL LEAVE FOR A STILLBIRTH, THE EMPLOYEE IS NOT ELIGIBLE FOR FUNERAL LEAVE UNDER SECTION 163.02(E) OF THE CODIFIED ORDINANCES OF THE CITY OF FAIRFIELD.

(g) OUTSIDE WORK

- (1) EMPLOYEES ARE PROHIBITED FROM PERFORMING OUTSIDE

**WORK WHILE ON PAID PARENTAL LEAVE.**



**City Council Communication  
Regular Meeting - January 26, 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: \$12,733 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:**

\$12,733 from noted funding source.

**Emergency Provision:**

*NA*

**Rule Suspension Requested:**

Yes

**ATTACHMENTS:**

1. Non-Contractual 1-26-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. 148-25, the 2026 Appropriation Ordinance, is hereby amended in the following respects:

<b>From:</b>	<b>Unappropriated Capital Improvement Fund</b>	<b>\$12,733</b>
<b>To:</b>	40216025-253200 Capital Equipment	\$12,733
	<i>(Speed Detection Equipment 6PD01)</i>	

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 26, 2026**

Submitted by: Steve Maynard, Police Chief  
Department: Police

**Subject:**

Speed detection equipment.

**Legislation Title:**

\$12,733 - Speed detection equipment (Police)

**Recommendation:**

It is recommended that Council authorize the City Manager to enter into a purchase agreement with Kustom Signals Inc., located at 10901 W 84th Terrace Suite 100, Lenexa, Kansas 66214, to purchase speed detection equipment at their quoted price of \$12,733.00.

**Discussion:**

The police department utilizes handheld and vehicle mounted speed detection equipment (Radar) to conduct traffic enforcement. This project will allow for the purchase of additional fixed and mobile radar units to equip our fleet.

**Financial Impact:**

\$12,733.00 from the Capital Improvement Program. Project 6PD01.

**Emergency Provision:**

*Yes, to provide for the timely purchase of equipment necessary to provide essential law enforcement services.*

**Rule Suspension Requested:**

Yes.

**ATTACHMENTS:**

1. Kustom Quote - 2026

Quote Number 00019420



Prepared By Alicia Sierrawolfe
Phone +19139616482
Email asierrawolfe@kustomsignals.com

Address 10901 W 84th Terrace Suite 100
Lenexa, KS 66214
United States
Created Date 1/6/2026
Expiration Date 2/28/2026

Quote To:

Name Major Mike Woodall
Bill To Name FAIRFIELD POLICE DEPARTMENT
Bill To 5230 PLEASANT AVE
FAIRFIELD, OH 45014-3555
USA
Ship To Name FAIRFIELD POLICE DEPARTMENT
Ship To 5230 PLEASANT AVE
FAIRFIELD, OH 45014-3555
USA

Table with 5 columns: Product Code, Quantity, Product Description, Sales Price, Total Price. Rows include items like Directional Golden Eagle II Dual KA Antennas and Directional Talon Stationary Mode.

Totals

Subtotal USD 12,732.13
Shipping and Handling USD 0.00
Total Amount USD 12,732.13

\* Applicable Sales Tax Not Included. Seller may charge Buyer a 25% restocking fee.

\*\*\*

Ohio Contract 800910

\*\*\*

Your price includes shipping.

Quote Acceptance

Signature \_\_\_\_\_

Name \_\_\_\_\_

Title \_\_\_\_\_

Date \_\_\_\_\_



Prepared By Alicia Sierrawolfe
Phone +19139616482
Email asierrawolfe@kustomsignals.com

Address 10901 W 84th Terrace Suite 100
Lenexa, KS 66214
United States
Created Date 1/6/2026
Expiration Date 2/28/2026

KUSTOM SIGNALS, INC.
TERMS AND CONDITIONS

1. APPLICABILITY. Unless otherwise specified in a written bid, quote or contract, the following terms and conditions shall apply.

2. PRICES AND TAXES. Prices will be Kustom Signals, Inc.'s ("Seller") prices in effect on the date a purchase order is accepted by Seller, and Seller may change its prices at any time, in its sole discretion.

3. PAYMENT. Unless otherwise provided on the face of the invoice, payment is due 30 days after invoice date in US dollars. Partial payments are not permitted unless authorized in writing.

4. DELIVERY AND PERFORMANCE. Delivery dates are approximate. Seller disclaims all liability for late or partial delivery.

5. LOSS IN TRANSIT. Risk of loss will pass to Buyer upon delivery of the goods to the carrier. In case of breakage or loss in transit, Buyer will have notation of same made on expense bill before paying freight.

6. TERMINATION, RESTOCKING CHARGES. Buyer may terminate this purchase order for its convenience, in whole or in part, by written, faxed or telegraphic notice at any time. If Buyer terminates this purchase order for convenience, Buyer will be liable to Seller for Seller's reasonable costs incurred in the performance of this purchase order that Seller cannot mitigate.

7. WARRANTY. Seller's warranty is provided separately.

8. LIMITATION OF LIABILITY. SELLER IS NOT LIABLE FOR ANY CONSEQUENTIAL, INDIRECT, OR INCIDENTAL DAMAGES, OR ANY LOST PROFITS OR LOST SAVINGS, EVEN IF A SELLER REPRESENTATIVE HAS BEEN ADVISED OF THE POSSIBILITY OF SUCH LOSS, DAMAGES, CLAIMS OR COSTS, NOR IS SELLER LIABLE FOR ANY CLAIM BY ANY THIRD PARTY.

9. INDEMNIFICATION. Buyer will indemnify, defend and hold Seller harmless from all losses, damages, liabilities and costs, including attorneys' fees, incurred or sustained by Seller as a result of any third party claim made against Seller, including a claim by a customer of Buyer, arising from its negligent, reckless, willful, or intentional actions in marketing and reselling the goods.

10. EXPORT RULES. Exports and re-exports of the goods may be subject to United States export controls and sanctions administered by the U.S. Department of Commerce Bureau of Industry and Security under its Export Administration Regulations ("EAR"). Buyer shall comply with all laws, rules and regulations applicable to the export or re-export of goods including but not limited to EAR which includes, among other things, screening potential transactions against the U.S. Government's (i) list of prohibited end users, and (ii) list of prohibited countries.

11. MISCELLANEOUS. These terms and conditions, together with any other written agreement between Buyer and Seller, if any: (i) are the exclusive statements of the parties with respect to the subject matter and supersedes any prior or contemporaneous communications; (ii) may not be amended except in writing executed by the parties and will prevail in any case where the terms of Buyer's purchase order or other communication are inconsistent; (iii) will be interpreted and enforced in accordance with the laws of the State of Kansas, without giving effect to principles of conflicts of law. These terms and conditions are: (1) solely for the benefit of the parties, and no provision of these terms and conditions will be deemed to confer upon any other person any remedy, claim, liability, reimbursement, cause of action or other right.

Kustom Signals, Inc.
Attn: Sales Dept.
9652 Loiret
Lenexa, KS 66219

Quote Acceptance

Signature \_\_\_\_\_

Name \_\_\_\_\_

Title \_\_\_\_\_

Date \_\_\_\_\_